



*"We create efficient and innovative workspaces,
based on new global trends, and customized according
to the company's business model, activity, corporate culture and image."*

OUR SERVICE

Offices are the tangible representation of the values, mission and culture of an organization. Therefore, they cannot be generic and uniform for any company. Our method ensures each client a corporate space that is more suitable for its activity, brand identity and philosophy. Creating the environment that maximizes teamwork performance.

We offer integral end to end solutions that accompany the client through each step of the reorganization process or move of the corporate space.

We create efficient and innovative corporate spaces that respond to the new work trends which govern the corporate world of today.

Besides searching efficiency in the use of space, we optimize synergies among human, environmental and organizational factors, achieving the highest performance of the space and people.

We consider workplaces as production environments. We aim not only at improving occupational ratios but also making people's work more productive by implementing a concept design that promotes motivation, well-being, identification, satisfaction and commitment to the organization, in order to achieve high performance workspaces.

THE COMPANY

Founded in 1996, Contract has five own regional offices in Argentina, Chile, Peru, Mexico and Uruguay. Over these years, we have built over 750.000 square meters.

Our staff is made up of more than 200 qualified professionals specialized in understanding and serving the needs of each client, offering proposals customized to the requirements, work method and corporate image of each organization. We rely on LEED (Leadership in Energy and Environmental Design) certified professionals.



ALLIANCES

Founding member of Plannet: a strategic alliance made up of eight leading companies in the design and construction of workplaces in Latin America. Plannet ensures global companies the same service quality in each point of the alliance respecting the corporate identity and the culture of each organization.



Strategic partner of WIP (*Workplace + Innovation + Performance*), consultants specializing in workplace technologies.



MEMBERSHIPS

Founding member of the Latin American Facility Management Society.



PUBLICATIONS

Editor of Facility Magazine. The only Facility Management publication in Spanish. Main sponsor and promoter of the Facility Management Book, directed by Victor Feingold. First text available in Spanish on this field.



CONTRACT INDEX

The first index developed and published on a monthly basis that indicates the cost per square meter of the interior of corporate offices.



CONTRACT GUARANTEE

We warrant all the works executed for a period of a year, independently of the guarantees offered by the manufacturers and participating suppliers. We assume total responsibility over the project and construction works certifying the strict compliance of the agreed terms and prices.

MOVING LOGISTICS

We plan, coordinate and offer the necessary support to carry out the moving process without losing productivity.

FACILITY MANAGEMENT

Our relationship with the client does not end when the construction is complete. We continue to serve the client post construction. CONTRACT is committed to providing solutions and taking care of issues promptly addressing the client's needs.

Actions will be planned in order to maximize the life of equipment and reduce the risk of failure, within a scheme of fortnight visits during a one-year period.

CHANGE MANAGEMENT

We offer consultancy, design and implementation of a communication and dynamics plan conceived to manage change, thus helping the staff of each company to successfully go through the moving process without affecting either productivity or the internal atmosphere.

CUSTOMER SATISFACTION SURVEY

TESTIMONIALS

"I would like to mention what a pleasure it was working with the entire team from Contract. Everyone was extremely professional throughout the process and the completed office far exceeded expectations. Thank you for providing a space we are excited and happy to work in everyday!"

Catalent Pharma Solutions

"Once more I want to thank the support, dedication, effort and commitment shown during this process that we proudly culminated yesterday..... Now let's regain energies for phase 2 ... coming soon!

Congratulations for this achievement!"

Google

"Dear CONTRACT, we want, on our behalf and the nearly 400 employees, which are today enjoying these new offices , congratulate and deeply thank you for the effort done for bringing this project to life.

We really feel we have AAA offices and the people are very happy with these new facilities ...seeing them take pictures as if they were at Disney, was moving! ... We are very happy and want to share it with you!

THANKS!"

Mercado Libre

SOME OF OUR CLIENTS



February 6th 2014
Mr. Gaylord R. Harberts
GRACO

Ref: Proposal for GRACO Montevideo

Please find attached our professional fee proposal for the new corporate offices of GRACO in Montevideo. The new site will have a surface of 168 square meters approximately. This proposal includes *design, documentation* for applying for private exploitation of a Free Trade Zone and construction authorization by WTC Free Zone & *construction work quotation* for the required surface.

Service description

PHASE 1: SCHEMATIC DESIGN

During this stage -schematic design- CONTRACT will consult with GRACO to determine project goals and requirements. This will determine the program for the project.

The following activities will be carried out: analysis of the location through a detailed survey of the physical space and its facilities, including survey of the existing facilities & photographic survey

The program will define the required functions of the project, and will include estimated area of each usage type and any other elements that achieve the project goals.

During schematic design, CONTRACT will develop study drawings, documents and other media that illustrate the concepts of the design and include spatial relationships and scale for the client to review. At this research phase of the project, zoning requirements or jurisdictional restrictions will be addressed.

This phase will produce a final schematic design, to which GRACO agrees after consultation and discussion with CONTRACT.

Deliverables:

- Floor plan, including overall dimensions.

PHASE 2: DESIGN DEVELOPMENT

Design Development (DD) services will use the initial design documents from the schematic phase and take them one step further.

This phase will result in drawings that will specify the design. The level of detail provided in the DD phase will be determined by the project requirements and will result in a formal presentation and approval by GRACO.

Deliverables:

- Floor plan(s) & sections, including overall dimensions.
- Furniture layouts.
- Computer images (qty.: 2).
- Virtual walkthrough.

PHASE 3: CONSTRUCTION WORK QUOTATION

Upon layout approval, a bill of materials providing project specific measured quantities of the items of work along with technical specifications will be prepared for tendering.

CONTRACT will submit a quotation on turnkey basis.

PHASE 4: DOCUMENTATION FOR APPROVALS

This phase will lay out mechanical, electrical, plumbing and architectural details in order to comply with Free Trade Zones requirements for applying for private exploitation of a free trade zone.

Deliverables:

- Floor plan(s) & sections with full dimensions.
- Outline material specifications (wall & floor finishes).
- Preliminary MEP drawings, layout.

Drawings for construction authorization by WTC Free Zone will also be developed and submitted during this stage.

Deliverables:

ARCHITECTURE

- Floor plan(s) with full dimensions, finishes and destination of the spaces
- Lengthwise and cross sections
- Reflected ceiling & lighting
- Architectural and Technical Specifications of the materials to be used and works to be carried out

TECHNICAL PROJECTS

- Plans and Specifications for the following:

- Electrical, lighting and voice & data cabling: electrical plans, lighting plans & structured wiring plans, electric power calculation, emergency electric power requirements.
- Air conditioning: HVAC plans, heat balance, indicating hydraulic flow
- Plumbing
- Firefighting system
- Fire detection and alarm system
- Water leakage detection system

Service presentation

All the technical documentation required for the execution of the services contained in this proposal will be made using suitable drawing scales, always based on good architectural practices and in compliance with the standards and regulations in force.

TECHNICAL TEAM AND TOOLS

The design and construction phase will be led by a senior project manager, who will be in charge of a group of experienced professionals. The team will be formed by a project architect, an architectural drafter, a business account, two senior construction project managers and a construction assistant. Specialized software such as AUTOCAD, REVIT and MICROSOFT PROJECT, will be used to produce the aforementioned documentation. CONTRACT utilizes Customer Relationship Management software in its internal procedures to manage the company's interactions with its customers.

INTRANET

All technical documents that are part of this project, such as drawings, work scheduling, budgets, 3D presentations, images, on-site photographs, records of meetings, will be made available to GRACO on the INTRANET for CONTRACT's clients.

www.contract.com.uy

GRACO's responsibilities

GRACO must appoint an authorized representative with faculty for making decisions, who will be present during the process in order to make any relevant comments and answer any enquiries that might arise.

Such representative must duly and timely prepare the information and documents to assist CONTRACT, so that the services are executed in accordance with good architectural practices and within the agreed upon procedures and schedules.

GRACO will have the right to control the services rendered by CONTRACT and its representatives will be allowed visit the site in order to obtain any necessary information. The possible control by GRACO is only supplementary and does not exempt CONTRACT from its obligations.

Terms

An estimated schedule will be agreed between the parties for the rendering of the above-mentioned services, which will describe the progress of tasks.

The estimated terms will be as follows:

PHASE 1: 1 week.

PHASE 2: 2 weeks.

PHASE 3: 2 weeks. This phase may overlap with phase 2.

PHASE 4: 1 week. This phase may overlap with phase 3.

Professional fees

GRACO will pay CONTRACT the following sums, on account of the work described above:

PHASE 1&2: USD 2.100

PHASE 3: USD 1.000

PHASE 4: USD 1.850

TOTAL FEE: USD 4.950

Notes

The prices are quoted in American Dollars. Prices do not include VAT (not to be applied to Free Trade Zones).

This proposal includes the fees of professional MEP consultants for phase 4.

This proposal does not include the cost of managing and processing municipal/national permits, or the payment of taxes or duties that may correspond.

Should CONTRACT result awarded with the Construction works on a Turn Key basis, a 50% discount will be applied to the total fee; in this case, all deliverables mentioned above will be revised and only the necessary documentation for CONTRACT to do the works will be submitted.

Payment method

Services will be paid as follows:

50% upfront

50% upon completion

Please let us know if you have any further comments.

We look forward to hearing from you.

Daniel Flom
Director
CONTRACT (ARTVIX S.A.)

CLIENT REFERENCES

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