

GERMAIN HÔTELS

RESPONSIBLE SOURCING POLICY

2024 Update

INTRODUCTION

As a company that operates properties across Canada, it is essential for Germain Hotels to standardize its practices and ensure responsible sourcing choices. The purpose of this document is to outline the different stages of the purchasing process in our organization, facilitate operations and decision-making for our teams, and encourage eco-design and innovation among our suppliers.

The responsible sourcing policy is based on the following guiding principles:

- Prioritizing quality in purchasing decisions,
- Prioritizing local sourcing (regional, provincial, national),
- Prioritizing eco-friendly products over their entire life cycle and the suppliers who share our vision of sustainable hospitality,
- Fostering the development of long-term relationships with suppliers,
- Maintaining flexibility in local purchasing,
- Ensuring that goods purchased are from suppliers that respect their employees' workplace rights.

Management

Table of contents

- 1. OBJECTIVES 4
- 2. SCOPE OF APPLICATION..... 4
- 3. ROLES AND RESPONSIBILITIES OF THOSE INVOLVED 4
- 4. THE MAIN PURCHASING CATEGORIES 7
 - a) Banner goods and services 7
- 5. BEFORE MAKING A PURCHASE 7
- 6. SUPPLIER SELECTION 8
 - a) Selecting a known supplier 8
 - b) Selecting a new supplier* 8
- 7. PRODUCT SELECTION 9
- 8. OBTAINING QUOTES..... 10
- 9. PURCHASE ORDER PROCESS 10
 - a) Regular purchases of \$5000 or more 10
 - b) Construction project purchases with an ACCEO purchase order 11
 - c) Routine purchases without a purchase order 11
 - d) Delivery and billing address 11
- 10. ADVANCE PAYMENTS (DEPOSITS) 12
- 11. RECEIPT OF GOODS..... 12
 - a) Purchases with or without purchase orders 12
- 12. INVOICE RECEIPT AND APPROVAL..... 13
 - a) For a purchase made with a purchase order 13
 - b) For a purchase made without a purchase order 13
- 13. PAYMENT 13
- 14. RESPECT FOR HUMAN RIGHTS 14
- 15. ETHICS, TRANSPARENCY, AND INTEGRITY 15
- APPENDIX..... 16

1. OBJECTIVES

The purpose of this policy is to describe the specific procedures to be followed in the purchasing process for all Germain Hotels properties:

- Identification and operation of purchasing categories and the roles of the people involved
- Supplier selection
- Administrative procedures: purchase order process, advance payments (deposits), obtaining quotes.
- Operational procedures: receipt of the goods, delivery note processing, invoice processing and approval, and payment.

2. SCOPE OF APPLICATION

This policy covers all types of purchases:

- Supplies attributable to room costs (e.g. laundry, bedding, etc.)
- F&B food and drinks
- Sales & marketing expenses
- Administrative expenses
- IT and communications purchases
- Maintenance expenses (servicing and repairs)
- Other fixed expenses (property taxes, insurance, rent)
- Professional fees
- Furniture and equipment purchases
- Development and construction expenses

3. ROLES AND RESPONSIBILITIES OF THOSE INVOLVED

The people involved in various purchasing processes are:

- Purchasing managers [currently Stephanie Mazéas – rooms (furniture and other equipment) and Jacky Bruchez – (catering and banquets)]
- Category owner (person responsible for a category of goods/services for the entire group)
- Hotel managers
- Germain Hotels team members
- The marketing team

a. Purchasing managers

Responsibilities include, but are not limited to:

- Overseeing the administrative and contractual management of suppliers
- Coordinating needs between the Group's properties
- Searching for new suppliers and assessing their offer
- Negotiating and implementing national supply agreements and contracts
- Implementing centralized ordering systems and participating in inventory evaluations
- Scheduling annual supplier meetings (to review price lists, among other things)
- Supporting category owners in their sourcing-related tasks
- Acting as the central point for all sourcing-related communications

They may also support any staff involved in sourcing with their administrative tasks. They also ensure compliance with Germain Hotels' sourcing guidelines, policies, and procedures.

b. Category owners

Responsibilities include, but are not limited to:

- Selecting products and services for the Group within the category they are responsible for.
- Setting quality standards for products to be used in the category.
- Participating with relevant purchasing managers in supplier selection, the development of required quantities (inventories), and the management and evaluation of supplier performance for the category.

The category owner is the reference for the category they are responsible for. They are responsible for making product and supplier choices in collaboration with the purchasing managers and/or Germain Hotels management.

A "LIST OF CATEGORY OWNERS" DOCUMENT IS AVAILABLE IN THE APPENDIX.

c. Hotel managers

- Identification of needs to be met
- Reading this policy and the purchasing catalogue
- Selection of products or services previously identified by the relevant category owner
- Preparation of a purchase order with an authorized supplier as outlined in this Responsible Sourcing Policy
- Receipt of goods and services and processing of delivery notes
- Approval of future cost estimates and delivery notes
- Transmission of all documents (purchase order, delivery note, invoice) to accounts payable in accordance with this policy
- Orders for items without logos
- **Prioritizing suppliers in their city or province**
- Keeping relevant purchase managers informed

In summary, the employees involved remain responsible for placing orders with suppliers while ensuring compliance with the Group's guidelines and the approval limits in place.

d. Germain Hotels team members who wish to make purchases

- Reading this policy and the purchasing catalogue
- Choosing from a list of suppliers or suggesting suppliers to the purchasing manager
- Placing orders for items without logos
- **Prioritizing suppliers in their city or province**

e. Marketing team

- Oversee logo positioning
- Gives all information to the purchasing person to add to the guides

4. THE MAIN PURCHASING CATEGORIES

a) Banner goods and services

** Managed by purchasing managers and the marketing team*

- Goods and services that have a strong impact on the customer experience and for which it is essential to establish a uniform image for our brands and banners. (e.g.: soaps and bathroom products, bedding, uniforms, etc.)
- In terms of food service, this includes items like tableware, kitchen equipment, distribution contracts, and other national contracts.

b) Local goods and services

** Managed by the manager of each property.*

- Goods and services to be purchased from local suppliers or for which a local flavour is desired.
- In terms of food service, this includes products on the menu, in the minibar, in Altcetera, etc.

5. BEFORE MAKING A PURCHASE

The first step is to assess **need and use**:

Step 1: Questions for the department	Step 2: Contact the person responsible for purchasing
<ul style="list-style-type: none"> ○ Is it a necessary purchase? ○ Can we think of a different item to purchase? E.g.: choose a reusable option? ○ Is the estimated quantity accurate to avoid waste? 	<ul style="list-style-type: none"> ○ Does the Group already have a supplier? ○ Is it possible to make joint purchases?

6. SUPPLIER SELECTION

a) Selecting a known supplier

Purchases should generally be made from suppliers approved by the relevant category owner. If it is impossible to use the products or a specific supplier, the purchaser must notify the relevant category owner.

A “LIST OF SUPPLIERS” DOCUMENT IS AVAILABLE IN THE APPENDIX.

b) Selecting a new supplier*

*For new suppliers: confirm with the purchasing manager.

Each category owner is responsible for selecting a new supplier with care and diligence. Before placing an order with a new supplier, the category owner must ensure the following:

Local aspect	Responsible aspect	Ethical aspect
Prioritize companies from the same city and province, and possibly the same country.	Supplier’s commitment to sustainable and innovative environmental, social, and economic management practices.	Supplier’s ability to supply products that meet specified requirements
Consider the distance between the place of production and the place of sale	Socio-economic impact: number of employees and local investment (e.g., do they pay taxes in Canada?)	Ability to deliver on time and distribute across Canada
Bilingualism	Does the supplier have a certification (B Corp, Carbon Neutral, etc.)?	Supplier’s reputation and financial strength

7. PRODUCT SELECTION

Objective: goods and services purchased should have as little impact as possible on the environment and human health. We also need to consider the product’s entire life cycle.

Origin	Lifecycle	End of life
Consider the product design (is it local?), the origin of the raw materials, the location of their processing, and where the product is packaged.	The product: <ul style="list-style-type: none"> ▪ Must be sustainable and require as little water and energy as possible. ▪ Is not overpackaged 	A reusable product should be a priority.
Are the components of the product made from recycled materials? From natural materials?	Is the product certified (Fair Trade, organic)?	Is the product reusable or recyclable? Make sure the property can dispose of the product properly.

The objective is to work together to improve our environmental, social, and economic performance, in line with Germain Hotels’ values and objectives for corporate sustainability.

A “CHECKLIST” FILE IS AVAILABLE IN THE APPENDIX.

8. OBTAINING QUOTES

For **local goods and services**, it is mandatory to obtain a minimum of **two quotes** for the purchase of the following goods or services:

- Recurring purchases or service agreements for which the annual volume can be estimated at over **\$25,000**. For example, fees for a service agreement for snow removal, building maintenance or exterior grounds.
- One-time purchases over **\$10,000**. For example, rental of furniture and audio-visual equipment for meeting rooms.

It is possible to request a quote from a single supplier in the following cases:

- There is only one supplier capable of fulfilling the mandate according to the technical requirements.
- The supplier owns or distributes a unique technology or expertise that we need to acquire.
- The turnaround time is very short, and the schedule is too tight.
- The supplier has a firm agreement with Germain Hotels; its prices and conditions have been negotiated in advance by purchasing managers and/or category owners.

When requesting a quote, it is necessary to establish a fair basis of comparison between suppliers by ensuring that you obtain the full cost for each quote (quantity, unit cost, transport, customs, etc.). In addition to the full cost, the selection criteria mentioned in section 6B must always be considered when analyzing quotes.

9. PURCHASE ORDER PROCESS

When a purchase order for goods and services is required, it must be created in Sensaas. <https://portail.sensaas.ca/GciGermain/DefaultRouting.aspx?Site=PO>. Refer to the Sensaas User Guide on the Intranet in the Procurement section.

a) Regular purchases of \$5000 or more

For any purchase of goods or services valued at **\$5,000** or more, a purchase order or other documents must be provided to the accounting department:

- A **Sensaas purchase order** must be completed if you have a quote and/or if the supplier requires it.

*Please note that in some cases, suppliers may require a purchase order for values **less than \$5,000**. In those cases, we ask that you respect the supplier's requirements and complete the purchase order.

- A **service agreement** or **work order** can also replace a purchase order.

The people authorized to place and/or approve an order can be found in the list of approval levels, available on the Intranet in the Procurement section. Note that it is possible to place an annual order when the value of the products or services to be received is determined at the time of signing an annual agreement confirmed in advance by purchasing managers and/or category owners.

b) Construction project purchases with an ACCEO purchase order

A purchase order using ACCEO software must be completed for all purchases related to a construction project regardless of the amount of the purchase.

c) Routine purchases without a purchase order

For purchases **less than \$5,000** without a Sensaas purchase order, unless requested by the supplier, the purchasing manager must still obtain a quote from the supplier in advance, including the cost of the products to be ordered or services to be received. A copy of this quote must be kept on file. The quote can take the form of a computer file (email, PDF, Excel), an order via the supplier's website, or a work order.

The quote or work order should be attached to the invoice when it is approved in Sensaas.

d) Delivery and billing address

When making a purchase, you must ensure that the delivery address is the address for which the order is placed. For example, if an order is placed for Alt Hotel Montreal, the address should be as follows:

Alt Hotel Montreal

ATT: (purchasing manager)

120, rue Peel Montreal, QC, H3C 0L8

Invoices should preferably be sent by email to: payables@germainhotels.com. If the invoice is mailed to your property, the billing address should be that of the Quebec service centre:

500-1200 Des Sœurs-du-Bon-Pasteur Quebec, QC G1S 0B1

**** This method speeds up the processing of invoices received directly at the head office.***

10. ADVANCE PAYMENTS (DEPOSITS)

- Some suppliers require an advance payment (deposit) representing a percentage of the total order price before delivery. Advance payments (deposits) paid to suppliers should never exceed more than 30% of the total order price. Deposits should not be paid to new suppliers until they have been verified by purchasing managers and/or category owners.
- All advance payments (deposits) must be approved by an authorized person, according to the approval levels established for regular purchases.

11. RECEIPT OF GOODS

a) Purchases with or without purchase orders

- On receipt of the goods, the purchasing manager must check that the order is correct and that the quantities received correspond to those shown on the purchase order.
- If the order is correct, the purchasing manager signs the delivery note and staples the original to the corresponding purchase order. It is recommended that a photocopy of the delivery note be attached to the invoice in Sensaas. *Refer to the Sensaas User Guide available on the Intranet in the Procurement section.*
- If the order received is inadequate (e.g. discrepancies between the items and/or quantities on the purchase order and the goods received), the manager must follow up with the supplier regularly. The delivery note and purchase order are then kept with incomplete orders.
- Delivery notes and purchase orders should not be filed until the order is complete and correct.
- If the invoice is received immediately, it can replace a delivery note and must be attached to the quote and sent by email to: payables@germainhotels.com

12. INVOICE RECEIPT AND APPROVAL

a) For a purchase made with a purchase order

- All invoices must be sent separately by email in PDF format to: payables@germainhotels.com
- On receipt of the invoice, the accounts payable department validates that the quantities and items invoiced correspond to the purchase order.
- The approved purchase order number must be indicated on the invoice. It will then be automatically attached to the invoice in Sensaas.
- If the invoice is received at the hotel, the purchasing manager must send a copy of it by email to: payables@germainhotels.com

When receiving your orders, it is important to close your purchase order in Sensaas. *Please refer to the Sensaas User Guide available on the Intranet in the Procurement section.*

b) For a purchase made without a purchase order

- On receipt of the invoice, the accounts payable department validates that the quantities and items invoiced correspond to the quote and the previously approved delivery note.
- If the invoice is received at the hotel, the purchasing manager (department manager or hotel manager) validates that the quantities and items invoiced correspond to the quote and the delivery note:
 - o If there are no errors, the invoice is sent by email to: payables@germainhotels.com.
 - o If there are discrepancies or if the prices invoiced are incorrect, the purchasing manager must contact the supplier to follow up.

13. PAYMENT

Invoices are generally paid on the last day of the month following the date of receipt of the invoice, except for food and beverage purchases, where payment is made on the 15th of the month following the date of receipt. For prompt payment, the supplier must offer a discount. Payment must then be made within the specified period. In most cases, invoices are paid by electronic transfer (by cheque in very rare cases). In case of exceptions to the current payment policy, please contact your financial controller.

14. RESPECT FOR HUMAN RIGHTS

It is essential to respect the principles established by the International Labour Organization (ILO) and the Universal Declaration of Human Rights (UDHR). More specifically, it is fundamental to ensure respect for labour rights as described in:

- the ILO Declaration on Fundamental Principles and Rights at Work (1998)
- the Universal Declaration of Human Rights (1948).

According to the ILO Declaration “all Members (countries), even if they have not ratified the Conventions in question, have an obligation, arising from the very fact of membership in the Organization, to respect, to promote and to realize, in good faith and in accordance with the Constitution, the principles concerning the fundamental rights which are the subject of those Conventions, namely:

- Freedom of association and the effective recognition of the right to collective bargaining;
- The elimination of all forms of forced or compulsory labour;
- The effective abolition of child labour;
- The elimination of discrimination in respect of employment and occupation.”

Source : <https://www.ilo.org/>

The Universal Declaration of Human Rights of 1948 has inspired numerous international human rights treaties. It set out for the first time the basic principles of universality, interdependence and indivisibility, equality, and non-discrimination.

Germain Hotels is committed to respecting and upholding these principles.

15. ETHICS, TRANSPARENCY, AND INTEGRITY

All employees shall perform their duties honestly and in accordance with the company's values. Every person involved in the purchasing process must act in good faith and remain impartial at all times, avoiding any conflict of interest, or appearance of a conflict of interest.

A conflict of interest can include, but is not limited to, the following:

- Holding a personal, financial, or business interest in a major supplier,
- Having a close relationship (family member, spouse, close friend) with a manager or a person in a key position at a major supplier,
- When a supplier offers preferential treatment or any form of personal benefit to an employee in exchange for submission of a quote or to be awarded an order.

When an employee involved in a purchasing process believes they are in a conflict of interest or the appearance of a conflict of interest, they must inform their immediate supervisor, in the interest of transparency.

If an employee is uncertain about a favour offered by a supplier, they should consult their supervisor before accepting it.

All employees have a duty to report any conflict of interest, including the acceptance of bribes, or any dishonest or unethical behaviour of which they may become aware.

APPENDIX

Checklist | Responsible sourcing policy



1. Assess the need

Is the purchase necessary?

- Is it possible to reuse or repair an existing product?
- Can the purchase of the product in question be replaced by a service or rental?
E.g.: a water jug instead of a water bottle.
E.g.: a donation instead of a gift



2. Consider Germain values

Is this a product that allows us to stand out? To innovate?

- Item with logo
Validate the visuals with the Marketing team
- New item
Validate with purchasing managers if we already have a supplier



3. Choose a local business

Is this the most local alternative?

- Where is the company located?
- Where is it made?



4. Think eco-responsibly

Is the item sustainable?

- Is it certified?
- Does it contain recycled materials?



5. Question the packaging

Is it possible to reduce packaging?

- Is the supplier able to take back their packaging?
(E.g.: take back the wooden pallets)
- Is the supplier able to use reusable packaging during delivery?
(E.g.: plastic crate?)



6. Don't forget end-of-life

Is the product recyclable?

- Would the supplier be able to collect the item at the end of its life?
(E.g.: pick up the shampoo bottles when they are empty, etc.)

Not forgetting our regular purchasing process

Price

- Is this the best **Quality/Price** ratio?
- Is the eco-responsible product more expensive than the conventional product? If so, can I use **less of it**, consolidate some needs, or **increase its lifespan**?

Quantity

- Does the estimated **quantity** avoid wasting resources?




Process

- Do I need to make a purchase order?**
See section 8 to 13 for accounting processes

LISTE DES FOURNISSEURS PRINCIPAUX | LIST OF MAIN SUPPLIERS

Coordonnées des fournisseurs / Suppliers information	Bannières / Banners				Articles	Items	Sensaas pour/for PO
	Germain	Alt	Escad	Les 3			
Commandez vous-mêmes / order yourself							
Lieberman Tranchemontagne Isabelle Tétreault isabelle@liebermantranche.com 514-747-5510 Nancy Asselin nasselin@liebermantranche.com 418-564-1869 <i style="color: green;">Voir liste de prix envoyée chaque année pour plus de détails</i> <i style="color: green;">See price list sent each year for more details</i>	x				Sacs en tissu (papier hygiénique /télécommande)	Fabric bags (toilet paper / remote control)	X
				x	Sacs en tissu sèche-cheveux	Fabric bags hair dryer	
				x	Sacs buanderie	Laundry bags	
				x	Sèche-cheveux	Hair dryer	
				x	Cintres	Hangers	
		x			Chaussons avec logo	Slippers with logo	
		x			Chaussons enfant	Slippers (child size)	
				x	Accessoires de toilettes / produits d'accueil - salle de bain	Amenities - bathroom	
		x			Serviettes toilettes Alba	Alba bathroom towels	
				x	Protège matelais	Mattress cover	
				x	Fers à repasser, planches à repasser	Iron, ironing board	
				x	Bouilloires Bodum	Bodum kettle	
				x	Gant lustreur pour chaussures	Shoe Shine mitt	<i style="color: blue;">Nouveau / new</i>
			x	Lingettes démaquillante	Make up wipes		
Textiles Gauvin Pascale Pelletier pascale.pelletier@zenima.ca Nancy Lamarre nancy.lamarre@zenima.ca (418) 356-2434 <i style="color: green;">Voir liste de prix envoyée chaque année pour plus de détails</i> <i style="color: green;">See price list sent each year for more details</i>			x	Literie : draps, taies d'oreiller, housses de couette, etc	Linens: sheets, pillow sheet, duvet sheet etc...	X	
			x	Literie : draps pour lit bébé	Linens : sheets for baby bed		
		x			Literie pour lit rond	Linens for round bed	
				x	Protèges oreillers	Pillows cover	
				x	Protèges matelas anti-punaises	Mattress protector anti-bugs	
		x			Serviettes de toilettes	Bathroom towels	

Coordonnées des fournisseurs / Suppliers information	Bannières / Banners				Articles	Items	Sensaas pour/for PO
	Germain	Alt	Escad	Les 3			
Marie l'oie Suzie Bonneau suziebonneau@outlook.com 514-554-4064 <i>Voir liste de prix envoyée chaque année pour plus de détails</i> <i>See price list sent each year for more details</i>				x	Couettes	Duvets	X
				x	Oreillers	Pillows	
Twin Ducks André Morin andremorino@aol.com 514.831.2695				x	Couettes et oreillers hypoallergènes	Hypo Duvets and pillows	X
					NOTE		
					<i>Toujours avoir des kits extra sur demande du client <u>uniquement</u> – ne pas faire un étage complet avec literie hypo.</i>		
					<i>Always have extra kits <u>on request</u> from the customer – Do not make a full floor with hypo bedding.</i>		
Literie Laurier Marie-Josée Tessier mj.tessier@Literielaurier.com 438 820-9696	x				Matelas Le Eurolatex		
		x	x		Matelas Le Williamsburg		
				x	Sommiers		
		x	x		Base de métal		
Ruby Brown Ruby Brown ruby@rubybrown.com 514-564-7240	x				Produits d'hygiène (gel douche, shampooing ...) Chanvre et Ambre	Hygiene products (shower gel, shampoo ...) C&A	X
	x				Savon solide Chanvre et Ambre	Solid soap C&A	
	x				Sels de bain Chanvre et Ambre	Bath salt C&A	
			x		Produits d'hygiène Bergamote et thé	Hygiene products Bergamot and tea	
	x		x		Savon liquide Bergamote et thé	Liquid soap Bergamot and tea	
Bella Pella Line Pelletier ou/or Jordana Ogly linepelletier@bellapella.com ou/or info@bellapella.com 514-940-2555		x			Produits d'hygiène (savon liquide, shampooing ...)	Hygiene products (X
					Support mural pour produits	Mural support for products	

Coordonnées des fournisseurs / Suppliers information	Bannières / Banners				Articles	Items	Sensaas pour/for PO	
	Germain	Alt	Escad	Les 3				
Majestic international George Kendarji george.k@majesticinternational.com 514-757-2000 ext: 255				x	Peignoirs (adultes et enfants)	Bathrobes (adults and children)	X	
Maison Rondeau Alain Mclean amclean@maisonrondeau.com 418-956-6644				x	Verre acrylique de 14 onces de Arcoroc / caisse de 3dz / salles gym et lobby	14 oz Acrylic glass from Arcoroc / box of 3dz / Gym and lobby		
		x			Verre à vin gravé Arcoroc 16 oz / dz / chambres	Engraved wine glass from Arcoroc / dz / rooms		
			x		Seau à glace	Ice bucket		
			x		Limonadier	Corkscrew		
			x		Verres colorés gravés / salle de bain	Colored and engraved glasses / bathroom		
			x		Carafe eau couleur	Water colored pitcher		
Carrousel commande@carrousel.ca Spécifier n° compte / specify account#			x		Tasse café noire double paroi - 12oz - avec couvercle	black double-walled coffeecups - 12oz -with lids		
			x		Sac Kraft 8x4x10" Mini : 250	Kraft bag 8x4x10" Minimum: 250		
OLA Bambou info@olabamboo.com 1-833-661-4068				x	Kit dentaire : brosse à dent érable fabriquée au Canada - avec dentifrice	Dental kit : maple toothbrush made in Canada - with toothpaste		
		NOTE Nouveau / new						
		Produit d'accueil marqué Germain Hôtels - ne pas commander ailleurs Minimum : 100 / disponibilité immédiate - stock chez fournisseur						
		Amenitie branded Germain Hotels - do not order else where Minimum: 100 / immediate availability - stock with supplier						

Coordonnées des fournisseurs / Suppliers information	Bannières / Banners				Articles	Items	Sensaas pour/for PO
	Germain	Alt	Escad	Les 3			
Imperial Dade via Food Supply Représentant local pour les commandes Local rep for orders				x	Papiers toilettes	paper towels	
				x	Mouchoirs papiers	bathroom tissues	
				x	Vaisselle jetables F&B	F&B disposable dishes	
				x	Etc ...	Etc...	
Eaglestar Amenities Azizeh Juma azizeh@eaglestaramenities.com 1-800-291-4275, 905-257-3808	x	x			Kit Intimité + kit 1e secours + boîte snacks / tous avec la marque	Couple kit + First aid kit + snacks / all branded	
DMS Claudine Gouin cgouin@dms-noramtex.com 514-376-1353 ext: 223	x	x			Rideaux de douche	Shower curtain	
Beone Breed Commande en ligne / Order on line Orthopedic diamond dog bed, 3 sizes – BeOneBreed				X	Lit pour chien	Dog bed	

NOTE

Modèle référencé est / Referenced item is: Diamond bed - gray


Coordonnées des fournisseurs / Suppliers information	Bannières / Banners				Articles	Items	Sensaas pour/for PO
--	---------------------	--	--	--	----------	-------	---------------------

Germain	Alt	Escad	Les 3
---------	-----	-------	-------

Commandez avec le département des achats / order with purchase department

Abbe Plastique Quebec Mathieu Dufresne mathieu@abbequebec.com 418-663-8363				x	Poubelles Support mural pour produits Ruby Brown (2 ET 3 TROUS) Boites à mouchoir	Bins Mural support for Ruby Brown products (2 and 3 holes) Tissue boxes	
--	--	--	--	---	---	---	--


Kotmo Cindy Couture cindy@kotmo.ca				x	Pantoufles réutilisables	Reusable slippers <div style="background-color: #e0f0ff; padding: 5px; text-align: center;"> NOTE <i>Minimum 100 / 2 commandes par année Janvier et Juillet / prévoir 2,5 chaussons par chambre</i> <i>Minimum 100 / 2 orders per year January and July / count about 2,5 slippers per room</i> </div>	
---	---	--	--	---	--------------------------	--	--

Aqua Ovo Johanne Desrochers				x	Station eau OVOPUR	OVOPUR station water	
---------------------------------------	---	--	--	---	--------------------	----------------------	--

Paradigm Trends Andrea Fowkes andrea@paradigmrends.com 646-921-2013				x	Poubelles Seau à glace Boites à mouchoir	Trash can Ice bucket Tissue boxes	
---	--	--	--	---	--	---	--

room360° by FOH orders@foh.cc				x	Boites à mouchoir "London Tissue Cover"	Tissue boxes "London Tissue cover"	
--	--	--	--	---	---	------------------------------------	--

Renarte Nicole Ramos nicole@renarte.ca 647 970-1615		x	x		chariot bagage Tasses café Vaisselles Minibar	Luggage cart Coffee cups Dishes Minibar	
--	--	---	---	--	--	--	--

Coordonnées des fournisseurs / Suppliers information	Bannières / Banners				Articles	Items	Sensaas pour/for PO
	Germain	Alt	Escad	Les 3			
Autres / Others							
Stingray Support technique : 1 888-685-2486 businesssupport@stingray.com				x	Musique ambiance dans lobby et restaurant quand applicable	Ambiance music in lobby and restaurant when applicable	
NOTE Support listes et ajout ponctuel : Designer musical - Charles ccamire@stingray.com Lists support and ponctual addition: Musical designer - Charles ccamire@stingray.com							
Renova Sébastien Roberge s.roberge@ebenisterierenova.com 819-362-2286 ext: 226				x	Meubles chambres et lobby	Furnitures - rooms and lobby	

F&B IT AND EQUIPMENT SUPPLIERS

Nom/Name	Categories								Type de produits/ Products	Site Web/Web Site	contacts	made in	entente/partnership	commentaires
	IT tools & online	Deco / signage	banquet equipment	Kitchen equipment	furniture / outdoor	tableware	packaging	uniforms						
BUM outdoor - commercial furniture		x			x				Meuble/furniture	info@bumoutdoor.ca	Adam Demaine: adam@bumcontract.com	Ontario	45% OFF MSRP orders	
RAK porcelaine						x			Vaisselle/Tableware	www.rakporcelain.com www.horecaco.ca	Nabil Diab : n.diab@horecaco.ca +1 (514) 431 6469	International	50% rebates	
Maison Rondeau			X	x	x	x			Équipement de cuisine, Vaisselle / Kitchen equipment, Tableware	https://www.maisonrondeau.com/	Alain Mclean: AMclean@maisonrondeau.com	Canada	Partner Germain	F&B equipment: -Wine glasses (Alt, Sosta, Germain, etc.) -Kitchen equipment -Tableware -Banquet ware -Etc.
Emballages Carroussel							x		Emballages alimentaires / Food packaging	https://www.carroussel.ca/	Emilie Kergoat: ekergoat@carroussel.ca	Qc		
Ecolab				x					Produits d'Hygiène / Hygiene Products	https://fr-ca.ecolab.com/		International	Partner Germain	kitchen
Alfred	x		x						Application Web / Web site	https://alfred.intelligentcellars.com/	Ian Purtell: ian.purtell@celliersintelligents.com	Canada		QR code menu
Alambika				x		x			matériel de bar / bar material	Cocktail Kits Bar Accessories Home Bar Supplies - Alambika	(514) 400-9212	Qc	Partner Germain	Available across Canada
Libro	x								reservation Application Web / Web site	https://www.libroreserve.com/	karl@libroreserve.com	Qc	Partner Germain	
3F1C					x	x			vaisselle/Tableware	3 FEMMES ET 1 COUSSIN Art de la table Vaisselle – 3 femmes et 1 coussin (3f1c.com)	T 514 987-6807 info@3f1c.com	Qc		designed and personalized tableware
Doyon Despres			x	x		x			Équipement de restauration/ Restaurant equipment	https://www.doyondespres.com/	service@doyondespres.com 1-866-444-1110	Qc		
Octogone	x								Inventory plateforme interfaced with Symphony	https://octogonecollectif.com/products-et-inventaires/		Qc	Partner Germain	
Restock	x								Plateforme inventaire et approvisionnement / Inventory and supply platform	https://www.restock.restaurant/		Qc		
Le Creuset									matériel banquet / banquet equipment	https://www.lecreuset.ca		International	Partner Germain	50% off
ChefsWorks							x		uniformes / uniforms	https://www.chefworks.ca/contemporary-collection	1.888.640.CHEF (2433) / Tara Leonard <tara.l@chefworks.ca>	Ontario	Partner Germain	they create an online portal for each properties to help efficiency and preferred pricing
Too good to Go	x								application anti gaspillage alimentaire pour les particuliers / anti-food waste application for individuals	Save Food - Help The Planet Too Good To Go	nguy Nguyen <nguyen@toogoodtogo.com>	Ontario		Great solution to limit the food and beverage waste. Perfect when small quantities (as small as 10-20\$ waste per day)
Julien Côté et Fils					x				Banquet tables and chairs	https://www.julienecote.com/	clabrie@germainhotels.com	Qc	Lemay Michaud partner	
Steelite			x		x	x			tableware, banquet ware		gbennington@steelite-canada.com	Canada	Partner Germain	will be distributed through Maison Rondeau supplier - preferred supplier for banquet equipment

Nom/Name	Categories								Type de produits/ Products	Site Web/Web Site	contacts	made in	entente/partnership	commentaires
	IT tools & online	Deco / signage	banquet equipment	Kitchen equipment	furniture / outdoor	tableware	packaging	uniforms						
Arcoroc						x			glassware, plate ware, cutelery	https://issuu.com/arccardinal/docs/arccardinal_catalog_2024_issuu?from=xKAE9_zU1NQ	pierre.desnoyers@arc-intl.com	Canada	Partner Germain	will be distributed through Maison Rondeau supplier - Mainly all glasses, cutlery and china
Enseigne Pinecrest		x							signage on building etc.	Custom Signs, Neons and Vinyl Wr	ask Jacky	Qc		
The Portable Bar Company			x	x					Banquet portable bar	Superior Quality, Space-Saving, Po	michelle@theportablebarcompany.com	International		
Fortessa			x			x			tableware, banquet ware	https://fortessa.canto.com/b/P39MS S banquets equipments: https://fortessa.canto.com/b/Q8021	rina.filion.mobile@gmail.com	Canada	Partner Germain	More designed tableware equipments
coaster factory						x	x		Coasters for bar and restaurants	Request Quote Coaster Factory	mstevens@coasterfactory.com	Ontario		best value
Cal mil			x			x			Risers, food dispensers, beverage display	Catalog - Cal-Mil (calmil.com)	neil@meqcour.com	Canada		
Atelier Theberge Design		x	x			x	x		label signage for buffet / custom made in wood		theberge_design@hotmail.com	Canada		Custom option for your hotel
Encore		x	x						Encore Supplier for AV		contact per region	Canada	Partner Germain	AV partner for all our hotel when we have big events
Zafferano table lamp		x			x	x			nice table lamp for restaurants	https://cdn.shopify.com/s/files/1/0083/0226/4383/files/ZafferanoAmerica_cordlessLighting.pdf	josee@arseno.co	International	prefered Germain pricing	
Divine limited menu									menu covers, and more	Divine Limited	bryan@divinelimited.com	Ontario	Partner Germain	available for all Canada in terms of menu, reusable coaster, etc.
Café St Henri			x	x					coffee supplier, coffee machine, etc.	e Spécialité - Micro-Torréfacteur Montréal (sainthenri.ca)		Qc	Partner Germain	One stop deal for coffee. Available for All Canada.
Calcana Heaters			x		x				Heaters for Patio and terrace	Calcana - Infrared Patio Heaters	tbrisbois@calcana.com	Alberta		electrical option available also
Donna italia Pizza program				x			x		Pizza oven with freshfrozen pizza package	Accueil • Donna Italia French	mbyrne@harlans.ca	Canada		all in one pizza option
Canadian Linen			x			x	x		Linen for tablecloth renting	& Uniform Services Throughout Ca		Canada	Partner Germain	prefered pricing for table cloth rental across canada
Pivot App	x								AI application for schedules	À propos – Pivot (pivotapp.ca)	support@pivot.jobs	Qc		
Ufrost			x	x					Machine to fast freeze and design liquid	www.ufrost.com	info@ufrost.com	Qc		Innovative niche equipment for bartending and Banquet operations
Renarte			x		x	x			Trolley, tableware, banquet ware	Fare (craster.com)	nicole@renarte.ca	Canada		Good alternative for more European feeling product
Nespresso			x			x	x		banquet machine, coffee machine, cup to go		contact per region. Contact Jacky Bruchez if local contact needed	Canada	Partner Germain	up to 13% rebate based on National Volume. Free machine to replace old ones.

PROPRIÉTAIRES DE CATÉGORIE / PURCHASE CATEGORY OWNERS | 2024 GERMAIN HOTELS

Rev mars-24

BIENS ET SERVICES CORPORATIFS / CORPORATE GOODS AND SERVICES		BIENS ET SERVICES BANNIÈRES / BANNER GOODS AND SERVICES				BIENS ET SERVICES LOCAUX / LOCAL GOODS AND SERVICES		DÉPENSES FIXES / FIXED EXPENSES			
		Le Germain		Alt - ESCAD							
SOUS-TRAITANCE ENTRETIEN CHAMBRES, SALLES & ESPACES PUBLICS / SUBCONTRACTING ROOM CLEANING, ROOMS AND PUBLIC AREAS	VP Operations	PRODUITS DE SOINS CORPS ET BAIN / BATH AND BODY CARE PRODUCTS	Marie Pier Germain et Responsable des achats / purchasing manager	PRODUITS DE BAIN / BATH PRODUCTS	Simon Gadbois	NETTOYEUR À SEC, BLANCHISSERIE / DRY CLEANING AND BLEACHING	Directeur Général/General Manager	TAXE D'EAU / WATER TAX	Directeur National maintenance / National maintenance Director		
SAVON BUANDERIE / LAUNDRY SOAP	VP Operations	LITERIE & LINGE DE BAIN / LINEN AND BATH LINEN	Responsable des achats / Purchasing manager	LITERIE & LINGE DE BAIN / LINEN AND BATH LINEN	Responsable des achats / Purchasing manager	TRANSPORT BUANDERIE / LAUNDRY TRANSPORT		ÉNERGIE / ENERGY			
LOCATION EQUIPEMENTS AUDIO / AUDIO EQUIPMENTS RENTAL	VP Operations	VAISSELLE CHAMBRE / ROOM DISHES	Marie Pier Germain	VAISSELLE CHAMBRE / ROOM DISHES	Marie Pier Germain	FLEURS / FLOWERS		TAXES FONCIERES / LAND TAXES	VP Finances / VP of Finance		
FRAIS RESERVATION RESEAU / NETWORK RESERVATION FEES	Directrice Distribution Distributor Director	MUSIQUE AMBIANCE / BACKGROUND MUSIC	Responsable des achats / Purchasing manager	MUSIQUE AMBIANCE / BACKGROUND MUSIC	Responsable des achats / Purchasing manager	REPAS & FORFAITS / MEALS AND BUNDLES		ASSURANCES BIENS ET RESPONSABILITÉ CIVILE / GOODS AND CIVIL RESPONSIBILITY INSURANCES			
AVANTAGES SOCIAUX / SOCIAL BENEFITS - ASSURANCE GROUPE / GROUP INSURANCE	VP Equipe et culture / VP People and culture	UNIFORMES / UNIFORMS	Sarah Côté	UNIFORMES / UNIFORMS	François Tétu	COUTS DES SOINS DE SANTÉ / HEALTH CARE COSTS					
CNESST						DIVERTISSEMENTS / ENTERTAINMENT					
FRAIS DE FORMATION / TRAINING EXPENSES	Directrice expérience employé / Director of employee experience	CAFÉ / COFFEE	Directeur F&B / F&B Director	CAFÉ / COFFEE	Directeur F&B / F&B Director	DÉPENSES DE CONCIERGERIE / CONCIERGE EXPENSES					
AVANTAGES AUX EMPLOYÉS / EMPLOYEES BENEFITS				EAU / WATER *					FRAIS DE LIMOUSINE / LIMOUSINE FEES		
FRAIS DE REPAS, VOYAGES, DÉPLACEMENTS / DINING AND TRAVELING EXPENSES	Contrôleure Germain / Germain Controller	LINGE, DÉCO ET ACC. DE SALLE DE RÉUNION / LINEN, DECORATION AND MEETING ROOMS ACCESSORIES				LINGE, DÉCO ET ACC. DE SALLE DE RÉUNION / LINEN, DECORATION AND MEETING ROOMS ACCESSORIES			ACHAT DIVERS DE BAR / DIVERSE BAR PURCHASES		
PRODUCTION - IMPRIMÉS / PRINTING PRODUCTION		VAISSELLES F&B / F&B DISHES				VAISSELLES F&B / F&B DISHES			BUANDERIE - NETTOYAGE LINGE F&B / LAUNDRY - F&B LINEN CLEANING		
POSTE & MESSAGERIE / MAIL & COURIER	Responsable des achats / Purchasing manager	FF & E F&B				FF & E F&B			LOCATION D'ÉQUIPEMENT - MOBILIER SALLE RÉUNION / EQUIPMENT RENTAL - FURNITURE MEETING ROOMS		
PAPETERIE & ENCRE / STATIONERY & INK			MOBILIER / EQUIPEMENT F&B		MOBILIER / EQUIPEMENT F&B	SECURITE / SECURITY					
CELLULAIRE / CELLPHONE			FF & E CHAMBRES / FF & E ROOMS	Marie Pier Germain	FF & E CHAMBRES / FF & E ROOMS	Marie Pier Germain		FRAIS LIÉS RH / HR LINKED FEES			
ACHAT FOURNITURE DE SALLES DE RÉUNION / MEETING ROOMS SUPPLIES PURCHASES		FF & E LOBBY	Marie Pier Germain	FF & E LOBBY	Marie Pier Germain	ABONNEMENT & COTISATIONS / SUBSCRIPTION AND CONTRIBUTION					
FRAIS CARTES DE CREDIT / CREDIT CARDS EXPENSES	Contrôleure Germain / Germain Controller					FRAIS DE STATIONNEMENT / PARKING FEES		VP Operations			
TÉLÉCOMMUNICATIONS, LOGICIELS, ÉQUIPEMENTS ET SERVICES INFORMATIQUES	VP TI										

* Avec Chargé de projet développement durable / Sustainability project manager