

CORPORATE SUPPLY ARRANGEMENT

Miscellaneous Cleaning Supplies (including Toiletries)

Corporate Supply Arrangement Reference Number: **CS-000443**

THIS CORPORATE SUPPLY ARRANGEMENT is made the **18th** day of **February, 2008**.

Acme Supplies Ltd
2311 Government St
Victoria BC V8T 4P4
Phone: 250-383-8822
Fax: 250-381-0822

Contact: Robin Impett or Cheryl Cockwell

(the "Offeror")

HEREBY OFFERS TO SUPPLY, AS, IF AND WHEN REQUESTED, THE GOODS AND RELATED SERVICES DESCRIBED IN SCHEDULE "A", TO HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA AND SUCH OTHER ENTITIES AND ON THE TERMS AND CONDITIONS, DESCRIBED BELOW.

THE OFFER IS AS FOLLOWS:

DEFINITIONS

1. In this Corporate Supply Arrangement:

- a) "Administrative Requirements" means those requirements set out in Schedule "C";
- b) "Contract" means the binding agreement, the terms of which are set out in Schedule "D", entered into by the Offeror and the Province, which enables the Province to acquire the Goods set out in the Draw Down Form for the prices set out in Schedule "A";
- c) "Corporate Supply Arrangement (CSA)" means the Offeror's offer to supply the Goods at the prices set out in Schedule "A";
- d) "Draw Down Form" means any form of an Entity that list the Goods set out in the CSA and is sent to the Offeror;
- e) "Entity" means a ministry of the Province, corporation owned or controlled by the Province, and a government board, agency and service including "government bodies" as defined in the Financial Administration Act (B.C.), "public institutions" as defined in the Purchasing Services Act (B.C.) and any entities constituted or substantially funded by the Province in the public interest, as may be added at the sole discretion of the Province from time to time;
- f) "Goods" means those goods and related services described in Schedule "A";
- g) "Offeror's Representative" means **Cheryl Cockwell**, who is the representative assigned by the Offeror to oversee the CSA;
- h) "Province" means Her Majesty the Queen in Right of the Province of British Columbia;
- i) "Representative (Province)" means **Shirley Waldon**, or such other individual designated from time to time by the Province to oversee this CSA on behalf of the Province;
- j) All references to dollars, currency, and money shall mean Canadian dollars (\$CAN).

EXPIRY

2. This CSA will be for the period of **April 1, 2008 to March 31, 2011**, unless withdrawn in accordance with paragraph 9, as per Schedule "A".

THE CORPORATE SUPPLY ARRANGEMENT

3. The Offeror understands and agrees that:

- a) a Contract is formed on receipt by the Offeror of the Draw Down Form;
- b) "Contractual Obligation" means that there is no contractual obligation on either party until a draw down is made. This CSA lays out the terms of the offer, including the terms and conditions that will govern any subsequent draw-downs. A CSA is not a contract and an Offeror may withdraw from a CSA by written notification to the Province. However, all draw-downs received by an Offeror prior to withdrawing are legally binding and must be honoured. No Offeror will acquire any legal or equitable rights or privileges relative to the Goods or Services until the Draw Down Form is received. The terms and conditions laid out in this CSA will apply to the Draw Down. A separate contract is created each time a draw-down is made against a CSA;
- c) a Draw Down Form will form a Contract only for those Goods and related Services which have been drawn down, provided always that such Draw Downs are made in accordance with the provisions of this CSA and including Schedules "C" and "D";
- d) the issue and distribution of this CSA does not obligate the Province to authorize or order all or any of the Goods, described in this CSA;
- e) an Entity will pay to the Offeror the prices and any applicable taxes for the Goods that have been specified on the Draw Down;
- f) an Entity reserves the right to procure the specified Goods and related Services by any other means it deems necessary including the use of other Contracts, or by other contracting methods;
- g) the Province's liability shall be limited to what which arises from an Agreement made prior to the expiry date described in paragraph 2;
- h) the Province reserves the right to set aside this CSA, for whatever reason, and not make it available for any Draw Downs. The Province will promptly notify the Offeror of such action;
- i) no change to this CSA will be valid unless it is by way of an addendum signed by both the Offeror and the Province;
- j) the terms and conditions set out in Schedule "D" will apply to each Agreement;
- k) neither Entities utilizing the CSA nor the Offeror will be required to agree to any other terms or conditions than those set out in Schedule "D";
- l) the Offeror will not apply restrictions regarding the Entities wishing to use the CSA;
- m) the Representative (Offeror), and a designated back-up individual, will be available during the Province's normal business hours, and have the authority to represent the Offeror with respect to all issues arising under this CSA;
- n) the Offeror will not, over the duration of the CSA, offer a lower price to other buyers, or if a lower price is offered to others, it will also apply to this agreement. For the purposes of this section, a lower price is a price that is lower than the unit price/discount submitted in Schedule "A", less the 1% administration fee;
- o) the Offeror agrees that the property and/or services ordered/purchased through this agreement are for the sole use of, and are being purchased by the Province of British Columbia, with Crown funds, and are not subject to the Goods and Services Tax. However, the application of GST may apply differently to Crown Corporations and other public sector organizations and the Offeror should inquire at the time of order as to the application of GST;
- p) Insurance Coverage: Any Contract resulting from this Request for Corporate Supply Arrangement may require the Contractor, without limiting its obligations or liabilities and its own expense, provide and maintain throughout the Contract term, the following insurances with insurers licensed in British Columbia in forms acceptable to the Province. All required insurance will be endorsed to provide the Province with 30 days' advance written notice of cancellation or material change. The Contractor will provide the Province with evidence of the required insurance, in the form of a completed Province of British Columbia Certificate of Insurance, immediately following execution and delivery of the Contract.

Comprehensive Commercial General Liability in an amount not less than \$2,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Province is to be added as an additional insured and the policy shall contain a cross liability clause.

- q) Registration with WorkSafe BC/Workers' Compensation Board: The Contractor and any approved sub-Contractors must be registered with WorkSafe BC/Workers' Compensation Board, in which case WCB coverage must be maintained for the duration of the Contract. Prior to receiving any payment, the Contractor may be required to submit a WCB Clearance Letter indicating that all WCB assessments have been paid.

Draw Down Mechanism

4. The Goods may be ordered by issuance of a Draw Down.
5. The Offeror will treat as valid any Draw Down that is on a completed form and includes the following:
 - a. this CSA reference number;
 - b. the Entity's purchase order number; and
 - c. the Goods and related Services set out in Schedule "A" that are being ordered and applicable fees.
6. Draw Downs against a CSA paid for with the Province's acquisition card will be accorded the same prices and terms and conditions as any other draw-down.
7. If the Province provides a Draw Down Form prior to the expiry of this CSA and receives the Goods, then the Province will pay the Offeror amounts payable as described in Schedule "A" to this CSA.
8. If there is any conflict or inconsistency among any of the provisions of the following documents:
 - a) this CSA; and
 - b) a Draw Down.

then the order of preference will be (a) and then (b).

Notification of Withdrawal

9. In the event of the Offeror wishes to withdraw this CSA, the Offeror will provide no less than thirty (30) days' prior written notice to the Representative (Province), and such withdrawal of this CSA will not be effective until receipt of such notification by the Representative (Province) and the expiry of such notice period.
10. The Offeror agrees to fulfil any Draw Downs, which may be made before the expiry of such notice period.

Representations

11. The Offeror represents and warrants to the Province that:
 - a) it is a corporation, duly organized, validly existing and having the legal capacity to carry on business in British Columbia and is fully legally authorized, licensed and permitted to provide the Programs and Services;
 - b) it has the power and capacity to enter into the agreement and to comply with each and every term and condition in the Agreement;
 - c) all necessary proceedings have been taken to authorize the execution and delivery of the Agreement by the Offeror;
 - d) all statements, representatives or information, whether oral or written, made, furnished or given by the Offeror, its directors, officers or anyone acting on behalf of the Offeror, to the Province in connection with this CSA and the Agreement are materially correct and accurate;
 - e) it has no knowledge of any fact that materially adversely affects or, so far as it can foresee, might materially adversely affect its condition or its ability to fulfil its obligations under this CSA or the Agreement;
 - f) it is neither a party to nor threatened with any litigation and has no knowledge of any claims against it that would materially adversely affect its financial condition or its ability to fulfil its obligations under this CSA;

- g) it has filed all tax, corporate information, and other returns required to be filed by the laws of British Columbia and Canada, has complied with all workers compensation legislation and other similar legislation to which it is subject, and has paid all taxes, fees and assessment dues as of the date of this CSA;
- h) it is not in breach of any law, statute, regulation, or by-law applicable to its operations;
- i) it holds all permits, licenses, consents and authorities issued by any level of government or any agency of government, that are required by law to conduct its business; and
- j) it has, and will provide and maintain throughout the term of this CSA, sufficient staff, servants, employees, subcontractors, materials and appropriate resources in place and available to it to fully perform and provide their obligations under this CSA in a proper and timely manner.

12. All representations warranties, covenants and agreements made in this Agreement are material and the Province has relied on them, notwithstanding any prior or subsequent investigation by the Province.

IN WITNESS WHEREOF the undersigned extends this CSA on the date first above written.

SIGNED by the Offeror.

Robin Impett
(Print Name)

Co-Owner
(Print Title)

Original signed document on file
(Authorized Signatory)

February 18, 2008
(Date)

SCHEDULE "B"

ORDERING AND CONTACT INFORMATION

Offerors Representative (Name):

Robin Impett, Co-owner & President
Phone: 250-383-8822
Fax: 250-381-0822

OR: Cheryl Cockwell
Phone and fax numbers as above

**SCHEDULE “C”
ADMINISTRATIVE REQUIREMENTS**

The following are the administrative requirements and procedures pursuant to the Corporate Supply Arrangement Number (CSA) wherein the Offeror offered to provide to Her Majesty the Queen in right of the Province of British Columbia (the “Province”) and other entities as specified in the CSA certain good and services.

PURCHASING SERVICES – CSA CONTACTS

1. For information or clarification regarding:

Administration:

Shirley Boon, CSA Coordinator
Email: Shirley.Boon@gov.bc.ca
Phone: 250-828-4322

Representative (Province):

Shirley Waldon, A/Procurement Specialist
Email: Shirley.Waldon@gov.bc.ca
Phone: 250-387-7300

MONTHLY DRAW DOWN REPORTING PROCEDURES

2. Offeror is solely responsible for providing all Draw Down information to Purchasing Services. **Draw Down reports must be submitted on a monthly basis**, no later than one month after the end of the prior month. For example, the January report must be submitted no later than February 28th (or 29th, if a leap year); the February report must be received no later than March 31st and so on.
3. Monthly Draw Down information must be sent either via mail, fax or electronically by the Offeror to:

Purchasing Services Branch
Ministry of Labour & Citizens’ Services
Attn: Shirley Boon
203E – 2nd Fl, Law Courts Bldg
455 Columbia St
Kamloops BC V2C 6K4
Fax: 250-371-3890
Email: Shirley.Boon@gov.bc.ca

4. A monthly report must contain a minimum:

CSA #;
Entity;
Draw Down Form number;
Part number ordered;
Quantity ordered;
Price

The information should be provided in columns in the following order:

CSA #	Entity	Draw Down #	Item	Part #	Quantity	Price
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5. The Offeror shall provide a monthly report regardless of whether or not any Draw Downs are received in that month, and in each monthly report will provide an explanation for any other missing data.

VERIFICATION

6. Draw Down reports will be checked against the Purchasing Services Branch copies of the Draw Down reports to verify accuracy. Purchasing Services will promptly notify the Offeror of any discrepancy, and will be given ten (10) business days to respond to or rectify the report.

CSA ADMINISTRATION FEE

7. The Offeror must submit the CSA Administration Fee, currently at one (1%) percent, of all orders made on Draw Downs (exclusive of taxes) shown on Draw Down reports to Purchasing Services Branch each quarter as set out in paragraph 8 below as an CSA administration fee. The cheque must clearly identify the CSA number, list the months represented in the payment, be payable to the "Minister of Finance", and be sent to:

Ministry of Labour & Citizens' Services
Purchasing Services Branch
203E – 2nd Fl,
455 Columbia St
Kamloops BC V2C 6K4
Attn: Shirley Boon

8. The administration fee for:

January, February and March **is due April 30th**;
April, May and June **is due July 31st**;
July, August and September **is due October 31st**; and
October, November and December **is due January 31st**.

9. For greater certainty, the administration fee associated with this CSA is a user fee, whose cost is borne by the Province and other Entities accessing the CSA, but collected by the Offeror on Purchasing Services' behalf. The fee may be listed as a separate line item, but must be included in the CSA total price. It is not intended to be absorbed by the Offeror.
10. More than two occurrences of inaccuracies may result in the CSA being suspended, until such time as the supplier can demonstrate to Purchasing Services that they are capable of managing the terms of their CSA agreement.
11. Failure to submit a reimbursement cheque within two months of the end of a quarter in which sales were reported may result in the CSA being suspended until such time as reimbursement is received.

SCHEDULE "D"
**GENERAL TERMS AND CONDITIONS THAT APPLY TO DRAW DOWNS OF GOODS
ON A CORPORATE SUPPLY ARRANGEMENT**

1. In this schedule, the "Province" means the Entity and the "Contractor" means the Offeror, upon acceptance of a Draw down Form;
2. The terms and conditions contained in this schedule, the Draw Down Form and CSA number will constitute the full and complete agreement between the parties (the "Agreement");
3. An Entity reserves the right to cancel this Agreement, if promised or specified delivery is not met or if Goods or services fail to meet specification requirements. Over shipments against this order may be returned with all freight charges to the Contractor's account. Order numbers must be shown on all invoices, packing slips and packages. Shipments must be accompanied by a properly completed delivery slip.
4. An Entity has the right of inspection and approval. Inspection of an Entity of advance samples shall not constitute final acceptance and the Contractor will remain bound by any warranties set out in the specification requirements. No substitutions are permitted unless previously agreed to by the Entity and confirmed in writing.
5. The Contractor must indemnify an Entity against any claim of any person, firm or corporation alleging that the sale by the Contractor to the Entity hereunder constitutes an infringement of patent rights, copyright or any other intellectual property rights.
6. The Contractor is an independent contractor and must indemnify, protect, and save harmless an Entity, its agents, employees, successors and assigns from any and all damage, liabilities and claims of whatsoever nature arising out of the furnishing by the Contractor, its agents or employees, of the materials and/or performing of the services covered by this order or incidental or ancillary thereto.
7. The Contractor must not change prices, terms or conditions without the prior written permission of the Representative (Province).
8. The Agreement is governed by the laws of the Province of British Columbia.
9. Notwithstanding any other provision of the Agreement, the payment of money of the Province to the Contractor under the Agreement is subject to:
 - a) there being sufficient monies available in an appropriation, as defined in the *Financial Administration Act*, R.S.B.C. 1996, c 138, as amended from time to time (the "Act"), to enable the Province, in any fiscal year or part thereof when any payment of money by the Province to the Contractor falls due under this Agreement, to make the payment; and
 - b) Treasury Board, as defined in the Act, not having controlled or limited expenditure under any appropriation referred to in subparagraph (a) of this paragraph.
10. The Contractor must not provide any Goods or services to any person, which in the Province's reasonable opinion could give rise to a conflict of interest, between the Contractor's duties to that person and the Contractor's obligations to the Province under the Agreement.
11. Time will be of the essence in this Agreement.
12. The Contractor must comply with all applicable laws in providing the Goods/Services specified.
13. Payment terms are subject to the Province of British Columbia's interest on overdue accounts payable regulations.
14. The Province is dedicated to successful negotiation with the Contractor to resolve any conflict arising in the performance of this Agreement. In the event of unsuccessful informal negotiations however, disputes arising out of or in connection with this Agreement will be referred to and finally resolved by arbitration administered by the British Columbia International Commercial Arbitration Centre pursuant to its Rules of Procedure. The place of arbitration will be Vancouver, British Columbia, Canada.