



Ministry of  
Citizens' Services

## MODIFICATION AGREEMENT NO. 1

BETWEEN

**HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA**,  
as represented by the Minister of Citizens' Services (the "Province", "we", "us", or "our", as  
applicable)

AND

**18 Wheels Logistics.**, 7185 11<sup>th</sup> Avenue, Burnaby, British Columbia, V3N 2M5 (the  
"Contractor", "you", or "your", as applicable)

### BACKGROUND

- A. The parties entered into an agreement dated April 8<sup>th</sup>, 2020, identified as Ministry Contract No.: C21RPD40771 (the "Agreement").
- B. The parties have agreed to modify the Agreement:

### AGREEMENT

The parties agree as follows:

- 1. The "Term" of this Agreement currently expires on July 8<sup>th</sup>, 2020 and will now be extended from July 8<sup>th</sup>, 2020 to September 30<sup>th</sup>, 2020 as per Schedule A, Part 1, Section 2.
- 2. The "Fees" section of Schedule B of the Agreement will follow the rates and service terms as outlined in the attached "Appendix 1 – 18 Wheels Rates & Service Terms".
- 3. The "Fees" section of Schedule B of the Agreement is increased by \$342,600.00 from \$150,000.00 to \$492,600.00.
- 4. The "Expenses" section of Schedule B of the Agreement remains the same.
- 5. The "Maximum Amount" section of Schedule B of the Agreement is increased by \$342,600.00 from \$150,000.00 to \$492,600.00.
- 6. This Agreement may be executed by the parties in separate counterparts each of which when so executed and delivered will be an original, and all such counterparts may be delivered by a method provided for in Section 13.1 of the Agreement or any other method agreed to by the parties.
- 7. In all other respects, the Agreement is confirmed.

SIGNED AND DELIVERED on the \_\_\_\_\_ day of \_\_\_\_\_, 2020 by or on behalf of the Contractor (or by an authorized signatory of the Contractor if a corporation):

(Authorized Representative)

(Contractor or Authorized Signatory)

Lorne DeLarge  
(Print Name)

Adrian Wen  
(Print Name)

\*Fiscal 20/21 Contract C21RPD40771  
R/C 32M29 SL 25006 STOB 6001  
PC 3200000

Previous Contract Total:	\$150,000
Amendment Amount:	\$342,600
New Contract Total:	\$492,600



Main Office: (604) 439-8938 | Fax: (604) 439-8928  
7185 11th Avenue, Burnaby, BC V3N 2M5

## 18 Wheels Rates & Service Terms

Effective April 7<sup>th</sup>, 2020

Client: BC Ministry Citizen Services

### Distribution

<u>Storage</u>	<u>Rates</u>	<u>UOM</u>
Stackable Standard Inventory	\$14.00	per pallet per month
Non-Stackable Standard Inventory	\$21.50	per pallet per month
Dangerous Goods Inventory	\$28.00	per pallet per month

<u>Receiving inventory into 18 Wheels</u>	<u>Rate</u>	<u>UOM</u>
Admin fee (documentation, POD, packing slips)	\$25.00	per truck
IN fee:		
Palletized Freight	\$12.00	per pallet
Additional items if needed:		
Dangerous Goods Handling	\$75.00	per order
Sortation fee	\$0.75	per case

<u>Handling Outbound</u>	<u>Rates</u>	<u>UOM</u>
Admin fee (documentation, POD, packing slips)	\$25.00	per order
OUT fee:		
Palletized Freight	\$12.00	per pallet
Additional items if needed:		
Dangerous Goods Handling	\$75.00	per order
Pallet Sale (standard 40x48 white pallets)	\$9.00	per pallet used/sold
Shrink Wrap	\$3.95	per pallet

<u>Accessorial Charges (if required)</u>	<u>Rates</u>	<u>UOM</u>
Rush fee (same day orders)	\$75.00	per order
Dangerous Goods Handling	\$75.00	per order
Pallet Sale (standard 40x48 white pallets)	\$9.00	per pallet used/sold
Shrink Wrap	\$3.95	per pallet
Labelling	\$0.75	per pallet

<u>Labour Charges</u>	<u>Rates</u>	<u>UOM</u>
Warehouseman only	\$45.00	per hour
Admin person (per 1 unit)	\$45.00	per hour
*Holiday and Overtime hours subjected to 1.5x regular rate		
*Projects that fall outside of Shipping/Receiving and Storage		

Continued on page 2

# 18 Wheels Rates & Service Terms

Effective April 7<sup>th</sup>, 2020

Client: BC Ministry Citizen Services

<u>Technology and Reporting Fees</u>	<u>Rates</u>	<u>UOM</u>
Maintenance fee (monthly fee)	\$150.00	per month
* fee includes the setup and maintenance for: database, customer account information, online portal access, inventory and sku management. EDI setup NOT included.		
*if required		

## Transportation

<u>53ft Trailer</u>	<u>Rates</u>	<u>UOM</u>
Vancouver - Lower Mainland	\$265	per trailer
Fuel Surcharge	19%	per trailer

## Scope of Operations:

- Commodity: PPE, Sanitizers, Etc
- Require storage and distribution as instructed by the various departments



# SERVICE CONTRACT CHECKLIST & DIRECT AWARD JUSTIFICATION

## Ministry of Citizens' Services

Page 1 of 3

### FORM USAGE AND ROUTING:

This form must be completed for all new service contracts and all amendments that involve an increase to the dollar value. Approval is required by the contract manager before the contract or amendment is signed by the expense authority. If this is a direct award contract, justification must be provided in Part 3 and the Program ADM must sign in Part 7. Send completed form to [cfs.contracts@gov.bc.ca](mailto:cfs.contracts@gov.bc.ca), Financial and Administrative Services Branch. A copy of this form should be kept in the program area's contract file. **Note:** Highlighted fields with a border are required fields. Instructions on how to fill out this checklist.

<b>DESCRIPTION OF CONTRACT - Complete Part 1 for all contracts and amendments.</b>							
Legal Contractor Name: 18 Wheels Logistics					Req #:	Contract #:	
Contract Type: <input checked="" type="radio"/> New <input type="radio"/> Renewal <input type="radio"/> Amendment					Brief Description of Services:		
Term: April 8, 2020 - July 8, 2020      Rate/hr or day:					The Ministry of Citizens' Services, Real Property Division requires a partnership with a 3rd party logistics company to provide the Provincial Supply Chain Coordination Unit with a turn-key solution to coordinate and support the distribution of essential goods and services during the COVID-19 pandemic.		
CONTRACT CODING: (if more lines needed attach separate sheet)							
Amount	CI	Resp	Service Line	STOB			Project
\$ 150,000.00	112	32M29	25004	6001			3200000
Commonly Used Contract STOB's 6001/02 - Operational - Fees/expenses for contracts that provide for a direct provision of goods or services in the delivery of government programs (e.g., project mgmt.) 6003/04 - Regulatory - Fees/expenses for contracts that provide for a direct provision of goods or services required by statute or regulation. 6020/21 - Education and Training - Fees/expenses for delivery of training to Gov employees. 6101/02 - Advisory - Fees/expenses for contracts with the provision of advisory services to the ministry (e.g., management consulting). 6302 - Data Operations Non-WTS - Fees/expenses for contracts that provide for a direct provision of IT related goods/services in the delivery of government programs (e.g., data processing, operating lease rentals). 6309/10 - Data Consulting Non-WTS - Fees/expenses for consulting contracts related to information systems.							
\$ 150,000.00 <b>CONTRACT TOTAL</b>							

<b>SELECTION PROCESS - Complete Part 2 for NEW contracts and only select ONE box. DO NOT complete for renewals or amendments.</b>	
<b>Open Process</b> <input type="checkbox"/> Request for Proposal (RFP) (100) RFP # _____ Or _____ Short Form Request for Proposal (SRFP) (100) SRFP # _____ Suppliers submit proposals on how, and at what price, they would provide a service. <input type="checkbox"/> Invitation to Quote (ITQ) (100) ITQ # _____ For priced based services only - you know exactly what you want done and are looking for the best price. <input type="checkbox"/> Other Open Competitive Process (100) Identify process used: An open competitive process other than Request for Proposal or Invitation to Quote is used (e.g., Joint Solution Procurement, Invitation to Tender), normally by advertising the opportunity on <u>BCBID</u> .	<b>Direct Process to Selected Vendors:</b> <b>Competitive Process Among Selected Vendors (Construction and Services under \$75,000) (300)</b> If vendors are on a pre-qualification list, then use 401. Select one of the following: <input type="checkbox"/> Under \$25,000 - a competitive solicitation process among a limited list of vendors (e.g. 3 written bids) and not advertised on <u>BCBID</u> . The process must be documented in writing and included in the contract file. <input type="checkbox"/> \$25,000 and Over - a competitive process that is appropriate to the value, complexity and profile of the business opportunity. Opportunities can be posted on <u>BCBID</u> or at least 3 quotes must be obtained. The process must be documented in writing and included in the contract file.
<b>Pre-qualification:</b> <input type="checkbox"/> Selected Vendor From Pre-qualification List (400) A contract that is issued to a vendor on a pre-qualification list without undertaking a competitive process. The process must be consistent with the rules publicized when the list was established. <input type="checkbox"/> Purchase from a Corporate Supply Arrangement (500) A purchase from a pre-established corporate supply arrangement as identified in the Core Policy Manual section 6.3.2 a (1).	<input type="checkbox"/> Competition Among Vendors on a Pre-qualification List (401) A competitive solicitation that is issued to a limited list of vendors selected from a pre-qualification list. The process must be consistent with the rules publicized when the list was established. Check appropriate box to indicate which competitive process was used: <input type="checkbox"/> RFP <input type="checkbox"/> ITQ <input type="checkbox"/> 3 Verbal or Written Bids <input type="checkbox"/> Other (please identify): _____
<b>2 Direct Award:</b> <input type="checkbox"/> Public Sector Organization (200) The contract is negotiated and directly awarded without competitive process because the contract is with another government organization. <input type="checkbox"/> Sole Source (201) The contract is negotiated and directly awarded without competitive process because the ministry can strictly prove that only one contractor is qualified. A NOI is not required. Note: Evidence of how the ministry "proved" sole source must be documented in the contract file. <input checked="" type="checkbox"/> Emergency (202) The contract is negotiated and directly awarded without competitive process because an unforeseeable emergency exists and the services could not be obtained in time by means of a competitive process. <input type="checkbox"/> Security, Order, etc. (203) The contract is negotiated and directly awarded without competitive process because a competitive process would interfere with the ministry's ability to maintain security or order or to protect human, animal or plant life or health. <input type="checkbox"/> Confidentiality (204) The contract is negotiated and directly awarded without competitive process where the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest.	<input type="checkbox"/> Sole Source - Notice of Intent (205) NOI # _____ The contract is negotiated and directly awarded without competitive process (a NOI is not a competitive process) because the ministry believes but cannot strictly prove that only one contractor is qualified and a Notice of Intent is posted. A NOI must be posted on <u>BCBID</u> when a contract for services or construction valued at more than \$50,000, is to be directly awarded on this basis. <b>Note: It is recommended that a NOI be posted for opportunities valued at \$25,000 or more that are being awarded on this basis.</b> <input type="checkbox"/> Permitted under another corporate policy or legislation (206) Use this code where the direct award was permitted under another corporate policy or legislation. Do not use this code if another direct award code applies. <input type="checkbox"/> Direct Award - Under \$25,000 (207) A direct award has been made for a contract less than \$25,000 and categories 200, 201, 202, 203 and 204 do not apply. <input type="checkbox"/> Shared Cost Arrangement-Financial Assistance (208) May be directly awarded where financial assistance is provided to a specified target group or population (e.g. First Nation, or a direct beneficiary, individual or family or legal guardian under a community/social service program. <input type="checkbox"/> Shared Cost Arrangement (209) May be directly awarded where a competitive selection is not appropriate.
<b>Note:</b> If one of the boxes was selected above in the Direct Award area, then Justification must be provided in the next section.	

# SERVICE CONTRACT CHECKLIST & DIRECT AWARD JUSTIFICATION

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Legal Contractor Name: 18 Wheels Logistics

Req #:

Contract #:

**JUSTIFICATION FOR DIRECT AWARD** - Complete Part 3 only if a Direct Award Contract was selected in Part 2. If it is **sole source**, evidence of how the ministry "proved" sole source must be documented in the contract file (ie: a sole source letter from the contractor).

Provide a description of the services including the rationale for the direct award. Why was this contractor chosen? What is the financial or other impact if not approved? Were these services used in the past and if so, was it a direct award or competitive process? Additionally, advise if this purchase will obligate government to use this vendor for future purchases.

The Ministry of Citizens' Services, Real Property Division requires a partnership with a 3rd party logistics company to provide the Provincial Supply Chain Coordination Unit with a turn-key solution to coordinate and support the distribution of essential goods and services during the COVID-19 pandemic. Support will include but not be limited to: Warehousing and Distribution, storage, labour services, itemizing of inventory, preparing orders and transportation.

This is an urgent situation where services could not be obtained in time by means of an open procurement - The COVID-19 pandemic has created an urgent need for space to store and distribute medical supplies to the Province. Supplies are currently being shipped and we need somewhere to put them immediately.

This purchase will not obligate government to use this vendor for future purchases.

**AGREEMENT ON INTERNAL TRADE (AIT)** - Complete Part 4 for new contracts only, do not complete for renewals/amendments. Select only one box. Note: In most cases it will be either 100 or 200.

☐ Purchase Subject to AIT (100)

The purchase is over the trade agreement (AIT) threshold for national advertising (\$25K for goods and over \$100K for services and construction) and is not excluded or exempted under any other provision of the AIT or other category below.

☐ Purchase below applicable AIT threshold (200)

The purchase is under thresholds \$25K for goods or \$100K for services and construction.

☐ Excluded - Exempted Commodity/Service (300)

The purchase is for services that are exempted from coverage of AIT or to which the AIT does not apply by virtue of its specific reference in AIT (e.g., health & social services).

☒ Excluded - Emergency (400)

A purchase where an unforeseeable situation of urgency exists and the services cannot be obtained in time by means of an open procurement.

☐ Excluded - Security, Order, etc. (500)

A purchase where compliance with the open tendering provisions set out in AIT would interfere with the Province's ability to maintain security or order or to protect human, animal, plant life or health.

☐ Excluded - Product Compatibility/Exclusive Rights (600)

A purchase which must: ensure compatibility with existing products; recognize exclusive rights, such as exclusive licenses, copyright and patent rights; or maintain specialized products that must be maintained by the manufacturer or its representative.

☐ Excluded - Procurement of Prototype (700)

The procurement of a prototype or a first service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.

☐ Excluded - Regional/Economic Development (800)

A purchase which, under exceptional circumstances, may be excluded by the Province from the application of Chapter 5 of the AIT for regional and economic development purposes.

**POLICY COMPLIANCE** - Complete for New contracts only. Do not complete for renewals/amendments.

YES NO N/A

- Before taking steps to find a contractor, a cost benefit justification (CBJ) must be prepared for service contracts over \$100,000. Where appropriate, it should include a cost comparison between contracting out vs. using in-house resources if they were available, contract outcomes, etc. Has a CBJ been prepared for inclusion in the contract file? (CPPM 6.3.1.5)
- As per the trade agreements, did you advertise on BCBID for any contract over \$75,000 or if a pre-qualification list was used, did you select the contractor through a competitive process between all suppliers on the list? (CPPM 6.3.2.c)
- Can you confirm that confidentiality has been exercised and there is no conflict of interest as per the Standards of Conduct for Public Service Employees Engaged in Government Procurement Processes
- If this contract was directly awarded (including the policy exemptions in CPPM 6.3.3.a) have the reasons been clearly explained and documented above? (CPPM 6.3.3.a)
- If this contract is being awarded to a contractor that has been used for similar work in the previous 3 months (3 months from previous expiry date) the new contract must be approved by an expense authority with authority for the combined total of the contracts. Has the appropriate expense authority approved the contract? (CPPM 6.3.2.a.11)
- Can you confirm this contract does not constitute an employer/employee relationship? (CPPM 6.3.1.6). For more information, refer to "Employee or Self-Employed" pamphlet at <http://www.cra-arc.gc.ca/E/pub/tg/rc4110/README.html>
- If the General Services Agreement is not used or the contract is \$250k or over, did you obtain Legal Services and Risk Management approval? Documentation of approval must be kept in the contract file. (CPPM 6.3.3.e.4)
- Ministries must post on BCBID a contract award summary for each competitive opportunity (e.g., SRFP, RFP, ITT, ITQ, RCSA, and RFSO) that was advertised on BCBID (CPPM 6.3.3.b.11). If the opportunity was advertised on BCBID, has a contract award summary been posted?
- Does Schedule A clearly identify specific and measurable contract deliverables? (CPPM 6.3.6.c)
- Does Schedule A identify the process the ministry will use to monitor the contractor's performance (e.g., frequency & format of reporting requirements)? (CPPM 6.3.6.c)
- If sub-contractors will be providing any of the services are they identified in Schedule C?
- If Schedule D (Insurance) is attached to the General Services Agreement, will the insurance be adequate to cover the risks associated with this contract? Insurance overview - <http://www.fin.gov.bc.ca/gws/bt/rmb/coiover.stm>
- If Schedule D (Insurance) is attached to the General Services Agreement, have you also included a BC Certificate of Insurance form to be completed by the contractor's broker/ agent (CPPM 6.3.3.e.11). BC Certificate of Insurance
- The Contractor Information Package should be included with the General Services Agreement and forwarded to the contractor. Has it been included? With Expenses, Without Expenses
- Appendix 1 - Expenses for contractors must be attached to all service contracts that include expenses. Have you attached Appendix 1? (Group 1 rates), (Group 2 rates)

# SERVICE CONTRACT CHECKLIST & DIRECT AWARD JUSTIFICATION

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Legal Contractor Name: 18 Wheels Logistics

Req #:

Contract #:

## CONTRACT AMENDMENTS - Complete Part 6 for contract amendments only.

Reason for amendment:

Previous Contract Total: \$ 0.00

Amendment Amount: \$ 0.00

New Contract Total: \$ 0.00

## POLICY COMPLIANCE

YES NO

1. Does the amendment format comply with the CPPM (CPPM 6.3.3.e.9)?  
Modification Agreement -- (template) ☐ YES ☐ NO
2. The amendment amount(s) must be added to the original amount of the contract to determine the new total for approval requirements. Has the appropriate expense authority approved the amendment? ☐ YES ☐ NO
3. Have the circumstances that caused this contract to be amended been clearly documented for inclusion in the contract file (e.g., unforeseen technical problem delayed the project and the details are explained in the file)? ☐ YES ☐ NO

## APPROVAL - Complete Part 7 for all contracts and or renewals/amendments.

Contract Manager Name:

Signature:

Date:

Lorne Delarge Jon Buchanan

Signature: Jon Buchanan

Date: April 7, 2020

\*\*ADM Name:

Signature:

Date:

Sunny Dhaliwal

Signature: Sunny Dhaliwal

Date: April 7, 2020

\*\*ADM sign-off is only required if the contract was direct awarded or if any question in Part 5 or 6 was "NO".



Reset



Print



Submit

# SERVICE CONTRACT CHECKLIST & DIRECT AWARD JUSTIFICATION

Ministry of Citizens' Services

Page 1 of 3

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Legal Contractor Name: 18 Wheels Logistics					Req #:	Contract #: C21RPD40771
Contract Type: <input type="radio"/> New <input type="radio"/> Renewal <input checked="" type="radio"/> Amendment					Brief Description of Services:	
Term: July 1, 2020-Sept 30, 2020					Rate/hr or day:	
The Ministry of Citizens' Services requires an increase in term and contract value for the provision of 3rd party logistic services in support of the Provincial Supply Chain Coordination Unit. This is required for storage and distribution of goods during the COVID-19 pandemic.						
<b>CONTRACT CODING:</b> (if more lines needed attach separate sheet)						
Amount	Cl.	Rosp.	Service Line	STOB	Project	
\$ 492,600.00	112	32M29	25006	6001	3200000	
Commonly Used Contract STOB's 600102 - Operational - Fees/expenses for contracts that provide for a direct provision of goods or services in the delivery of government programs (e.g., project mgmt.). 600304 - Regulatory - Fees/expenses for contracts that provide for a direct provision of goods or services required by statute or regulation. 602021 - Education and Training - Fees/expenses for delivery of training to Gov employees. 610102 - Advisory - Fees/expenses for contracts with the provision of advisory services to the ministry (e.g., management consulting). 6302 - Data Operations Non-WTS - Fees/expenses for contracts that provide for a direct provision of IT related goods/services in the delivery of government programs (e.g., data processing, operating lease rentals). 630910 - Data Consulting Non-WTS - Fees/expenses for consulting contracts related to information systems.						
\$ 492,600.00	<b>CONTRACT TOTAL</b>					

SELECTION PROCESS - Complete Part 2 for NEW contracts and only select ONE box. DO NOT complete for renewals or amendments.	
<b>Open Process</b> <input type="checkbox"/> <b>Request for Proposal (RFP) (100) RFP #</b> <b>Short Form Request for Proposal (SRFP) (100) SRFP #</b> Suppliers submit proposals on how, and at what price, they would provide a service. <input type="checkbox"/> <b>Invitation to Quote (ITQ) (100) ITQ #</b> For priced based services only - you know exactly what you want done and are looking for the best price. <input type="checkbox"/> <b>Other Open Competitive Process (100)</b> <b>Identify process used:</b> An open competitive process other than Request for Proposal or Invitation to Quote is used (e.g., Joint Solution Procurement, Invitation to Tender), normally by advertising the opportunity on <a href="#">BCBID</a> .	<b>Direct Process to Selected Vendors:</b> <input type="checkbox"/> <b>Competitive Process Among Selected Vendors (Construction and Services under \$75,000) (300)</b> If vendors are on a pre-qualification list, then use 401. Select one of the following: <input type="checkbox"/> Under \$25,000 - a competitive solicitation process among a limited list of vendors (eg: 3 written bids) and not advertised on <a href="#">BCBID</a> . The process must be documented in writing and included in the contract file. <input type="checkbox"/> \$25,000 and Over - a competitive process that is appropriate to the value, complexity and profile of the business opportunity. Opportunities can be posted on <a href="#">BCBID</a> or at least 3 quotes must be obtained. The process must be documented in writing and included in the contract file.
<b>Pre-qualification:</b> <input type="checkbox"/> <b>Selected Vendor From Pre-qualification List (400)</b> A contract that is issued to a vendor on a pre-qualification list without undertaking a competitive process. The process must be consistent with the rules publicized when the list was established. <input type="checkbox"/> <b>Purchase from a Corporate Supply Arrangement (500)</b> A purchase from a pre-established corporate supply arrangement as identified in the Core Policy Manual section 6.3.2 a (1).	<input type="checkbox"/> <b>Competition Among Vendors on a Pre-qualification List (401)</b> A competitive solicitation that is issued to a limited list of vendors selected from a pre-qualification list. The process must be consistent with the rules publicized when the list was established. Check appropriate box to indicate which competitive process was used: <input type="checkbox"/> RFP <input type="checkbox"/> ITQ <input type="checkbox"/> 3 Verbal or Written Bids <input type="checkbox"/> Other (please identify):
<b>2 Direct Award:</b> <input type="checkbox"/> <b>Public Sector Organization (200)</b> The contract is negotiated and directly awarded without competitive process because the contract is with another government organization. <input type="checkbox"/> <b>Sole Source (201)</b> The contract is negotiated and directly awarded without competitive process because the ministry can <b>strictly prove</b> that only one contractor is qualified. A NOI is not required. <b>Note:</b> Evidence of how the ministry "proved" sole source must be documented in the contract file. <input type="checkbox"/> <b>Emergency (202)</b> The contract is negotiated and directly awarded without competitive process because an unforeseeable emergency exists and the services could not be obtained in time by means of a competitive process. <input type="checkbox"/> <b>Security, Order, etc. (203)</b> The contract is negotiated and directly awarded without competitive process because a competitive process would interfere with the ministry's ability to maintain security or order or to protect human, animal or plant life or health. <input type="checkbox"/> <b>Confidentiality (204)</b> The contract is negotiated and directly awarded without competitive process where the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest.	<input type="checkbox"/> <b>Sole Source - Notice of Intent (205) NOI #</b> The contract is negotiated and directly awarded without competitive process (a NOI is not a competitive process) because the ministry believes but <b>cannot strictly prove</b> that only one contractor is qualified and a Notice of Intent is posted. A <b>NOI</b> must be posted on <a href="#">BCBID</a> when a contract for services or construction valued at more than \$50,000, is to be directly awarded on this basis. <b>Note:</b> It is <b>recommended</b> that a NOI be posted for opportunities valued at \$25,000 or more that are being awarded on this basis. <input type="checkbox"/> <b>Permitted under another corporate policy or legislation (206)</b> Use this code where the direct award was permitted under another corporate policy or legislation. Do not use this code if another direct award code applies. <input type="checkbox"/> <b>Direct Award - Under \$25,000 (207)</b> A direct award has been made for a contract less than \$25,000 and categories 200, 201, 202, 203 and 204 do not apply. <input type="checkbox"/> <b>Shared Cost Arrangement-Financial Assistance (208)</b> May be directly awarded where financial assistance is provided to a specified target group or population (e.g. First Nation, or a direct beneficiary, individual or family or legal guardian under a community/social service program). <input type="checkbox"/> <b>Shared Cost Arrangement (209)</b> May be directly awarded where a competitive selection is not appropriate.

**Note:** If one of the boxes was selected above in the Direct Award area, then Justification must be provided in the next section.



Legal Contractor Name: 18 Wheels Logistics

Req #:

Contract #: C21RPD40771

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This is an urgent situation where services could not be obtained in time by means of an open procurement. The COVID-19 pandemic has created an urgent need for space to store and distribute supplies to the Province.

This purchase will not obligate government to use this vendor for future purchases.

**AGREEMENT ON INTERNAL TRADE (AIT)** - Complete Part 4 for new contracts only, do not complete for renewals/amendments. Select only one box. Note: In most cases it will be either 100 or 200.☐ **Purchase Subject to AIT (100)**

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☐ **Purchase below applicable AIT threshold (200)**

The purchase is under thresholds \$25K for goods or \$100K for services and construction.

☐ **Excluded - Exempted Commodity/Service (300)**

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☐ **Excluded - Emergency (400)**

A purchase where an unforeseeable situation of urgency exists and the services cannot be obtained in time by means of an open procurement.

☐ **Excluded - Security, Order, etc. (500)**

A purchase where compliance with the open tendering provisions set out in AIT would interfere with the Province's ability to maintain security or order or to protect human, animal, plant life or health.

☐ **Excluded - Product Compatibility/Exclusive Rights (600)**

A purchase which must: ensure compatibility with existing products; recognize exclusive rights, such as exclusive licenses, copyright and patent rights; or maintain specialized products that must be maintained by the manufacturer or its representative.

☐ **Excluded - Procurement of Prototype (700)**

The procurement of a prototype or a first service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.

☐ **Excluded - Regional/Economic Development (800)**

A purchase which, under exceptional circumstances, may be excluded by the Province from the application of Chapter 5 of the AIT for regional and economic development purposes.

**POLICY COMPLIANCE** - Complete for New contracts only. Do not complete for renewals/amendments.

YES NO N/A

- Before taking steps to find a contractor, a cost benefit justification (CBJ) must be prepared for service contracts over \$100,000. Where appropriate, it should include a cost comparison between contracting out vs. using in-house resources if they were available, contract outcomes, etc. Has a CBJ been prepared for inclusion in the contract file? (CPPM 6.3.1.5)
- As per the trade agreements, did you advertise on BCBID for any contract over \$75,000 or if a pre-qualification list was used, did you select the contractor through a competitive process between all suppliers on the list? (CPPM 6.3.2.c)
- Can you confirm that confidentiality has been exercised and there is no conflict of interest as per the Standards of Conduct for Public Service Employees Engaged in Government Procurement Processes
- If this contract was directly awarded (including the policy exemptions in CPPM 6.3.3.a) have the reasons been clearly explained and documented above? (CPPM 6.3.3.a)
- If this contract is being awarded to a contractor that has been used for similar work in the previous 3 months (3 months from previous expiry date) the new contract must be approved by an expense authority with authority for the combined total of the contracts. Has the appropriate expense authority approved the contract? (CPPM 6.3.2.a.11)
- Can you confirm this contract does not constitute an employer/employee relationship? (CPPM 6.3.1.6). For more information, refer to "Employee or Self-Employed" pamphlet at <http://www.cra-arc.gc.ca/E/pub/tg/rc4110/README.html>
- If the General Services Agreement is not used or the contract is \$250k or over, did you obtain Legal Services and Risk Management approval? Documentation of approval must be kept in the contract file. (CPPM 6.3.3.e.4)
- Ministries must post on BCBID a contract award summary for each competitive opportunity (e.g., SRFP, RFP, ITT, ITQ, RCSA, and RFSO) that was advertised on BCBID (CPPM 6.3.3.b.11). If the opportunity was advertised on BCBID, has a contract award summary been posted?
- Does **Schedule A** clearly identify specific and measurable contract deliverables? (CPPM 6.3.6.c)
- Does **Schedule A** identify the process the ministry will use to monitor the contractor's performance (e.g., frequency & format of reporting requirements)? (CPPM 6.3.6.c)
- If sub-contractors will be providing any of the services are they identified in **Schedule C**?
- If **Schedule D** (Insurance) is attached to the General Services Agreement, will the insurance be adequate to cover the risks associated with this contract? Insurance overview - <http://www.fin.gov.bc.ca/gws/pt/rmb/coiover.stm>
- If **Schedule D** (Insurance) is attached to the General Services Agreement, have you also included a BC Certificate of Insurance form to be completed by the contractor's broker/ agent (CPPM 6.3.3.e.11). BC Certificate of Insurance
- The **Contractor Information Package** should be included with the General Services Agreement and forwarded to the contractor. Has it been included? With Expenses, Without Expenses
- Appendix 1** - Expenses for contractors must be attached to all service contracts that include expenses. Have you attached Appendix 1? (Group 1 rates), (Group 2 rates)

## SERVICE CONTRACT CHECKLIST &amp; DIRECT AWARD JUSTIFICATION

Page 3 of 3

Legal Contractor Name: 18 Wheels Logistics

Req #:

Contract #: C21RPD40771

**CONTRACT AMENDMENTS** - Complete Part 6 for contract amendments only.

Reason for amendment:

To increase the contract value and increase the term by 3 months.

Previous Contract Total: \$ 150,000.00

Amendment Amount: \$ 342,600.00

New Contract Total: \$ 492,600.00

PART 6

**POLICY COMPLIANCE**

YES NO

1. Does the amendment format comply with the CPPM (CPPM 6.3.3.e.9)?  
Modification Agreement – ([template](#)) ☒ YES ☐ NO
2. The amendment amount(s) must be added to the original amount of the contract to determine the new total for approval requirements. Has the appropriate expense authority approved the amendment? ☒ YES ☐ NO
3. Have the circumstances that caused this contract to be amended been clearly documented for inclusion in the contract file (e.g., unforeseen technical problem delayed the project and the details are explained in the file)? ☒ YES ☐ NO

**APPROVAL** - Complete Part 7 for all contracts and or renewals/amendments.

Contract Manager Name:

Jon Buchanan

Signature:

Date:

\*\*ADM Name:

Sunny Dhaliwal

Signature:

Date:

July 12, 2020

PART 7

\*\*ADM sign-off is only required if the contract was direct awarded or if any question in Part 5 or 6 was "NO".



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# CONTRACT PRE-APPROVAL REQUEST

Ministry of Citizens' Services

CLIFF #:

## FORM USAGE AND ROUTING:

This form must be completed by the contract manager to clearly document the business need to procure services from an external provider and it ensures compliance with Ministry policy. **Pre-approval is required by the Program Assistant Deputy Minister for all STOB 60xx, 61xx and 63xx Contracts and Amendments.** This form must be completed and pre-approved by the ADM prior to any discussion with or commitment to the vendor. Send this completed form along with other required documents (contract checklist, GSA, etc.) to [cfs.contracts@gov.bc.ca](mailto:cfs.contracts@gov.bc.ca), Financial and Administration Services Branch. A copy of this form should be kept in the business area's contract file. **Note:** Highlighted fields with a border are required fields.

## CONTRACT INFORMATION

Contract Manager Name: Lorne DeLarge

Business Area: Accommodation Management

PART 1

STOB: STOB Budget: STOB Expenditures to Date:  
Estimated Contract Value: Estimated Term: 3-6 Months Contract Type: ☒ New ☐ Renewal ☐ Amendment

### Commonly Used Contract STOBs:

6001/02 - Operational - Fees/expenses for contracts that provide for a direct provision of goods or services in the delivery of government programs (e.g., project mgmt).  
6003/04 - Regulatory - Fees/expenses for contracts that provide for a direct provision of goods or services required by statute or regulation.  
6020/21 - Education and Training - Fees/expenses for contracts that deliver training to government employees.

6101/02 - Advisory - Fees/expenses for contracts with the provision of advisory services to the ministry (e.g., management consulting).  
6302 - Data Operations Non-WTS - Fees and expenses for contracts that provide for a direct provision of IT related goods/services in the delivery of government programs (e.g., data processing, operating lease rentals).  
6309/10 - Data Consulting Non-WTS - Fees/expenses for consulting contracts related to information systems.

## SUMMARY OF THE SERVICES – Why it is required.

PART 2

### 1. Describe the services and the reason it is needed?

The Ministry of Citizens' Services, Real Property Division requires a partnership with a 3rd party logistics company to provide the Provincial Supply Chain Coordination Unit with a turn-key solution to coordinate and support the distribution of essential goods and services during the COVID-19 pandemic. Support will include but not be limited to: Warehousing and Distribution, storage, labour services, itemizing of inventory, preparing orders and transportation.

Estimated Contract Value: Cost plus 9%

### 2. Is this required to fulfil a legal or formal provincial commitment? ☒ Yes ☐ No

If yes, please explain:

Warehouse space is required in response to the COVID-19 pandemic in order to store medical supplies and distribute them across the province as needed.

### 3. Why could existing staff resources not fill the need?

The Ministry of Citizens' Services, Real Property Division does not have the staff, resources or warehouse space to facilitate the requirements.

### 4. Describe the impact if it is not approved.

Critical medical supplies will not have a secured warehouse space to be stored and distributed from. Supplies are currently being shipped and we need somewhere to put them immediately.

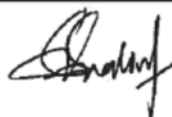
## APPROVAL

PART 3

ADM Name:

Sunny Dhaliwal

Signature:



Date:

April 4, 2020



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Submit Page 11 of 131 CTZ-2020-04301

# CONTRACT PRE-APPROVAL REQUEST

Ministry of Citizens' Services

CLIFF #:

## FORM USAGE AND ROUTING:

This form must be completed by the contract manager to clearly document the business need to procure services from an external provider and it ensures compliance with Ministry policy. **Pre-approval is required by the Program Assistant Deputy Minister for all STOB 60xx, 61xx and 63xx Contracts and Amendments.** This form must be completed and pre-approved by the ADM prior to any discussion with or commitment to the vendor. Send this completed form along with other required documents (contract checklist, GSA, etc.) to [cfs.contracts@gov.bc.ca](mailto:cfs.contracts@gov.bc.ca). Financial and Administration Services Branch. A copy of this form should be kept in the business area's contract file. **Note:** Highlighted fields with a border are required fields.

## CONTRACT INFORMATION

Contract Manager Name: Lorne DeLarge

Business Area: Accommodation Management

PART 1

STOB: STOB Budget: STOB Expenditures to Date:  
Estimated Contract Value: Estimated Term: July 1,2020-Sept 30,2020 Contract Type: ☐ New ☐ Renewal ☒ Amendment

### Commonly Used Contract STOBs:

6001/02 - Operational - Fees/expenses for contracts that provide for a direct provision of goods or services in the delivery of government programs (e.g., project mgmt.).  
6003/04 - Regulatory - Fees/expenses for contracts that provide for a direct provision of goods or services required by statute or regulation.  
6020/21 - Education and Training - Fees/expenses for contracts that deliver training to government employees.

6101/02 - Advisory - Fees/expenses for contracts with the provision of advisory services to the ministry (e.g., management consulting).  
6302 - Data Operations Non-WTS - Fees and expenses for contracts that provide for a direct provision of IT related goods/services in the delivery of government programs (e.g., data processing, operating lease rentals).  
6309/10 - Data Consulting Non-WTS - Fees/expenses for consulting contracts related to information systems.

## SUMMARY OF THE SERVICES – Why it is required.

PART 2

### 1. Describe the services and the reason it is needed?

This is to increase the contract value and PO from \$150,000 to \$492,600 and to increase the contract term by 3 months.

The Ministry of Citizens' Services, Real Property Division requires a partnership with a 3rd party logistics company to provide the Provincial Supply Chain Coordination Unit with a turn-key solution to coordinate and support the distribution of essential goods and services during the COVID-19 pandemic. Support will include but not be limited to: Warehousing and Distribution, storage, labour services, itemizing of inventory, preparing orders and transportation.

Estimated Contract Value: Cost plus 9% up to a maximum of \$492,600.

### 2. Is this required to fulfil a legal or formal provincial commitment? ☒ Yes ☐ No

If yes, please explain:

Warehouse space is required in response to the COVID-19 pandemic in order to store medical supplies and distribute them across the province as needed.

### 3. Why could existing staff resources not fill the need?

The Ministry of Citizens' Services, Real Property Division does not have the staff, resources or warehouse space to facilitate the requirements.

### 4. Describe the impact if it is not approved.

Critical medical supplies will not have secured warehouse space to be stored and distributed.

## APPROVAL

PART 3

ADM Name:

Sunny Dhaliwal

Signature:



Date:

July 12, 2020



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Submit Page 12 of 131 CTZ-2020-04301



# GENERAL SERVICE AGREEMENT



## *For Administrative Purposes Only*

Ministry Contract No.: C21RPD40771  
Requisition No.: 40771  
Solicitation No.(if applicable): \_\_\_\_\_  
Commodity Code: \_\_\_\_\_

### **Contractor Information**

Supplier Name: 18 Wheels Logistics  
Supplier No.: \_\_\_\_\_  
Telephone No.: (604) 439-8938  
E-mail Address: adrian.wen@18wheels.ca  
Website: <https://www.18wheelslogistics.com/>

### **Financial Information**

Client: 112  
Responsibility Centre: 32M29  
Service Line: 25004  
STOB: 6001  
Project: 3200000

**Template version: February 20, 2020**

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**SCHEDULE A – SERVICES**

- Part 1 - Term**
- Part 2 - Services**
- Part 3 - Related Documentation**
- Part 4 - Key Personnel**

**SCHEDULE B – FEES AND EXPENSES**

- Part 1 - Maximum Amount Payable**
- Part 2 - Fees**
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- Part 5 - Payments Due**

**SCHEDULE C – APPROVED SUBCONTRACTOR(S)**

**SCHEDULE D – INSURANCE**

**SCHEDULE E – PRIVACY PROTECTION SCHEDULE**

**SCHEDULE F – ADDITIONAL TERMS**

**SCHEDULE G – SECURITY SCHEDULE**

**SCHEDULE H – TAX VERIFICATION**

THIS AGREEMENT is dated for reference the 7<sup>th</sup> day of April, 2020.

BETWEEN:

18 Wheels Logistics (the "Contractor") with the following specified address:  
7185 11th Avenue, Burnaby, B.C.  
V3N 2M5

AND:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by  
The Minister of Citizens' Services (the "Province") with the following specified address:  
4000 Seymour Place  
V8X 4S8

The Province wishes to retain the Contractor to provide the services specified in Schedule A and, in consideration for the remuneration set out in Schedule B, the Contractor has agreed to provide those services, on the terms and conditions set out in this Agreement.

As a result, the Province and the Contractor agree as follows:

## **1 DEFINITIONS**

### **General**

1.1 In this Agreement, unless the context otherwise requires:

- (a) "Business Day" means a day, other than a Saturday or Sunday, on which Provincial government offices are open for normal business in British Columbia;
- (b) "Incorporated Material" means any material in existence prior to the start of the Term or developed independently of this Agreement, and that is incorporated or embedded in the Produced Material by the Contractor or a Subcontractor;
- (c) "Material" means the Produced Material and the Received Material;
- (d) "Produced Material" means records, software and other material, whether complete or not, that, as a result of this Agreement, are produced or provided by the Contractor or a Subcontractor and includes the Incorporated Material;
- (e) "Received Material" means records, software and other material, whether complete or not, that, as a result of this Agreement, are received by the Contractor or a Subcontractor from the Province or any other person;
- (f) "Services" means the services described in Part 2 of Schedule A;
- (g) "Subcontractor" means a person described in paragraph (a) or (b) of section 13.4; and
- (h) "Term" means the term of the Agreement described in Part 1 of Schedule A subject to that term ending earlier in accordance with this Agreement.

### **Meaning of "record"**

1.2 The definition of "record" in the *Interpretation Act* is incorporated into this Agreement and "records" will bear a corresponding meaning.

## **2 SERVICES**

### **Provision of services**

2.1 The Contractor must provide the Services in accordance with this Agreement.

## Term

- 2.2 Regardless of the date of execution or delivery of this Agreement, the Contractor must provide the Services during the Term.

## Supply of various items

- 2.3 Unless the parties otherwise agree in writing, the Contractor must supply and pay for all labour, materials, equipment, tools, facilities, approvals and licenses necessary or advisable to perform the Contractor's obligations under this Agreement, including the license under section 6.4.

## Standard of care

- 2.4 Unless otherwise specified in this Agreement, the Contractor must perform the Services to a standard of care, skill and diligence maintained by persons providing, on a commercial basis, services similar to the Services.

## Standards in relation to persons performing Services

- 2.5 The Contractor must ensure that all persons employed or retained to perform the Services are qualified and competent to perform them and are properly trained, instructed and supervised.

## Instructions by Province

- 2.6 The Province may from time to time give the Contractor reasonable instructions (in writing or otherwise) as to the performance of the Services. The Contractor must comply with those instructions but, unless otherwise specified in this Agreement, the Contractor may determine the manner in which the instructions are carried out.

## Confirmation of non-written instructions

- 2.7 If the Province provides an instruction under section 2.6 other than in writing, the Contractor may request that the instruction be confirmed by the Province in writing, which request the Province must comply with as soon as it is reasonably practicable to do so.

## Effectiveness of non-written instructions

- 2.8 Requesting written confirmation of an instruction under section 2.7 does not relieve the Contractor from complying with the instruction at the time the instruction was given.

## Applicable laws

- 2.9 In the performance of the Contractor's obligations under this Agreement, the Contractor must comply with all applicable laws.

## 3 PAYMENT

### Fees and expenses

- 3.1 If the Contractor complies with this Agreement, then the Province must pay to the Contractor at the times and on the conditions set out in Schedule B:
- (a) the fees described in that Schedule;
  - (b) the expenses, if any, described in that Schedule if they are supported, where applicable, by proper receipts and, in the Province's opinion, are necessarily incurred by the Contractor in providing the Services; and

- (c) any applicable taxes payable by the Province under law or agreement with the relevant taxation authorities on the fees and expenses described in paragraphs (a) and (b).

The Province is not obliged to pay to the Contractor more than the "Maximum Amount" specified in Schedule B on account of fees and expenses.

#### Statements of accounts

- 3.2 In order to obtain payment of any fees and expenses under this Agreement, the Contractor must submit to the Province a written statement of account in a form satisfactory to the Province upon completion of the Services or at other times described in Schedule B.

#### Withholding of amounts

- 3.3 Without limiting section 9.1, the Province may withhold from any payment due to the Contractor an amount sufficient to indemnify, in whole or in part, the Province and its employees and agents against any liens or other third-party claims that have arisen or could arise in connection with the provision of the Services. An amount withheld under this section must be promptly paid by the Province to the Contractor upon the basis for withholding the amount having been fully resolved to the satisfaction of the Province.

#### Appropriation

- 3.4 The Province's obligation to pay money to the Contractor is subject to the *Financial Administration Act*, which makes that obligation subject to an appropriation being available in the fiscal year of the Province during which payment becomes due.

#### Currency

- 3.5 Unless otherwise specified in this Agreement, all references to money are to Canadian dollars.

#### Non-resident income tax

- 3.6 If the Contractor is not a resident in Canada, the Contractor acknowledges that the Province may be required by law to withhold income tax from the fees described in Schedule B and then to remit that tax to the Receiver General of Canada on the Contractor's behalf.

#### Prohibition against committing money

- 3.7 Without limiting section 13.10(a), the Contractor must not in relation to performing the Contractor's obligations under this Agreement commit or purport to commit the Province to pay any money except as may be expressly provided for in this Agreement.

#### Refunds of taxes

- 3.8 The Contractor must:
  - (a) apply for, and use reasonable efforts to obtain, any available refund, credit, rebate or remission of federal, provincial or other tax or duty imposed on the Contractor as a result of this Agreement that the Province has paid or reimbursed to the Contractor or agreed to pay or reimburse to the Contractor under this Agreement; and
  - (b) immediately on receiving, or being credited with, any amount applied for under paragraph (a), remit that amount to the Province.

## 4 REPRESENTATIONS AND WARRANTIES

4.1 As at the date this Agreement is executed and delivered by, or on behalf of, the parties, the Contractor represents and warrants to the Province as follows:

- (a) except to the extent the Contractor has previously disclosed otherwise in writing to the Province,
  - (i) all information, statements, documents and reports furnished or submitted by the Contractor to the Province in connection with this Agreement (including as part of any competitive process resulting in this Agreement being entered into) are in all material respects true and correct,
  - (ii) the Contractor has sufficient trained staff, facilities, materials, appropriate equipment and approved subcontractual or other agreements in place and available to enable the Contractor to fully perform the Services and to grant any licenses under this Agreement, and
  - (iii) the Contractor holds all permits, licenses, approvals and statutory authorities issued by any government or government agency that are necessary for the performance of the Contractor's obligations under this Agreement; and
- (b) if the Contractor is not an individual,
  - (i) the Contractor has the power and capacity to enter into this Agreement and to observe, perform and comply with the terms of this Agreement and all necessary corporate or other proceedings have been taken and done to authorize the execution and delivery of this Agreement by, or on behalf of, the Contractor, and
  - (ii) this Agreement has been legally and properly executed by, or on behalf of, the Contractor and is legally binding upon and enforceable against the Contractor in accordance with its terms except as enforcement may be limited by bankruptcy, insolvency or other laws affecting the rights of creditors generally and except that equitable remedies may be granted only in the discretion of a court of competent jurisdiction.

## 5 PRIVACY, SECURITY AND CONFIDENTIALITY

### Privacy

5.1 The Contractor must comply with the Privacy Protection Schedule attached as Schedule E.

### Security

5.2 The Contractor must:

- (a) make reasonable security arrangements to protect the Material from unauthorized access, collection, use, disclosure, alteration or disposal; and
- (b) comply with the Security Schedule attached as Schedule G.

### Confidentiality

5.3 The Contractor must treat as confidential all information in the Material and all other information accessed or obtained by the Contractor or a Subcontractor (whether verbally, electronically or otherwise) as a result of this Agreement, and not permit its disclosure or use without the Province's prior written consent except:

- (a) as required to perform the Contractor's obligations under this Agreement or to comply with applicable laws;
- (b) if it is information that is generally known to the public other than as result of a breach of this Agreement; or
- (c) if it is information in any Incorporated Material.



#### Public announcements

- 5.4 Any public announcement relating to this Agreement will be arranged by the Province and, if such consultation is reasonably practicable, after consultation with the Contractor.

#### Restrictions on promotion

- 5.5 The Contractor must not, without the prior written approval of the Province, refer for promotional purposes to the Province being a customer of the Contractor or the Province having entered into this Agreement.

### 6 MATERIAL AND INTELLECTUAL PROPERTY

#### Access to Material

- 6.1 If the Contractor receives a request for access to any of the Material from a person other than the Province, and this Agreement does not require or authorize the Contractor to provide that access, the Contractor must promptly advise the person to make the request to the Province.

#### Ownership and delivery of Material

- 6.2 The Province exclusively owns all property rights in the Material which are not intellectual property rights. The Contractor must deliver any Material to the Province immediately upon the Province's request.

#### Matters respecting intellectual property

- 6.3 The Province exclusively owns all intellectual property rights, including copyright, in:

- (a) Received Material that the Contractor receives from the Province; and
- (b) Produced Material, other than any Incorporated Material.

Upon the Province's request, the Contractor must deliver to the Province documents satisfactory to the Province that irrevocably waive in the Province's favour any moral rights which the Contractor (or employees of the Contractor) or a Subcontractor (or employees of a Subcontractor) may have in the Produced Material and that confirm the vesting in the Province of the copyright in the Produced Material, other than any Incorporated Material.

#### Rights in relation to Incorporated Material

- 6.4 Upon any Incorporated Material being embedded or incorporated in the Produced Material and to the extent that it remains so embedded or incorporated, the Contractor grants to the Province:
- (a) a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to exercise, in respect of that Incorporated Material, the rights set out in the *Copyright Act* (Canada), including the right to use, reproduce, modify, publish and distribute that Incorporated Material; and
  - (b) the right to sublicense or assign to third-parties any or all of the rights granted to the Province under section 6.4(a).

### 7 RECORDS AND REPORTS

#### Work reporting

- 7.1 Upon the Province's request, the Contractor must fully inform the Province of all work done by the Contractor or a Subcontractor in connection with providing the Services.

#### Time and expense records

- 7.2 If Schedule B provides for the Contractor to be paid fees at a daily or hourly rate or for the Contractor to be paid or reimbursed for expenses, the Contractor must maintain time records and books of account, invoices, receipts and vouchers of expenses in support of those payments, in form and content satisfactory to the Province. Unless otherwise specified in this Agreement, the Contractor must retain such documents for a period of not less than seven years after this Agreement ends.

### 8 AUDIT

- 8.1 In addition to any other rights of inspection the Province may have under statute or otherwise, the Province may at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect and, at the Province's discretion, copy any of the Material and the Contractor must permit, and provide reasonable assistance to, the exercise by the Province of the Province's rights under this section.

### 9 INDEMNITY AND INSURANCE

#### Indemnity

- 9.1 The Contractor must indemnify and save harmless the Province and the Province's employees and agents from any loss, claim (including any claim of infringement of third-party intellectual property rights), damage award, action, cause of action, cost or expense that the Province or any of the Province's employees or agents may sustain, incur, suffer or be put to at any time, either before or after this Agreement ends, (each a "Loss") to the extent the Loss is directly or indirectly caused or contributed to by:

- (a) any act or omission by the Contractor or by any of the Contractor's agents, employees, officers, directors or Subcontractors in connection with this Agreement; or
- (b) any representation or warranty of the Contractor being or becoming untrue or incorrect.

#### Insurance

- 9.2 The Contractor must comply with the Insurance Schedule attached as Schedule D.

#### Workers compensation

- 9.3 Without limiting the generality of section 2.9, the Contractor must comply with, and must ensure that any Subcontractors comply with, all applicable occupational health and safety laws in relation to the performance of the Contractor's obligations under this Agreement, including the *Workers Compensation Act* in British Columbia or similar laws in other jurisdictions.

#### Personal optional protection

- 9.4 The Contractor must apply for and maintain personal optional protection insurance (consisting of income replacement and medical care coverage) during the Term at the Contractor's expense if:
- (a) the Contractor is an individual or a partnership of individuals and does not have the benefit of mandatory workers compensation coverage under the *Workers Compensation Act* or similar laws in other jurisdictions; and
  - (b) such personal optional protection insurance is available for the Contractor from WorkSafeBC or other sources.

#### Evidence of coverage

- 9.5 Within 10 Business Days of being requested to do so by the Province, the Contractor must provide the Province with evidence of the Contractor's compliance with sections 9.3 and 9.4.

## 10 FORCE MAJEURE

### Definitions relating to force majeure

10.1 In this section and sections 10.2 and 10.3:

- (a) "Event of Force Majeure" means one of the following events:
  - (i) a natural disaster, fire, flood, storm, epidemic or power failure,
  - (ii) a war (declared and undeclared), insurrection or act of terrorism or piracy,
  - (iii) a strike (including illegal work stoppage or slowdown) or lockout, or
  - (iv) a freight embargoif the event prevents a party from performing the party's obligations in accordance with this Agreement and is beyond the reasonable control of that party; and
- (b) "Affected Party" means a party prevented from performing the party's obligations in accordance with this Agreement by an Event of Force Majeure.

### Consequence of Event of Force Majeure

10.2 An Affected Party is not liable to the other party for any failure or delay in the performance of the Affected Party's obligations under this Agreement resulting from an Event of Force Majeure and any time periods for the performance of such obligations are automatically extended for the duration of the Event of Force Majeure provided that the Affected Party complies with the requirements of section 10.3.

### Duties of Affected Party

10.3 An Affected Party must promptly notify the other party in writing upon the occurrence of the Event of Force Majeure and make all reasonable efforts to prevent, control or limit the effect of the Event of Force Majeure so as to resume compliance with the Affected Party's obligations under this Agreement as soon as possible.

## 11 DEFAULT AND TERMINATION

### Definitions relating to default and termination

11.1 In this section and sections 11.2 to 11.4:

- (a) "Event of Default" means any of the following:
  - (i) an Insolvency Event,
  - (ii) the Contractor fails to perform any of the Contractor's obligations under this Agreement, or
  - (iii) any representation or warranty made by the Contractor in this Agreement is untrue or incorrect; and
- (b) "Insolvency Event" means any of the following:
  - (i) an order is made, a resolution is passed or a petition is filed, for the Contractor's liquidation or winding up,
  - (ii) the Contractor commits an act of bankruptcy, makes an assignment for the benefit of the Contractor's creditors or otherwise acknowledges the Contractor's insolvency,
  - (iii) a bankruptcy petition is filed or presented against the Contractor or a proposal under the *Bankruptcy and Insolvency Act* (Canada) is made by the Contractor,
  - (iv) a compromise or arrangement is proposed in respect of the Contractor under the *Companies' Creditors Arrangement Act* (Canada),

- (v) a receiver or receiver-manager is appointed for any of the Contractor's property, or
- (vi) the Contractor ceases, in the Province's reasonable opinion, to carry on business as a going concern.

#### Province's options on default

- 11.2 On the happening of an Event of Default, or at any time thereafter, the Province may, at its option, elect to do any one or more of the following:
- (a) by written notice to the Contractor, require that the Event of Default be remedied within a time period specified in the notice;
  - (b) pursue any remedy or take any other action available to it at law or in equity; or
  - (c) by written notice to the Contractor, terminate this Agreement with immediate effect or on a future date specified in the notice, subject to the expiration of any time period specified under section 11.2(a).

#### Delay not a waiver

- 11.3 No failure or delay on the part of the Province to exercise its rights in relation to an Event of Default will constitute a waiver by the Province of such rights.

#### Province's right to terminate other than for default

- 11.4 In addition to the Province's right to terminate this Agreement under section 11.2(c) on the happening of an Event of Default, the Province may terminate this Agreement for any reason by giving at least 10 days' written notice of termination to the Contractor.

#### Payment consequences of termination

- 11.5 Unless Schedule B otherwise provides, if the Province terminates this Agreement under section 11.4:
- (a) the Province must, within 30 days of such termination, pay to the Contractor any unpaid portion of the fees and expenses described in Schedule B which corresponds with the portion of the Services that was completed to the Province's satisfaction before termination of this Agreement; and
  - (b) the Contractor must, within 30 days of such termination, repay to the Province any paid portion of the fees and expenses described in Schedule B which corresponds with the portion of the Services that the Province has notified the Contractor in writing was not completed to the Province's satisfaction before termination of this Agreement.

#### Discharge of liability

- 11.6 The payment by the Province of the amount described in section 11.5(a) discharges the Province from all liability to make payments to the Contractor under this Agreement.

#### Notice in relation to Events of Default

- 11.7 If the Contractor becomes aware that an Event of Default has occurred or anticipates that an Event of Default is likely to occur, the Contractor must promptly notify the Province of the particulars of the Event of Default or anticipated Event of Default. A notice under this section as to the occurrence of an Event of Default must also specify the steps the Contractor proposes to take to address, or prevent recurrence of, the Event of Default. A notice under this section as to an anticipated Event of Default must specify the steps the Contractor proposes to take to prevent the occurrence of the anticipated Event of Default.

## 12 DISPUTE RESOLUTION

### Dispute resolution process

- 12.1 In the event of any dispute between the parties arising out of or in connection with this Agreement, the following dispute resolution process will apply unless the parties otherwise agree in writing:
- (a) the parties must initially attempt to resolve the dispute through collaborative negotiation;
  - (b) if the dispute is not resolved through collaborative negotiation within 15 Business Days of the dispute arising, the parties must then attempt to resolve the dispute through mediation under the rules of the Mediate BC Society; and
  - (c) if the dispute is not resolved through mediation within 30 Business Days of the commencement of mediation, the dispute must be referred to and finally resolved by arbitration under the *Arbitration Act*.

### Location of arbitration or mediation

- 12.2 Unless the parties otherwise agree in writing, an arbitration or mediation under section 12.1 will be held in Victoria, British Columbia.

### Costs of mediation or arbitration

- 12.3 Unless the parties otherwise agree in writing or, in the case of an arbitration, the arbitrator otherwise orders, the parties must share equally the costs of a mediation or arbitration under section 12.1 other than those costs relating to the production of expert evidence or representation by counsel.

## 13 MISCELLANEOUS

### Delivery of notices

- 13.1 Any notice contemplated by this Agreement, to be effective, must be in writing and delivered as follows:
- (a) by fax to the addressee's fax number specified on the first page of this Agreement, in which case it will be deemed to be received on the day of transmittal unless transmitted after the normal business hours of the addressee or on a day that is not a Business Day, in which cases it will be deemed to be received on the next following Business Day;
  - (b) by hand to the addressee's address specified on the first page of this Agreement, in which case it will be deemed to be received on the day of its delivery; or
  - (c) by prepaid post to the addressee's address specified on the first page of this Agreement, in which case if mailed during any period when normal postal services prevail, it will be deemed to be received on the fifth Business Day after its mailing.

#### Change of address or fax number

- 13.2 Either party may from time to time give notice to the other party of a substitute address or fax number, which from the date such notice is given will supersede for purposes of section 13.1 any previous address or fax number specified for the party giving the notice.

#### Assignment

- 13.3 The Contractor must not assign any of the Contractor's rights or obligations under this Agreement without the Province's prior written consent. Upon providing written notice to the Contractor, the Province may assign to any person any of the Province's rights under this Agreement and may assign to any "government corporation", as defined in the *Financial Administration Act*, any of the Province's obligations under this Agreement.

#### Subcontracting

- 13.4 The Contractor must not subcontract any of the Contractor's obligations under this Agreement to any person without the Province's prior written consent, excepting persons listed in the attached Schedule C. No subcontract, whether consented to or not, relieves the Contractor from any obligations under this Agreement. The Contractor must ensure that:
- (a) any person retained by the Contractor to perform obligations under this Agreement; and
  - (b) any person retained by a person described in paragraph (a) to perform those obligations fully complies with this Agreement in performing the subcontracted obligations.

#### Waiver

- 13.5 A waiver of any term or breach of this Agreement is effective only if it is in writing and signed by, or on behalf of, the waiving party and is not a waiver of any other term or breach.

#### Modifications

- 13.6 No modification of this Agreement is effective unless it is in writing and signed by, or on behalf of, the parties.

#### Entire agreement

- 13.7 This Agreement (including any modification of it) constitutes the entire agreement between the parties as to performance of the Services.

#### Survival of certain provisions

- 13.8 Sections 2.9, 3.1 to 3.4, 3.7, 3.8, 5.1 to 5.5, 6.1 to 6.4, 7.1, 7.2, 8.1, 9.1, 9.2, 9.5, 10.1 to 10.3, 11.2, 11.3, 11.5, 11.6, 12.1 to 12.3, 13.1, 13.2, 13.8, and 13.10, any accrued but unpaid payment obligations, and any other sections of this Agreement (including schedules) which, by their terms or nature, are intended to survive the completion of the Services or termination of this Agreement, will continue in force indefinitely subject to any applicable limitation period prescribed by law, even after this Agreement ends.

#### Schedules

- 13.9 The schedules to this Agreement (including any appendices or other documents attached to, or incorporated by reference into, those schedules) are part of this Agreement.

#### Independent contractor

13.10 In relation to the performance of the Contractor's obligations under this Agreement, the Contractor is an independent contractor and not:

- (a) an employee or partner of the Province; or
- (b) an agent of the Province except as may be expressly provided for in this Agreement.

The Contractor must not act or purport to act contrary to this section.

#### Personnel not to be employees of Province

13.11 The Contractor must not do anything that would result in personnel hired or used by the Contractor or a Subcontractor in relation to providing the Services being considered employees of the Province.

#### Key Personnel

13.12 If one or more individuals are specified as "Key Personnel" of the Contractor in Part 4 of Schedule A, the Contractor must cause those individuals to perform the Services on the Contractor's behalf, unless the Province otherwise approves in writing, which approval must not be unreasonably withheld.

#### Pertinent information

13.13 The Province must make available to the Contractor all information in the Province's possession which the Province considers pertinent to the performance of the Services.

#### Conflict of interest

13.14 The Contractor must not provide any services to any person in circumstances 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 duties to the Province under this Agreement.

#### Time

13.15 Time is of the essence in this Agreement and, without limitation, will remain of the essence after any modification or extension of this Agreement, whether or not expressly restated in the document effecting the modification or extension.

#### Conflicts among provisions

13.16 Conflicts among provisions of this Agreement will be resolved as follows:

- (a) a provision in the body of this Agreement will prevail over any conflicting provision in, attached to or incorporated by reference into a schedule, unless that conflicting provision expressly states otherwise; and
- (b) a provision in a schedule will prevail over any conflicting provision in a document attached to or incorporated by reference into a schedule, unless the schedule expressly states otherwise.

#### Agreement not permit nor fetter

13.17 This Agreement does not operate as a permit, license, approval or other statutory authority which the Contractor may be required to obtain from the Province or any of its agencies in order to provide the Services. Nothing in this Agreement is to be construed as interfering with, or fettering in any manner, the exercise by the Province or its agencies of any statutory, prerogative, executive or legislative power or duty.

Remainder not affected by invalidity

- 13.18 If any provision of this Agreement or the application of it to any person or circumstance is invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provision to any other person or circumstance will not be affected or impaired and will be valid and enforceable to the extent permitted by law.

Further assurances

- 13.19 Each party must perform the acts, execute and deliver the writings, and give the assurances as may be reasonably necessary to give full effect to this Agreement.

Additional terms

- 13.20 Any additional terms set out in the attached Schedule F apply to this Agreement.

Tax Verification

- 13.21 Any terms set out in the attached Schedule H apply to this Agreement.

Governing law

- 13.22 This Agreement is governed by, and is to be interpreted and construed in accordance with, the laws applicable in British Columbia.

## **14 INTERPRETATION**

14.1 In this Agreement:


- (a) "includes" and "including" are not intended to be limiting;
- (b) unless the context otherwise requires, references to sections by number are to sections of this Agreement;
- (c) the Contractor and the Province are referred to as "the parties" and each of them as a "party";
- (d) "attached" means attached to this Agreement when used in relation to a schedule;
- (e) unless otherwise specified, a reference to a statute by name means the statute of British Columbia by that name, as amended or replaced from time to time;
- (f) the headings have been inserted for convenience of reference only and are not intended to describe, enlarge or restrict the scope or meaning of this Agreement or any provision of it;
- (g) "person" includes an individual, partnership, corporation or legal entity of any nature; and
- (h) unless the context otherwise requires, words expressed in the singular include the plural and *vice versa*.

## **15 EXECUTION AND DELIVERY OF AGREEMENT**

- 15.1 This Agreement may be entered into by a separate copy of this Agreement being executed by, or on behalf of, each party and that executed copy being delivered to the other party by a method provided for in section 13.1 or any other method agreed to by the parties.

The parties have executed this Agreement as follows:



<p>SIGNED on the <u>8th</u> day of <u>April</u>, 20<u>20</u> by the Contractor (or, if not an individual, on its behalf by its authorized signatory or signatories):</p> <p></p> <p>_____ Signature(s)</p> <p><u>Adrian Wen</u> _____ Print Name(s)</p> <p><u>CEO</u> _____ Print Title(s)</p>	<p>SIGNED on the <u>8</u> day of <u>April</u>, 20<u>20</u> on behalf of the Province by its duly authorized representative:</p> <p></p> <p>_____ Signature</p> <p><u>Lorne DeLarge</u> _____ Print Name</p> <p><u>Executive Director</u> _____ Print Title</p>
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## **Schedule A – Services**

### **PART 1. TERM:**

1. Subject to section 2 of this Part 1, The term of this Agreement commences on April 8, 2020 and ends on July 8, 2020.
2. Any proposed changes to this term will be approved by the Ministry of Citizens' Services, Real Property Division (RPD).

### **PART 2. SERVICES:**

The Ministry of Citizens' Services, Real Property Division requires the Contractor to provide the Provincial Supply Chain Coordination Unit with a turn-key solution to coordinate and support the distribution of essential goods and services. The Contractor will report to and take direction from the assigned team member(s) and will provide all logistic support required to successfully complete the operations.

The Contractor will act as an extension of the Provincial Supply Chain Coordination Unit and will provide access to team members as required.

#### **Scope of the project:**

The Contractor must provide Warehousing and Distribution services including but not limited to:

1. Provide a storage and distribution hub for the Province at their facilities;
2. Provide the labour resources required to:
  - a. Receive product inbound into the facilities from: Floor loaded ocean container imports, palletized freight and loose parcels and boxes;
  - b. Itemize all goods into inventory; and
  - c. Prepare all orders by sorting items, picking orders, re-working inventory and shipping out of all goods

The Contractor must provide all transportation requirements needed by the Province regarding the distribution of goods and services including but not limited to:

1. Sending their fleet of vehicles to the various locations to pick up supplies and safely return them to the 18 Wheels hub;
2. Shipping all new orders to the Province's required destinations; and
3. Utilizing the Contractors fleet of 350 trucks and 550 trailers to support the Province's operational needs

The Contractor will utilize and make available all resources including but not limited to:

1. A Warehouse and Distribution site area up to 100,000 square feet;
2. All labour and administration team members required to fulfil the services;
3. Any equipment required to handle material (forklift, pallet jack, dolly, etc); and
4. Any consumable materials required (stretch wrap, tape, boxes, etc)

### **PART 3. RELATED DOCUMENTATION:**

1. The Contractor must perform the Services in accordance with the obligations set out in this Schedule A including any engagement letter, Solicitation document excerpt, proposal excerpt or other documentation attached as an Appendix to, or specified as being incorporated by reference in, this Schedule.
2. The following are Appendices to this Schedule A:

#### **Appendix 1 – 18 Wheels Proposal**

## Schedule B – Fees and Expenses

### 1. MAXIMUM AMOUNT PAYABLE:

**Maximum Amount:** Despite sections 2 and 3 of this Schedule, cost plus 9% is the maximum amount which the Province is obliged to pay to the Contractor for fees and expenses under this Agreement, as per appendix 1 – 18 Wheels Proposal. (exclusive of any applicable taxes described in section 3.1(c) of this Agreement).

**Flat Rate**

of \$150,000.00 (One hundred and fifty thousand dollars). to a maximum of \$200,000.00 (Two hundred thousand dollars). (20)

**Fees:** Cost plus 9% (See attached appendix 1 – 18 Wheels Proposal)

### 3. EXPENSES:

**Expenses:** None

### 4. STATEMENTS OF ACCOUNT:

**Statements of Account:** In order to obtain payment of any fees and expenses under this Agreement, the Contractor must deliver to the Province at the end of the Term or, if the Contractor completes the Services before that time, on the completion of the Services, a written statement of account in a form satisfactory to the Province containing:

- (a) the Contractor's legal name and address;
- (b) the date of the statement;
- (c) the Contractor's calculation of all fees claimed under this Agreement, including a declaration that the Services for which the Contractor claims fees have been completed;
- (d) a chronological listing, in reasonable detail, of any expenses claimed by the Contractor with receipts attached, if applicable, and, if the Contractor is claiming reimbursement of any GST or other applicable taxes paid or payable by the Contractor in relation to those expenses, a description of any credits, rebates, refunds or remissions the Contractor is entitled to from the relevant taxation authorities in relation to those taxes;
- (e) the Contractor's calculation of all applicable taxes payable by the Province in relation to the Services;
- (f) a description of this Agreement to which the statement relates;
- (g) a statement number for identification; and
- (h) any other billing information reasonably requested by the Province.

### 5. PAYMENTS DUE:

**Payments Due:** Within 30 days of the Province's receipt of the Contractor's written statement of account delivered in accordance with this Schedule, the Province must pay the Contractor the fees and expenses (plus all applicable taxes) claimed in the statement if they are in accordance with this Schedule. Statements of account or contract invoices offering an early payment discount may be paid by the Province as required to obtain the discount.

Not applicable

**Schedule C – Approved Subcontractor(s)**

#### **Schedule D – Insurance**

1. The Contractor must, without limiting the Contractor's obligations or liabilities and at the Contractor's own expense, purchase and maintain throughout the Term the following insurances with insurers licensed in Canada in forms and amounts acceptable to the Province:
  - (a) Commercial General Liability in an amount not less than \$2,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must
    - (i) include the Province as an additional insured,
    - (ii) be endorsed to provide the Province with 30 days advance written notice of cancellation or material change, and
    - (iii) include a cross liability clause.
2. All insurance described in section 1 of this Schedule must:
  - (a) be primary; and
  - (b) not require the sharing of any loss by any insurer of the Province.
3. The Contractor must provide the Province with evidence of all required insurance as follows:
  - (a) within 10 Business Days of commencement of the Services, the Contractor must provide to the Province evidence of all required insurance in the form of a completed Province of British Columbia Certificate of Insurance;
  - (b) if any required insurance policy expires before the end of the Term, the Contractor must provide to the Province within 10 Business Days of the policy's expiration, evidence of a new or renewal policy meeting the requirements of the expired insurance in the form of a completed Province of British Columbia Certificate of Insurance; and
  - (c) despite paragraph (a) or (b) above, if requested by the Province at any time, the Contractor must provide to the Province certified copies of the required insurance policies.
4. The Contractor must obtain, maintain and pay for any additional insurance which the Contractor is required by law to carry, or which the Contractor considers necessary to cover risks not otherwise covered by insurance specified in this Schedule in the Contractor's sole discretion.

## Schedule E – Privacy Protection Schedule

### Definitions

1. In this Schedule,
  - (a) “**access**” means disclosure by the provision of access;
  - (b) “**Act**” means the *Freedom of Information and Protection of Privacy Act*;
  - (c) “**contact information**” means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
  - (d) “**personal information**” means recorded information about an identifiable individual, other than contact information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the Province and the Contractor dealing with the same subject matter as the Agreement but excluding any such information that, if this Schedule did not apply to it, would not be under the “control of a public body” within the meaning of the Act; and
  - (e) “**privacy course**” means the Province’s online privacy and information sharing training course.

### Purpose

2. The purpose of this Schedule is to:
  - (a) enable the Province to comply with the Province’s statutory obligations under the Act with respect to personal information; and
  - (b) ensure that, as a service provider, the Contractor is aware of and complies with the Contractor’s statutory obligations under the Act with respect to personal information.

### Collection of personal information

3. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor may only collect or create personal information that is necessary for the performance of the Contractor’s obligations, or the exercise of the Contractor’s rights, under the Agreement.
4. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must collect personal information directly from the individual the information is about.
5. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must tell an individual from whom the Contractor collects personal information:
  - (a) the purpose for collecting it;
  - (b) the legal authority for collecting it; and
  - (c) the title, business address and business telephone number of the person designated by the Province to answer questions about the Contractor’s collection of personal information.

### Privacy Training

6. The Contractor must ensure that each person who will provide services under the Agreement that involve the collection or creation of personal information will complete, at the Contractor’s expense, the privacy course prior to that person providing those services.

7. The requirement in section 6 will only apply to persons who have not previously completed the privacy course.

#### **Accuracy of personal information**

8. The Contractor must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the Contractor or the Province to make a decision that directly affects the individual the information is about.

#### **Requests for access to personal information**

9. If the Contractor receives a request for access to personal information from a person other than the Province, the Contractor must promptly advise the person to make the request to the Province unless the Agreement expressly requires the Contractor to provide such access and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

#### **Correction of personal information**

10. Within 5 Business Days of receiving a written direction from the Province to correct or annotate any personal information, the Contractor must annotate or correct the information in accordance with the direction.
11. When issuing a written direction under section 10, the Province must advise the Contractor of the date the correction request to which the direction relates was received by the Province in order that the Contractor may comply with section 12.
12. Within 5 Business Days of correcting or annotating any personal information under section 10, the Contractor must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the Province, the Contractor disclosed the information being corrected or annotated.
13. If the Contractor receives a request for correction of personal information from a person other than the Province, the Contractor must promptly advise the person to make the request to the Province and, if the Province has advised the Contractor of the name or title and contact information of an official of the Province to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

#### **Protection of personal information**

14. The Contractor must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.

#### **Storage and access to personal information**

15. Unless the Province otherwise directs in writing, the Contractor must not store personal information outside Canada or permit access to personal information from outside Canada.

#### **Retention of personal information**

16. Unless the Agreement otherwise specifies, the Contractor must retain personal information until directed by the Province in writing to dispose of it or deliver it as specified in the direction.

#### **Use of personal information**

17. Unless the Province otherwise directs in writing, the Contractor may only use personal information if that use is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

#### **Disclosure of personal information**

18. Unless the Province otherwise directs in writing, the Contractor may only disclose personal information inside Canada to any person other than the Province if the disclosure is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.
19. Unless the Agreement otherwise specifies or the Province otherwise directs in writing, the Contractor must not disclose personal information outside Canada.

#### **Notice of foreign demands for disclosure**

20. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.2 of the Act, if in relation to personal information in the custody or under the control of the Contractor, the Contractor:
- (a) receives a foreign demand for disclosure;
  - (b) receives a request to disclose, produce or provide access that the Contractor knows or has reason to suspect is for the purpose of responding to a foreign demand for disclosure; or
  - (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a foreign demand for disclosure

the Contractor must immediately notify the Province and, in so doing, provide the information described in section 30.2(3) of the Act. In this section, the phrases "foreign demand for disclosure" and "unauthorized disclosure of personal information" will bear the same meanings as in section 30.2 of the Act.

#### **Notice of unauthorized disclosure**

21. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.5 of the Act, if the Contractor knows that there has been an unauthorized disclosure of personal information in the custody or under the control of the Contractor, the Contractor must immediately notify the Province. In this section, the phrase "unauthorized disclosure of personal information" will bear the same meaning as in section 30.5 of the Act.

#### **Inspection of personal information**

22. In addition to any other rights of inspection the Province may have under the Agreement or under statute, the Province may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect any personal information in the possession of the Contractor or any of the Contractor's information management policies or practices relevant to the Contractor's management of personal information or the Contractor's compliance with this Schedule and the Contractor must permit, and provide reasonable assistance to, any such inspection.

#### **Compliance with the Act and directions**



23. The Contractor must in relation to personal information comply with:
- (a) the requirements of the Act applicable to the Contractor as a service provider, including any applicable order of the commissioner under the Act; and
  - (b) any direction given by the Province under this Schedule.
24. The Contractor acknowledges that it is familiar with the requirements of the Act governing personal information that are applicable to it as a service provider.

#### **Notice of non-compliance**

25. If for any reason the Contractor does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Contractor must promptly notify the Province of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

#### **Termination of Agreement**

26. In addition to any other rights of termination which the Province may have under the Agreement or otherwise at law, the Province may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

#### **Interpretation**

27. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.
28. Any reference to the "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.
29. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.
30. If a provision of the Agreement (including any direction given by the Province under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
31. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 32, the law of any jurisdiction outside Canada.
32. Nothing in this Schedule requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.

#### **Schedule F – Additional Terms**

1. In addition to the Contractor's obligation in section 5.3 (Confidentiality), the Contractor must keep strictly confidential any legal advice the Contractor receives on behalf of the Province under this Agreement other than to communicate it to authorized officials of the Province, and must not do anything that could result in a waiver or breach of the solicitor-client privilege associated with that advice.
2. Despite section 13.10 (Independent Contractor), the Contractor is an agent of the Province for the limited purpose of providing instructions on behalf of the Province to, and receiving legal advice on behalf of the Province from, the Province's legal counsel.

## Schedule G – Security Schedule

### Definitions

1. In this Schedule:

- (a) **“Device”** means any device to manage, operate or provide the Services or to connect to any Systems or any Province system or network, or that is capable of storing any Protected Information, and includes any workstation or handheld device the Contractor authorizes Personnel to use in relation to this Agreement;
- (b) **“Facilities”** means the physical locations (excluding those of the Province) the Contractor uses to provide the Services, or to house Systems or records containing Protected Information;
- (c) **“Least Privilege”** means the principle requiring that each subject in a system be granted the most restrictive set of privileges (or lowest clearance) needed for the performance of authorized tasks so as to limit the damage that can result from accident, error or unauthorized use;
- (d) **“Need-to-Know”** means the principle where access is restricted to authorized individuals whose duties require such access and not merely because of status, rank or office;
- (e) **“Personnel”** means all individuals hired or used by the Contractor and Subcontractors to perform the Contractor’s obligations under this Agreement, including unpaid volunteers and the Contractor or a Subcontractor if an individual;
- (f) **“Policies”** means the intentions and directions of an organization or part of it, as expressed in record form by its top management (including, for example, policies, directions, standards, practices, procedures and guidelines);
- (g) **“Protected Information”** means any and all:
  - (i) “personal information” as defined in the Privacy Protection Schedule if attached;
  - (ii) information and records of information the Contractor is required to treat as confidential under this Agreement; and
  - (iii) records, the integrity or availability of which are to be preserved by the Contractor under this Agreement, which in the case of records not falling within (i) or (ii), are marked or instructed by the Province to be so preserved or otherwise treated as “Protected Information” under this Agreement;
- (h) **“Security Event Logs”** means any logs (also known as audit records) of events, notifications or alerts that any component of any Device or other device (not limited to security device), or any Systems or other system or software is technically capable of producing in relation to its status, functions and activities that may be used for such purposes as security investigations, auditing, monitoring and determining security incidents (examples of components capable of producing such logs include firewalls, intrusion prevention systems, routers, switches, content filtering, network traffic flow logs, networks, authentication services, directory services, dynamic host configuration protocols, dynamic naming services, hardware platforms, virtualization platforms, servers, operating systems, web servers, databases, applications, application firewalls);
- (i) **“Systems”** means any systems, subsystems, equipment, infrastructure, networks, management networks, servers, hardware and software the Contractor uses in relation to this Agreement, including for managing, operating or providing the Services, but excluding any the Province owns or makes available to the Contractor for the Contractor to use in relation to this Agreement;
- (j) **“Tenancy”** means those components of the Systems that:

- (i) directly access and store Protected Information,
  - (ii) relate to Protected Information or the Province's tenancy activities, or
  - (iii) are customer facing and managed by the Province in its use of the Services; and
- (k) **"Tenancy Security Event Logs"** means Security Event Logs that relate to Tenancy, including:
- (i) log-on/log-off information about Province user activities, and
  - (ii) application logs, web server log, file server logs, database logs of applications, web servers, file servers or database servers or any other logs that directly store, access or contain Protected Information.

#### **Additional obligations**

2. The Contractor must comply with Appendix G1 if attached.

#### **PERSONNEL**

##### **Confidentiality agreements**

3. The Contractor must not permit any person the Contractor hires or uses to access or obtain any Protected Information unless that person is contractually bound to the Contractor in writing to keep Protected Information confidential on terms no less protective than the terms applicable to the Contractor under this Agreement.

##### **Personnel security screening**

4. The Contractor may only permit individual Personnel to have access to any Protected Information or other asset of the Province (including to any system, network or device the Province makes available to the Contractor) in relation to this Agreement, if, after:
  - (a) verifying their identity and relevant education, professional qualifications and employment history;
  - (b) completing a criminal record check that is updated at least every five years;
  - (c) requiring Personnel to proactively disclose criminal offences to the Contractor unless prohibited by applicable law;
  - (d) performing any additional screening this Agreement or applicable law may require; and
  - (e) performing any additional background checks the Contractor considers appropriate,

the Contractor is satisfied that the individual does not constitute an unreasonable security risk.

5. If any criminal record check or proactive disclosure reveals a prior criminal offence or pending criminal matter, the Contractor must make a reasonable determination of whether the applicable person constitutes an unreasonable security risk, taking into consideration the duties of the individual and the type and sensitivity of information to which the individual may be exposed.

6. If the Contractor is an individual, the Province may subject the Contractor to the screening requirements in this Schedule.

#### **Personnel information security training**

7. Unless otherwise specified in this Agreement, the Contractor must ensure all Personnel complete any relevant information security training, at the Contractor's expense, before they provide any Services, or receive or are given access to any Protected Information or any system, device or secure facility of the Province, and thereafter at least annually.

#### **Security contact**

8. If not set out elsewhere in this Agreement, the Contractor (but not a Subcontractor) must provide in writing to the Province the contact information for the individual who will coordinate compliance by the Contractor and all Subcontractors and act as a direct contact for the Province on matters relating to this Schedule.

#### **Supply chain**

9. The Contractor must ensure that the security requirements of those in its upstream and downstream supply chain are documented, followed, reviewed, and updated on an ongoing basis as applicable to this Agreement.

### **GENERAL POLICIES AND PRACTICES**

#### **Information security policy**

10. The Contractor must have an information security Policy that is:
  - (a) based on recognized industry standards; and
  - (b) reviewed and updated at least every three years.

#### **Compliance and Standard for Security Controls**

11. Unless this Agreement otherwise specifies, the Contractor must apply controls and security management practices to manage or operate Protected Information and Systems, Devices, and Facilities that are compliant with or equivalent to the following Province's Policies accessible at <https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures>:
  - (a) "Information Security Policy";
  - (b) government wide IM/IT Standards; and
  - (c) sector or ministry specific IM/IT Standards, if any applicable to the Province ministry, agency or other representative receiving the Services.

#### **Contractor security risk assessments**

12. The Contractor must undertake a security threat and risk assessment against an industry security standard before placing any new or materially changed Systems or services into production.

#### **Change control and management**

13. The Contractor must:

- (a) implement and maintain change control processes for Facilities, Systems and Devices in line with applicable security best practices to reduce security-related risks with respect to implemented significant changes; and
- (b) ensure that adequate testing of any change is completed before the change is put into production.

#### **Backups and restores**

14. The Contractor must ensure that:

- (a) it has a backup Policy that is followed and is reviewed, updated and tested at least annually;
- (b) backups are taken and tested in accordance with the Contractor's backup Policy, but in any event at least annually; and
- (c) frequency and completeness of backups is based on reasonable industry practice.

#### **Business continuity plan and disaster recovery plan**

- 15. The Contractor must ensure that it has a documented business continuity plan and a disaster recovery plan that is reviewed at least annually.
- 16. The Contractor must ensure that Facilities and Systems are protected from loss, damage or other occurrence, including fire and environmental hazards and power interruptions, that may result in any of those Facilities and Systems being unavailable when required to provide the Services.

#### **Security Incident Response and Management**

- 17. The Contractor must ensure that it has a security incident management Policy and response plan that is reviewed at least annually.

### **PROTECTED INFORMATION AND DATA SECURITY**

#### **Encryption**

18. The Contractor must ensure that:

- (a) encryption of data at rest is implemented and is maintained in effect, uninterrupted, and active at all times, even in the case of equipment or technology failure, for all Protected Information stored on Systems and Devices; and
- (b) encryption end-to-end is implemented for all Protected Information in transit.

#### **No storage on unencrypted portable media**

- 19. The Contractor must ensure that no Protected Information is stored on portable media for transport outside of the Facilities or Systems without both the prior written approval of the Province and ensuring that the portable media and the Protected Information are encrypted.

#### **Encryption standard**

- 20. For sections 18 and 19, encryption must comply with the Province's "Cryptographic Standards for Information Protection" accessible at <https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures>.

## **Isolation controls and logical isolation of data**

21. The Contractor must implement and maintain the logical isolation of Protected Information, in effect, uninterrupted, and active at all times, even in the case of equipment or technology failure.

## **ACCESS AND AUTHENTICATION**

### **User Identifiers**

22. The Contractor must assign and ensure that user identifiers are unique and personal for log in to Systems and Devices.

### **Access**

23. The Contractor must implement, follow, and regularly review and update, access control Policies that address, without limitation, onboarding, off-boarding, transition between roles, regular access reviews, limit and control use of administrator privileges and inactivity timeouts for Facilities, Systems and Devices within the Contractor's control.
24. The Contractor must ensure that all access to Protected Information and to Facilities, Systems and Devices is based Least Privilege and Need-to-Know" based on role and responsibilities. The Contractor must identify and segregate conflicting duties and areas of responsibility to reduce incidents of fraud and other abuse.
25. The Contractor must verify an individual's identity before assigning the individual a unique identifier that would give them access to Facilities, Systems or Devices.
26. The Contractor must implement a formal user registration process for Personnel that includes:
  - (a) verification of access levels;
  - (b) creating and maintaining records of access privileges;
  - (c) audit processes; and
  - (d) actions to ensure access is not given before approval is granted by the Contractor.
27. The Contractor must maintain a current and accurate inventory of computer accounts and review the inventory on a regular basis to identify dormant, fictitious or unused accounts.
28. The Contractor must implement a monitoring process to oversee, manage and review Personnel access rights and roles at regular intervals.
29. The Contractor must ensure that all Systems and Devices:
  - (a) are configured in alignment with industry standards;
  - (b) enforce a limit of consecutive invalid logon attempts by a user during a predetermined time period;
  - (c) automatically lock the applicable account and Systems after failed logon failures;
  - (d) limit the number of concurrent sessions;
  - (e) prevent further access to Systems by initiating a session lock; and
  - (f) provide the capability of disconnecting or disabling remote access to the Systems.

## **Authentication**

30. The Contractor must use or require complex passwords or personal identification numbers (PINs) that are not shared, default or blank and that are encrypted (not displayed) when entered, biometric accesses, keys, smart cards, other logical or access controls, or combinations of them, to control access to Protected Information and to Systems and Devices.
31. The Contractor must ensure that Systems for password-based authentication:
  - (a) enforce minimum password complexity, including requiring passwords to be case sensitive, contain a minimum of eight characters and a combination of upper-case letters, lower-case letters, numbers, and/or special characters;
  - (b) change authentication passwords regularly at predetermined intervals, but at a minimum semi-annually;
  - (c) store and transmit only encrypted representations of passwords;
  - (d) enforce password minimum and maximum lifetime restrictions;
  - (e) prohibit password reuse;
  - (f) prevent reuse of identifiers; and
  - (g) disable the identifier after ninety days of inactivity.

## **Highly sensitive Protected Information**

32. If this Agreement or the Province under this Agreement indicates that any Protected Information is highly sensitive, the Contractor must also ensure that Systems enforce with respect to that Protected Information:
  - (a) two-factor authentication for access;
  - (b) enhanced logging that logs all accesses;
  - (c) request based access; and
  - (d) no standing access rights.

## **SECURITY EVENT LOGS**

### **Log generation, log retention and monitoring**

33. The Contractor must ensure that logging of Security Event Logs is enabled on all applicable Systems components
34. The Contractor must retain Security Event Logs for the Systems online for a minimum of 90 days and either online or off-line for an additional period of time adequate to enable the Contractor to conduct effective security investigations into suspected or actual security incidents.
35. The Contractor must retain Tenancy Security Event Logs online for a minimum of 90 days and either:
  - (a) such additional period of time as the Province may instruct; or
  - (b) ensure that the Tenancy offers the technical capability for the Province to retain the Tenancy Security Event Logs,



to enable the Province to comply with an information schedule approved under the *Information Management Act* or other retention period required by law.

36. Upon the Province's request, the Contractor must ensure that the Tenancy offers the technical capability for the Province to enable or configure the forwarding, extraction, backup of Tenancy Security Event Logs from the Tenancy to the Province's security information and event management system or to an external log storage and retention system.
37. The Contractor must review Security Event Logs regularly to detect potential security incidents, using automated tools or equivalent processes for the monitoring, review, correlating and alerting of Security Event Logs.

## PROVINCE PROPERTY

### Access to Province facilities, systems or networks

38. If the Province makes available any facilities, systems, networks or devices for use of the Contractor in relation to this Agreement, the Contractor must comply with, and permit access on its behalf only by those authorized Personnel who have been instructed to comply with, the Province's Policies then applicable to their acceptable use, access and protection accessible at <https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures>, including:
  - (a) "Appropriate Use Policy" (as also referenced in chapter 12 of the Province's "Core Policy and Procedures Manual");
  - (b) "Information Security Policy";
  - (c) government wide IM/IT Standards; and
  - (d) sector or ministry specific IM/IT Standards, if any applicable to the Province ministry, agency or other representative receiving the Services.
39. The Province has the rights to:
  - (a) not make any particular Province facility, system, network or device available before the Contractor or individual Personnel or both agree to a form of agreement acceptable to the Province on acceptable use, protection of, and access to, such facility, system, network or device, or at all;
  - (b) not permit connection to any particular Province system or network until satisfied with the controls applied and the security status of the Device to be connected;
  - (c) keep facilities access logs and Security Event Logs, and to otherwise monitor and analyze use of Province facilities, systems and networks to verify compliance, investigate suspected or actual breaches or information incidents and protect the Province's assets, including records, in compliance with applicable laws, including the *Freedom of Information and Protection of Privacy Act* and *Information Management Act*, and the Province's Policies; and
  - (d) limit or revoke access to any Province systems, facility or device at its discretion.

### Application development

40. If the Services include software development, the Contractor must ensure that the applications and programming interfaces are developed according to industry standards and Province's Policies applicable to application development standards. The Contractor must use secure application development practices for the development of the software.

## **FACILITIES, SYSTEMS, DATABASE AND DEVICE SECURITY**

### **Physical security**

41. The Contractor must ensure that adequate physical controls and processes are implemented to ensure that only authorized persons have physical access to the Facilities and Systems.
42. The Contractor must develop, document, and disseminate a physical and environmental protection Policy that it reviews at least annually.
43. The Contractor must review physical access logs at least once monthly.
44. The Contractor must ensure that physical security of any Systems or Facilities being used or capable of being used to house Protected Information meets a standard as would be reasonably expected to provide adequate protection based on the value of the data being protected and the environment in which the Systems or Facilities are located. At a minimum, this should include:
  - (a) hardening of the perimeter of the Facilities;
  - (b) physical separation of public and restricted spaces;
  - (c) Intrusion Alarm System (IAS) partitioned to ensure areas containing Protected Information are protected at all times;
  - (d) Access Control Systems (ACS) and/or Key Management processes; and
  - (e) visitor and identity management processes – including access logs and identification badges.

### **Separation of production from test environments**

45. The Contractor must not use any production data in any development, test or training environments used for the Services without the Province's prior written consent. If the Province gives such consent, the production data must, at minimum, be obfuscated (for example, by using data masking functionality).
46. The Contractor must keep its development, test and training environments separate from its production environments used for the Services at all times, even in case of failure.

### **Systems (including servers) hardening**

47. The Contractor must:
  - (a) harden all Systems against attack and misuse, using appropriate security best practices for the hardening of the specific deployed platform, before placing those Systems into production;
  - (b) ensure that all unsecured and unneeded ports, services, applications, protocols and network communicating applications are uninstalled or disabled on all Systems;
  - (c) applying Least Privilege, ensure that the Contractor only configures and makes operational ports, services, applications, protocols and network communicating applications based on the functional requirements of the respective Systems;
  - (d) ensure that default passwords and shared accounts are not used for any Systems; and

- (e) in relation to Systems, implement server hardening using configuration security best practices (for example, Center for Internet Security, Inc. (CIS) Benchmarks or equivalent) for any server operating systems, server virtualization, server middleware (for example, web servers and database servers) and application servers.

#### **Perimeter controls (firewall and intrusion prevention system) and network security**

48. The Contractor must:

- (a) implement stateful packet inspection firewalls to control traffic flow to and from Systems and Tenancy at all times, and configure the stateful packet inspection firewalls applying security best practices and Least Privilege;
- (b) implement an intrusion prevention System to control and filter traffic flow leaving and entering Systems and Tenancy at all times, and configure the intrusion prevention System applying security best practices; and
- (c) implement a secure network perimeter and network segmentation for Systems, with ingress and egress points that are known and controlled.

#### **Application firewall**

49. The Contractor must implement application layer firewalls on Systems:

- (a) at such level of protection as the Province may instruct ; and
- (b) to detect and mitigate application attacks (for example, brute force, OWASP Top 10, SQL injection, cross site scripting).

#### **Management network**

50. The Contractor must ensure that for any Systems:

- (a) the management network remains logically separated from any other zone and is not directly accessible from the Internet;
- (b) the management network is internally segmented, with each server's dedicated network interface on its own segmented network and that interfaces on the management network do not have visibility to each other; and
- (c) all access to the management network is strictly controlled and exclusively enforced through a secure access gateway, bastion host or equivalent.

#### **Remote management and secure access gateway**

51. The Contractor must perform any remote management of Systems or Devices in a secure manner, using encrypted communication channels and adequate access controls.

#### **Database security**

52. The Contractor must ensure that for any Systems:

- (a) database maintenance utilities that bypass controls are restricted and monitored;

- (b) there is a formal approval process in place for handling requests for disclosure of database contents or for database access, including steps to evaluate privacy impacts and security risks of such requests; and
  - (c) methods to check and maintain the integrity of the data are implemented (for example, consistency checks and checksums).
53. For database security, the Contractor must implement logical isolation and encryption of Protected Information.

#### **Device security and antivirus scanning**

54. The Contractor must ensure all Devices:
- (a) have antivirus and malware protection as appropriate for the particular Device active at all times;
  - (b) are configured to perform antivirus scans at least once per week;
  - (c) have host based firewall configured, enabled and active at all times; and
  - (d) have all patches and appropriate security updates installed for the operating system and all installed software.

### **VULNERABILITY PREVENTION, SCANNING AND MANAGEMENT**

#### **Proactive management**

55. The Contractor must:
- (a) obtain information in a timely basis about technical vulnerabilities relating to Systems and Devices; and
  - (b) implement processes to stay current with security threats.

#### **Patching**

56. The Contractor must patch all Systems regularly in line with security best practices and ensure that current software, operating systems and application patching levels are maintained.
57. The Contractor must ensure that all Systems have all patches installed on a regular schedule, within the time frame recommended by the manufacturer unless the Province otherwise consents in writing.
58. The Contractor must ensure that vulnerabilities are remedied and patches installed on an accelerated basis for zero-day, critical and high vulnerabilities. For zero-day vulnerabilities, the Contractor must implement appropriate mitigation measures promptly on notification of the zero-day vulnerability. The Contractor must remediate zero-day, high and critical vulnerabilities through patching, decommission, or compensating controls.
59. The Contractor must patch high vulnerabilities within 30 days or less of discovery and patch medium vulnerabilities within 90 days or less of discovery.

#### **Vulnerability Scanning**

60. The Contractor must ensure that a vulnerability scan is completed on components of all Systems:
- (a) with any identified vulnerabilities remedied, before being placed into production; and

- (b) on a regular schedule, set at a minimum of one scan per quarter, unless the Province otherwise consents in writing.

#### **Web application vulnerability scanning**

- 61. The Contractor must ensure that a vulnerability scan is completed on any web applications used for Tenancy or in any other Systems:
  - (a) and on any major changes to such web applications, with any identified vulnerabilities remedied, before being placed into production; and
  - (b) on a regular schedule, set at a minimum of one scan per quarter, unless the Province otherwise consents in writing.

#### **Antivirus and malware scanning**

- 62. The Contractor must ensure that all Systems servers:
  - (a) have antivirus and malware protection configured, active and enabled at all times;
  - (b) have antivirus and malware definitions updated at least once a day; and
  - (c) are configured to undergo a full anti-virus scan for latent infections (to detect infections missed by the real-time agent) at least once a week.

### **DISPOSALS**

#### **Asset disposal**

- 63. The Contractor must ensure that all disposals of assets used in providing or relating to the Services are done in a secure manner that ensures that Protected Information cannot be recovered.

#### **Asset management**

- 64. The Contractor must have asset management and disposal Policies that are followed, and reviewed and updated regularly in line with security best practices, and that address hardware, software and other critical business assets.
- 65. The Contractor must keep an asset management inventory that includes the name of the System, location, purpose, owner, and criticality, with assets added to inventory on commission and removed on decommission.

#### **Information destruction and disposal**

- 66. Unless this Agreement otherwise specifies, the Contractor must retain all records containing Protected Information in the Contractor's possession until instructed by the Province in writing to dispose or deliver them as instructed.
- 67. The Contractor must securely erase:
  - (a) records that contain Protected Information and Tenancy Security Event Logs when instructed in writing by the Province; and

- (b) any backup, transitory and extra copies of records that contain Protected Information or Tenancy Security Event Logs when no longer needed in relation to this Agreement.
68. The Contractor must ensure that Protected Information and Tenancy Security Event Logs on magnetic media are securely wiped by overwriting using procedures and adequate media wiping solutions, degaussing, or other method in line with security best practices for disposal of media.

## NOTICES, INCIDENTS AND INVESTIGATIONS

### Notice of demands for disclosure

69. In addition to any obligation the Contractor may have to notify or assist the Province under applicable law or this Agreement, including the Privacy Protection Schedule if attached, if the Contractor is required (including under an enactment or a subpoena, warrant, order, demand or other request from a court, government agency or other legal authority) to produce, provide access to or otherwise disclose any Protected Information, the Contractor must, unless prohibited by applicable law, immediately notify and provide reasonable assistance to the Province so the Province may seek a protective order or other remedy to prevent or limit the disclosure.

### E-discovery and legal holds

70. The Contractor must fully co-operate with the Province to enable the Province to comply with e-discovery and legal hold obligations.

### Incidents

71. In addition to any obligation the Contractor may have under applicable law, including the *Freedom of Information and Protection of Privacy Act*, or this Agreement, if, during or after the Term, the Contractor discovers a suspected or actual unwanted or unexpected event or series of events that threaten the privacy or security of Protected Information (including its unauthorized access, collection, use, disclosure, alteration, storage or disposal) or Tenancy, whether accidental or deliberate, the Contractor must:
- (a) immediately report the particulars of such incident to, and follow the instructions of, the Province, confirming any oral report with a notice in writing to the Province as soon as reasonably practicable (if unable to contact the Province's contract manager or other designated contact for this Agreement, the Contractor must follow the procedure for reporting and managing information incidents on the Province's website at <https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/information-security/information-incidents>; and
  - (b) make every reasonable effort to recover the records containing Protected Information and contain and remediate such incident, following such reasonable instructions as the Province may give.

### Investigations support and security investigations

72. The Contractor must:
- (a) conduct security investigations in the case of incidents (including any security breach or compromise) affecting Devices, Facilities, Systems, Tenancy or Protected Information, collecting evidence, undertaking forensic activities and taking such other actions as needed;
  - (b) provide the Province with any related investigation reports, which the Contractor may sanitize first;
  - (c) upon the Province's request, provide the Province with any logs relating to such investigation reports as validation/confirmation of such investigation, which the Contractor may sanitize first; and

(d) maintain a chain of custody in all such security investigations it undertakes.

73. Upon the Province's request, the Contractor must:

- (a) provide investigative support to the Province to enable the Province to conduct its own security investigations into incidents (including security breaches or compromises) affecting the Tenancy or Protected Information;
- (b) provide the Province with timely access via an on-line, real-time GUI (Graphic User Interface) facility to any Tenancy Security Event Logs and to other Security Event Logs for Systems (the latter of which the Contractor may sanitize first to mask or remove, for example, data pertaining to the Contractor's customers) to assist the Province in conducting the Province's security investigations, or in case of technical limitations, other method acceptable to the Province (for example, on-site visits to enable direct access to those Security Event Logs).

74. The Contractor must work with and support the Province if the Province needs assistance in legal proceedings in relation to security investigations related to Protected Information or Tenancy.

#### **Province Security Threat and Risk Assessment ("STRA") support**

75. The Contractor must, via its technical and security resources, support the Province in completing a STRA for the Services and to otherwise assess the risks associated with the Services, including by providing all information and documentation (for example, architecture diagrams, service architecture, controls architecture and technical information), which the Contractor may sanitize first and that the Province may reasonably require for such purpose.

#### **Notification of changes**

76. The Contractor must notify the Province of any changes to its security Policies, management practices and security controls described in this Agreement that may potentially negatively impact the security of Tenancy, Protected Information, or those Systems providing the Services.

#### **Compliance verification**

77. Upon the Province's request, the Contractor must provide, at no additional cost, the following security reports to the Province at least every six months during the Term:

- (a) vulnerability scan reports of those Systems providing the Services; and
- (b) patch status reports for those Systems providing the Services.

78. In addition to any other rights of inspection the Province may have under this Agreement or under statute, the Province has the rights, at any reasonable time and on reasonable notice to the Contractor, to:

- (a) request the Contractor to verify compliance with this Schedule and to keep security controls documentation or records to support compliance; and
- (b) enter on the Contractor premises and Facilities to inspect and to validate the Contractor's compliance with the security obligations under this Agreement

79. The Contractor must permit, and provide reasonable assistance to, the exercise by the Province of the Province's rights under this section. If any non-compliance or deficiency is found, the Province may (in addition to any other rights it may have) require the Contractor, at the Contractor's expense, to develop and implement a corrective action plan within a reasonable time.

#### **Notice of non-compliance**

80. If for any reason the Contractor does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Contractor must promptly notify the Province of the particulars

of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

## **MISCELLANEOUS**

### **Interpretation**

81. In this Schedule, unless otherwise specified, references to sections by number are to sections of this Schedule.
82. Any reference to the "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under this Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.
83. Any reference to a specified Policy refers to it as may be revised or replaced from time to time.
84. If a provision of this Schedule conflicts with a documented process required by this Schedule to be created or maintained by the Contractor, the provision of the Schedule will prevail to the extent of the conflict.

### **Referenced documents**

85. Policies and other documents of the Province referenced in this Schedule may be updated or replaced by the Province from time to time without notice, and if not found at the hyperlink or URL provided or via the Province's main website at <http://www.gov.bc.ca>, be obtained from the Province's contact for this Agreement.

### **Survival**

86. Sections 63, 66, 67, 68, 69, 70, and 71 and other obligations of the Contractor in this Schedule which, by their terms or nature, are intended to survive the completion of the Services or the termination of this Agreement, will continue in force indefinitely subject to any applicable limitation period prescribed by law, even after this Agreement ends.



## Appendix 1 - 18 Wheels Proposal



**18 WHEELS**  
LOGISTICS

Tel: (604) 439-8938 | Fax: (604) 439-8928  
7185 11th Avenue, Burnaby, BC V3N 2M5

Re: 18 Wheels rates and service terms proposal- **Provincial Supply Chain Coordination Unit** April 3<sup>rd</sup>, 2020

**Objective:**

- 18 Wheels to partner and provide the Provincial Supply Chain Coordination Unit a turn-key solution to coordinate and support the distribution of essential goods and services.

**Pricing Model:**

- COST PLUS 9%
- 18 Wheels confirms to provide the below:
  - o Space:
    - Warehouse/Distribution space up to 100,000sqft as needed during the project
  - o Resources
    - All the necessary labour and Administration team members
    - All the necessary material handling equipment (forklift, pallet jacks, dolly, etc)
    - All the necessary packaging materials (stretch wrap, pallets, tape, boxes, etc)
  - o Timeframe:
    - Minimum 3-month term
    - 18 Wheels confirms to work with the Supply Chain Coordination Unit for the full duration of the project as required providing all the above space/resources for as long as it is needed.

**Scope of the project:**

- 18 Wheels will report to and take directions from the assigned team member of the Provincial Supply Chain Coordination Unit overseeing this operation and provide him/her with all the logistics support required to successfully complete the operations
- 18 Wheels will act as an extension of the Provincial Supply Chain Coordination Unit and provide access to team members as needed
- Support includes but not limited to:
  - o Warehousing and Distribution:
    - Provide storage and distribution hub at our facility
    - Provide the labour component to:
      - Receive product inbound into our facility from:
        - o Floor loaded ocean container imports
        - o Palletized freight
        - o Loose parcels/boxes
      - Itemize into inventory
      - Prepare orders:
        - o Sort items, picking orders, re-work inventory, ship out
  - o Transportation:
    - Send the fleet to the various locations to pick up supplies and return to 18 Wheels hub
    - Ship the new orders to their new destination
    - Our fleet includes 350 Trucks and 550 Trailers

Continued page 2




# 18 WHEELS LOGISTICS

Tel: (604) 439-8938 | Fax: (604) 439-8928  
7185 11th Avenue, Burnaby, BC V3N 2M5

Re: 18 Wheels rates and service terms proposal- **Provincial Supply Chain Coordination Unit** April 3<sup>rd</sup>, 2020

## Location details:

- 18 Wheels Logistics HQ facility is located at 7185 11<sup>th</sup> avenue.
  - Location is centrally located in the greater Vancouver area approximately 30-45 minutes to all municipalities. (map below)
- 
- 3 Buildings total of 385,000sqft of distribution space with 75 dock doors accessible for all operations
- Facility is gated with one point of entry with security guard on site 24/7

s.15

Continued page 3



# 18 WHEELS LOGISTICS

Tel: (604) 439-8938 | Fax: (604) 439-8928  
7185 11th Avenue, Burnaby, BC V3N 2M5

Re: 18 Wheels rates and service terms proposal- Provincial Supply Chain Coordination Unit April 3<sup>rd</sup>, 2020

## Additional Facilities:

- In addition to our headquarter in Burnaby, we have 2 additional facilities which may support the operation:
  - o 70,000sqft in Annacis Island
  - o 85,000sqft in Tilbury/Delta
  - o Red Icon in below map identify the location of our facilities



## Contact details:

Name	Position	email	cell
Daryl Ee	President	s.22	
Adrian Wen	CEO		
Michael Kotendzhi	COO		

## Additional Terms:

- Rates are in CDN
- Payment terms: net 30

7185 11th Avenue  
Burnaby, BC V3N 2M5

Invoice To

# Invoice

P.O. No./Load No.	
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**Subtotal**

## Sales Tax Summary

**Total**

**Balance Due**

**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>159772</b>
Date	<b>2020-04-19</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
-------------------	--

Description	Qty	Rate	Amount
Administration Fee	1	25.00	25.00T
A509998 / R11412 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO#: 20200416, On April 14, 2020 Freight charge	1	395.00	395.00T
Fuel Surcharge	1	19.00%	75.05T
Trailer Storage Or Rental --April 14- April 14	1	95.00	95.00T
In Charge	24	15.00	360.00T
DG Goods	1	75.00	75.00T
Administration Fee	1	25.00	25.00T
A510000 /R11414 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO#: 20200415, On April 14, 2020 Freight charge	1	395.00	395.00T
Fuel Surcharge	1	19.00%	75.05T
Trailer Storage Or Rental --April 14 - April 15	2	95.00	190.00T
In Charge	24	15.00	360.00T
DG Goods	1	75.00	75.00T
Administration Fee	1	25.00	25.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
---	--------------------------

	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>159772</b>
Date	<b>2020-04-19</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
-------------------	--

Description	Qty	Rate	Amount
A510001 / R11426 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO#: 2020417, ON April 15, 2020 Freight charge	1	395.00	395.00T
Fuel Surcharge	1	19.00%	75.05T
Trailer Storage Or Rental --April 15 - April 15	1	95.00	95.00T
In Charge	24	15.00	360.00T
DG Goods	1	75.00	75.00T
Administration Fee	1	25.00	25.00T
A510002 / R11443 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO#: 2020419 On April 16, 2020 Freight charge	1	395.00	395.00T
Fuel Surcharge	1	19.00%	75.05T
Trailer Storage Or Rental --April 16 - April 17	2	95.00	190.00T
In Charge	24	15.00	360.00T
DG Goods	1	75.00	75.00T
Administration Fee	1	25.00	25.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
---	--------------------------

	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>159772</b>
Date	<b>2020-04-19</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
A510003 / R11467 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO#: 2020420 On April 17, 2020 Freight charge Fuel Surcharge Trailer Storage Or Rental --April 17 - April 17 In Charge DG Goods Administration Fee	1     1 1  24 1 1	395.00     19.00% 95.00  15.00 75.00 25.00	395.00T     75.05T 95.00T  360.00T 75.00T 25.00T
A509975 / R11405 From Sokil To 18 Wheels Logistics PO#: 20200416, On April 14 2020 Freight charge Fuel Surcharge Trailer Storage Or Rental --April 14 - April 15 In Charge DG Goods Administration Fee	1     1 1  24 1 1	395.00     19.00% 190.00  15.00 75.00 25.00	395.00T     75.05T 190.00T  360.00T 75.00T 25.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>159772</b>
Date	<b>2020-04-19</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
-------------------	--

Description	Qty	Rate	Amount
A509976 / R11431 From Sokil To 18 Wheels Logistics PO#: 2020418 On April 15, 2020 Freight charge Fuel Surcharge Trailer Storage Or Rental --April 15 - April 17 In Charge DG Goods Administration Fee	1     1 3  24 1 1	     19.00% 95.00  15.00 75.00 25.00	     75.05T 285.00T  360.00T 75.00T 25.00T
A509979 / R11447 From Sokil To 18 Wheels Logistics PO#: 2020419 On April 16, 2020 Freight charge Fuel Surcharge Trailer Storage Or Rental --April 16 - April 1 In Charge DG Goods Administration Fee	1     1 2  24 1 1	     19.00% 95.00  15.00 75.00 25.00	     75.05T 190.00T  360.00T 75.00T 25.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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7185 11th Avenue  
Burnaby, BC V3N 2M5

Invoice To

# Invoice

P.O. No./Load No.	
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**Subtotal** CAD 15,261.55

CAD 763.08  
CAD 763.08

<b>Total</b>	<b>CAD 16,024.63</b>
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<b>Balance Due</b>	<b>CAD 16,024.63</b>
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7185 11th Avenue  
Burnaby, BC V3N 2M5

Invoice To

# Invoice

P.O. No./Load No.	
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**Subtotal**

## Sales Tax Summary

**Total**

**Balance Due**

**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>159952</b>
Date	<b>2020-04-26</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
Administration Fee	1	25.00	25.00T
A510116 / R11556 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO#: 2020424 Freight charge Fuel Surcharge In Charge DG Goods Administration Fee	1    1 24 1 1	   19.00% 15.00 75.00 25.00	   75.05T 360.00T 75.00T 25.00T
A510117 / R11563 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO#: 2020425 On April 22, 2020 Freight charge Fuel Surcharge Trailer Storage Or Rental --April 22- April 23 In Charge DG Goods Administration Fee	1    1 2 24 1 1	   19.00% 95.00 15.00 75.00 25.00	   75.05T 190.00T 360.00T 75.00T 25.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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7185 11th Avenue  
Burnaby, BC V3N 2M5

Invoice To

# Invoice

P.O. No./Load No.	
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**Subtotal**

### Sales Tax Summary

**Total**

**Balance Due**

**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>159952</b>
Date	<b>2020-04-26</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
A510146 /S25918 From 18 Wheels Logistics To AG HAIR COSMETICS INC. Coquitlam, BC PO#: 2020424 On April 22, 2020 Freight charge Fuel Surcharge Out Charges DG Goods Administration Fee	1     1 24 1 1	     19.00% 15.00 75.00 25.00	395.00T     75.05T 360.00T 75.00T 25.00T
A510260 /R 11616 From AG HAIR COSMETICS INC To 18 Wheels Logistics PO#: 1171 On April 24, 2020 Freight charge Fuel Surcharge Trailer Storage Or Rental --April 24- April 27 In Charge DG Goods Administration Fee	1      1 4  15 1 1	      19.00% 95.00  15.00 75.00 25.00	395.00T      75.05T 380.00T  225.00T 75.00T 25.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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7185 11th Avenue  
Burnaby, BC V3N 2M5

Invoice To

# Invoice

P.O. No./Load No.	
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Page 5

**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>160182</b>
Date	<b>2020-05-03</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
Procurement Services For the period from April 27, 2020 to May 3, 2020			
A510264 /S26027 From 18 Wheels Logistics To AG HAIR COSMETICS INC. On April 27, 2020 Freight charge Fuel Surcharge Out Charges Dangerous Goods Services Administration Fee	1     1 24 1 1	395.00     19.00% 15.00 75.00 25.00	395.00T     75.05T 359.99T 75.00T 25.00T
A510265 / R11640 From AG HAIR COSMETICS INC To 18 Wheels Logistics PO#: 1178 On April 27, 2020 Freight charge Fuel Surcharge Trailer Storage Or Rental --April 27th - April 28th In Charge Dangerous Goods Services Administration Fee	1      1 2  27 1 1	395.00      19.00% 95.00  15.00 75.00 25.00	395.00T      75.05T 190.00T  405.00T 75.00T 25.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>160182</b>
Date	<b>2020-05-03</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
A510284 / R11637 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO#: 2020428 Freight charge Fuel Surcharge Trailer Storage Or Rental --April 27th - April 28th In Charge Dangerous Goods Services Administration Fee	1    1 2  24 1 1	    19.00% 95.00  15.00 75.00 25.00	395.00T    75.05T 190.00T  360.00T 75.00T 25.00T
A510285 / R11650 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO#: 2020430 On April 22, 2020 Freight charge Fuel Surcharge Trailer Storage Or Rental --April 28th - April 30 In Charge Dangerous Goods Services Administration Fee	1    1 3  24 1 1	    395.00   19.00% 95.00  15.00 75.00 25.00	395.00T      75.05T 285.00T  360.00T 75.00T 25.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
---	--------------------------

	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>160182</b>
Date	<b>2020-05-03</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
A510286 / R11678 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO#: 2020431 On April 29, 2020 Freight charge Fuel Surcharge Trailer Storage Or Rental --April 29th - April 29th In Charge Dangerous Goods Services Administration Fee	1     1 1  24 1 1	     19.00% 95.00  15.00 75.00 25.00	395.00T     75.05T 95.00T  360.00T 75.00T 25.00T
A510288 / R11651 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO#: 2020429 ON April 28, 2020 Freight charge Fuel Surcharge Trailer Storage Or Rental --April 28th - April 28th In Charge Dangerous Goods Services Administration Fee	1     1 1  24 1 1	     19.00% 95.00  15.00 75.00 25.00	395.00T     75.05T 95.00T  360.00T 75.00T 25.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
---	--------------------------

	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
-------------------------	--------------------

**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>160182</b>
Date	<b>2020-05-03</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
A510289 /R11701 From Parallel 49 To 18 Wheels Logistics PO#: 2020432 On April 30, 2020 Freight charge	1	395.00	395.00T
Fuel Surcharge	1	19.00%	75.05T
Trailer Storage Or Rental --April 30th - May 1st	2	95.00	190.00T
In Charge	24	15.00	360.00T
Dangerous Goods Services	1	75.00	75.00T
Administration Fee	1	25.00	25.00T
A510291 / R11702 From Parallel 49 To 18 Wheels Logistics PO#: 2020433 On April 30, 2020 Freight charge	1	395.00	395.00T
Fuel Surcharge	1	19.00%	75.05T
Trailer Storage Or Rental --April 24- April 27	2	95.00	190.00T
In Charge	24	15.00	360.00T
Dangerous Goods Services	1	75.00	75.00T
Administration Fee	1	25.00	25.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
---	--------------------------

	<b>Total</b>
--	--------------

<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>160182</b>
Date	<b>2020-05-03</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
A510330 / S26187 From 18 Wheels Logistics To AG HAIR COSMETICS INC Coquitlam, BC BOL#: S26187 On April 24, 2020 Freight charge Fuel Surcharge Out Charges Dangerous Goods Services Administration Fee	1     1 24 1 1	     19.00% 15.00 75.00 25.00	395.00T     75.05T 360.00T 75.00T 25.00T
A510392 / S26140 From 18 Wheels Logistics To AG HAIR COSMETICS INC Coquitlam, BC On April 29, 2020 Freight charge Fuel Surcharge Out Charges Dangerous Goods Services Administration Fee	1     1 24 1 1	     19.00% 15.00 75.00 25.00	395.00T     75.05T 360.00T 75.00T 25.00T
A510401 From 18 Wheels Logistics To The Ministry of Citizens' Service, Product Distribution Other#: Return RR# B661324 , Order#: Pickup RR# B660951 On April 29, 2020 Freight charge	1	395.00	395.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
---	--------------------------

	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>160182</b>
Date	<b>2020-05-03</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
Fuel Surcharge	1	19.00%	75.05T
Trailer Storage Or Rental	2	95.00	190.00T
--April 29th - April 30th			
Deadrun charge	1	395.00	395.00T
Fuel Surcharge	1	19.00%	75.05T
A510331 / R11684	1	395.00	395.00T
From AG HAIR COSMETICS INC			
To 18 Wheels Logistics			
Billing Ref#: H114573			
On April 30, 2020			
Freight charge			
Fuel Surcharge	1	19.00%	75.05T
Trailer Storage Or Rental	2	95.00	190.00T
--April 30th -May 1st			
In Charge	28	15.00	420.00T
Dangerous Goods Services	1	75.00	75.00T
Administration Fee	1	25.00	25.00T
A510393 /R11669	1	395.00	395.00T
From AG HAIR COSMETICS INC			
To 18 Wheels Logistics			
Billing Ref#: H114497			
On April 29, 2020			
Freight charge			
Fuel Surcharge	1	19.00%	75.05T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>160182</b>
Date	<b>2020-05-03</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
Trailer Storage Or Rental --April 29th April 30th In Charge	2 30	95.00 15.00	190.00T 450.00T
Dangerous Goods Services	1	75.00	75.00T
Administration Fee	1	25.00	25.00T
A510290 / R11718 From Parallel 49 To 18 Wheels Logistics PO#: 2020434 On May 1, 2020	1	395.00	395.00T
Freight charge			
Fuel Surcharge	1	19.00%	75.05T
Trailer Storage Or Rental --May 1st - May 4th In Charge	4 24	95.00 15.00	380.00T 360.00T
Dangerous Goods Services	1	75.00	75.00T
Administration Fee	1	25.00	25.00T
A510406 / R11719 From AG HAIR COSMETICS INC. To 18 Wheels Logistics PO#: H114653 On May 1, 2020	1	395.00	395.00T
Freight charge			
Fuel Surcharge	1	19.00%	75.05T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>160182</b>
Date	<b>2020-05-03</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
Trailer Storage Or Rental --May 1st - May 4th In Charge	4	95.00	380.00T
Dangerous Goods Services	24	15.00	360.00T
Administration Fee	1	75.00	75.00T
	1	25.00	25.00T
A510448 / R11724 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO#: 2020435 On May 1, 2020	1	395.00	395.00T
Freight charge			
Fuel Surcharge	1	19.00%	75.05T
Trailer Storage Or Rental --May 1st - May 1st In Charge	1	95.00	95.00T
Dangerous Goods Services	24	15.00	360.00T
Administration Fee	1	75.00	75.00T
	1	25.00	25.00T
Storage charge for April 27, 2020 to May 3, 2020 Total 14,421 sqft --- \$2 sq ft per month/ 0.5 per sq ft per week Procurement Service Branch/502 pallets of Sani/2 pallets of pump/123 pallets of Finished Sani	14,421	0.50	7,210.50T

		<b>Subtotal</b>	CAD 24,956.34
<b>Please issue cheque payable to: 18 Wheels Logistics Ltd.</b>	<b>Sales Tax Summary</b>	GST@5.0% Total Tax	CAD 1,247.82 CAD 1,247.82
<b>Please note interest will be charged on overdue balances at a rate of 2% per month</b>		<b>Total</b>	<b>CAD 26,204.16</b>
<b>Payments/Credits</b>	<b>CAD 0.00</b>	<b>Balance Due</b>	<b>CAD 26,204.16</b>

7185 11th Avenue  
Burnaby, BC V3N 2M5

Invoice To

The Ministry of Citizens' Services  
Real Property Division  
PROVINCIAL HEALTH SERVICES AUTHORITY  
PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>160183</b>
Date	<b>2020-04-19</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.

**Subtotal**

### Sales Tax Summary

**Total**

## Payments/Credits

**Balance Due**



**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROVINCIAL HEALTH SERVICES AUTHORITY PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>160183</b>
Date	<b>2020-04-19</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
A510085 / R11474 From Provincial Health Services Authority To 18 Wheels Logistics Ref#: MR130112 On April 17, 2020 Freight charge	1	395.00	395.00T
Fuel Surcharge	1	19.00%	75.05T
Trailer Storage Or Rental --April 17 - April 20	4	95.00	380.00T
In Charge	25	15.00	375.00T
Administration Fee	1	25.00	25.00T
Storage charge for the period from April 13 to April 19 \$2 sq ft per month/ 0.5 per sq ft , total 1035 sqft	1,035	0.50	517.50T

		<b>Subtotal</b>	CAD 3,812.65
<b>Please issue cheque payable to:</b> <b>18 Wheels Logistics Ltd.</b>	<b>Sales Tax Summary</b>	GST@5.0% CAD 190.63 Total Tax CAD 190.63	
<b>Please note interest will be charged on overdue balances at a rate of 2% per month</b>		<b>Total</b>	<b>CAD 4,003.28</b>
<b>Payments/Credits</b>	<b>CAD 0.00</b>	<b>Balance Due</b>	<b>CAD 4,003.28</b>

**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice #	<b>160433</b>
Date	<b>2020-05-10</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Rep	
Remarks	
Terms	Net 30
GST No.	816747489

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Description	Qty	Rate	Amount
PROCUREMENT SERVICES FOR THE PERIOD FROM MAY 4 TO MAY 10, 2020			
A510477 / R11743 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO#: 2020437 On May 4th, 2020 Freight charge	1	395.00	395.00T
Fuel Surcharge	1	19.00%	75.05T
Trailer Storage Or Rental - May 4th, 2020	1	95.00	95.00T
In Charge	24	15.00	360.00T
Dangerous Goods Services	1	75.00	75.00T
Administration Fee	1	25.00	25.00T
A510478 / R11755 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO#: 202043 On May 4, 2020 Freight charge	1	395.00	395.00T
Fuel Surcharge	1	19.00%	75.05T
Trailer Storage or Rental - May 4th to May 5th, 2020	2	95.00	190.00T
In Charge	24	15.00	360.00T
Dangerous Goods Services	1	75.00	75.00T
Administration Fee	1	25.00	25.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to:</i>  <b>18 Wheels Logistics Ltd.</b>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice #	<b>160433</b>
Date	<b>2020-05-10</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Rep	
Remarks	
Terms	Net 30
GST No.	816747489

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Description	Qty	Rate	Amount
A510509 / R11794 From AG HAIR COSMETICS INC To 18 Wheels Logistics Ref# H114863 On May 5, 2020 Freight charge Fuel Surcharge In Charge Dangerous Goods Services Administration Fee	1     1 12 1 1	395.00     19.00% 15.00 75.00 25.00	395.00T     75.05T 180.00T 75.00T 25.00T
A510479 / R11798 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO# 2020439 On May 5, 2020 Freight charge Fuel Surcharge Trailer Storage Or Rental - May 5th to May 6, 2020 In Charge Dangerous Goods Services Administration Fee	1     1 2 24 1 1	395.00     19.00% 95.00 15.00 75.00 25.00	395.00T     75.05T 190.00T 360.00T 75.00T 25.00T

		<b>Subtotal</b>
<i>Please issue cheque payable to:</i>  <b>18 Wheels Logistics Ltd.</b>	<b>Sales Tax Summary</b>	
		<b>Total</b>
<b>Payments/Credits</b>	<b>Balance Due</b>	

**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice #	<b>160433</b>
Date	<b>2020-05-10</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Rep	
Remarks	
Terms	Net 30
GST No.	816747489

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Description	Qty	Rate	Amount
A510480 / R11799 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO# 2020439 On May 5, 2020 Freight charge Fuel Surcharge Trailer Storage Or Rental - May 5th, 2020 In Charge Dangerous Goods Services Administration Fee	1     1 1 24 1 1	     19.00% 95.00 15.00 75.00 25.00	395.00T     75.05T 95.00T 360.00T 75.00T 25.00T
A510482 / R11815 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO# 2020440 On May 6, 2020 Freight charge Fuel Surcharge In Charge Dangerous Goods Services Administration Fee	1     1 24 1 1	     19.00% 15.00 75.00 25.00	395.00T     75.05T 360.00T 75.00T 25.00T

		<b>Subtotal</b>
<i>Please issue cheque payable to:</i>  <b>18 Wheels Logistics Ltd.</b>	<b>Sales Tax Summary</b>	
		<b>Total</b>
<b>Payments/Credits</b>	<b>Balance Due</b>	

**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice #	<b>160433</b>
Date	<b>2020-05-10</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Rep	
Remarks	
Terms	Net 30
GST No.	816747489

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Description	Qty	Rate	Amount
A510481 / R11816 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO# 2020441 On May 6, 2020 Freight charge Fuel Surcharge Trailer Storage Or Rental - May 6th, 2020 In Charge Dangerous Goods Services Administration Fee	1     1 1 24 1 1	     19.00% 95.00 15.00 75.00 25.00	395.00T     75.05T 95.00T 360.00T 75.00T 25.00T
A510484 / R11858 From PARALLEL 49 BREWING COMPANY To 18 Wheels Logistics PO# 2020442 On May 7, 2020 Freight charge Fuel Surcharge Trailer Storage Or Rental - May 7 to May 8, 2020 In Charge Dangerous Goods Services Administration Fee	1     1 2 16 1 1	     19.00% 95.00 15.00 75.00 25.00	395.00T     75.05T 190.00T 240.00T 75.00T 25.00T

		<b>Subtotal</b>
<i>Please issue cheque payable to:</i>  <b>18 Wheels Logistics Ltd.</b>	<b>Sales Tax Summary</b>	
		<b>Total</b>
<b>Payments/Credits</b>	<b>Balance Due</b>	

**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice #	<b>160433</b>
Date	<b>2020-05-10</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Rep	
Remarks	
Terms	Net 30
GST No.	816747489

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Description	Qty	Rate	Amount
A510510 / S26419 From 18 Wheels Logistics To AG HAIR COSMETICS INC On May 7, 2020 Freight charge Fuel Surcharge Out Charges Dangerous Goods Services Administration Fee	1    1 24 1 1	395.00    75.05 15.00 75.00 25.00	395.00T    75.05T 360.00T 75.00T 25.00T
Storage charge for the period from May 4, 2020 to May 10, 2020  638 pallets of Sani/ 2 pallets of pump/133 pallets of finished sani	17,779	0.50	8,889.50T

		<b>Subtotal</b>	CAD 17,814.95
<i>Please issue cheque payable to:</i>  <b>18 Wheels Logistics Ltd.</b>	<b>Sales Tax Summary</b>  GST@5.0% Total Tax	CAD 890.75 CAD 890.75	
Please note interest will be charged on overdue balances at a rate of 2% per month		<b>Total</b>	<b>CAD 18,705.70</b>
<b>Payments/Credits</b>	<b>CAD 0.00</b>	<b>Balance Due</b>	<b>CAD 18,705.70</b>

**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>160617</b>
Date	<b>2020-05-15</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
Procurement Services For the period from May 11 to May 15, 2020			
A510486 / R11872 From AG Hair Cosmetics Inc. Coquitlam BC To 18 Wheels Burnaby BC PO# H115116 Load# 7 On May 11, 2020 Freight charge	1	395.00	395.00T
Fuel Surcharge	1	19.00%	75.05T
Trailer Storage Or Rental -- May 11th - May 12th In Charge	20	15.00	300.00T
Dangerous Goods Services	1	75.00	75.00T
Administration Fee	1	25.00	25.00T
A510728 / R11887 From AG Hair Cosmetics Inc. Coquitlam BC To 18 Wheels Burnaby BC PO# H115260 Load# 8 On May 12, 2020 Freight charge	1	395.00	395.00T
Fuel Surcharge	1	19.00%	75.05T
Trailer Storage Or Rental -- May 12th - May 12th In Charge	20	15.00	300.00T
Dangerous Goods Services	1	75.00	75.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>160617</b>
Date	<b>2020-05-15</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
Administration Fee	1	25.00	25.00T
A510880 / S26777 From 18 Wheels Burnaby BC To The Ministry of Citizens' Service, Product Distribution Centre Coquitlam BC PO# 4500362859 On May 15, 2020 Freight charge	1	395.00	395.00T
Fuel Surcharge	1	19.00%	75.05T
Out Charges	18	15.00	270.00T
Dangerous Goods Services	1	75.00	75.00T
Administration Fee	1	25.00	25.00T
A510831/R11858 From Parallel 49, Vancouver BC To 18 Wheels Port Coquitlam BC PO# 2020443 On May 13, 2020 Freight charge	1	395.00	395.00T
Fuel Surcharge	1	19.00%	75.05T
In Charge	24	15.00	360.00T
Dangerous Goods Services	1	75.00	75.00T
Administration Fee	1	25.00	25.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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7185 11th Avenue  
Burnaby, BC V3N 2M5

Invoice To

# Invoice

P.O. No./Load No.	
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<b>Subtotal</b>	CAD 3,865.20
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CAD 193.26  
CAD 193.26

<b>Total</b>	<b>CAD 4,058.46</b>
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<b>Balance Due</b>	<b>CAD 4,058.46</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROVINCIAL HEALTH SERVICES AUTHORITY PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161110</b>
Date	<b>2020-04-30</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
PHSA FOR APRIL 2020			
A509991/ R11428 From Provincial Health Services Authority To 18 Wheels Logistics Ref: Other#: MR 216491, Other#: R11428 On April 14, 2020 Freight charge Fuel Surcharge In Charge Administration Fee Initial Skid Storage	1     1 20 1 20	265.00     19.00% 12.00 25.00 14.00	265.00T     50.35T 240.00T 25.00T 280.00T
A510085 / R11474 From Provincial Health Services Authority To 18 Wheels Logistics Ref: Other#: R11474, Other#: MR130112 On April 17, 2020 Freight charge Fuel Surcharge In Charge Administration Fee Storage charge	1     1 25 1 25	265.00     19.00% 12.00 25.00 14.00	265.00T     50.35T 300.00T 25.00T 350.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROVINCIAL HEALTH SERVICES AUTHORITY PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161110</b>
Date	<b>2020-04-30</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
A510127 / R11506 From Provincial Health Services Authority To 18 Wheels Logistics Ref: Other#: MR 130108, Other#: R11506 On April 20, 2020 Freight charge Fuel Surcharge In Charge Administration Fee Initial Skid Storage	1     1 20 1 20	265.00     19.00% 12.00 25.00 14.00	265.00T     50.35T 240.00T 25.00T 280.00T
A510150 / R11521 From Provincial Health Services Authority To 18 Wheels Logistics Ref: Other#: R11521, Other#: MR216490 On April 21, 2020 Freight charge Fuel Surcharge In Charge Administration Fee Initial Skid Storage	1     1 26 1 26	265.00     19.00% 12.00 25.00 14.00	265.00T     50.35T 312.00T 25.00T 364.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROVINCIAL HEALTH SERVICES AUTHORITY PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161110</b>
Date	<b>2020-04-30</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
A510151 / R11553 From Provincial Health Services Authority To 18 Wheels Logistics Ref: Other#: R11553, Other#: MR216489 On April 22, 2020 Freight charge Fuel Surcharge In Charge Administration Fee Initial Skid Storage	1     1 26 1 26	265.00     19.00% 12.00 25.00 14.00	265.00T     50.35T 312.00T 25.00T 364.00T
A510189 / R11562 From Provincial Health Services Authority To 18 Wheels Logistics Ref: Other#: R11562, Other#: MR130107 On April 22, 2020 Freight charge Fuel Surcharge In Charge Administration Fee Initial Skid Storage	1     1 36 1 36	265.00     19.00% 12.00 25.00 14.00	265.00T     50.35T 432.00T 25.00T 504.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROVINCIAL HEALTH SERVICES AUTHORITY PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	161110
Date	2020-04-30
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
A510190 / R11566 From Provincial Health Services Authority To 18 Wheels Logistics Ref: Other#: R11566, Other#: MR130103 On April 22, 2020 Freight charge Fuel Surcharge In Charge Administration Fee Initial Skid Storage	1     1 26 1 26	265.00     19.00% 12.00 25.00 14.00	265.00T     50.35T 312.00T 25.00T 364.00T
A510297 / R11643 From Provincial Health Services Authority To 18 Wheels Logistics Ref: Other#: R11643, Other#: MR238527 On April 27, 2020 Freight charge Fuel Surcharge In Charge Administration Fee Initial Skid Storage	1     1 25 1 25	265.00     19.00% 12.00 25.00 14.00	265.00T     50.35T 300.00T 25.00T 350.00T
Storage charge for April 2020	204	14.00	2,856.00T

	<b>Subtotal</b> CAD 10,882.80
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<b>Please issue cheque payable to: 18 Wheels Logistics Ltd.</b>	<b>Sales Tax Summary</b> GST@5.0% Total Tax	CAD 544.14 CAD 544.14
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<i>Please note interest will be charged on overdue balances at a rate of 2% per month</i>	<b>Total</b> CAD 11,426.94
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<b>Payments/Credits</b> CAD 0.00	<b>Balance Due</b> CAD 11,426.94
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161114</b>
Date	<b>2020-04-30</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
-------------------	--

Description	Qty	Rate	Amount
PROCUREMENT SERVICE FOR APRIL 2020			
A509923 / R11404 From Parallel 49 Brewing Company To 18 Wheels Burnaby BC PO# 2022409 On April 09, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - for Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.01T 288.01T 75.01T 25.00T 672.00T
A509958 / R11409 From Parallel 49 Brewing Company To 18 Wheels Burnaby BC PO# 20200413 On April 13, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.00T 288.00T 75.00T 25.00T 672.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161114</b>
Date	<b>2020-04-30</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
A509972 / R11410 From Sokil Froup of Companies To 18 Wheels Burnaby PO# 20200414 On April 14, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.00T 288.00T 75.00T 25.00T 672.00T
A510000 / R11414 From Parallel 49 Brewing Company To 18 Wheels Burnaby BC PO# 20200415 On April 14, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.00T 288.00T 75.00T 25.00T 672.00T

	<b>Subtotal</b>
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P.O. No./Load No.	
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Description	Qty	Rate	Amount
A509998 / R11405 From Parallel 49 Brewing To 18 Wheels Burnaby BC PO# 20200416 (1 Load) On April 14, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.00T 288.00T 75.00T 25.00T 672.00T
A509975 / R11412 From Sokil Group of Companies To 18 Wheels Burnaby BC PO# 20200416 On April 14, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.00T 288.00T 75.00T 25.00T 672.00T

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GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
A510001 / R11426 From Parallel 49 Brewing Company To 18 Wheels Burnaby BC PO# 2020417 On April 15, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.00T 288.00T 75.00T 25.00T 672.00T
A509976 / R11431 From Sokil Group of Companies To 18 Wheels Burnaby BC PO# 2020418 On April 15, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.00T 288.00T 75.00T 25.00T 672.00T

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GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
A509979 / R11447 From Sokil Group of Companies To 18 Wheels Burnaby BC PO# 2022419 (2 Load) On April 16, 2020 Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
Dangerous Goods Services - Transportation	1	75.00	75.00T
In Charge	24	12.00	288.00T
Dangerous Goods Services - Warehouse	1	75.00	75.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	24	28.00	672.00T
A510002 / R11443 From Parallel 49 Brewing Company To 18 Wheels Burnaby BC PO# 2022419 On April 16, 2020 Freight charge	1	265.00	265.00T
Freight charge	1	19.00%	50.35T
Dangerous Goods Services - Transportation	1	75.00	75.00T
In Charge	24	12.00	288.00T
Dangerous Goods Services - Warehouse	1	75.00	75.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	24	28.00	672.00T

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P.O. No./Load No.	
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Description	Qty	Rate	Amount
A51003 / R11467 From Parallel 49 Brewing Company To 18 Wheels Burnaby BC PO# 2022420 On April 17, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.00T 288.00T 75.00T 25.00T 672.00T
A510004 / R11507 From Parallel 49 Brewing Company To 18 Wheels Burnaby BC PO# 2022421 On April 20, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.00T 288.00T 75.00T 25.00T 672.00T

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P.O. No./Load No.	
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Description	Qty	Rate	Amount
A51005 / R11509 From Parallel 49 Brewing Company To 18 Wheels Burnaby BC PO# 2022422 On April 20, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.00T 288.00T 75.00T 25.00T 672.00T
A510115 / R11520 From Parallel 49 Brewing Company To 18 Wheels Burnaby BC PO# 2022423 On April 21, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.00T 288.00T 75.00T 25.00T 672.00T

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P.O. No./Load No.	
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Description	Qty	Rate	Amount
A510116 / R11556 From Parallel 49 Brewing Company To 18 Wheels Burnaby BC PO# 2022424 On April 22, 2020 Freight charge Fuel Surcharge Dangerous Goods Services- Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.00T 288.00T 75.00T 25.00T 672.00T
A510117 / R11563 From Parallel 49 Brewing Company To 18 Wheels Burnaby BC PO# 2022425 On April 22, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.00T 288.00T 75.00T 25.00T 672.00T

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Description	Qty	Rate	Amount
A510146 / S25918 From 18 Wheels Burnaby BC To AG Hair, Coquitlam PO# 2020424 1st Load to AG On April 22, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation Dangerous Goods Services - Warehouse Administration Fee Out Charges	1      1 1 1 1 24	265.00      19.00% 75.00 75.00 25.00 12.00	265.00T      50.35T 75.00T 75.00T 25.00T 288.00T
A510118 / R11590 From Parallel 49 Brewing Company To 18 Wheels Burnaby BC PO# 2022426 On April 23, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1      1 1 24 1 1 24	265.00      19.00% 75.00 12.00 75.00 25.00 28.00	265.00T      50.35T 75.00T 288.00T 75.00T 25.00T 672.00T

	<b>Subtotal</b>
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Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
-------------------	--

Description	Qty	Rate	Amount
A510119 / R11606 From Parallel 49 Brewing Company To 18 Wheels Burnaby BC PO# 2020427 On April 24, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.00T 288.00T 75.00T 25.00T 672.00T
A510259 / S26023 From 18 Wheels Burnaby BC To AG Hair, Coquitlam Ref# 2nd Load to AG On April 24, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation Dangerous Goods Services - Warehouse Administration Fee Out Charges	1     1 1 1 1 24	265.00     19.00% 75.00 75.00 25.00 12.00	265.00T     50.35T 75.00T 75.00T 25.00T 288.00T

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Description	Qty	Rate	Amount
A510260 / R11616 From AG HAIR COSMETICS INC., Coquitlam To 18 Wheels Burnaby BC PO# H114195 On April 24, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Administration Fee Storage unstackable	1     1 1 15 1 15	265.00     19.00% 75.00 12.00 25.00 14.00	265.00T     50.35T 75.00T 180.00T 25.00T 210.00T
A510265 / R11640 From AG Hair Coquitlam To 18 Wheels Burnaby BC PO# H114253 On April 27, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Administration Fee Initial Skid Storage	1     1 1 27 1 27	265.00     19.00% 75.00 12.00 25.00 14.00	265.00T     50.35T 75.00T 324.00T 25.00T 378.00T

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Description	Qty	Rate	Amount
A510264 / S26027 From 18 Wheels Burnaby To AG Hair, Coquitlam Ref# 3rd Load to AG On April 27, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation Dangerous Goods Services - Warehouse Administration Fee Out Charges	1     1 1 1 1 24	265.00     19.00% 75.00 75.00 25.00 12.00	265.00T     50.35T 75.00T 75.00T 25.00T 288.00T
A510284 / R11637 From Parallel 49 Brewing Company To 18 Wheels Burnaby PO# 2020428 On April 27, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.00T 288.00T 75.00T 25.00T 672.00T

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Description	Qty	Rate	Amount
A510285 / R11650 From Parallel 49 Brewing Company To 18 Wheels Burnaby BC PO# 2020430 On April 28, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.00T 288.00T 75.00T 25.00T 672.00T
A510288 / R11651 From Parallel 49 Brewing Company To 18 Wheels Burnaby BC PO# 2020429 On April 28, 2020 Freight charge Freight charge Dangerous Goods Services - Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.00T 288.00T 75.00T 25.00T 672.00T

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Description	Qty	Rate	Amount
A510286 / R11678 From Parallel 49 Brewing Company To 18 Wheels Burnaby PO# 2020431 On April 29, 2020 Freight charge	1	265.00	265.00T
Fuel Surcharge	1	75.00	75.00T
Dangerous Goods Services - Transportation	1	75.00	75.00T
In Charge	24	12.00	288.00T
Dangerous Goods Services - Warehouse	1	75.00	75.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	24	28.00	672.00T
A510392 / S26140 From 18 Wheels Burnaby BC To AG Hair, Coquitlam Ref# 4th Load to AG On April 29, 2020 Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
Dangerous Goods Services - Transportation	1	75.00	75.00T
Dangerous Goods Services - Warehouse	1	75.00	75.00T
Administration Fee	1	25.00	25.00T
Out Charges	24	12.00	288.00T

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Description	Qty	Rate	Amount
A510393 / R11669 From AG HAIR, Coquitlam To 18 Wheels Burnaby PO# H114497 On April 29, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Administration Fee Initial Skid Storage	1     1 1 30 1 30	265.00     19.00% 75.00 12.00 25.00 14.00	265.00T     50.35T 75.00T 360.00T 25.00T 420.00T
A510331 / R11684 From AG HAIR To 18 Wheels Burnaby PO# H114573 On April 30, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Administration Fee Initial Skid Storage	1     1 1 28 1 28	265.00     19.00% 75.00 12.00 25.00 14.00	265.00T     50.35T 75.00T 336.00T 25.00T 392.00T

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Description	Qty	Rate	Amount
A510330 / S26187 From 18 Wheels Burnaby To AG Hair Coquitlam Ref# 5th Load On April 30, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation Dangerous Goods Services - Warehouse Administration Fee Out Charges	1     1 1 1 1 24	265.00     19.00% 75.00 75.00 25.00 12.00	265.00T     50.35T 75.00T 75.00T 25.00T 288.00T
A510289 / R11701 From Parallel 49 Brewing Company To 18 Wheels Burnaby Bc PO# 2020432 On April 30, 2020 Freight charge Fuel Surcharge Dangerous Goods Services - Transportation In Charge Dangerous Goods Services - Warehouse Administration Fee Initial Skid Storage	1     1 1 24 1 1 24	265.00     19.00% 75.00 12.00 75.00 25.00 28.00	265.00T     50.35T 75.00T 288.00T 75.00T 25.00T 672.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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7185 11th Avenue  
Burnaby, BC V3N 2M5

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161114</b>
Date	<b>2020-04-30</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

Description	Qty	Rate	Amount
A510291 / R11702	1	265.00	265.00T
From Parallel 49 Brewing Company			
To 18 Wheels Burnaby			
PO# 2020433			
On April 30, 2020			
Freight charge			
Fuel Surcharge	1	19.00%	50.35T
Dangerous Goods Services - Transportation	1	75.00	75.00T
In Charge	24	12.00	288.00T
Dangerous Goods Services - Warehouse	1	75.00	75.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	24	28.00	672.00T
Storage charge for April 2020 (Dangerous Good)	430	28.00	12,040.00T
Storage charge for April 2020	99	14.00	1,386.00T

<b>Balance Due</b>	<b>CAD 59,232.84</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161457</b>
Date	<b>2020-05-31</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
Procurement Services for the period from May 16 to May 31			
S26931 / A510932	1	75.00	75.00T
From 18 Wheels			
To AG HAIR			
On May 20, 2020			
Dangerous Goods Services warehouse			
Administration Fee	1	25.00	25.00T
Out Charges	24	12.00	288.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
Dangerous Goods Services Transportation	1	75.00	75.00T
R12090 / A510933	11	12.00	132.00T
From AG Hair			
To 18 Wheels			
On May 21, 2020			
In Charge			
Dangerous Goods Services Warehouse	1	75.00	75.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	11	28.00	308.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
Dangerous Goods Services Transportation	1	75.00	75.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROCUREMENT SERVICES PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161457</b>
Date	<b>2020-05-31</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
R12095 / A511044 From Parallel 49 Brewing Company To 18 Wheels On May 22, 2020 In Charge	19	12.00	228.00T
Dangerous Goods Services warehouse	1	75.00	75.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	19	28.00	532.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
Dangerous Goods Services Transportation	1	75.00	75.00T
R12331 / A511130 From AG Hair To 18 Wheels On May 26, 2020 In Charge	30	12.00	360.00T
Dangerous Goods Services warehouse	1	75.00	75.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	30	28.00	840.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
Dangerous Goods Services Transportation	1	75.00	75.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

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Invoice #	<b>161457</b>
Date	<b>2020-05-31</b>
E-mail	receivable@18wheels.ca
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Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
S27174 / A511129 From 18 Wheels To AG Hair On May 5, 2020 Administration Fee	1	75.00	75.00T
Out Charges	24	12.00	288.00T
Dangerous Goods Services warehouse	1	75.00	75.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
Dangerous Goods Services Transportation	1	75.00	75.00T
Storage charge -609 PLTS of Sani @\$28	609	28.00	17,052.00T
Storage charge - 195 PLTS of Finished Sani @\$14	195	14.00	2,730.00T

		<b>Subtotal</b>	CAD 25,259.75
<b>Please issue cheque payable to: 18 Wheels Logistics Ltd.</b>	<b>Sales Tax Summary</b>	GST@5.0% Total Tax	CAD 1,262.99 CAD 1,262.99
<b>Please note interest will be charged on overdue balances at a rate of 2% per month</b>		<b>Total</b>	<b>CAD 26,522.74</b>
<b>Payments/Credits</b>	<b>CAD 0.00</b>	<b>Balance Due</b>	<b>CAD 26,522.74</b>

**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROVINCIAL HEALTH SERVICES AUTHORITY PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161458</b>
Date	<b>2020-05-31</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
PHSA for May 2020			
R11713 / A510405	24	12.00	288.01T
From PHSA			
To 18 Wheels Burnaby			
PO MR130141			
On May 1, 2020			
In Charge			
Administration Fee	1	25.00	25.01T
Initial Skid Storage	24	14.00	336.01T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
R11720 / A510440	24	12.00	288.00T
From PHSA			
To 18 Wheels Burnaby			
PO MR130142			
On May 1, 2020			
In Charge			
Administration Fee	1	25.00	25.00T
Initial Skid Storage	24	14.00	336.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

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Invoice #	161458
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Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
R11722 / A510441 From PHSA To 18 Wheels Burnaby PO MR130143 On May 1, 2020 In Charge	24	12.00	288.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	24	14.00	336.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
R11756 / A510498 From PHSA To 18 Wheels Burnaby PO MR130145 On May 4, 2020 In Charge	26	12.00	312.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	26	14.00	364.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

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Invoice #	<b>161458</b>
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Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
R11762 / A510447 From PHSA To 18 Wheels Burnaby PO MR130144 On May 4, 2020 In Charge	26	12.00	312.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	26	14.00	364.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
R11793 / A510520 From PHSA To 18 Wheels Burnaby PO MR130161 On May 5, 2020 In Charge	26	12.00	312.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	26	14.00	364.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T

	<b>Subtotal</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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Invoice #	<b>161458</b>
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Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
R11797 / A510519 From PHSA To 18 Wheels Burnaby PO MR130160 On May 5, 2020 In Charge	24	12.00	288.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	24	14.00	336.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
Waiting Time	2	75.00	150.00T
Fuel Surcharge	1	19.00%	28.50T
A510521 From PHSA To 18 Wheels Burnaby Ref: Dead Run B663420 On May 5, 2020	1	265.00	265.00T
Freight charge			
Fuel Surcharge	1	19.00%	50.35T
Detention Fee	75	1.75	131.25T
Deadrun charge	1	395.00	395.00T
Fuel Surcharge	1	19.00%	75.05T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROVINCIAL HEALTH SERVICES AUTHORITY PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161458</b>
Date	<b>2020-05-31</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
R11810 / A510560 From PHSA To 18 Wheels Burnaby PO MR130162 On May 6, 2020 In Charge	22	12.00	264.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	22	14.00	308.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
R11852 / A510483 From PHSA To 18 Wheels Burnaby PO MR130163 On May 7, 2020 In Charge	25	12.00	300.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	25	14.00	350.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
---	--------------------------

	<b>Total</b>
--	--------------

<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROVINCIAL HEALTH SERVICES AUTHORITY PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161458</b>
Date	<b>2020-05-31</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
-------------------	--

Description	Qty	Rate	Amount
R11853 / A510658 From PHSA To 18 Wheels Burnaby PO MR130164 On May 7, 2020 In Charge	25	12.00	300.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	25	14.00	350.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
R11857 / A510657 From PHSA To 18 Wheels Burnaby PO MR130165 On May 7, 2020 In Charge	25	12.00	300.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	25	14.00	350.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

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Invoice #	<b>161458</b>
Date	<b>2020-05-31</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
-------------------	--

Description	Qty	Rate	Amount
R11865 / A510485 From PHSA To 18 Wheels Burnaby PO MR130172 On May 8, 2020 In Charge	25	12.00	300.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	25	14.00	350.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
R11877 / A510738 From PHSA To 18 Wheels Burnaby PO MR130148 On May 11, 2020 In Charge	25	12.00	300.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	25	14.00	350.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T

	<b>Subtotal</b>
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Invoice #	161458
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E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
R11882 / A510739 From PHSA To 18 Wheels Burnaby PO MR130147 On May 11, 2020 In Charge Administration Fee Initial Skid Storage Freight charge Fuel Surcharge	25     1 25 1 1	12.00     25.00 14.00 265.00 19.00%	300.00T     25.00T 350.00T 265.00T 50.35T
R11907 / A510827 From PHSA To 18 Wheels Burnaby PO MR130168 On May 13, 2020 In Charge Administration Fee Initial Skid Storage Freight charge Fuel Surcharge	24     1 24 1 1	12.00     25.00 14.00 265.00 19.00%	288.00T     25.00T 336.00T 265.00T 50.35T

	<b>Subtotal</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

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Invoice #	<b>161458</b>
Date	<b>2020-05-31</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
-------------------	--

Description	Qty	Rate	Amount
R11911 / A510828 From PHSA To 18 Wheels Burnaby PO MR130167 On May 13, 2020 In Charge	26	12.00	312.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	26	14.00	364.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
R11917 / A510829 From PHSA To 18 Wheels Burnaby PO MR130169 On May 13, 2020 In Charge	26	12.00	312.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	26	14.00	364.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T

	<b>Subtotal</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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Invoice #	<b>161458</b>
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E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
R11918 / A510843 From PHSA To 18 Wheels Burnaby PO MR130173 On May 14, 2020 In Charge	24	12.00	288.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	24	14.00	336.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
R11952 / A510844 From PHSA To 18 Wheels Burnaby PO MR130149 ON May 14, 2020 In Charge	25	12.00	300.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	25	14.00	350.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T

	<b>Subtotal</b>
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Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
R11961 / A510845 From PHSA To 18 Wheels Burnaby PO MR130171 On May 14, 2020 In Charge	25	12.00	300.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	25	14.00	350.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
R12027 / A510923 From PHSA To 18 Wheels Burnaby PO MR130170 ON May 19, 2020 In Charge	25	12.00	300.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	25	14.00	350.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROVINCIAL HEALTH SERVICES AUTHORITY PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161458</b>
Date	<b>2020-05-31</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
R12028 / A510924 From PHSA To 18 Wheels Burnaby PO MR130126 On May 19, 2020 In Charge	24	12.00	288.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	24	14.00	336.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
R12080 / A511076 From PHSA To 18 Wheels Burnaby PO MR130124 ON May 22, 2020 In Charge	26	12.00	312.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	26	14.00	364.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROVINCIAL HEALTH SERVICES AUTHORITY PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161458</b>
Date	<b>2020-05-31</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
R12084 / A511077 From PHSA To 18 Wheels Burnaby PO MR130174 On May 22, 2020 In Charge	26	12.00	312.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	26	14.00	364.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
R12170 / A511141 From PHSA To 18 Wheels Burnaby PO MR130175 ON May 26, 2020 In Charge	26	12.00	312.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	15	14.00	210.00T
Storage charge - unstackable:	11	21.50	236.50T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

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Burnaby, BC V3N 2M5

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**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROVINCIAL HEALTH SERVICES AUTHORITY PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161458</b>
Date	<b>2020-05-31</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
R12176 / A511225 From PHSA To 18 Wheels Burnaby PO MR130177 On May 26, 2020 In Charge	26	12.00	312.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	8	14.00	112.00T
Storage charge -unstackable	18	21.50	387.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
R12192 -A511235 From PHSA To 18 Wheels Burnaby PO MR130146 On May 27, 2020 In Charge	12	12.00	144.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	4	14.00	56.00T
Storage charge - unstackable	8	21.50	172.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

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Burnaby, BC V3N 2M5

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Invoice To
The Ministry of Citizens' Services Real Property Division PROVINCIAL HEALTH SERVICES AUTHORITY PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161458</b>
Date	<b>2020-05-31</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
R12184 /A511234 From PHSA To 18 Wheels Burnaby PO MR130151 ON May 27, 2020 In Charge	26	12.00	312.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	25	14.00	350.00T
Storage charge -unstackable	1	21.50	21.50T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T
R12205 / A511329 From PHSA To 18 Wheels Burnaby PO MR238608 ON May 28, 2020 In Charge	20	12.00	240.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	20	14.00	280.00T
Freight charge	1	265.00	265.00T
Fuel Surcharge	1	19.00%	50.35T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division PROVINCIAL HEALTH SERVICES AUTHORITY PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161458</b>
Date	<b>2020-05-31</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
R12201 / A511328 From PHSA To 18 Wheels Burnaby po MR238560 on May 28, 2020 In Charge Administration Fee Initial Skid Storage Freight charge Fuel Surcharge	26     1 26 1 1	12.00     25.00 14.00 265.00 19.00%	312.00T     25.00T 364.00T 265.00T 50.35T
R12231 / A511381 From PHSA To 18 Wheels Burnaby PO MR238609 On May 29, 2020 In Charge Administration Fee Initial Skid Storage Freight charge Fuel Surcharge	25     1 25 1 1	12.00     25.00 14.00 265.00 19.00%	300.00T     25.00T 350.00T 265.00T 50.35T
Storage charge -777 PLTS stackable @\$14	777	14.00	10,878.00T
Storage charge -189 PLTS Non-stackable @21.5	189	21.50	4,063.50T

		<b>Subtotal</b>	CAD 46,580.53
<b>Please issue cheque payable to:</b> <b>18 Wheels Logistics Ltd.</b>	<b>Sales Tax Summary</b>	GST@5.0% Total Tax	CAD 2,329.03 CAD 2,329.03
<b>Please note interest will be charged on overdue balances at a rate of 2% per month</b>		<b>Total</b>	<b>CAD 48,909.56</b>
<b>Payments/Credits</b>	<b>CAD 0.00</b>	<b>Balance Due</b>	<b>CAD 48,909.56</b>

**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division EMERGENCY MANAGEMENT BC (EMBC) PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161459</b>
Date	<b>2020-05-31</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
Emergency Management BC (EMBC) for May 2020			
R11954 From Fluid Energy Group Ltd. To 18 Wheels PO SOC00832 On May 19, 2020 In Charge	26	12.00	312.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	26	14.00	364.00T
R11955 From Fluid Energy Group Ltd To 18 Wheels PO SOC00833 On May 19, 2020 In Charge	26	12.00	312.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	26	14.00	364.00T
R11956 From Fluid Energy Group Ltd To 18 Wheels PO SOC00834 On May 19, 2020 In Charge	26	12.00	312.00T
Administration Fee	1	25.00	25.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division EMERGENCY MANAGEMENT BC (EMBC) PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161459</b>
Date	<b>2020-05-31</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
Initial Skid Storage	26	14.00	364.00T
R11957	26	12.00	312.00T
From Fluid Energy Group Ltd			
To 18 Wheels			
PO SOC00835			
on May 21, 2020			
In Charge			
Administration Fee	1	25.00	25.00T
Initial Skid Storage	26	14.00	364.00T
R11958	26	12.00	312.00T
From Fluid Energy Group Ltd			
To 18 Wheels			
PO SOC00836			
On May 21, 2020			
In Charge			
Administration Fee	1	25.00	25.00T
Initial Skid Storage	26	14.00	364.00T
R11959	26	12.00	312.00T
From Fluid Energy Group Ltd			
To 18 Wheels			
PO SOC00831			
On May 21, 2020			
In Charge			
Administration Fee	1	25.00	25.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

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Invoice To
The Ministry of Citizens' Services Real Property Division EMERGENCY MANAGEMENT BC (EMBC) PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161459</b>
Date	<b>2020-05-31</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
Initial Skid Storage	26	14.00	364.00T
R12013 From Fluid Energy Group Ltd To 18 Wheels PO SOC00889 On May 25, 2020 In Charge	16	12.00	192.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	16	14.00	224.00T
R12123 From Fluid Energy Group Ltd To 18 Wheels PO SOC00903 on May 26, 2020 In Charge	28	12.00	336.00T
Administration Fee	1	25.00	25.00T
Initial Skid Storage	28	14.00	392.00T
R12328 From Evolution c/o GPS To 18 Wheels PO Dr.Yee On May 28, 2020 In Charge	21	12.00	252.00T
Administration Fee	1	25.00	25.00T

	<b>Subtotal</b>
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<i>Please issue cheque payable to: 18 Wheels Logistics Ltd.</i>	<b>Sales Tax Summary</b>
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	<b>Total</b>
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<b>Payments/Credits</b>	<b>Balance Due</b>
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**18 Wheels Logistics Ltd.**

7185 11th Avenue  
Burnaby, BC V3N 2M5

Phone # 604-439-8938 Fax # 604-439-8928

**Invoice**

Invoice To
The Ministry of Citizens' Services Real Property Division EMERGENCY MANAGEMENT BC (EMBC) PO Box 9412, Stn Prov Govt., BC V8W9V1

Invoice #	<b>161459</b>
Date	<b>2020-05-31</b>
E-mail	receivable@18wheels.ca
Web Site	www.18wheels.ca
Remarks	
Terms	Net 30
GST No.	816747489

P.O. No./Load No.	
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Description	Qty	Rate	Amount
Initial Skid Storage	21	14.00	294.00T
R12125 From Fluid Energy Group Ltd To 18 Wheels PO SOC00904 On May 28, 2020 In Charge Administration Fee Initial Skid Storage	28	12.00	336.00T
	1	25.00	25.00T
	28	14.00	392.00T
R12126 From Fluid Energy Group Ltd To 18 Wheels PO SOC00966 On May 29, 2020 In Charge Administration Fee Initial Skid Storage	28	12.00	336.00T
	1	25.00	25.00T
	28	14.00	392.00T
Storage charge -76 Hours/ Labour charge - Donation sortation	76	45.00	3,420.00T
Storage charge - 950ML/ 12 BOTTLES PER CSAE/ 66 CASES PER PALLET	228	14.00	3,192.00T
Storage charge - Assoated Donation	25	14.00	350.00T

<b>Subtotal</b>	CAD 14,439.00
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<b>Please issue cheque payable to: 18 Wheels Logistics Ltd.</b>	<b>Sales Tax Summary</b>	GST@5.0% Total Tax	CAD 721.95 CAD 721.95
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<i>Please note interest will be charged on overdue balances at a rate of 2% per month</i>	<b>Total</b>	<b>CAD 15,160.95</b>
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<b>Payments/Credits</b>	<b>CAD 0.00</b>	<b>Balance Due</b>	<b>CAD 15,160.95</b>
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Requisitions

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Approvals

Shop: Stores > Requisition 40771 > View Order Details > View Payments >

Payment: 18545333 (Total CAD 18,705.70)

<div>Export</div>											
Payment Date				15-Jun-2020				Supplier			
Method				Check				Supplier Site			
Status				Cleared				Address			
Status Date				23-Jun-2020				BURNABY V3N2M5			
Remit-to Supplier				18 WHEELS LOGISTICS LTD.				Bank Account			
Remit-to Supplier Site				001				s.17			

Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment	PO Number	Receipt	Attachments
160433	10-May-2020	Mixed	CAD	18,705.70	Approved	Paid	18,705.70	C21RPD40771		

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Shop: Stores > Requisition 40771 > View Order Details > View Payments >

Payment: 18532913 (Total CAD 61,473.82)

<div>Export</div>											
Payment Date				02-Jun-2020				Supplier			
Method				Check				Supplier Site			
Status				Cleared				Address			
Status Date				09-Jun-2020				BURNABY V3N2M5			
Remit-to Supplier				18 WHEELS LOGISTICS LTD.				Bank Account			
Remit-to Supplier Site				001				1214 CHQ General Account			

Included Invoices											
Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment	PO Number	Receipt	Attachments	
<a href="#">159772</a>	19-Apr-2020	Mixed	CAD	16,024.63	Approved	Paid	16,024.63	<a href="#">C21RPD40771</a>			
<a href="#">159952</a>	26-Apr-2020	Mixed	CAD	15,241.75	Approved	Paid	15,241.75	<a href="#">C21RPD40771</a>			
<a href="#">160182</a>	03-May-2020	Mixed	CAD	26,204.16	Approved	Paid	26,204.16	<a href="#">C21RPD40771</a>			
<a href="#">160183</a>	19-Apr-2020	Mixed	CAD	4,003.28	Approved	Paid	4,003.28	<a href="#">C21RPD40771</a>			

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