

PROGRAM AGREEMENT

THIS AGREEMENT is between **CANOE PROCUREMENT GROUP OF CANADA**, a tradename of the Rural Municipalities of Alberta, a corporation incorporated pursuant to the laws of Alberta ("**CANOE**") and:

Supplier Legal Name: Emco Corporation

Supplier Corporate Jurisdiction: 2124 Oxford Street East, London, Ontario N5V 0B7
(the "**Supplier**"), as of

Date of Agreement: March 15, 2025 regarding

RFP No. CAN-2024-020

RFP Title Plumbing Fixtures, Supplies, Tools and Equipment
(the "**RFP**").

BACKGROUND

- A. Canoe is a public agency serving as a national municipal contracting agency for its Members, and in that capacity issued the RFP for the purchase of goods and/or services.
- B. The Supplier is engaged in the business of selling some or all of those goods and/or services, and responded to the RFP.
- C. Canoe wishes to enter into an agreement with the Supplier for the purchase of goods and/or services by Members, pursuant to a purchase program administered by Canoe.
- D. The Parties wish to set out the terms and conditions upon which those purchases will occur, and under which the purchase program will be administered.

NOW THEREFORE, in consideration of the premises and the mutual covenants herein contained and of other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by each Party), the Parties hereby agree as follows:

ARTICLE 1 INTERPRETATION

1.1 Definitions

In this Agreement the following terms have the corresponding meanings.

"Administrative Fee" means the fee paid by the Supplier to Canoe as described in this agreement (Administrative Fee) and protected under FOIPPA.

"Agreement" means this Program Agreement and all schedules attached hereto, as the same may be supplemented, amended, restated or replaced from time to time in writing in accordance with its terms.

"Business Day" means Monday to Friday between the hours of 9:00 a.m. to 4:30 p.m. local time in Nisku, Alberta, except when such a day is a public holiday, as defined in the *Employment Standards Code*, R.S.A. 2000, Chapter E-9, or as otherwise agreed to by the parties in writing.

"Change Request Form" means the Change Request Form provided by Canoe.

"Confidential Information" means all tangible and intangible information and materials, in any form or medium, received (directly or indirectly) by the Receiving Party from the Disclosing Party, or collected by the Receiving Party on behalf of the Disclosing Party, in connection with the Program that is:

- (a) related to the Disclosing Party's, or any of its affiliates', finances, assets, pricing, purchases, products, sales, business or operational plans, strategies, forecasts or forecast assumptions, operations, stakeholders, clients and personnel (including, without limitation, the Personal Information of officers, directors, employees, agents and other individuals), trade secrets, intellectual property, technology, data or other information that reveal the research, technology, processes, methodologies, know how, or other systems or controls by which the Disclosing Party's existing or future products, services, applications and methods of operations or doing business are developed, conducted or operated, and all information or materials derived therefrom or based thereon;
- (b) designated as confidential in writing by the Disclosing Party, whether by letter or an appropriate stamp or legend, prior to or at the time such information is disclosed by the Disclosing Party to the Receiving Party; and/or
- (c) apparent to a reasonable person, familiar with the Disclosing Party's operations, business and the sector in which it operates, to be of a confidential nature.

and without regard to whether that information and materials are owned by a Party or by a third party. Confidential Information does not include:

- (d) information that is in the public domain or has come into the public domain other than by reason of a breach of this Agreement; or
- (e) information that has been, or is hereafter, received by that Receiving Party other than from or at the request of the Disclosing Party, and other than during or as a result of carrying out the Program.

"Confidential Material" means any notes or other documents relating to the Confidential Information.

"Conflict of Interest" means any situation or circumstance where, in relation to the performance of its obligations under the Agreement, the Supplier (including its directors, officers, employees, agents or subcontractors) other commitments, relationships or financial interests could or could be seen to (i) exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or (ii) compromise, impair, or be incompatible with the effective performance of its obligations under the Agreement.

"Disclosing Party" means, in connection with particular Confidential Information, the Party that disclosed (directly or indirectly) the Confidential Information to the other Party, or the Party on whose behalf the other Party collected or generated the Confidential Information.

"Effective Date" means the date of this Agreement first noted above.

"Event of Force Majeure" means any cause beyond the reasonable control of a Party, including any act of God, outbreak, or epidemic of any kind, communicable and virulent disease, strike, flood, fire, embargo, boycott, act of terrorism, insurrection, war, explosion, civil disturbance, shortage of gas, fuel or electricity, interruption of transportation, governmental order, unavoidable accident, or shortage of labour or raw materials.

"FOIPPA" means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, Chapter F-25, as amended or superseded.

"Goods/Services" means the goods and/or services identified in this agreement.

"Governmental Authority" means any government, regulatory authority, commission, bureau, official, minister, court, board, tribunal, or dispute settlement panel or other law, rule, or regulation-making organization or entity having or purporting to have jurisdiction to exercise any administrative, executive, judicial, legislative, policy, regulatory, or taxing authority or power.

"Member" means any current and future members of Canoe during the Term, and any Canoe-represented associations and their current and future members during the Term. Canoe may also be considered a Member in its capacity as a purchaser of Goods/Services. In addition, to be a Member for the purposes of this Agreement, the Member must operate within the Territory during the Term. See <https://canoeprocurement.ca/canoe-current-future-members/> for a general list of Members.

"Parties" means both Canoe and the Supplier collectively, and **"Party"** means either one of them.

"Person" shall be broadly interpreted and includes any individual, partnership, limited partnership, joint venture, syndicate, sole proprietorship, corporation, with or without share capital, unincorporated association, trust, trustee, or other legal representative, Governmental Authority and any entity recognized by law.

"Personal Information" has the meaning ascribed to it in FOIPPA.

"Program" means the discounted price program designed by the Supplier for the purchase of Goods/Services by Members.

"Program Pricing" means the discounted pricing offered to Members as set out in this agreement.

"Purchase Agreement" or **"Participating Addendum"** means the agreement between the Supplier and a Member for the purchase of Goods/Services in accordance with this Agreement.

"Receiving Party" means, in connection with particular Confidential Information, the Party that received (directly or indirectly) the Confidential Information from the other Party, or the Party that collected or generated the Confidential Information on behalf of the other Party.

"Term" means the term of this Agreement, as set out in Section 1.2.

"Territory" means the provinces or regions identified in Schedule "B" – Supplier Response to the RFP.

"Trade-marks" means the trade-marks, logos, designs and other indicia used to identify and distinguish a Party and its goods or services in Canada and elsewhere, whether these are registered or not, which are set out in Article 4 (Trade-marks).

1.2 Term

This Agreement comes into effect on the Effective Date and shall continue in force for **until December 31, 2027**, unless terminated in accordance with its provisions. That initial term may be extended by a further period of up to **2** years by Canoe.

1.3 Rules of Interpretation

This Agreement shall be interpreted according to the following provisions, unless the context requires a different meaning.

- (a) Unless the context otherwise requires, wherever used herein the plural includes the singular, the singular includes the plural, and each of the masculine and feminine includes the other gender.
- (b) References containing terms such as "includes" and "including", whether or not used with the words "without limitation" or "but not limited to", shall not be deemed limited by the specific enumeration of items but shall, in all cases, be deemed to be without limitation and construed and interpreted to mean "includes without limitation" and "including without limitation".
- (c) The division of this Agreement into articles and sections and the insertion of headings are for convenience of reference only and shall not affect the construction or interpretation of this Agreement.
- (d) "Hereof", "hereto" and "hereunder" and similar expressions mean and refer to this Agreement and not to any particular section or paragraph. References herein to "Article", "Section", or "Schedule" refer to the applicable article, section or schedule of this Agreement.
- (e) If any action is required to be taken pursuant to this Agreement on or by a specified date which is not a Business Day, then such action shall be valid if taken on or by the next succeeding Business Day.

1.4 Schedules

The following Schedules are incorporated by reference into and form part of this Agreement:

Schedule A	RFP Particulars
Schedule B	Supplier Response to the RFP
Schedule B1	Pricing
Schedule C	Marketing and Promotion of Agreement
Schedule D	Sample Sales Report
Schedule E	Profit Centre Participants

1.5 Order of Priority

In the event of any conflict or inconsistency between any of the Articles of this Agreement and the Schedules to this Agreement, that conflict or inconsistency shall be resolved in the following (descending) order of priority:

- (a) Article 1 to Article 11 of this Agreement;
- (b) Schedule A (RFP Particulars);
- (c) Schedule B (Supplier Response to the Agreement)
- (d) Schedule B1 (Pricing)
- (e) Schedule C (Marketing and Promotion of Agreement)
- (f) Schedule D (Sample Sales Report)
- (g) Schedule E (Profit Centre Participants)

provided that Schedule A (RFP Particulars) will supersede Article 1 to Article 11 of this Agreement if it expressly references the specific section or Article of this Agreement that it intends to supersede.

ARTICLE 2 PROGRAM ADMINISTRATION AND SUPPORT

2.1 Program Details

- (a) The Parties agree that Canoe administers the Program as set out in this Agreement. Through the Program, Members have the option to purchase from the Supplier, and the Supplier agrees to supply to Members, the Goods/Services at Program Pricing on Supplier's terms and conditions of sale.
- (b) Members using the program may wish to enter into a separate Purchase Agreement or Participating Addendum negotiated directly with the Supplier that contains additional terms and conditions. The terms of that Purchase Agreement cannot be less favorable to the Member than this Agreement, nor shall they conflict with any provision of this Agreement.
- (c) All Member orders under this Agreement must be issued prior to expiration of this Agreement; however, Supplier performance, Member payment, and any applicable manufacturer warranty periods or other Supplier or Member obligations may extend beyond the term of this Agreement.
- (d) The Parties agree that the Supplier is an independent supplier and is not the agent or partner of Canoe. Nothing contained in this Agreement shall create or be deemed to create the relationship of joint venture, partnership, or agency between the Parties. Neither Party shall represent itself as the joint venturer, partner or agent of the other. The Supplier has no authority to bind Canoe, and will not represent itself as having that authority.

2.2 Responsibilities of the Supplier

- (a) The Supplier will work and act in an ethical manner demonstrating integrity, professionalism, accountability, transparency and continuous improvement.
- (b) The Supplier will facilitate and administer the marketing and sales aspects of the Program as outlined in this Agreement – including Schedules A, B and C.
- (c) The Supplier will execute the engagement plan set out in Schedules A and B and will refine that plan over the course of the Term, and as reasonably requested by Canoe.
- (d) The Supplier acknowledges that Articles 1-11, Schedules A, B, C will be posted on www.canoeprocurement.ca. A redacted version removing supplier-sensitive information will be available to the public.
- (e) The Supplier will provide prompt cooperation to Canoe and its representatives to ensure that the Program is effective and responsive to Members.
- (f) The Supplier will manage the transition of Members into the Program, and will take commercially reasonable efforts to ensure a prompt and seamless transition.
- (g) During the Term, the Supplier will continually provide Members with the Program Pricing for all Goods/Services.
- (h) The Supplier will communicate directly with Members regarding low stock levels, major discounts, and other time sensitive subject matter.
- (i) The Supplier will inform Canoe of important developments within the industry that affect the Program or the Goods/Services.
- (j) The Supplier will maintain the insurance required under Section 11.3 at all times during the Term.
- (k) The Supplier will provide the insurance documents, sales report and pay the administrative fee as required by Canoe on time.

2.3 Responsibilities of Canoe

- (a) Canoe will facilitate and administer the financial and payment aspects of the Program as outlined in this Agreement – including all the Schedules.
- (b) Canoe will act as a liaison between the Supplier and the Members, to help facilitate obtaining any information required in relation to the Program. Canoe will support the Supplier's Program marketing efforts by making information about the Program available to its Members.

2.4 Program Leads

- (a) Canoe and the Supplier will each designate a representative from its organization with the authority and competence to coordinate and manage its contributions to the Program on such Party's behalf (each a "**Program Lead**").

- (b) Once each quarter, or as otherwise reasonably requested by either Party, the Program Leads shall formally review the progress of the Program including any problems, concerns, results and any other information material to the progress and success of the Program. Such review shall occur by teleconference at a time mutually agreeable to the Program Leads.

2.5 No Guaranteed Volumes

Canoe makes no guarantee of the value or volume of purchases of Goods/Services by Members under the Program.

2.6 Exclusivity

Canoe makes no assurances that Members will exclusively purchase Goods/Services from the Supplier. Members are not bound to purchase Goods/Services through the Program and may contract with others for the same or similar goods or services.

2.7 Conflict of Interest

The Supplier shall take reasonable measures to ensure that its directors and officers involved in the Program promptly disclose to it any actual or reasonably suspected Conflict of Interest in connection with the Program. The Parties shall cooperate in determining whether a Conflict of Interest exists and how it will be addressed or avoided, and provided that if the Conflict of Interest cannot be resolved to Canoe's satisfaction, acting reasonably, Canoe may deem the Conflict of Interest to be a material breach of this Agreement by the Supplier.

ARTICLE 3 FINANCIAL MATTERS

3.1 Maximum Pricing

Except for pre-approved adjustments made pursuant to Section 8.1, pricing will be based on the Program offering in Schedule B (Program Details) and will include amounts for profit and overhead as outlined in Schedule B1 for the entire term of this Agreement including the extension period if exercised.

Administrative Fees

- (a) During the Term, the Supplier will pay to Canoe the Administrative Fee defined in Schedule B based on the actually collected amounts (less any reductions or refunds) before tax of all Goods/Services acquired by all Members from the Supplier
- (b) The Administrative Fee will be paid monthly on the fifteenth (15th) day of each month to Canoe via electronic funds transfer ("EFT") at accounting@canoeprocurement.ca.

3.2 Supplier Expenses

If previously agreed to in writing by Canoe, Canoe will reimburse the Supplier for legitimate and reasonable business expenses, upon invoice with proper proof of the expense having been incurred by the Supplier in performance of its activities under the Program.

3.3 Billings and Payment

- (a) All invoices regarding Member purchases of Goods/Services and all payments to the Supplier in satisfaction of those invoices are processed through the Supplier.
- (b) All invoices must include:
 - (i) a 'Bill To' section to the Member address;
 - (ii) a 'Ship To' section that includes the Member name, address, and Canoe Member number;
 - (iii) Canoe contract number; and
 - (iv) for each type of Goods/Services purchased by the Member:
 - (A) detailed description of what was purchased;
 - (B) quantities, unit price, discount rate(s), and extended price (these prices shall include any Administrative Fee based on Schedule B); and
 - (C) GST, PST, and/or HST number (stated separately).
- (c) Invoices should not include:
 - (i) any statement of an Administrative Fee or commission;
 - (ii) any statement that indicates a reduced amount for paying an invoice within a certain time frame.
- (d) To the extent Canoe or any Member requests reasonable supporting documentation regarding invoiced amounts, the Supplier shall promptly provide it and the period to pay that invoice shall be extended by the time period between the Supplier's receipt of that request and the delivery of the relevant supporting documentation to Canoe.
- (e) The Supplier shall ensure that any person ordering on behalf of a Member provides the Supplier with the Member's Canoe member number for electronic entry on the invoice.

3.4 Financial Reporting and Record-keeping

- (a) The Supplier will provide monthly reports to Canoe about Member purchases under the Program due no later than the fifteenth (15th) of each month according to Schedule D (Sample Sales Report). If there are no sales to report, the report will indicate \$0.
- (b) All reports are to be sent to accounting@canoeprocurement.ca in xls format.
- (c) All reports must include:
 - (i) Member name, number and address, province
 - (ii) Canoe contract number

- (iii) Purchase order number
- (iv) Transaction/PO date
- (v) Accounting date
- (vi) Delivery date
- (vii) Sales for the reporting period
 - (A) Total purchase in Canadian dollars
 - (B) Itemised shipping, freight, taxes, and earning total
 - (C) Contract applicable spend VS other fees
 - (D) If there are no sales to report, the report will indicate 0\$
- (d) Canoe has approval from participating Members to allow the Supplier to share their purchase data with Canoe for the purpose of financial reporting.
- (e) The Supplier will provide segmented reporting on each of the provincial associations represented in this RFP.
- (f) The Supplier will provide a business review to Canoe at least annually to discuss the Program sales performance and the deployment and effectiveness of marketing strategies.
- (g) The Supplier will gather, maintain and collaborate with Canoe in respect to strategy, opportunities, legislative changes, Members and market intelligence as well as funding trends.
- (h) The Supplier shall keep and maintain sufficient records in connection with the Program to substantiate that it has performed its obligations hereunder, including as they relate to the payment of the Administrative Fee.
- (i) Canoe, its authorized representatives, or an independent auditor identified by Canoe may, at Canoe's expense, upon reasonable prior notice to the Supplier, review or audit the Supplier's records regarding the Supplier's performance of its obligations hereunder. The Supplier shall provide reasonable cooperation in connection with the foregoing and shall disclose or grant reasonable access to any information requested by Canoe, its authorized representatives or an independent auditor in connection with the Program or this Agreement.

ARTICLE 4

TRADE-MARKS

4.1 Trade-mark License and Branding

Each Party acknowledges that certain aspects of the Program may be co-branded, such that the name and certain trade-marks of both Parties are used by both Parties in materials prepared in connection with the Program. Each Party agrees that:

- (a) it is the sole owner of all right, title, and interest in and to its Trade-marks;
- (b) any use of the other Party's Trade-marks enures solely to the benefit of that Party and neither Party acquires any rights in the other Party's Trade-marks as a result of such use;
- (c) it shall maintain and exercise control over the character and quality of the use of its Trade-marks as used in association with the Program; and
- (d) whenever it uses the other Party's Trade-marks in accordance with this Agreement, it shall (i) use such Trade-marks strictly in accordance with that other Party's standards of quality and specifications for appearance and style as may be supplied by that Party from time to time; (ii) use such Trade-marks only in the manner and form approved by that Party; (iii) clearly identify the use of the Trade-marks as a licenced use and identify the other Party as the owner of the Trade-marks, in any manner specified by the other Party from time to time; and (iv) not alter, modify, dilute or otherwise misuse the Trade-marks.

ARTICLE 5 REPRESENTATIONS AND WARRANTIES

5.1 Representations by Each Party

Each Party represents and warrants to the other that:

- (a) it has the authority to enter into this Agreement and carry out its obligations hereunder, and doing so will not result in a violation by it of any law or any rule, judgment, order, decree or similar act of any Governmental Authority;
- (b) this Agreement has been duly executed by it; and
- (c) it has not granted and shall not grant any rights or licenses and has not entered into and shall not enter into any agreement, either written or oral, that would conflict with this Agreement or the Program.

5.2 Representations by the Supplier

The Supplier represents and warrants that:

- (a) it is properly qualified, licensed, equipped, and financed to provide the Program and perform its obligations under this Agreement and any Purchase Agreement;
- (b) if the Supplier is a manufacturer or wholesale distributor, the Supplier has a documented relationship with a suitable dealer network where that dealer network is informed of, and authorized to accept, purchase orders pursuant to any Purchase Agreement on behalf of the Supplier – and any such dealer will be considered a subcontractor of the Supplier for the purposes of this Agreement;
- (c) It shall comply with all foreign and domestic applicable federal, provincial and municipal laws and regulations including but not limited to the obligations under *Fighting Against Forced Labour and Child Labour in Supply Chains Act*, S.C. 2023, c. 9.

- (d) all of its obligations will be carried out by qualified personnel and all work will be performed in a professional manner;
- (e) it is not aware of any proceeding in progress or pending or threatened that might be expected to have a materially adverse effect on the Program or impact its ability to meet its obligations under this Agreement; and
- (f) after due inquiry, it is not aware of any circumstances which do or might cause a Conflict of Interest in respect of its participation in the Program.

ARTICLE 6

CONFIDENTIAL INFORMATION

6.1 Use and Non-Disclosure of Confidential Information

The Receiving Party agrees not to:

- (a) use Confidential Information for any purpose except to carry out the Program; or
- (b) grant access or disclose Confidential Information to any person except to those agents, directors, officers, employees and contractors of the Receiving Party who are required to have access to the information in order to carry out the Program, and who are bound by obligations to protect the Confidential Information that are substantially similar to those set out in this Agreement (provided that the Receiving Party remains liable for any breach of confidence cause by such persons).

6.2 Protection

The Receiving Party agrees that it will take all reasonable measures to protect the Confidential Information from loss, theft or any use or disclosure not permitted under this Agreement, which measures shall include:

- (a) taking reasonable measures to ensure that only those agents, directors, officers, employees and contractors of the Receiving Party who are required to have access to the Confidential Information in order to carry out the Program have access to such limited Confidential Information as may be necessary for their duties; and
- (b) taking the highest degree of care that the Receiving Party utilizes to protect its own Confidential Information of a similar nature, but no less than a reasonable degree of care, given the nature of the Confidential Information.

6.3 Mandatory Disclosure

Notwithstanding Section 6.2(b), the Disclosing Party acknowledges and agrees that the Receiving Party may be required by law or a Governmental Authority to disclose Confidential Information. If the Receiving Party believes that the disclosure of Confidential Information is or is about to be required by law or Governmental Authority, it will notify the Disclosing Party of the circumstances and scope of the disclosure – with an oral notice provided as soon as reasonably possible and as much in advance of the impending

disclosure as possible, and such oral notice confirmed in writing promptly thereafter – and will provide reasonable assistance in resisting such disclosure.

6.4 Notice of Unauthorized Use or Disclosure

The Receiving Party agrees to notify the Disclosing Party of any actual or reasonably suspected loss, theft or unauthorized use or disclosure of Confidential Information that may come to its attention – with an oral notice provided immediately, and confirmed in writing promptly thereafter.

6.5 No Proprietary Right

The Receiving Party agrees that it acquires no right, title or interest to the Confidential Information, except a limited right to use that Confidential Information in connection with the Program. All Confidential Information shall remain the property of the Disclosing Party (to the extent possible) and no licence or other right, title or interest in the Confidential Information is granted hereby.

6.6 Destruction / Non-Use of Confidential Information and Other Related Materials

On receipt of a written demand from the Disclosing Party, and in any event within twenty (20) days after the expiry or termination of this Agreement, the Receiving Party shall immediately destroy all Confidential Information, including any related Confidential Material, to the Disclosing Party, or, if instructed by the Disclosing Party to destroy any Confidential Information, shall securely destroy that Confidential Information and related Confidential Material and provide a written certificate to the Disclosing Party certifying the destruction of such Confidential Information and Confidential Material. This Section 6.6 shall not apply to routinely made back-up copies of Confidential Information in electronic form, or to archival copies required to be retained under the applicable law, provided that the Receiving Party shall comply with this Agreement in respect of such copies.

6.7 Freedom of Information Laws

- (a) The Supplier acknowledges that Canoe is subject to FOIPPA and that any information provided to Canoe in connection with the Program or otherwise in connection with this Agreement, or held on Canoe's behalf, may be subject to disclosure in accordance with FOIPPA. The Supplier also acknowledges that Members may be subject to other freedom of information legislation, which may similarly require them to disclose any information provided to them or held on their behalf in connection with the Program or any Purchase Agreement. Notwithstanding otherwise written, both parties agree that any Supplier pricing, economic, financial or commercial information is confidential information, and Canoe will take best efforts to keep any pricing or commercial information confidential. Canoe will inform Supplier of any requests that may include Supplier's confidential information, at take best efforts to stop any access.
- (b) To support Canoe's compliance with FOIPPA, the Supplier will:
 - (i) provide Canoe-related records to Canoe within seven (7) days of being directed to do so by Canoe;
 - (ii) promptly refer to Canoe all requests made to the Supplier by third parties referencing FOIPPA or other public sector freedom of information laws;

- (iii) not access any Personal Information on Canoe's behalf unless Canoe determines, in its sole discretion, that access is permitted under FOIPPA and is necessary in order to provide the Program and/or Goods/Services to Members under the Program;
- (iv) keep Canoe Confidential Information physically or logically separate from other information held by the Supplier;
- (v) not destroy any information related to Program Administration until seven (7) years after the termination of this Agreement unless authorized in writing by Canoe to destroy it sooner;
- (vi) implement other specific security measures requested by Canoe that in the reasonable opinion of Canoe would improve the adequacy and effectiveness of the Supplier's measures to ensure the security and integrity of Canoe Confidential Information (including, for greater certainty, information about or provided by any Member).

ARTICLE 7 INDEMNITY AND LIABILITY

7.1 Liability for Representatives

Each Party shall be responsible for any breach of this Agreement by its directors, officers, and employees – provided that Canoe shall not be responsible for the decisions, actions or omissions of any Member, including for the performance by any Member of its obligations under a Purchase Agreement.

7.2 Indemnity

- (a) Subject to the limitation of liability set out in Section 7.3 (and in the case of Canoe, subject to Section 7.1), each Party (an "**Indemnifying Party**") shall indemnify, defend (at its expense) and hold the other Party (the "**Indemnified Party**") and its directors, officers, employees, contractors and agents (collectively, the "**Indemnitees**") harmless in respect of any action, claim, demand, cost, charge, losses, and expenses (including legal costs on a substantial indemnity basis), whether or not well-founded, ("**Losses**") brought against or suffered by the Indemnitees arising out of or related to:
 - (i) claims of negligence resulting in bodily injury, including death, and claims asserted by Canoe Members for bodily injury, including death;
 - (ii) claims of negligence resulting in loss or damage to tangible property, and claims asserted by Canoe Members for loss or damage to tangible property; or
 - (iii) any breach of the Indemnifying Party's obligations, representations or warranties in the Agreement;

except to the extent that such Losses were not caused by the Indemnifying Party or any person for whom it was responsible. The foregoing indemnity shall be conditional upon the Indemnified Party notifying the Indemnifying Party as soon as is reasonably practicable in the circumstances of any Losses in respect of which this indemnity may apply and of which the Indemnified Party has knowledge, and the Indemnitee cooperating with the Indemnifying Party in the defence of

any such claim or action. No such claim or action shall be settled or compromised by the Indemnifying Party without the Indemnified Party's prior written consent.

- (b) The Indemnifying Party will, upon payment of an indemnity in full under this Agreement, be subrogated to all rights of the Indemnatee with respect to the claims and defences to which such indemnification relates.

7.3 Limitation of Liability

In no event shall either party, its affiliates or any of their respective directors, officers, employees, agents, or subcontractors, be liable to the other party for any claim for punitive, exemplary, aggravated, indirect, consequential or special damages in connection with this agreement, including without limitation damages for loss of profits or revenue, or failure to realize expected savings, howsoever derived. The foregoing shall not supersede the terms of any purchase agreement which provides otherwise.

7.4 Equitable Relief

Each Party acknowledges and agrees that, in the event of any breach or anticipated breach of the provisions of this Agreement relating to Confidential Information or privacy, damages alone would not be an adequate remedy, and agree that the non-breaching Party shall be entitled to equitable relief in respect of that breach, such as an injunction, in addition to or in lieu of damages and without being required to prove that it has suffered or is likely to suffer damages.

ARTICLE 8 CHANGES AND TERMINATION

8.1 Product and Pricing Change Requests

- (a) If the Supplier wishes to adjust Program Pricing or Products, the Supplier must provide Canoe with at least thirty (30) days prior written notice to request any increase or decrease in prices using the Change Request Form. To ensure timely consideration of the request, the Supplier must comply with the instructions set out in the Change Request Form.
- (b) Canoe shall consider all duly completed Change Request Forms and shall notify the Supplier of whether the Program Pricing, products or other change is acceptable or not within twenty (20) days of receipt of the Change Request Form. Canoe shall not unreasonably withhold its approval to any requested change – provided that Canoe may refuse any change in Program Pricing prior to the first anniversary of the Effective Date for any reason or without giving any reason.

8.2 Reduction in Scope

Canoe may, on thirty (30) days prior written notice to the Supplier, reduce the scope of the Goods/Services provided under the Program by identifying specific Goods/Services that will not longer be part of the Program.

8.3 Termination by Either Party

A Party may, without liability, cost or penalty, terminate the Agreement on written notice to the other where such other Party fails to perform or observe any material term or obligation of the Agreement and

such failure has not been cured within fifteen (15) days of written notice of such failure being provided to that Party.

8.4 Termination by Canoe

Canoe shall be entitled to terminate the Agreement, without liability, cost, or penalty:

- (a) at any time without cause, and without liability except for required payment for services rendered, and reimbursement for authorized expenses incurred, prior to the termination date, by providing at least sixty (60) days notice to the Vendor;
- (b) on written notice to the Supplier where the Supplier: (i) commits an act of bankruptcy within the meaning of the *Bankruptcy and Insolvency Act* or equivalent legislation; (ii) makes any general assignment for the benefit of creditors or otherwise enters into any composition or arrangement with its creditors; (iii) has a receiver and/or manager appointed over its assets or makes an application to do so; (iv) has a resolution or a petition filed or an order made for its winding up; or (v) ceases to carry on business;
- (c) on thirty (30) days' written notice to the Supplier, following the occurrence of any material change in Canoe's requirements which results from regulatory or funding changes or recommendations issued by any Governmental Authority; or
- (d) on written notice to the Supplier if the Supplier breaches in any material respect any of its obligations or covenants hereunder with respect to Confidential Information or privacy.

8.5 Termination by the Supplier

- (a) at any time without cause, and without liability except for required payment for services rendered, and reimbursement for authorized expenses incurred, prior to the termination date, by providing at least sixty (60) days notice to Canoe;
- (b) on written notice to Canoe where Canoe: (i) commits an act of bankruptcy within the meaning of the *Bankruptcy and Insolvency Act* or equivalent legislation; (ii) makes any general assignment for the benefit of creditors or otherwise enters into any composition or arrangement with its creditors; (iii) has a receiver and/or manager appointed over its assets or makes an application to do so; (iv) has a resolution or a petition filed or an order made for its winding up; or (v) ceases to carry on business or operations; or
- (c) on written notice to Canoe if Canoe breaches in any material respect any of its obligations or covenants hereunder with respect to Confidential Information or privacy.

8.6 Orderly Termination

- (a) In the event of termination or expiry of the Agreement, each Party shall cooperate to effect an orderly wind-up of the Program. Within thirty (30) days of termination or expiry, each Party shall pay to the other any amounts owed to that other Party under this Agreement.
- (b) In the event of a termination of this Agreement by Canoe pursuant to Section 8.4, the Supplier shall be liable to Canoe for any costs incurred by Canoe and corresponding Administration Fees as a result of the notice of default and termination of this Agreement.

8.7 No Limitation of Remedies

Any termination of the Agreement shall not limit any Party's rights or remedies either in law or in equity.

8.8 Survival

In addition to any other provision dealing with the survival of obligations hereunder, all of the obligations regarding Confidential Information, privacy, indemnifications, disclaimers and limitations on liability set out in this Agreement shall survive the expiry or termination of this Agreement, as shall all any other provisions which, by their nature, ought reasonably to survive expiry or termination.

Notwithstanding any expiration or termination of this Agreement, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 9 through 11 survive the expiration or cancellation of this Agreement. All other rights will cease upon expiration or termination of this Agreement.

8.9 Changes in Profit Centres

Per Schedule E, the Supplier will update participating divisions by giving written notice to Canoe. Profit Centres which are not listed on Schedule E will not be treated as parties to this Agreement. Profit Centres which once were, but are no longer listed on Schedule E, will still be responsible for the obligations which by their nature are to extend beyond the date they cease to participate.

ARTICLE 9 FORCE MAJEURE

9.1 General

Except as expressly provided otherwise in the Agreement, dates and times by which a Party is required to render performance under this Agreement shall be postponed to the extent and for the period of time that such Party is prevented from meeting such dates and times by an Event of Force Majeure.

9.2 Notice and Performance

Where an Event of Force Majeure occurs, the Party that is delayed or fails to perform shall give prompt notice to the other Party, and shall use reasonable efforts to render performance in a timely manner.

9.3 Right to Terminate

In the event that a Party's inability to perform due to an Event of Force Majeure continues for longer than forty-five (45) days, the Party that received (or which was entitled to receive) notice pursuant to this Article may terminate this Agreement by written notice to the other Party without further liability, expense, or cost of any kind.

ARTICLE 10 DISPUTE RESOLUTION

10.1 General

- (a) Subject to Section 7.4, in the event of any dispute concerning this Agreement, the Parties agree dispute will be escalated to the highest level of management within their respective organization and given at least seven (7) days to resolve the matter in good faith by such persons. Subject to the provisions of the Agreement, each Party shall continue performing its obligations during the resolution of any dispute, including payment of undisputed amounts then due. If a dispute cannot be resolved between the organizations, the parties agree to resolve the dispute through arbitration.
- (b) This Article 10 shall not:
 - (i) apply to claims by third parties; or
 - (ii) prevent either Party from seeking an injunction or other equitable relief pursuant to Section 7.4.

10.2 Election

If elected by a Party, any breach or claim arising out of or relating to this Agreement or the breach thereof, may be settled by arbitration in accordance with the *Arbitration Act*, R.S.A. 2000, Chapter A-43 and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

10.3 Arbitration Site and Arbitrator

The arbitration shall be held at the City of Edmonton or at such other site mutually determined by the Parties. Where the Parties are unable to agree upon an arbitrator who is willing to serve within seven (7) days of receipt of a demand to arbitrate by a Party, then either Party may apply to the Court of King's Bench for the appointment of an arbitrator willing to serve.

10.4 Procedure

The arbitrator shall determine the procedure for the arbitration. Such procedure shall include at least one opportunity for written submissions by or on behalf of each Party and may include proceedings by way of exchange of oral argument, hearings with or without witnesses, and such other procedures as the arbitrator deems appropriate. The arbitrator shall have no power to amend the provisions of the Agreement. The proceedings shall be confidential, and the arbitrator shall issue appropriate protective orders to safeguard both Parties' Confidential Information. The arbitrator shall have the right, but not the obligation, to order that the unsuccessful Party pay the fees of the arbitrator, which shall be designated by the arbitrator. If the arbitrator is unable to designate an unsuccessful Party or does not order the unsuccessful Party to pay all such fees, the arbitrator shall so state, and the fees shall be split equally between the Parties.

ARTICLE 11 GENERAL

11.1 Notices

Any notice, demand or other communication to be given or made under this Agreement (a "**Notice**") shall be in writing and shall be sufficiently given or made if:

- (a) delivered in person (including by commercial courier) during a Business Day and left with a receptionist or other responsible employee of the relevant Party at the applicable address set forth below;
- (b) sent by registered mail to the applicable address set forth below; or
- (c) sent by any electronic means of sending messages which produces a paper record (an "**Electronic Transmission**") on a Business Day charges prepaid.

The Parties respective addresses and contact persons are set out in 11.2. Each Notice sent in accordance with this Section shall be deemed to have been received:

- (i) if delivered in person, on the day it was delivered;
- (ii) on the third Business Day after it was mailed (excluding each Business Day during which there existed any general or rotating interruption of postal services due to strike, lockout or other cause); or
- (iii) on the first Business Day after it was sent by Electronic Transmission.

The Parties may change their address for Notice by giving Notice to the other in accordance with this Section.

11.2 Contact Information for Notices

Any Notice to Canoe shall be addressed to:

CANOE PROCUREMENT GROUP OF CANADA
2510 Sparrow Drive
Nisku, Alberta T9E 8N5

Attention: Tyler Hannemann, General Manager of Canoe
Tel: 780.955.8403
Email: Tyler@canoeprocurement.ca

Any Notice to the Supplier shall be addressed to:

EMCO CORPORATION
2124, Oxford Street East
London, Ontario, N5V 0B7

Attention: Rhett Hardowa, Profit Centre Manager
Tel: 403.252.6621

Email: rhadowa@emcoltd.com

11.3 Insurance Obligations

The Supplier shall maintain for the Term, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to its contribution to the Program would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$5,000,000.00 per occurrence. The policy shall include the following:

- (a) the Indemnitees as additional insureds with respect to liability arising in the course of performance of the Supplier's obligations under, or otherwise in connection with, the Agreement or the performance with the Supplier (or its representatives, agents, dealers and distributors) under a Purchase Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a thirty (30) day written notice of cancellation, termination or material change.

The Supplier shall provide Canoe with certificates of insurance or other proof as may be requested by Canoe, that confirms the insurance coverage as provided for above.

The Supplier will maintain Workers Compensation Board coverage throughout the Territory and maintain their Certificate of Recognition designation for the Term.

11.4 Public Announcements

The Supplier shall not make any public statement or issue any press release concerning the Program except with the prior approval of Canoe or as may be necessary, in the opinion of counsel to the Supplier to comply with the requirements of applicable law. When seeking the prior approval of Canoe, the Parties will use all reasonable efforts, acting in good faith, to agree upon a text for such statement or press release which is satisfactory to both Parties.

11.5 Governing Law and Forum

This Agreement shall be governed by, interpreted and enforced in accordance with the laws of the Province of Alberta and the federal laws of Canada applicable therein (excluding any conflict of laws rule or principle that might refer such interpretation to the laws of another jurisdiction). Each Party hereby irrevocably attorns to the non-exclusive jurisdiction of the courts of the Province of Alberta for all matters relating to the subject matter of this Agreement.

11.6 Entire Agreement

This Agreement constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior agreements, negotiations, discussions and understandings, written or oral, between the Parties. There are no representations, warranties, conditions, other agreements or acknowledgements, whether direct or collateral, express or implied, which induced any Party to enter

into this Agreement or on which reliance is placed by any Party, except as specifically set forth in this Agreement.

11.7 Amendment and Waiver

This Agreement may be amended, modified or supplemented only by a written agreement signed by both Parties. Any waiver of, or consent to depart from, the requirements of any provision of this Agreement shall be effective only if it is in writing and signed by the Party giving it, and only in the specific instance and for the specific purpose for which it has been given. No failure on the part of either Party to exercise, and no delay in exercising, any right under this Agreement shall operate as a waiver of such right. No single or partial exercise of any such right shall preclude any other or further exercise of such right or the exercise of any other right.

11.8 Severability

If any part of this Agreement is held by a court of competent jurisdiction to be illegal, unenforceable or invalid, it will, be severed from the rest of this Agreement, which shall continue in full force and effect, so long as the economic or legal substance of the matters contemplated hereby is not affected in any manner materially adverse to either Party.

11.9 Assignment

This Agreement may not be assigned by either Party without the prior written consent of the other Party.

11.10 Time of Essence

Time shall be of the essence in this Agreement.

11.11 Further Assurances

Each Party will take all necessary actions, obtain all necessary consents, file all necessary registrations and execute and deliver all necessary documents reasonably required to give effect to this Agreement.

11.12 Counterparts

This Agreement may be executed in any number of counterparts. Either Party may send a copy of its executed counterpart to the other Party by Electronic Transmission instead of delivering a signed original of that counterpart. Each executed counterpart (including each copy sent by Electronic Transmission) will be deemed to be an original; all executed counterparts taken together will constitute one agreement.

IN WITNESS WHEREOF the Parties have executed this Agreement as of the date first written above.

Signature: 
Tyler Hannemann (Mar 17, 2025 08:08 MDT)
 Email: tyler@canoeprocurement.ca

Signature: 
Rhett Hardowa (Mar 16, 2025 14:58 MDT)
 Email: rhardowa@emcoltd.com

SCHEDULE "A"

RFP PARTICULARS

PART B – RFP PARTICULARS

A. THE “DELIVERABLES”

SOLUTIONS-BASED SOLICITATION

This solicitation and contract award process is a solutions-based solicitation; meaning that Canoe is seeking goods that meet the general requirements of the scope of this RFP and that are commonly desired or are required by industry standards.

The scope of this RFP is Plumbing and related supplies. Proponents may include related services to the extent that these solutions are complementary to the commodity being proposed.

1. Requested goods

The objective of this RFP is to establish a contract with a reliable supplier(s) who can provide Plumbing Fixtures, Supplies, Tools and Equipment at competitive prices, ensure timely delivery, and maintain a consistent level of quality and service.

The goods must cater to a diverse range of applications that may be used in public sector entities, municipalities, academic institutions, school boards, healthcare organizations, airport authorities, public utilities, etc. They play a critical role in ensuring the smooth functioning and longevity of their respective operations.

Canoe expects to award multiple contracts to meet its goal of providing the most comprehensive and diverse range of plumbing supplies to its Members.

While Canoe members are nation wide, **Proponents can select to serve a defined geographical area based on their capabilities.**

Product Categories

This RFP is intended to cover all plumbing supplies in the following categories:

- (a) Plumbing Supplies, Parts & Accessories
- (b) HVAC Equipment, Parts & Accessories
- (c) Hydronics
- (d) Waterworks
- (e) Measurement and Testing Equipment

Proponents can select any number of requested categories as part of their offering as applicable.

Additional Requirements

- **Quality Assurance:** All products must meet applicable CSA standards and certifications.
- **Delivery:** Timely delivery to various locations across Canada as specified in the orders.
- **Customer Service:** Dedicated customer service support for order processing, inquiries, and issue resolution.
- **Pricing:** Competitive pricing with volume discounts and transparent cost structure.

2. Utilisation of the contract – Canoe members

Canoe Members may choose but are not obligated to utilise the services during the term of the agreement. There is no minimum guarantee of usage.

3. Requirements

Proponents should provide a compelling proposal that will easily and clearly show overall best value based on the scope represented in this Solicitation. Best value will include but not be limited to addressing the following in your RFP submission:

- Competitive pricing across the span of services offered beyond a defined service offering;
- Our Members ask; how fast, how much, how can I access the services, how can I set up my own review, does it matter where I'm located, how easy is it to access the services, how does this support the local economy and is this trade agreement compliant, can my entity benefit by using this contract, is there someone that can answer my questions, do you care about me as a customer, what is the level of service I can expect, how will this impact my entity's operations and bottom line effectively?

To support an industry leading value-based solution, Canoe is requesting that all interested proponents provide a thorough and comprehensive description of their ability to provide the Deliverables when answering the questions in the Procurement Portal.

B. MANDATORY SUBMISSION REQUIREMENTS

1. Submission and Specification Questionnaires

Proponents must answer specification questionnaires directly into Canoe's Procurement Portal. Proposal materials should be prepared and submitted in accordance with the instructions in the Procurement Portal, including any maximum upload file size.

Proponents should refer to the instructions in the Procurement Portal and provide all required information in accordance with the instructions provided.

2. Pricing

Each proposal must include pricing information that complies with the instructions set out in the Procurement Portal.

C. MANDATORY TECHNICAL REQUIREMENTS

Proponents should refer to the instructions in the Procurement Portal and provide all required information in accordance with the instructions provided in the Procurement Portal.

D. PRE-CONDITIONS OF AWARD

- Submission of proof of insurance
- Satisfactory reference check if required by Canoe

E. EVALUATION CRITERIA

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

Proponents must provide their response in Canoe's procurement portal.

Non-Price Rated Criteria Category	Points	Minimum points
Experience -Distribution model -Market share -Group purchasing	20	12
Program offering -Categories of goods offered -Quality standards, certifications -Supply chain reliability	20	12
Engagement, marketing and training plan	10	6
Warranty, risk mitigation and service excellence	10	6
Sales and distribution network -Sales network -Members' ease of access to program offering	10	6
Pricing -Level of discount offered -Pricing structure -Administrative fee	30	
Total Points	100	

Proponents should refer to the instructions in the Procurement Portal and provide all required information in accordance with the instructions provided in the Procurement Portal.

F. PRICE

Pricing is worth 30 points of the total score.

All proposed pricing must be:

- (a) Either Line-Item Pricing or Cost-Plus or Percentage Discount from Catalog Pricing, or a combination of these:
 - i. Line-item Pricing is pricing based on each individual product. Each line must indicate the proponent's published "List Price," as well as the "Contract Price."
 - ii. Cost-Plus model is based on adding a markup to the total cost of selling an item including overhead, administration, profit, freight.
 - iii. Percentage Discount from Catalog or Category is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's

Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Canoe, and this pricing must be included in its proposal and provided throughout the term of any contract resulting from this RFP.

- (b) The proponent's not to exceed price. A not to exceed price is the highest price for which equipment, products, parts, supplies may be billed to a Member. However, it is permissible for Approved Suppliers to sell at a price that is lower than the contracted price.

Instructions on How to Provide Pricing

- (a) Proponents should submit their pricing information electronically within the Procurement Portal.
- (b) Rates must be provided in Canadian funds, exclusive of all applicable duties and taxes.
- (c) Unless otherwise indicated in the requested pricing information, rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
- (d)

G. AWARD

Canoe will invite the top proponent(s) to enter into a master agreement for the services for Canoe members.

[End of Part B]

SCHEDULE "B"

SUPPLIER RESPONSE TO THE RFP

CAN 2024-020 - Plumbing Fixtures, Supplies, Tools and Equipment

Opening Date: October 22, 2024 4:53 PM

Closing Date: November 27, 2024 3:00 PM

Vendor Details

Company Name:	Emco Corporation
Does your company conduct business under any other name? If yes, please state:	Noble, Westlund
Address:	200, 7110 44th Street SE Calgary, Alberta T2C 2V7
Contact:	Dave Anderson
Email:	daanderson@emcoltd.com
Phone:	403-252-6621
HST#:	101626026

Submission Details

Created On:	Monday November 25, 2024 09:07:25
Submitted On:	Wednesday November 27, 2024 13:12:37
Submitted By:	Dave Anderson
Email:	daanderson@emcoltd.com
Transaction #:	3ebea87a-1fde-4e0d-94b0-f15f21181874
Submitter's IP Address:	161.69.91.46

Proponents must review and complete the requirement lists and questionnaires as part of their submission.

Corporate Profile

Line Item	Question	Response *
1	Proponent Legal Name (and applicable d/b/a if any):	Emco Corporation
2	Proponent Address:	7110 44th Street SE, Calgary, AB T2C 2V7
3	Proponent website address:	https://emco.ca/
4	Proponent's Authorized Representative (name, title, email address & phone) (The representative must have authority to sign on behalf of the Proponent):	Rhett Hardowa Profit Centre Manager rhardowa@emcoltd.com 403-720-5347
5	Proponent's primary contact for this proposal (name title address email address & phone):	Dave Anderson Pricing Manager daanderson@emcoltd.com 403-926-7446
6	Proponent's other contacts for this proposal if any (name title address email address & phone):	Jeff Sharpen Quotations Specialist jsharpen@emcoltd.com 403-252-6621 Miguel Marquez Account Manager mimarquez@emcoltd.com 905-318-5077
7	Proponent GST registration number:	101626026
8	If the Proponent is representing a consortium, each member of that consortium.	N/A
9	Provide a brief history of your company, including your company's core values, business philosophy, and longevity in the industry relating to this solicitation.	<p>Founded as the Empire Manufacturing Company Limited in London, Ontario in 1906, EMCO Corporation is one of the oldest members of the construction market in Canada. On May 28, 2026, we will celebrated 120 years of business success! This is no small accomplishment for a company that has witnessed two world wars and the Great Depression.</p> <p>The key to EMCO's business has been our people. We have a network of over 250 Profit Centres thanks to the entrepreneurial spirit of our people. Our locations are strategically located and represent the top product lines in our industry. They are set up to ensure we always provide excellent service to our customers.</p> <p>EMCO Corporation is one of Canada's largest integrated distributors of products for the construction industry. EMCO offers products in the distinct categories of plumbing, waterworks, industrial and HVAC. We strive to satisfy the needs of our customers with a focused product assortment, transported and sold through an extensive network of distribution warehouses and showrooms across Canada.</p> <p>EMCO strives to provide world-class service at every location, every day. We want to earn – and keep – your business and we're committed to supporting your needs long term. We're not just saying this. Our legacy goes back a century! And, today, we continue to offer the people, places and products to back those commitments up.</p> <p>EMCO's core values consist of:</p> <p>Fairness and Caring Doing the right thing and being committed to the success of others. Showing others by our words and actions that we genuinely care about them personally and professionally.</p> <p>Trust and Respect Acting with integrity and leading by example. Always doing what we say we are going to do. Being trusting and respectful of others.</p> <p>Generous Listening Listening carefully and deeply to ensure we fully understand each other. Being open to new ideas. Suspending our judgments in a way that encourages others to share their opinions and allows us to hear what others are truly saying.</p> <p>Straight Talk Respectfully saying the things we really mean in a timely manner and in the spirit of fairness and support of others. Providing feedback and being committed to having the conversations that are needed.</p> <p>Our mission is to be the first choice distributor for:</p> <p>Our partners Our business owners and homeowners Our neighbours Our communities</p> <p>At EMCO, we believe every customer's needs are important and unique and we use this as a guiding principle to stock our shelves. We understand your time is limited. You need a one-stop-shop with depth and breadth to meet your diverse needs. We get it...and we've got it! We carry a wide array of plumbing, HVAC, industrial and waterworks supplies from leading manufacturers.</p> <p>What's more, we understand you've got to trust the people you work with. Our team goes the extra mile to get the job done and provide quality products. We've also got more than a century of experience we draw on for anything else you need. Technical advice and training? Check! After-hours emergency supply? No problem! We're dedicated to helping you succeed.</p>
10	Provide all "Suspension or Debarment" from public entities in Canada your organisation is currently subject to.	N/A

Bill S-211 declaration

Please note that the response to the information is being collected as data collation for internal use only. The response provided has no bearing on the ability for Proponents to respond to this RFP.

Line Item	Bill S-211	Answer *
1	<p>Does the Proponent identify itself as an "entity" as defined under the Fighting Against Forced Labour and Child Labour in Supply Chains Act or "Bill S211"?</p> <p>As per Bill S211 an "Entity" means a corporation or a trust, partnership or other unincorporated organization that</p> <p>(a) is listed on a stock exchange in Canada;</p> <p>(b) has a place of business in Canada, does business in Canada or has assets in Canada and that, based on its consolidated financial statements, meets at least two of the following conditions for at least one of its two most recent financial years:</p> <p>(i) it has at least \$20 million in assets,</p> <p>(ii) it has generated at least \$40 million in revenue, and</p> <p>(iii) it employs an average of at least 250 employees; or</p> <p>(c) is prescribed by regulations.</p> <p>Please note that the response to the information is being collected as data collation for internal use only. The response provided either yes or no has no bearing on the ability for Proponents to respond to this RFP.</p>	<p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>

Geographical coverage for offering

Identify the geographical locations included in your offering. While Canoe members are nation wide, **Proponents can select to serve a defined geographical area based on their capabilities.**

Line Item	Province/Territory	Do you currently offer goods in this area? *	Is this area included in your offering for this RFP *	Comments
1	Alberta	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
2	British-Columbia	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
3	New-Brunswick	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
4	Manitoba	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
5	Newfoundland and Labrador	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
6	Northwest Territories	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
7	Nova-Scotia	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
8	Nunavut	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
9	Ontario	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
10	Prince Edward Island	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
11	Québec	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
12	Saskatchewan	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
13	Yukon	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Experience

Line Item	Question	Reponse *
1	Provide a high level description of the goods you are offering in your proposal.	EMCO Corporation is one of Canada's largest integrated distributors of plumbing, waterworks, industrial and HVAC products for the construction industry. We strive to satisfy the needs of our customers with a focused product assortment, transported and sold through an extensive network of Profit Centres, distribution warehouses and showrooms across Canada. A detailed list of plumbing products is enclosed with this proposal.
2	What is your Canadian public sector market share for the solutions you are proposing?	EMCO Corporation has a sizeable share (approx. 33%) in the Plumbing, Waterworks, Industrial and HVAC markets, and is one of the oldest building material suppliers in Canada.
3	What do you consider to be the top three market differentiators of your products/services relative to this solicitation?	Our market differentiators are: 1 - superior service levels thanks to our valued, trusted and well established relationships with manufacturers, clients and teammates 2 - competitive, value-based pricing thanks to our well established relationships with our suppliers 3 - the breadth of locations nationwide that contribute to our established abilities in timely order fulfillment
4	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	EMCO Corporation is a proud member in good-standing of the Canadian Institute for Plumbing and Heating (CIPH), among many other local and regional associations and collective groups.
5	Describe your experience with group purchasing, including a list of current cooperative purchasing contracts in North America.	EMCO Corporation has an extensive history in group purchasing arrangements, with most locations having engaged in some form of cooperative purchasing activities. We stock a wide array of plumbing, HVAC, industrial and waterworks supplies from countless leading national and international manufacturers.

Program offering

Describe your plumbing supplies offering.

Question	Reponse *
Provide a description of your Plumbing supplies, parts and accessories offering. Provide information on the quality standards and certifications of the goods. You can attach a more detailed list in the procurement portal.	EMCO Corporation is one of Canada's largest integrated distributors of Plumbing, Waterworks, Industrial, and HVAC products for the construction industry. With long-established relationships with numerous manufacturers, we strive to satisfy the needs of our clients with a focused product assortment, transported and sold through an extensive network of locations complete with distribution warehouses and showrooms across Canada.
Provide a description of your HVAC equipment, parts and accessories offering. Provide information on the quality standards and certifications of the goods. You can attach a more detailed list in the procurement portal.	EMCO Corporation is one of Canada's largest integrated distributors of Plumbing, Waterworks, Industrial, and HVAC products for the construction industry. With long-established relationships with numerous manufacturers, we strive to satisfy the needs of our clients with a focused product assortment, transported and sold through an extensive network of locations complete with distribution warehouses and showrooms across Canada.
Provide a description of your hydronics offering. Provide information on the quality standards and certifications of the goods. You can attach a more detailed list in the procurement portal.	EMCO Corporation is one of Canada's largest integrated distributors of Plumbing, Waterworks, Industrial, and HVAC products for the construction industry. With long-established relationships with numerous manufacturers, we strive to satisfy the needs of our clients with a focused product assortment, transported and sold through an extensive network of locations complete with distribution warehouses and showrooms across Canada.
Provide a description of your Waterworks offering. Provide information on the quality standards and certifications of the goods. You can attach a more detailed list in the procurement portal.	EMCO Corporation is one of Canada's largest integrated distributors of Plumbing, Waterworks, Industrial, and HVAC products for the construction industry. With long-established relationships with numerous manufacturers, we strive to satisfy the needs of our clients with a focused product assortment, transported and sold through an extensive network of locations complete with distribution warehouses and showrooms across Canada.
Provide a description of your measurement and testing equipment offering. Provide information on the quality standards and certifications of the goods. You can attach a more detailed list in the procurement portal.	EMCO Corporation is one of Canada's largest integrated distributors of Plumbing, Waterworks, Industrial, and HVAC products (including tailored measurement tools for each category mentioned) for the construction industry. With long-established relationships with numerous manufacturers, we strive to satisfy the needs of our clients with a focused product assortment, transported and sold through an extensive network of locations complete with distribution warehouses and showrooms across Canada.
Provide details on any home brand type offering which you want to include as part of this program. Describe any financial incentives associated with the specific offering.	With a variety of manufacturers offering products in the Plumbing, Waterworks, Industrial, and HVAC products, EMCO does provide the opportunity for clients to take advantage of our sizeable buying power with each of our manufacturers. With that in mind, we also offer the opportunity to purchase from our private label brand called Mainline, which offers a vast selection of quality products at value assorted price-points. There are no additional financial incentives for any party other than the exclusivity EMCO enjoys carrying the Mainline brand to offer to our valued clients.
List anything else you would like to include as part of your offering.	Please see the attached documents for further example of program offerings.

Sales and distribution network

Line Item	Question	Response *
1	Describe your company's capability to meet the CANOE Member needs across Canada or for each geographical area the Proponent wishes to do business in. Your response should address at least the following areas. a. Sales force. b. Dealer Network or distribution methods. c. Service personnel/teams. Please include details, such as the locations of your network of sales and service providers, and any overlap between the sales and service functions.	We have a network of over 250 locations across Canada thanks to the entrepreneurial spirit of our people. Our locations are strategically located from coast-to-coast and represent the top product lines in our industry. Each location is configured to ensure exceptional service in order to handily meet the needs of every important client, while employing both inside and outside sales representatives, counter representatives, as well as lead shipping and logistical personnel. Please see attached presentation for more details.
2	If applicable, describe how your distribution partners will be leveraging the contract? If not applicable please write N/A	Since the RFP has not been awarded yet, we have not had any discussions with our vendors that would approach the potential for any types of partnership or leveraging opportunity. At the current time, this is not applicable, however there is a good chance this could become a possibility depending on the results of the RFP.
3	Describe your how you manage government sales. Include details on the sales and training structure and how you specifically address sales and marketing with public sector clients.	With a large network of established outside sales representatives, based strategically at nearly all locations and are very knowledgeable and highly experienced in all different levels of procurement programs, EMCO strives to provide the best in all service to our valued public sector clients. One of the many strengths EMCO is able to provide to our teammates is the robust LMS system employed, that can be equipped with proprietary training materials that can created specifically for government procurement transactions. Making the materials available, and a requirement to become mandatory if an EMCO teammate has the possibility to service a Canoe member in their work environment, would provide an enhanced service level likely unable to be matched by our competitors.
4	Describe in retails the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your service goals or promises.	EMCO understands you need to trust the people you work with. Our team goes the extra mile to get the job done and provide quality products matched with quality results. We've also have more than a century of experience we draw on for anything else you need. Technical advice and training? Check! After-hours emergency supply? No problem! We're dedicated to helping you succeed. Each EMCO location employs both inside and outside sales representatives, counter representatives, as well as lead shipping and logistical personnel, ensuring our staffing levels are tailored to meet the needs of every important client, Canoe members alike.

Supply chain reliability and details

Line Item	Question	Response *
1	Describe your capacities and inventory management strategies.	Given the breadth of locations and our highly-trained teammate core across Canada, EMCO has the capacity to provide a massive array of quality products for every Canoe plumbing procurement opportunity. We stock thousands of items at many key locations across Canada on a daily basis, with some warehouses >100,000 sq ft in size, filled with plumbing products at your purchase disposal. That, coupled with a robust local delivery service, or contracted external shipping provider for outside city limits, gives Canoe members purchase access to one of the highest inventories of plumbing products (if not the highest) in Canada at very favorable prices.
2	Explain your lead times for order fulfillment and detail your supply chain resilience measures, including contingency plans for potential disruptions.	For in-city purchases, same-day service is available in select metropolitan areas for stocked items if orders are placed after-hours the day before, or before noon the same-day, provided the order is less than 10 types of product - inclusive of online orders. Non-stocked items can have various lead times from 2 days to 2 months dependent on the manufacturer and the product, however with our vast inventory levels available at many EMCO locations, every effort is made on a daily basis to have nearly all common items in-stock and ready for purchase and timely delivery. There are an invariable amount of potential service interruptions that every supplier has to contend with that are simply out of the hands of everyday individuals (rail/port strikes, international trade embargoes, regional armed conflicts, etc.), however the established network and relationships with manufacturers, suppliers and EMCO locations can mitigate expected or unexpected delays with ease where possible.
3	Explain your shipping and delivery details, timelines including any exceptions.	Numerous EMCO locations have delivery services available in city-limits. For towns outside the nearest EMCO location, transportation can be arranged for delivery of product at the buyers expense. Due to the vast, and somewhat remote, locations of many Canoe members, unique delivery plans will need to be crafted between the purchaser and the participating EMCO staff for orders that fall outside the local delivery service provided by the EMCO location fulfilling the purchased product. Regarding delivery timeline exceptions, as stated above, there is an invariable amount of potential service interruptions available that can obstruct delivery of product. With that established, every effort will be made to choose the most reliable, efficient, and cost effective delivery option available to ensure the product purchased is delivered to the purchaser in a timely fashion.

Engagement , Marketing and Training

Line Item	Question	Response *
1	Describe the engagement and marketing strategy your company will implement if successful in this solicitation. Your answer should be specific to the various types stakeholders involved.	EMCO has a highly trained team of inside and outside account representatives that provide superior personalized service to each client as a standard. Coupled with our frequency of locations across Canada and our extensive delivery network, every stakeholder in the Canoe membership can come to expect a personalized level of engagement in each opportunity. Marketing between EMCO and Canoe members might include email product awareness blasts, interactive social media posts, scheduled webinars for procurement purchasing options and shop.emco usage, open house events, personalized procurement plans, and many other opportunities that can be made available should the RFP be awarded.
2	Collaboration between Canoe and the vendor is essential to the buy-in of group purchasing by vendors and their distribution network. What do you expect Canoe's role to be in demonstrating the value of the contract?	Comprehensive, clear and consistent requirements, complete with appropriately detailed specifications for each procurement so that EMCO can "confidently take the ball and run with it". Further marketing by Canoe to it's members on the opportunity to tap into EMCO's vast product availability, and network of established manufacturer relationships will be necessary, and can be done in a collaborative nature between Canoe administration and EMCO.
3	Describe how you will train your sales force and distribution network on the value of utilizing the group purchasing such as the Canoe contract for public sector and non for profit clients. Include details on measure you will put in place, such as type and cadence of engagement etc.	Our current core of teammates at each EMCO location are all highly-trained professionals that offer expert and industry-leading information and guidance. Each teammate has been through extensive training on all business touchpoints such as product, health, safety, harassment, diversity and inclusion, and many other important key business sector categories. One of the many strengths EMCO is able to provide to our teammates is the robust LMS system employed, that can be equipped with proprietary training materials that can created specifically for government procurement transactions. Making the materials available, and a requirement to become mandatory if an EMCO teammate has the possibility to service a Canoe member in their work environment, would provide an enhanced service level likely unable to be matched by our competitors. "EMCO University" is available for teammates 24/7 online.
4	Describe your methodology and approach to a successful start up / implementation plan and ongoing review and monitoring of the contract use and promotion. Include details on measure you will put in place.	Please see the attached presentation for further details.
5	How will you be monitoring the adoption and utilization of the Canoe contract by your sales and distribution network? Which key performance indicators will you be monitoring?	Aside from our greatest asset, our teammates, EMCO has invested in the resources required to offer a secure, state-of-the-art sales, inventory and billing management system that is specifically tailored to our business model. Our ERP system is second-to-none, and allows us the capability of pulling reports with ease on existing account activity to ensure the Canoe contract is being utilized. Initially, simple Key Performance Indicators would likely involve monitoring sales transactions and volume, average purchase amounts versus delivery selections, sku purchase history, as well as pricing performance and delivery duration, among numerous other metrics. Monitoring metrics such as the ones mentioned above allows for the opportunity to reconcile results to ensure proper inventory management, pricing schedules, selected delivery options, and more are continuously adapted for business operations efficiency within the Canoe and EMCO network.
6	Describe your commitment to attending and/or sponsoring Canoe member engagement events (e.g., reverse trade shows, conventions, golf tournaments, educational offerings, retreats etc.)	EMCO is committed to being an inclusive partner in each of our communities. This regularly involves being active participants in customer events including golf tournaments, product launches, sports leagues, etc. Many EMCO's also arrange their own client-focused events that are unique to each location, such as golf tournaments, themed breakfast or dinners, product launches, etc. Whenever possible, EMCO is engaged at each level possible with all of our clients, public and private alike. It is one of the key components to providing the expert level of personal service we aim to provide to all EMCO clients.
7	Provide details on industry and association partnerships your company has fostered over time which will be beneficial to promoting the Canoe contract in Canada.	- CIPH: Canadian Institute for Plumbing and Heating - CCDI: Canadian Centre for Diversity and Inclusion - Habitat for Humanity

Warranty, Risk Mitigation & Service Excellence

Line Item	Question	Response *
1	Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure.	With the vast product offering in a variety of categories including Plumbing, Waterworks, Industrial, and HVAC, the warranty information for each vendor amongst the thousands of products we offer would be impossible to include in this RFP. EMCO has a returns department that can accomodate product that does not meet the needs of our clients. The only pre-condition that can easily be specified is that the client returning product must have purchased the returned item from the EMCO location they are returning the product to within the specified timeline provided at purchase. We also provide warranty information for each specific products we offer at the time of purchase, which can range from 10 days to 10 years, possibly more.
2	What other policies do you have to support Member reimbursement or remediation for the products you support and sell in this RFP?	Returned products are handled on a case-by-casebasis. While we sincerely try to provide the very-best service and product offering available in Canada to the previously identified industries, naturally we do not wish to entertain return claims for products that were sold many years ago, nor for products that were purchased from competitors, or for products that no verifiable invoice or receipt can be located, to which are being returned for requested credit through EMCO.
3	Describe in retails the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your service goals or promises.	EMCO provides a robust customer service team encapsulating both inside and outside sales representatives, sales counter staff, and highly-trained logistics personnel, naturally staffed during normal business hours. Additionally, emergency after-hours service is available at many locations. We aim to provide an expert level of personal service to all EMCO clients, Canoe members alike....it's what we get excited about everyday.

Member access to goods and services

Line Item	Question	Response
1	List the necessary steps for a Canoe member to set up an account and access your goods and services for the first time should you be awarded a contract.	Please review attached presentation for further details on proposed account access through EMCO.
2	Describe how members can access information, pricing, discounts, catalogues on your goods, services, get a quote and place an order.	Phone, email, web, in-person. Most popular is our phone for clients seeking information, pricing, and shipping eta. Orders can be done via phone, in-person or online web portal, however email is popular as well where available. Please review attached presentation for further details on proposed account access through shop.emco.ca
3	Are your products available through an e-marketplace platform? If yes, please explain the options to connect to your e-marketplace i.e. business to business, punch out, API and any limitations on compatible systems. Include a link to your e-marketplace.	Through our shop.emco.ca online shopping platform. Please see attached presentation for more details.
4	In a case where one your company has an existing public sector customer who desires to be onboarded onto the Canoe offering, how would you adress this situation?	It is the right of every client to participate in unique program offerings tailored to specific client groups. For the example you provided, we would never decline the opportunity to switch an existing member to a preferred Canoe group arrangement, although certain limited exceptions could apply (finance and inventory related).

Reporting

Question	Response
Please specifically describe any self-audit process or program that you plan to employ to verify compliance with a possible Contract with CANOE including validating that CANOE Members obtain the proper pricing, as well as ensuring your reports accurately include all sales under the Canoe contract.	EMCO has a long-established procurement, sales, pricing, shipping, and accounting team, and each department is held to either daily, weekly or monthly audits of performance in a variety of categories that are specific to each department. Aside from our greatest asset, our teammates, EMCO has invested the resources required to offer a secure, state-of-the-art inventory and billing management system that be specifically tailored to our business model. Our ERP system provided by Infor is second-to-none, and allows us the capability of assigning customizable or pre-established pricing levels to unique clients in hundreds of different configurations. This allows for the opportunity to reconcile reporting with ease, and is the key silent partner in our abundantly successful business operations.
Canoe requires monthly sales report. Describe the process you will implement if awarded, in order to meet this requirement.	EMCO's ERP system provides highly accurate inventory management and reporting from numerous accounts and departments at a moments notice. The aforementioned ERP system can even automate the reporting process to effortlessly send purchase reports to a Canoe member, or Canoe administration (or both) with ease.
Do you allow public entities to order from multiple contracts and GPOs?	Ordering from multiple contracts and GPO's may be a possibility, however more details are required about the product(s) required in order to provide a definitive answer.
If so, describe the measures you have in place to record and manage data accurately for public entities who purchase from multiple accounts/contracts ensuring accurate reporting of usage to Canoe?	EMCO has the ability to assign purchase order numbers, ancillary purchase notes, and even unique codes, to each purchase. We also offer the opportunity to set up individual location accounts for a variety of clients. Our capabilities are both established, and customizable, allowing for accurate data capture corresponding to unique client inputs. In addition to the above, please review the presentation attached to this RFP for further details on account coordination.

Pricing Structure

Proponents should describe their pricing structure.

Question	Answer *
Describe the pricing structure used for plumbing items. Specifically, detail whether you follow a line item pricing, cost-plus model, a category discount model or any other pricing approach. Provide a breakdown of costs (materials, overhead, administration, freight,) and the typical markup applied at each distribution level. List any additional costs related to warranties, safety standards, or compliance certifications included in your pricing.	Our proposal to all Canoe members, despite the vast array of Plumbing products available in this industry, is a The only additional charge for a warranty would be for extended options on appliances like hot water tanks.
Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	The pricing proposal, and internal methodology applied to create such proposal, is appropriate for this RFP given the breadth of product costs and margins involved in an offering of this scope. That said, pricing models can always be changed, or recategorized, if agreed to by both parties.
Describe any cost-saving opportunities available to Canoe Members. This may include, but is not limited to, volume-based discounts, early payment discounts, seasonal markdowns etc.'	Given EMCO's sizable market share, and well-established relationships and agreements with nearly all vendors associated with plumbing, we pass nearly all price savings back to our purchaser/client by way of cost price reduction. Additionally, depending on the product and quantity required at purchase, certain volume discounts may be available to the client by way of EMCO's established buying power with numerous vendors. Naturally, we also offer payment terms with a favorable discount on time-sensitive remittance.
Specify any conditions or thresholds required to qualify for these discounts, and detail how they would be applied to the final pricing Canoe Members will pay.	
Outline examples of any temporary or promotional pricing programs that may be offered throughout the year, and explain the criteria for participation.	EMCO is rarely involved in any temporary pricing programs, and there are no daily, weekly or monthly "sales" events. While the occasional promotion becomes available from a supplier offering a free product, or an enhancement of an existing product with purchase, when those opportunities do become available they are open to the entire EMCO client base and are not account specific. Saying that, future Canoe member-specific promotions may be an untapped opportunity that certainly warrants further discussion amongst all parties including vendors.

Agreement acceptance

Review the draft agreement, indicate your acceptance and proposed changes if any as applicable.

Article	We agree and accept *	If no, indicate your proposed changes or N/A *
ARTICLE 2 PROGRAM ADMINISTRATION AND SUPPORT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
ARTICLE 3 FINANCIAL MATTERS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
ARTICLE 4 TRADE-MARKS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
ARTICLE 5 REPRESENTATIONS AND WARRANTIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
ARTICLE 6 CONFIDENTIAL INFORMATION	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
ARTICLE 7 INDEMNITY AND LIABILITY	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
ARTICLE 8 CHANGES AND TERMINATION	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
ARTICLE 9 FORCE MAJEURE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
ARTICLE 10 DISPUTE RESOLUTION	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
ARTICLE 11 GENERAL	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A

Proactive disclosure of Artificial Intelligence (AI) in drafting response

Please note that the response to the information is being collected as data collation for internal use only. The response provided has no bearing on the ability for Proponents to respond to this RFP.

Line Item	Question	Comments *
1	Did you use any Artificial Intelligence (AI) tools or systems in the preparation of your RFP response?	No
2	If yes, please specify which AI tools were used and describe their roles in the drafting process.	N/A
3	How did the AI tools or systems influence the content presented in your RFP response? Please provide specific examples of contributions made by AI to your proposal.	N/A

Shipping, Freight and pricing incentive

Line Item	Question	Reponse *
1	As applicable, present additional pricing details including any volume discounts, additional discounts or rebates or incentives, payment terms etc.	Given EMCO's sizable market share, and well-established relationships and agreements with nearly all vendors associated with plumbing, we pass nearly all price savings back to our purchaser/client by way of cost price reduction. Additionally, depending on the product and quantity required at purchase, certain volume discounts may be available to the client by way of EMCO's established buying power with numerous vendors. Naturally, we also offer payment terms with a favorable discount on time-sensitive remittance.
2	Explain your delivery model.	EMCO Corporation has a vast urban delivery system in all major cities across Canada, as well as established relationships with major shipping agencies and transportation groups across Canada, ensuring purchases by Canoe clients are backed by formidable shipping experience to ensure timely arrival of products ordered.
3	Explain how your shipping and freight costs are calculated, as well as any related weight, geographical considerations and restrictions for remote or otherwise hard to access locations included in your offering. (you can attach support material in the document section of the procurement portal).	This varies by product, and given the sheer scope of plumbing products this RFP entails, it is difficult to propose a broad shipping template that encapsulates all products in a fair and equitable manner. There is a vast difference in shipping a lavatory faucet or a few 1/2" shut-off valves 240km outside a city versus 32 lengths of 4" 20' pipe. That said, shipping costs are calculated just as they are anywhere else at major carriers, with volume, weight, content and dimensions factoring into the final shipping charge. Shipping charges begin outside the city limits.
4	Outline how prices may be subject to change over the term of the agreement.	Logistic and manufacturer price changes are inevitable, with manufacturers usually adjusting most product pricing at minimum once a year. Price modifications most time come with a minimum 30-day notice, sometimes even >90-days, however the occasional product price increase comes with a <7-day notification from the manufacturer. We will communicate all price changes that affect products offered to Canoe members as soon as they are made available to EMCO. Shipping charges can fluctuate based on a variety of factors including fuel costs, surcharges, labour disagreements or shortages, market influences, and seasonal considerations, amongst many other factors. For shipping, we always provide the transparent costs associated with getting the product into Canoe members hands without any additional markup costs.

Documents

Proponents are responsible to ensure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by Canoe. If the attached file(s) cannot be opened or viewed, your response Document may be rejected.

Please note you can only upload 1 document per item requested. Zip files are acceptable.

The Catalogue pricing must include:

- The Base cost list: A detailed breakdown of direct and indirect costs for each item (materials, labor, overhead) to establish the starting point for pricing.
- Standard markup schedule(s): A list showing the typical markup percentages applied to different items or categories, so you can see the baseline markup.
- Discounted price list: A list showing any applicable discounts or markdowns off the base price

The Current published MSRP: A list showing any applicable discounts or markdowns off the base price at the time of RFP closing.

Do not upload a proposal response, if you do Canoe will not evaluate it. Proposal responses must be entered into the specification questionnaires

Do not include generic promotional marketing materials, resumes, corporate brochures, unless specifically asked in the RFP. Canoe will not review any materials not explicitly requested.

Please ensure the pricing list is in legible font, format and size.

- [Current published MSRP or Catalogue Pricing from system Zip file](#) - Canoe Plumbing Fixtures, Supplies, Tools and Equipment Quote.pdf - Wednesday November 27, 2024 13:06:23
- Additional delivery information (optional)
- [Information on goods offered - optional](#) - Canoe_Emco 2024-020.pdf - Wednesday November 27, 2024 13:07:10
- Additional Document (optional)

PART D -TERMS AND CONDITIONS OF THE SOLICITATION PROCESS

Proponents should structure their proposals in accordance with the instructions in the Procurement Portal.

A proponent who submits conditions, options, variations, or contingent statements, either as part of its proposal or after receiving notice of selection, may be disqualified.

1.1.1 Ability to Provide Deliverables

The Proponent has carefully examined the Solicitation documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the Solicitation for the rates set out in its proposal.

1.1.1.2 Non-Binding Pricing

The Proponent has submitted its pricing in accordance with the instructions in the Solicitation. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

1.1.2 Proposals in English

All proposals are to be in English only.

1.1.3 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed format, and the content of websites or other external documents referred to in the proponent's proposal, but not attached, will not be considered to form part of its proposal.

1.1.4 Past Performance

In the evaluation process, Canoe may consider the proponent's past performance or conduct on previous contracts with Canoe or other institutions.

1.1.5 Information in SOLICITATION Only an Estimate

Canoe and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this Solicitation or issued by way of addenda. Any quantities shown or data contained in this Solicitation or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this Solicitation.

1.1.6 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

1.1.7 Proposal to be Retained by Canoe

Canoe will not return the proposal or any accompanying documentation submitted by a proponent.

1.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

Canoe makes no guarantee of the value or volume of work to be assigned to the selected proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. Canoe may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

1.1.9 Trade Agreements

Proponents should note that (based on the Members looking to purchase under this Solicitation) this procurement process is subject to the requirements of:

- Comprehensive Economic and Trade Agreement between Canada and the European Union, Chapter 19 (Government Procurement)
- Canadian Free Trade Agreement, Chapter 5 (Government Procurement)
- New West Partnership Trade Agreement, Article 14 (Procurement) and Part V, Section C (Exceptions: Government Procurement)
- Trade and Cooperation Agreement Between Ontario and Quebec, Chapter 9
- Atlantic Procurement Agreement
- Ontario Broader Public Sector (BPS) Procurement Directive

1.2 Communication after Issuance of Solicitation

1.2.1 Proponents to Review Solicitation

Proponents should promptly examine all of the documents comprising this Solicitation and may direct questions or seek additional information in writing through the Procurement Portal on or before the Deadline for Questions. No such communications are to be sent or initiated through any other means. Canoe is under no obligation to provide additional information, and Canoe is not responsible for any information provided by or obtained from any source other than the Solicitation Contact or the Procurement Portal. It is the responsibility of the proponent to seek clarification on any matter it considers to be unclear. Canoe is not responsible for any misunderstanding on the part of the proponent concerning this SOLICITATION or its process.

1.2.2 All New Information to Proponents by Way of Addenda

This Solicitation may be amended only by addendum in accordance with this section. If Canoe, for any reason, determines that it is necessary to provide additional information relating to this Solicitation, such information will be communicated to all proponents by addendum posted in the Procurement Portal. Each addendum forms an integral part of this Solicitation and may contain important information, including significant changes to this Solicitation. Proponents are responsible for obtaining all addenda issued by Canoe.

1.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If Canoe determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, Canoe may extend the Submission Deadline for a reasonable period of time.

1.2.4 Verify, Clarify, and Supplement

When evaluating proposals, Canoe may request further information from the proponent or third parties in order to verify, clarify, or supplement the information provided in the proponent's proposal. Canoe may revisit, re-evaluate, and rescore the proponent's response or ranking on the basis of any such information.

1.2.5 Restricted Communications

Proponents that fail to comply with the requirement to direct all communications to the Solicitation Contact may be disqualified from the Solicitation process. Without limiting the generality of this provision, Proponents may not communicate with or attempt to communicate with the following (unless instructed to by the Solicitation Contact):

1. any RMA director, officer, employee or agent (other than the Solicitation Contact);
2. any member of the Evaluation Team;
3. any expert or advisor assisting the Evaluation Team; or
4. any other elected official of any level of government, including any advisor to any elected official.

1.2.6 Authorized Communications, Amendments, Waivers

Proponents are advised that from the date of issue of the Solicitation through any award notification:

1. only the Solicitation Contact is authorized by CANOE to amend or waive the requirements of the Solicitation pursuant to the provisions of this Solicitation; and
2. under no circumstances shall a Proponent rely upon any information or instruction from any commissioner, officer, employee, agent of CANOE or RMA unless the information or instruction is provided in writing by the Solicitation Contact.

1.3 Notification and Debriefing

1.3.1 Notification to Other Proponents

Once an agreement is executed by Canoe and a proponent, the other proponents may be notified directly in writing and will be notified by public posting of the outcome of the procurement process.

1.3.2 Debriefing

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the Solicitation Contact and must be made within sixty (60) days of such notification. The Solicitation Contact will contact the proponent's representative to schedule the debriefing. Debriefings may occur in person at Canoe's location or by way of conference call or other remote meeting format as prescribed by Canoe.

1.3.3 Procurement Protest Procedure

Any proponent with concerns about the Solicitation process is required to attend a debriefing prior to proceeding with a protest.

If, after attending a debriefing, the proponent wishes to challenge the Solicitation process, it should provide written notice to the Solicitation Contact in accordance with the procurement protest procedures below:

A bid dispute must be submitted within 5 Business Days of the circumstances giving rise to the dispute. To submit a bid dispute, proponents must deliver a written submission containing:

1. The name, address, and telephone number of the Proponent;
2. An indication that the bid dispute is authorized by an authorized signing officer or representative of the Proponent;
3. The Solicitation number;
4. Identification of the statute or procedure that is alleged to have been violated;
5. A precise statement of the relevant facts;
6. Identification of the issues to be resolved;
7. The Proponent's argument and supporting documentation; and
8. The Proponent's proposed resolution. All documentation must be addressed to:

Attention: General Manager, Canoe Procurement Group of Canada
Canoe Procurement Group of Canada
2510 Sparrow Drive, Nisku, Alberta T9E 8N5

EMAIL: proposals@canoeprocurement.ca

Once a bid dispute has been received, the General Manager, Canoe Procurement Group of Canada will initiate a review of the matter. The General Manager will complete that review and provide a response to the proponent as soon as reasonably possible, but generally within 10 Business Days.

That response shall be the final response from CANOE regarding the bid dispute.

Filing a bid dispute does not affect a Proponent's ability to participate in ongoing or future procurement opportunities with CANOE.

1.4 Conflict of Interest and Prohibited Conduct

1.4.1 Conflict of Interest

For the purposes of this Solicitation, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

1. in relation to the Solicitation process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including, but not limited to:
2. having or having access to confidential information of Canoe in the preparation of its proposal that is not available to other proponents;
3. having been involved in the development of the Solicitation, including having provided advice or assistance in the development of the Solicitation;
4. receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the Solicitation;
5. communicating with any person with a view to influencing preferred treatment in the Solicitation process (including, but not limited to, the lobbying of decision-makers involved in the Solicitation process); or
6. engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive Solicitation process or render that process non-competitive or unfair; or
7. in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent's other commitments, relationships, or financial interests:
8. could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or
9. could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

1.4.2 Disqualification for Conflict of Interest

Canoe may disqualify a proponent for any conduct, situation, or circumstances, determined by Canoe, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

An existing supplier of Canoe may be precluded from participating in the Solicitation process in instances where Canoe has determined that the supplier has a competitive advantage that cannot be adequately addressed to mitigate against unfair advantage. This may include, without limitation, situations in which an existing supplier is in a position to create unnecessary barriers to competition through the manner in which it performs its existing contracts, or situations where the incumbent fails to provide the information within its control or otherwise engages in conduct obstructive to a fair competitive process.

1.4.3 Disqualification for Prohibited Conduct

Canoe may disqualify a proponent, rescind an invitation to negotiate, or terminate a contract subsequently entered into if Canoe determines that the proponent has engaged in any conduct prohibited by this Solicitation.

1.4.4 Prohibited Proponent Communications

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Procurement Portal.

1.4.5 Proponent Not to Communicate with Media

Proponents must not, at any time directly or indirectly, communicate with the media in relation to this Solicitation or any agreement entered into pursuant to this Solicitation without first obtaining the written permission of the Solicitation Contact.

1.4.6 No Publicity or Promotion

CANOE does not wish any Proponent, including the Ranking Proponent, to make any public announcement or distribute any literature regarding this Solicitation or otherwise promote itself in connection with this Solicitation or any arrangement entered into under this Solicitation without the prior written approval of CANOE.

If a Proponent, including the Ranking Proponent, makes a public statement either in the media or otherwise that is contrary to CANOE's wishes noted above, then:

1. CANOE may disqualify that Proponent; and
2. although CANOE intends to treat all Proposals as confidential, CANOE may disclose any information about a Proponent's Proposal to provide accurate information and/or to rectify any false impression which may have been created.

1.4.7 No Lobbying

Proponents must not, in relation to this Solicitation or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the selected proponent(s).

1.4.8 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications: offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of Canoe; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this SOLICITATION.

1.4.9 Supplier Suspension

Canoe may suspend a supplier from participating in its procurement processes for prescribed time periods based on past performance or based on inappropriate conduct, including, but not limited to, the following:

1. illegal or unethical conduct as described above;
2. the refusal of the supplier to honor its submitted pricing or other commitments;
3. engaging in litigious conduct, bringing frivolous or vexatious claims in connection with Canoe's procurement processes or contracts, or engaging in conduct obstructive to a fair competitive process; or

- any conduct, situation, or circumstance determined by Canoe, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

In advance of a decision to suspend a supplier, Canoe will notify the supplier of the grounds for the suspension and the supplier will have an opportunity to respond within a timeframe stated in the notice. Any response received from the supplier within that timeframe will be considered by Canoe in making its final decision.

1.5 Confidential Information

1.5.1 Confidential Information of Canoe

All information provided by or obtained from Canoe in any form in connection with this Solicitation either before or after the issuance of this Solicitation:

- is the sole property of Canoe and must be treated as confidential;
- is not to be used for any purpose other than replying to this SOLICITATION and the performance of any subsequent contract for the Deliverables;
- must not be disclosed without prior written authorization from Canoe; and
- must be returned by the proponent to Canoe immediately upon the request of Canoe.

1.5.2 Confidential Information of Proponent

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Canoe. The confidentiality of such information will be maintained by Canoe, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Canoe to advise or assist with the Solicitation process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this Solicitation, questions are to be submitted to the SOLICITATION Contact.

1.6 Procurement Process Non-Binding

1.6.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty, and without limitation:

- this Solicitation will not give rise to any Contract-A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- neither the proponent nor Canoe will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract, or failure to honour a proposal submitted in response to this Solicitation.

1.6.2 No Contract until Execution of Written Agreement

This Solicitation process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and Canoe by this Solicitation process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

1.6.3 Non-Binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of Canoe to enter into an agreement for the Deliverables.

1.6.4 Cancellation

Canoe may cancel or amend the Solicitation process without liability at any time.

1.6.5 Competition Act

Under Canadian law, a Proponent's Proposal must be prepared without conspiracy, collusion, or fraud. For more information on this topic, visit the Competition Bureau website at <http://www.cb-bc.gc.ca/eic/site/cb-bc.nsf/eng/01240.html>, and in particular, part VI of the *Competition Act*, R.S.C. 1985, c. C-34.

1.7 Rights of Canoe Procurement Group of Canada – General

In addition to any other express rights or any other rights which may be implied in the circumstances, CANOE reserves the right to (in its sole discretion):

- make public the names of any or all Proponents;
- request written clarification or the submission of supplementary written information from any Proponent and to incorporate such clarification or supplementary written information into the Proponent's Proposal;
- waive formalities and accept Proposals that substantially comply with the requirements of this Solicitation;
- contact or not contact any or all references provided by the Proponent;
- verify with any Proponent or with a third party any information, or check references other than those provided by Proponents, as set out in a Proposal;
- disqualify any Proponent whose Proposal contains misrepresentations or any other inaccurate or misleading information, or any Proponent whose reasonable failure to cooperate with CANOE impedes the evaluation process, or whose Proposal is determined to be non-compliant with the requirements of the Solicitation;
- disqualify any Proponent that has a Conflict of Interest or Unfair Advantage, or where reasonable evidence of any Unfair Advantage or Conflict of Interest is brought to the attention of CANOE, and CANOE determines that no reasonable mitigation is possible, or that the Proponent has not taken sufficient steps to promptly address such matters to the satisfaction of CANOE;
- disqualify any Proponent that is bankrupt or insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- disqualify any Proponent that has engaged in significant or persistent deficiencies in performance of any substantive requirement or obligation under a prior contract or contracts;
- disqualify any Proponent if the Proponent, or any officers, directors or other key personnel of the Proponent:
 - are subject to final judgments in respect of serious crimes or other serious offences; or
 - have engaged in professional misconduct or acts or omissions that adversely reflect on the commercial integrity of the Proponent – including where there is any evidence that the Proponent or any of its employees or agents colluded with any other Proponent, its employees or agents in the preparation of its Proposal, or have made false declarations to CANOE;
- disqualify any Proponent if the Proponent has failed to pay taxes;
- make changes, including substantial changes, to this Solicitation provided that those changes are issued by way of addenda in the manner set out in this Solicitation;
- accept or reject a Proposal if only one Proposal is submitted;
- accept any Proposal in whole or in part;
- reject a subcontractor proposed by a Proponent within a consortium;
- reject a Proposal:
 - if CANOE or RMA has initiated a dispute, claim or litigation with that Proponent;
 - if that Proponent has initiated or is involved in a dispute, claim or litigation against CANOE or RMA that CANOE or RMA considers to be frivolous, vexatious, without merit and/or unreasonable;
 - if the Proponent has failed to satisfy an outstanding debt to CANOE or RMA;
 - if the Proponent has a history of illegitimate, frivolous, unreasonable or invalid claims;
 - if the Proponent provides incomplete, unrepresentative or unsatisfactory references; or
 - if CANOE determines that it would not be in the public interest to accept the Proposal;
 - select a Proponent other than the Proponent whose Proposal reflects the lowest cost to CANOE; or
 - cancel this Solicitation process at any stage (without providing reasons), and thereafter issue a new request for proposals, request for qualifications, engage in limited tendering, or take no further action in respect of the matters contemplated by this Solicitation.

By submitting a Proposal, the proponent authorizes the collection by CANOE of the information identified in this Solicitation which CANOE may request from any third party.

1.7.1 No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this Solicitation.

1.7.2 Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by Canoe to the advisers retained by Canoe to advise or assist with the Solicitation process, including with respect to the evaluation of this proposal.

1.8 Governing Law and Interpretation

These Terms and Conditions of the Solicitation Process (PART D):

- 1. are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- 2. are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- 3. are to be governed by and construed in accordance with the laws of the province of Alberta and the federal laws of Canada applicable therein.

End of PART D



I have the authority to bind the Proponent.

- Dave Anderson, Pricing Manager, Emco Corporation

Conflict of Interest

The proponent must declare all potential Conflicts of Interest or unfair advantages as described in this Solicitation. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; AND (b) were employees of Canoe within twelve (12) months prior to the Submission Deadline.

By Selecting "NO" in the box below, the Proponent declares that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the Solicitation.

☒ Yes ☐ No

The Proponent is deemed to have read and taken into account all addenda issued by Canoe.

Please check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
REVISED PARTS A-B-C CAN 2024-020 Mon November 4 2024 03:03 PM	<input checked="" type="checkbox"/>	13
REVISED PARTS A-B-C CAN 2024-020 TRACKED CHANGES Mon November 4 2024 03:02 PM	<input checked="" type="checkbox"/>	13
Addendum 02 CAN 2024-020 Mon November 4 2024 03:01 PM	<input checked="" type="checkbox"/>	2
Addendum 01 CAN 2024-001 Fri November 1 2024 12:58 PM	<input checked="" type="checkbox"/>	2

Transaction Structure:

- A designated EMCO location is selected per province to facilitate Canoe member orders for that territory (eg. Calgary 702 PC can fulfill for Southern Alberta, Hamilton 381 PC can fulfill for Eastern Ontario, etc.)
- 13 separate accounts are set-up for Canoe members for online ordering access to the EMCO product portal. Each account will represent the territory assigned based on the Canoe member's location.
eg. Account# 7010000099, username CanoeAlberta with password 11111111, is setup for all Canoe members in Southern Alberta and would be fulfilled by PC702 in Calgary; Account# 7010000055, username CanoeOntario with password 22222222, is setup for Canoe members in Eastern Ontario and would be fulfilled by PC381 in Hamilton, etc.
- Items selected will require the Canoe member to enter contact info and the Job/PO # in the message fields on checkout of the order cart.
- Freight will **not** be calculated online due to the variations of product dimensions for items stocked by EMCO, however order cart will provide sub-total on cost of ordered items minus freight.
- Order is placed by Canoe member and is directed to the Sales representative at the designated provincial PC assigned to fulfill orders for that province.
- EMCO Territory Sales representative reaches out to Canoe member via contact info from order to confirm product, shipping location, address details, e.t.a., provide shipping cost, total for invoice (sent electronically after order input is finalized), etc.

Purchase Scenario:

Jim, a Canoe member and purchasing manager for the city of Whoville, Alberta is purchasing 6 faucets for the local arena bathroom renovations. The arena is owned by the city, and renovations funded by the same.

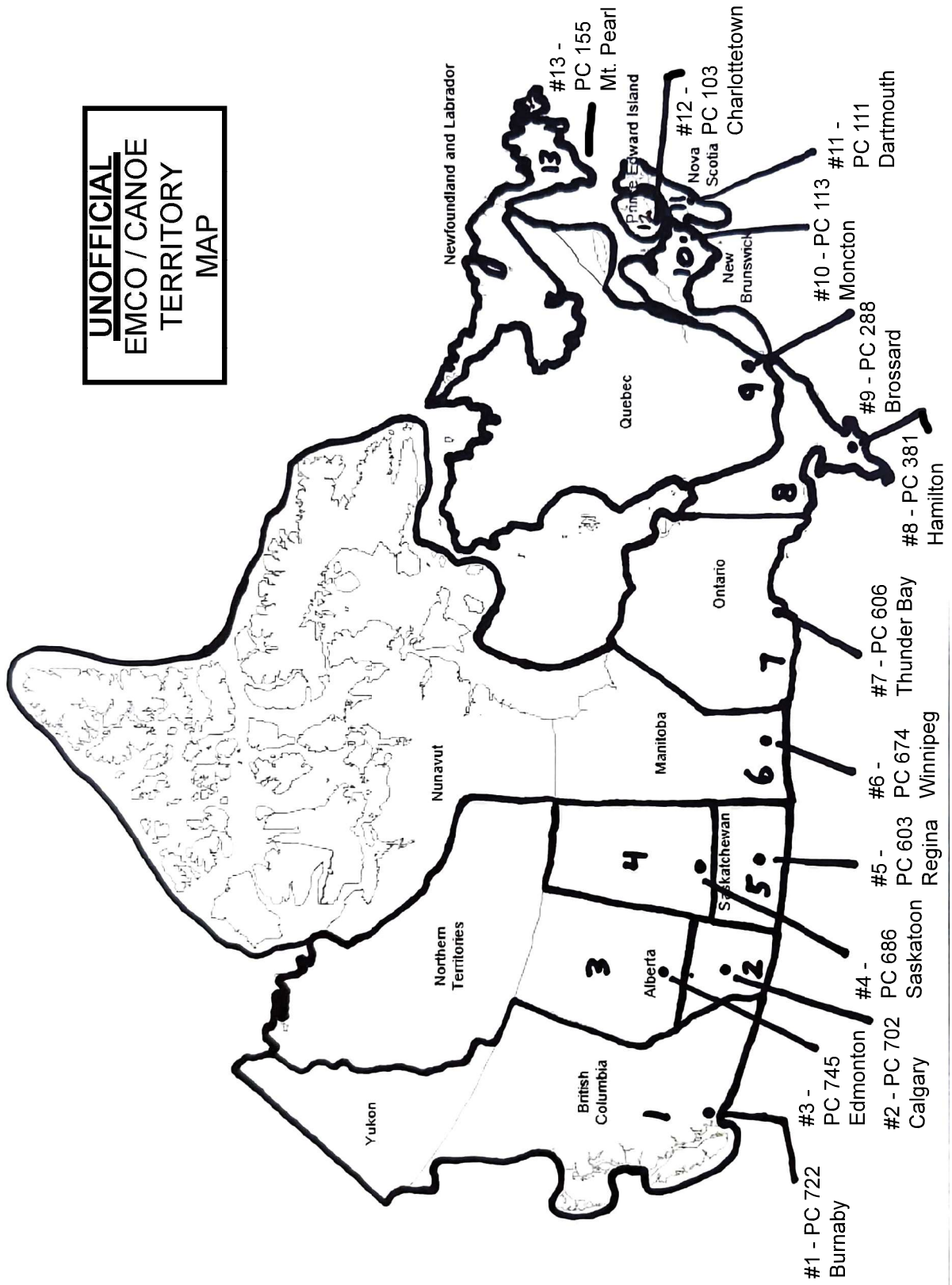
Jim uses the Alberta EMCO portal info provided by Canoe to login, selects the faucets he requires, and during checkout provides his contact info and the PO# for the order.

Susan at EMCO 702 Calgary receives the order for Jim the Canoe Alberta member, reviews the order details, and reaches out to him via phone. Upon speaking to Jim, Susan obtains or reviews specific delivery address information (if not provided already during checkout) and provides the cost of the shipping, final invoice total, expected e.t.a. to Jim, as well as any other pertinent order info.

Susan assigns items to be picked and shipped to Jim, and an invoice is sent to Canoe with appropriate PO# and order details for Canoe to reference that the invoice is for Jim in Whoville, Alberta. Canoe pays EMCO 702 Calgary, and subsequently bills Jim at city of Whoville for the purchase at EMCO 702 Calgary.

**Of note, because Canoe has requested to be the assigned payee in each transaction, with the breadth of locations for both assigned EMCO distribution locations, and every Canoe member serviced across the country, each EMCO transaction will require verification between the territory assigned EMCO location and the ordering Canoe member. That way relevant order information that was obtained from direct contact allows for accurate billing to be completed from EMCO to Canoe, and from Canoe to the Canoe member, in a timely manner.*

UNOFFICIAL
EMCO / CANOE
TERRITORY
MAP



Schedule “B1”

PRICING

Schedule "C"**MARKETING AND PROMOTION OF AGREEMENT**

Once the Agreement is awarded, the Supplier will meet with Canoe to discuss an effective launch strategy, and shall provide:

- Supplier's contact information;
- Customer engagement strategy;
- Access to knowledge sharing materials (e.g., webinars);
- Escalation process;
- Marketing materials, and,
- Other relevant materials.

To support Members, Canoe and the Supplier will work together to encourage the use of the Agreement resulting from this RFP.

The Supplier will actively promote the Agreement to Members by:

- Educating and creating awareness within their dealer and distribution networks about group purchasing, Canoe Procurement Group and the use of Canoe contract by Members;
- Conducting sales and marketing activities directly to onboard Members;
- Providing excellent and responsive Members support;
- Identifying Members savings; and
- Identifying improvement opportunities (e.g., planning priorities, multi-year projects).

Canoe will promote the use of the Agreement with Members by:

- Using online communication tools to inform and educate;
- Holding information sessions and webinars, as required;
- Attending, when appropriate, Members and Supplier events;
- Facilitating Member engagement, where appropriate;
- Providing effective business relationship management;
- Managing and monitoring Supplier performance;
- Facilitating issue resolution; and
- Marketing Supplier promotions.

Schedule "D"

SAMPLE SALES REPORT



CANOE SUPPLIER ADMIN FEE TEMPLATE
Monthly Submission of Data Required

Supplier Name: OFFICE SUPPLY COMPANY
Canoe Contract Number: CAN-2024-III
Month: June
Year: 2024

Member Number	Member Name	Province	Branch (if applicable)	Date of Purchase	Transaction Date	Accounting Date	PQ #	Invoice #	Item Description	Category (Parts / Labour / Service)	Item cost	Miscellaneous	Freight	Subtotal	PST	GST/HST	Total Invoice	Amount eligible for Admin Fee	Admin Fee Rate	Admin Fee to Canoe
AB1603	SAMPLE ONLY County of your County	AB	ED	3/5/2024	3/5/2024	3/5/2024	555662	9955623	Pens	Parts	5.32	-	-	5.32	-	0.27	5.59	5.32	5.00%	0.27
AMH5002	SAMPLE ONLY RM of your town	MB	WN	2/1/2024	2/25/2024	3/1/2024	TR33556	9955624	Trays	Parts	552.30	0.20	0.50	553.00	33.18	27.65	613.83	552.30	5.00%	27.62
SAR1222	SAMPLE ONLY Town of At Home	SK	RG	12/23/2023	1/31/2024	3/1/2024	202403(j)	9955625	Whiteboard	Parts	1,555.20	-	20.30	1,575.50	110.29	78.78	1,764.56	1,555.20	5.00%	77.78
TOTALS											2,112.82	0.20	20.80	2,133.82	143.47	106.69	2,383.98	2,112.82	5.00%	105.64

Schedule "E"

Profit Centres

Below is a list of the Emco Corporation divisions, known as "Profits Centers" or "PC"s that will be treated as if they were parties to this Agreement. PCs not listed in this Agreement will not be bound by this Agreement. This list is fluid, and Emco Corporation may update this Schedule at any time by giving written notice to Canoe.

Region	PC#	City	Contact Name	Email
B.C.	822	Burnaby	Mike Reid	mreid@emcoltd.com
Alberta	745	Edmonton	Graham Faulder	gfaulder@emcoltd.com
	702	Calgary	Rhett Hardowa	rhardowa@emcoltd.com
Saskatchewan	686	Saskatoon	Matt McMurtry	MMCMURTRY@emcoltd.com
	603	Regina	Joe Ziegler	JZiegler@emcoltd.com
Manitoba	674	Winnipeg	Ilona Rondeau	IRondeau@emcoltd.com
Ontario	646	Thunder Bay	Alex Mork	amork@emcoltd.com
	278	Ottawa	Frank Borne	fborne@emcoltd.com
Quebec	288	Brossard	Mathieu Tessier	mtessier@emcoltd.com
Atlantic				
Newfoundland	155	St John's	Norm Tobin	ntobin@emcoltd.com
Nova Scotia	111	Dartmouth	Peter Robinson	PRObertson@emcoltd.com
PEI	103	Sumner Charlottetown	Dever Pickard	dpickard@emcoltd.com
New Brunswick	113	Moncton	Bob Richard	BRichard@emcoltd.com