

# Requester's Copy

(Cover Sheet)

Page Count

6



COPY

CONTRACT  
47016264

REFER TO THE ABOVE NUMBER  
ON ALL CORRESPONDENCE.

Purchasing and Materials Management Division  
18th Floor, West Tower  
100 Queen St. W, Toronto, On M5H 2N2

Vendor: MIN-CHEM CANADA INC  
460 WYECROFT ROAD  
OAKVILLE, ON L6K 2G7  
Phone: 905-842-8300 / Fax: 905-842-8906

Ship to:

Various locations as  
specified per individual  
Contract Release Order.

Del. Terms: FOB DESTINATION	Vendor No.: 3102001
Payment Terms: net 30 days	
Buyer Name and Phone # Allison Phillips at 416-397-4825	
Refer to: 6611-11-7165	
Purchasing Authorization 	
Treasurer	

IF NO DATA APPEARS IN THIS WINDOW, SEE ITEM DETAILS BELOW.
Valid from.....: 01/01/2012
Valid to.....: 12/31/2012
Total Value Estimated: \$1,003,850.00

THIS ORDER IS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN

Division Contact: Grazyna Gajewski at 416-392-3302

Division: Toronto Water

CAP Req.#1123923

Authority: Bid Committee, Minute No. BD47.1, Item (2) on October 27, 2011

With reference to your Quotation submitted in response to RFQ No. 6611-11-7165

Vendor Contact: John Lang at 905-842-8300

Non-responsive

For the the supply and delivery of Hydrofluosilicic Acid for the City of Toronto's Water Filtration Plants for a one-year period starting from January 1, 2012 to December 31, 2012 with the option to renew for one (1) additional, separate one (1) year period, all in accordance with the requirements of the Request for Quotation document.

The total value of the contract is an approximate only and should not be interpreted as indicating either the maximum or the minimum.

This Contract shall not be valid once the specified period has elapsed.

The City, in its sole discretion, has the right to terminate the contract prior to the expiration of the term without cause or penalty, provided the Total Value Estimated as specified on the Contract Order has been reached.

Item Description	Unit	Material	Unit Price	Price Unit
0010 Hydrofluosilicic Acid RC Harris TP Price per 1000Kg	EA		735.00	/ 1
0020 Hydrofluosilicic Acid RL Clark TP Price per 1000Kg	EA		735.00	/ 1

Item Description	Unit	Material	Unit Price	Price Unit
0030 Hydrofluosilicic Acid FJ Horgan Price per 1000Kg	EA		735.00	/ 1
0040 Hydrofluosilicic Acid Island TP Price per 1000Kg	EA		775.00	/ 1
0050 Demurrage	HRS		85.00	/ 1

**Billing Information**

To ensure prompt payment, it is essential that all required billing information is provided on the invoice/s submitted to the City of Toronto. Any missing billing information on an invoice will result in a payment delay and the invoice may be returned to the vendor with non-payment.

1) All original vendor invoices must be addressed and be sent **DIRECTLY** to:

City of Toronto  
 Accounting Services Division  
 Corporate Accounts Payable  
 55 John Street  
 14 Floor, Metro Hall  
 Toronto, ON  
 M5V 3C6

2) Invoice/s submitted to the City of Toronto must have complete "ship to" information including:

- I. Name of City Division,
- II. The City Division's contact name and phone number (the person ordering or picking up the goods and/or services),
- III. Delivery location of goods and/or services,
- IV. Purchasing document information on the invoice (blanket contract number, contract release order number (CRO) purchase order (PO) or Divisional Purchase Order (DPO) must be clearly indicated on the invoice. (\*This purchasing number should be provided by City staff at the time of order\*)

Invoices that do not contain the required billing information may be returned with non-payment to the vendor for correction.

3) City purchases with the use of a credit card/Pcard, are NOT to be sent to Corporate Accounts Payable. These invoices are considered paid.

**Blanket Contracts**

A request for delivery in the form of a Contract Release Order (CRO) will be issued for each release against this contract.

All invoices submitted for payment must contain:

- I. Blanket Contract Number
- II. Contract Release Order Number (CRO)

Under no circumstances are Contract Release Orders to be filled for commodities or services that are not included on this Contract.

**Harmonized Sales Tax**

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To help us pay you promptly the billing invoice must contain, as a separate line item, tax charges that are applicable to the goods/services provided. The City is required to pay taxes in the following categories:

A) Zero Percent (0%) for Zero Rated items under Schedule VI of the Excise Tax Act (ETA), such as prescription drugs as outlined in Part I, medical devices for the disabled as outlined in Part II, and basic groceries as outlined in Part III, etc.

B) HST exempt services under Schedule V (exempt supplies) of ETA, such as used residential properties under Part I, health care services under Part II, child and personal care services under Part IV, etc.

C) Five Percent (5%) for selected items (i.e., newspapers, feminine hygiene products, prepared food/beverages, books) as detailed on Info Sheet GI-060/062/063/064 and 065 located on the Canada Revenue Agency website at [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)

D) 8% Ontario Retail Sales Tax on insurance premiums charged by insurance companies, as per the following publication from the Ontario Ministry of Revenue:  
<http://www.rev.gov.on.ca/en/taxtips/hst/pdf/04.pdf>

E) Thirteen Percent (13%) Harmonized Sales Tax (HST) for all other goods/services that are not included in items A, B, C, and D above. Goods and services supplied by out of Province vendors must be invoiced at 13% - the Ontario HST rate.

The supplier is to identify and charge the appropriate Sales Tax in accordance with the above and the Canada Revenue Agency website [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca).

Invoices that do not include the appropriate Sales Tax or do not include the HST Registration Number will be returned with non payment for corrections.



COPY  
Client Services

CONTRACT  
47016264

REFER TO THE ABOVE NUMBER  
ON ALL CORRESPONDENCE.

Purchasing and Materials Management Division  
18th Floor, West Tower  
100 Queen St. W, Toronto, On M5H 2N2

Vendor: MIN-CHEM CANADA INC  
460 WYECROFT ROAD  
OAKVILLE, ON L6K 2G7  
Phone: 905-842-8300 / Fax: 905-842-8906

Ship to:  
Various locations as  
specified per individual  
Contract Release Order.

Del Terms: FOB DESTINATION	Vendor No. 3102001
Payment Terms: net 30 days	
Buyer Name and Phone # Grace Liu at 416-338-5586	
Refer to: 6611-11-7165	
Purchasing Authorization	
_____ Treasurer	

IF NO DATA APPEARS IN THIS WINDOW, SEE ITEM DETAILS BELOW.
Valid from.....: 01/01/2012
Valid to.....: 12/31/2013
Total Value Estimated: \$2,062,210.00

THIS ORDER IS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN

**Amendment No. 1- Option Year 1 renewal (September 27, 2012)**

This amendment is to exercise option year 1 and the contract validity date has been extended to December 31, 2013. The total amount is increased by \$1,058,360 from \$1,003,850 to \$2,062,210.

Division Contact: Grazyna Gajewski at 416-392-3302  
Division: Toronto Water  
SAP Req.#1123923  
Authority: Bid Committee, Minute No. BD47.1, Item (2) on October 27, 2011

With reference to your Quotation submitted in response to RFQ No. 6611-11-7165

Vendor Contact: John Lang at 905-842-8300

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4

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5

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<http://www.rev.gov.on.ca/en/taxtips/hst/pdf/04.pdf>
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