



Schedule A - Services

File: 10005-40/AD23TEC016

Attachment to the Agreement with _____ for Printshop Services – Kamloops Business area.

1. THE SERVICES

The Contractor shall provide the following Services:

Within 48 hours of notice, delivery to the Kamloops Timber Sales office

- (a) transfer of information from electronic version on the File Transfer Protocol site to a hard copy binder.
- (b) door to door delivery of completed binders with requested printed content.

Time extensions may be granted upon mutual agreement. Binder requests will be submitted to the printshop by email for each project.

The contractor must be able to provide the services between the hours of 08:30 to 16:00 hours, Monday through Friday. If there are multiple projects to be delivered, only one pick-up/delivery charge may be billed.

See Appendix 4 for a Sample Basic Binder contents. The binders and section dividers will be provided by the contractor.

All information contained in each project is the property of the Ministry of Forests, Lands, and Natural Resource Operations and should be considered confidential in nature.

2. SUBCONTRACTORS

No Subcontractors are permitted under this agreement

3. OPTION TO RENEW

This Agreement may be renewed for a further Term of a maximum of twelve months by written agreement of the parties, subject to satisfactory performance by the Contractor and the availability of funding by the Province. Should the option to renew be exercised it is expected that the Contractor's rate or price in the preceding term will remain unchanged in the subsequent term, unless, in the ministry's sole opinion, a negotiated rate change is warranted.