



**SCHEDULE C
Additional Terms**

02-CoastalNRM-20

Attachment to the Agreement with for Spring Tree Planting in the Red Deer Creek Fire Area.

1. Fees

1.01 Your fees (exclusive of any applicable taxes described in this Agreement that is a taxable transaction chargeable to Coastal NRM will be based on the rates in the Schedule B1 – Seedling Specifications and Price per Payment Area during the Term when you are providing the Services.

1.02 The quantities stated under Clause 1.01 are estimations only. The final quantity measurements may vary from the estimations and contract payment will be based on the actual quantities and the price(s) per Unit of Measure stated above.

1.03 Notwithstanding Clause 1.02, the contract is not to exceed the total fees payable to you in accordance with this Schedule in the amount of \$enter fee total without the prior written approval of the Coastal NRM Representative.

1.04 We will pay you for the following:

- a. Expenses incurred associated with additional health and safety measures related directly to COVID-19 up to and including a maximum of \$enter total (receipts required when applicable)

2. Expenses

2.01 We will not pay any expenses to you for the completion of the Services.

3. Total Payable

3.01 In no event will the Total Payable for fees and, where applicable, expenses (exclusive of any applicable taxes described in the Agreement) in accordance with this Schedule exceed in total an estimated \$enter fee and expense total.

4. Holdback from Payment

4.01 As per the Agreement, Coastal NRM will withhold 10% of the calculated amount from any payment. The 10% holdback will be retained for 40 calendar days after completion, or earlier termination, of all Services and interest is not payable on the amount held back by the Province. Coastal NRM is authorized, but not obliged, to apply the holdback funds as follows:

- a) firstly, to any unpaid government agencies or boards;
- b) secondly to the Contractor's workers, direct subcontractors and suppliers, where required to do so by court order; and
- c) thirdly as security for the correction of any breach of a provision of the Agreement

SCHEDULE B
CONTRACT PAYMENT

5. Submission of Statement of Account

5.01 In order to obtain payment for any fees and, where applicable, expenses under the Agreement, you must submit to us a written Statement of Account in a form satisfactory to us upon acceptable completion of the Services.

5.02 The Statement of Account(s) must show the following:

- (a) your legal name, address, the date and the period of time which the invoice applies (“Billing Period”), the contract number, and a statement number for identification;
- (b) the calculation of all fees claimed under this Agreement for the Billing Period, with hours, dates, rates, and name(s) of persons providing the Services, a description of specific services/works completed during the Billing Period, including a declaration that the Services have been completed;
- (c) and where expenses are to be paid under this Agreement, a chronological listing, in reasonable detail and with dates, of all expenses claimed by you under this Agreement for the Billing Period with receipts or copies of receipts, where applicable, attached;
- (d) if you are claiming reimbursement of any GST or other applicable taxes paid or payable by you in relation to those expenses, a description of any credits, rebates, refunds, or remissions you are entitled to from the relevant taxation authorities in relation to those taxes;
- (e) the calculation of any applicable taxes payable by us in relation to the Services provided under this Agreement and for the Billing Period as a separate line item (excluding taxes paid directly by you to a supplier and which were included in the bid price);
- (f) any other billing information reasonably requested by us.

5.03 Within thirty days of our receipt of your invoice, or the date we authorize payment, whichever is the latter, we must pay you fees and, where applicable, expenses for those Services we determined were satisfactorily received during the Billing Period.

5.04 Invoices are to be submitted electronically to the Coastal NRM Office by sending it to:

nmiller@coastalnrm.ca

***Include your company name, contract # and invoice # in the subject line.**

Provide all required back up information electronically along with the invoice (e.g. time sheets, receipts, etc.). If back-up information cannot be submitted electronically, your complete invoice must be submitted in hard copy only please.

This link is strictly for submission of invoices and invoice inquiries only. Other inquiries are to be directed to appropriate Coastal NRM staff.

To avoid duplication, do not send a follow-up hard copy or copy other Coastal NRM staff / offices on the e-mail