This Statement of Work (this “**SOW**”) is between THE ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY, 1385 Woodroffe Avenue, Ottawa, Ontario K2G 1V8 (the “**College**”) and the Contractor named below. The Contractor shall supply the goods and/or services identified in this SOW subject to the College’s published AC - General Terms and Conditions (available at <https://www.algonquincollege.com/finance-administration/approved-contract-templates/>) as of the date of execution of this SOW. Together this SOW with the Algonquin College General Terms and Conditions are the “Contract” for the supply of goods and/or services to the College.

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| --- |
| 1. **Contractor Details**
 |
|  |  |
| **Name of Contractor Contact** (Owner or Authorized Representative) | **Contractor’s Legal Corporate Name** |
|  |  |
| **Contractor’s Legal Address** | **Contractor HST#** |
|  |  |
| **Contractor’s email** (Owner or Authorized Representative) | **Contractor direct telephone #** |

|  |
| --- |
| 1. **Goods**
 |
|  | Goods Description | Delivery Date | Cost (not including HST) |
| Include Special Instructions in brackets () |  |
| **1** |  |  | $ |
| **2** |  |  | $ |
| **3** |  |  | $ |
| **4** |  |  | $ |
| **5** |  |  | $ |
|  | Total/  | $ |
| Notes: |

|  |
| --- |
| 1. **Services**
 |
|  | Services Description | Delivery Date | Cost (not including HST) |
| Include Special Instructions in brackets () |  |
| **1** |  |  | $ |
| **2** |  |  | $ |
| **3** |  |  | $ |
| **4** |  |  | $ |
| **5** |  |  | $ |
|  | Total/  | $ |
| Notes: |

|  |  |
| --- | --- |
| The Contractor accepts the AC - General Terms and Conditions (available at <https://www.algonquincollege.com/finance-administration/approved-contract-templates/>) will govern the terms and conditions of this Contract for Procurement. | Notes: |
|  |  |
| **Contractor Signature (Owner or Company Representative)** | **Date** |
|  |  |
| **College Administrative Signature (Signatory 1)** | **Date** |
|  |  |
| **College Administrative Signature (Signatory 2)** | **Date** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Internal Use - Attestation[ ] This is a Non-Competitive Procurement*I acknowledge and understand that a goods/services purchase that is attributable to the department generally or a general group of clients, rather than fully attributable to a specific client, is not a valid Exclusion Justification for Non-Competitive Procurement.* Further, by signing this form, I confirm that ***ALL*** the goods/services from the Independent Contractor associated with this engagement conform to the following three criteria and, as a result, justify exclusion from the competitive procurement provision detailed in the Broader Public Sector Procurement Directive:

|  |  |
| --- | --- |
| **Criteria** | **Confirmation** |
| The goods/services are purchased for sale or resale by the College | Yes [ ]  |
| The sale or resale will be to a specific client that is at arm’s length from the College | Yes [ ]  |
| The sale or resale will be with a view to generating a net contribution | Yes [ ]  |

I, the Administrative Manager, by signing opposite, confirm the necessary due diligence has been conducted to support the acknowledgements and statements made above and that the Contractor is not an active College Employee: **Administrative Manager (Signatory 1)** |