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SCHEDULE C - QUOTATION

**RFQ Title: INTERNAL WATER METER MAINTENANCE SERVICES**

**RFQ No: 1220-040-2023-020**

**CONTRACTOR**

**Legal Name:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

TO:

**CITY OF SURREY**

*Owner* Representative: Sunny Kaila, Manager, Procurement Services

Email for PDF Files: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

1. I/We, the undersigned duly authorized representative of the *Contractor,* having received and carefully reviewed all of the proposed documents, including the RFQ and any issued addenda posted on the City Website and BC Bid Website, and have full knowledge of the *Place of the Work*, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the *Work*, do hereby tender and offer to enter into a *Contract*, to do all of the *Work*, and to furnish all necessary labour, machinery, provide tools, apparatus and other means of construction, and to provide, furnish, deliver, place and erect all materials mentioned and described or implied therein, except as otherwise specified, to complete the *Work* herein described, in strict accordance with the plans, *Specifications* and supplemented specifications and to accept in full payment therefore, the sums calculated in accordance with the actual measured quantities at the unit price set forth in the Quotation herein as follows:

2.If this Quotation is accepted by the *Owner*, a contract will be created as described in:

(a) the Agreement;

(b) the RFQ; and

(c) other terms, if any, that are agreed to by the parties in writing.

3.Capitalized terms used and not defined in this Quotation will have the meanings given to them in the Agreement and RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the Agreement and RFQ will remain in full force and effect.

4. I/We have reviewed the sample Form of Agreement (Schedule B). If requested by the *Owner*, I/we would be prepared to enter into the sample Form of Agreement, amended by the following departures (list, if any):

**Section Requested Departure(s) / Alternative(s)**

**Please state reason:**

5. The *Owner* requires that the successful *Contractor* have the following in place **before providing the Work**:

1. Workers’ Compensation Board coverage in good standing and further, if an “*Owner* Operator” is involved, personal operator protection (P.O.P.) will be provided,

Workers' Compensation Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Prime *Contractor* qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Insurance coverage for the amounts required in the proposed Agreement as a minimum, naming the *Owner* as additional insured and generally in compliance with the *Owner*’s sample insurance certificate form available on the *Owner*’s Website at [www.surrey.ca](http://www.surrey.ca). search [Standard Certificate of Insurance](http://www.surrey.ca/files/DCT_Standard_Certificate_of_Insurance_2014.docx);

(d) City of Surrey or Intermunicipal Business License: Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(e) If the *Contractor*’s goods and services are subject to GST, the *Contractor*’s GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

(f) If the *Contractor* is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As of the date of this Quotation, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

**Section Requested Departure(s) / Alternative(s)**

**Please state reason:**

6.The *Contractor* acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation will not form part of the Contract unless and until the *Owner* agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

**Changes and Additions to Specifications and Scope:**

7. In addition to the warranties provided in the Contract, this Quotation includes the following warranties:

8. I/We have reviewed the RFQ, Schedule A – Scope of Work, and *Contract Drawings*. If requested by the *Owner*, I/we would be prepared to meet those requirements, amended by the following departures and additions (list, if any):

**Requested Departure(s) / Alternative(s) / Addition(s)**

**Please state reason:**

**Schedule of Quantities and Prices (see paragraph 5.3.1 of the Instruction to Tenderers – Part II):**

9. All prices and Quotations including the *Contract Price* shall include all taxes, but shall not include the GST. The GST shall be shown separately. Accordingly the *Contractor* offers to do the *Work* for the price, which is the sum of the products of the actual quantities incorporated into the *Work* and the appropriate unit prices set out in Table 2 below, the *Schedule of Quantities and Prices*, plus any lump sums or specific prices and adjustment amounts as provided by the *Contract Documents*. For the purpose of *Quotation* comparison, our Quotation is to complete the Work for the Total Quotation Price as set out on Table 1 of this Quotation Form. Our Total Quotation Price is based on the estimated quantities listed in Table 2 *Schedule of Quantities and Prices*:

**Table 1 - Summary:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **DESCRIPTION** | | **AMOUNT** | |
| A. | Water Meter Maintenance | |  | |
| B. | Water Meter Installations | |  | |
| C. | Ancillary Water Meter Works | |  | |
| D. | Hourly Add-Ons | |  | |
| E. | Sub Total: | |  | |
| F. | GST: | |  | |
| G. | **Total Quotation Price, including GST**: | |  | |
|  | | | **Payment Terms**:  A cash discount of \_\_\_\_% will be allowed if invoices are paid within \_\_\_ days, or the \_\_\_ day of the month following, or net 30 days, on a best effort basis. | | **Ship Via:** | |

**Table 2 – Schedule of Quantities and Prices:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SECTION 1: WATER METER MAINTENANCE** | | | | | | |
| **Item No.** | **MMCD Reference** | **Description** | **Unit** | **Estimated**  **Quantity** | **Unit Price ($)** | **Amount ($)** |
| 1.1 | 1.8.15S | **Touch Pad Rewiring/Remounting** | Each | 200 | $ | $ |
| 1.2 | 1.8.16S | **Touch Pad Replacement** | Each | 200 | $ | $ |
| 1.3 | 1.8.17S | **Reprogram Existing Register** | Each | 10 | $ | $ |
| 1.5 | 1.8.19S | **Obtain Meter Read Only** | Each | 50 | $ | $ |
| 1.6 | 1.8.20S | **Decommission Inside Meter Assembly** | | | | |
| a) |  | 38mm | Each | 5 | $ | $ |
| b) |  | 25mm | Each | 5 | $ | $ |
| c) |  | 19mm | Each | 35 | $ | $ |
| d) |  | 16mm | Each | 5 | $ | $ |
| 1.8 | 1.8.22S | **Replace Meter Register** | | | | |
|  |  | 75mm Sensus OMNI C2 Register - City Supplied | Each | 5 | $ | $ |
|  |  | 50mm Sensus OMNI C2 Register - City Supplied | Each | 5 | $ | $ |
| 1.9 | 1.8.23S | Supply and Installation of #37 DI lid | Each | 5 | $ | $ |
|  |  | Supply and Installation of #66 DI lid | Each | 2 |  |  |
|  |  |  |  |  | **Subtotal:** | **$** |

**WATER METER MAINTENANCE**

**(Carry Forward to Price Summary Table)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SECTION 2: WATER METER INSTALLATIONS** | | | | | | |
| **Item No.** | **MMCD Reference** | **Description** | **Unit** | **Estimated**  **Quantity** | **Unit Price ($)** | **Amount ($)** |
| 2.1 | 1.8.24S | **Exterior Meter Assembly Installations** | | | | |
| a) |  | 19mm in Asphalt Driveway – including meter | Each | 10 | **$** | **$** |
| b) |  | 19mm in Concrete Driveway – including meter | Each | 10 | **$** | **$** |
| c) |  | 19mm in Soft Surface – including meter | Each | 15 | **$** | **$** |
| 2.2 | 1.8.25S | **Interior Meter Change Outs** | | | | |
| a) |  | 25mm | Each | 1 | **$** | **$** |
| b) |  | 19mm – deduct meter cost if iPerl Warranty Replacement | Each | 50 | **$** | **$** |
| 2.3 | 1.8.26s | **Exterior Meter Change Outs** |  |  |  |  |
| a) |  | 25mm | Each | 3 |  |  |
| b) |  | 19mm - deduct meter cost if iPerl Warranty Replacement | Each | 30 |  |  |
|  |  |  |  |  | **Subtotal:** | **$** |

**WATER METER INSTALLATIONS**

**(Carry Forward to Price Summary Table)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SECTION 3: ANCILLARY WATER METER WORKS** | | | | | | |
| **Item No.** | **MMCD Reference** | **Description** | **Unit** | **Est**  **Qty** | **Unit Price ($)** | **Amount ($)** |
| 3.2 | 1.8.27S | **After Hours Callout Premium** | Each | 10 | **$** | **$** |
| 3.3 | 1.8.28S | **Curb Stop Maintenance** | Each | 2 | **$** | **$** |
| 3.4 | 1.8.29S | **Curb Stop Assembly Replacement** | Each | 2 | **$** | **$** |
| 3.5 | 1.8.30S | **Exterior Meter Installation - Pit** | | | | |
| a) |  | 14” x 14” Square Pit and Restoration - Asphalt | Each | 10 | **$** | **$** |
| b) |  | 14” x 14” Square Pit and Restoration - Concrete | Each | 5 | **$** | **$** |
| c) |  | 14” x 14” Square Pit and Restoration - Soft Surface | Each | 10 | **$** | **$** |
| 3.6 | 1.8.31S | **Exterior Meter Installation - Trench** | | | | |
| a) |  | 14” Wide Trench and Restoration - Asphalt | Linear m | 10 | $ | $ |
| b) |  | 14” Wide Trench and Restoration - Concrete | Linear m | 10 | $ | $ |
| c) |  | 14” Wide Trench and Restoration - Soft Surface | Linear m | 10 | $ | $ |
|  |  |  |  |  | **Subtotal:** | **$** |

**ANCILLARY WATER WORKS**

**(Carry Forward to Price Summary Table)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SECTION 4: HOURLY ADD-ONS** | | | | | | |
| **Item No.** | **MMCD Reference** | **Description** | **Unit** | **Estimated**  **Quantity** | **Unit Price ($)** | **Amount ($)** |
| 4.1 | 1.8.33S | Foreman | Each | 80 | **$** | **$** |
| 4.2 | 1.8.34S | Foreman - OT | Each | 0 | **$** | **$** |
| 4.3 | 1.8.35S | Journeyman | Each | 30 | **$** | **$** |
| 4.4 | 1.8.36S | Journeyman - OT | Each | 0 | **$** | **$** |
| 4.5 | 1.8.37S | Skilled Laborer | Each | 10 | **$** | **$** |
| 4.6 | 1.8.38S | Skilled Laborer - OT | Each | 0 | **$** | **$** |
|  |  |  |  |  | **Subtotal** | **$** |

**Hourly Add-Ons**

**(Carry Forward to Price Summary Table)**

We confirm that we understand and agree that the quantities as listed in the above Table 2 – *Schedule of Quantities and Prices* are estimated, and that the actual quantities will vary.

**Time Schedule:**

11. Contractors should provide an estimated schedule, with major item descriptions and times indicating a commitment to provide the *Work* within the time specified (use the spaces provided and/or attach additional pages, if necessary).

**Water Meter Maintenance Program**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **TIMELINE** | | | | | | | | | |
| **Project Initiation Activities** | **Number of Calendar Days from Contract Award** | | | | | | | | | |
| 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 |
| Submission of Implementation Plan |  |  |  |  |  |  |  |  |  |  |
| *Notice to Proceed* |  |  |  |  |  |  |  |  |  |  |
| *Commence the Work* |  |  |  |  |  |  |  |  |  |  |
| **Ongoing Activities** | **Number of Working Days from City Request** | | | | | | | | | |
| 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 |
| Water Meter Maintenance |  |  |  |  |  |  |  |  |  |  |
| Water Meter Installations |  |  |  |  |  |  |  |  |  |  |
| Ancillary Water Meter Works |  |  |  |  |  |  |  |  |  |  |
| Substantial Completion |  |  |  |  |  |  |  |  |  |  |

**Experience and Qualifications:**

12. Contractor's relevant experience and qualifications in performing work the same/similar to the Work and your qualifications to perform the *Work* (use the spaces provided and/or attach additional pages, if necessary):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Capability:**

13.Contractor should demonstrate and describe your general capability to perform the Work, your understanding of the *Work* through discussion of the key issues, and your ability to meet the specifications/requirements of the RFQ.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client/Customer References:**

14. Contractor's references (name and telephone number) (use the spaces provided and/or attach additional pages, if necessary). The Owner’s preference is to have a minimum of three references. We hereby consent to the Owner contacting references for the purposes of evaluating our Quotation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Key Personnel:**

15. Contractor should list key personnel who will be the primary contact for contract and performance management. Include a brief description of their experience, highlighting relevance and successful completion of work same/similar to the *Work* and its scope. By providing this information, you warrant and represent you have each individual’s consent to disclosure of their personal information in accordance with privacy laws *(use the spaces provided and/or attach additional pages, if necessary):*

|  |  |  |
| --- | --- | --- |
| ***Name and Title*** | ***Area of Responsibility*** | ***Experience*** |
|  |  |  |
|  |  |  |

**Sub Contractors:**

16. Contractors should list all proposed subcontractors and the work they will undertake. Where final selection has not been made, identify the potential subcontractors from which the selection will be made. If none, indicate “Not Applicable”. If any *subcontractors* are individuals, by providing this information, you warrant and represent you have each individual’s consent to disclosure of their personal information in accordance with privacy laws *(use the spaces provided and/or attach additional pages, if necessary):*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name and Address*** | ***Contact Name / Phone Number*** | ***Area of Responsibility*** | ***Experience (including years working with Contractor*** |
|  |  |  |  |
|  |  |  |  |

**Material Suppliers (Potential):**

17. Contractor intends to use the following potential suppliers and manufacturers from which the selection will be made from:

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplier Name** | **Manufacturer Name** | **Supplier Address** | **Description of Good** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Quality Assurance and Quality Control:**

18. Contractor should describe your quality assurance program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

19. Contractor should describe how you will maintain quality control and meet quality standards in the performance of the *Work*, including with respect to water meter maintenance, water meter installations and ancillary water meter work:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Customer Service:**

20. **Customer Service Approach** – Contractor should describe your customer service approach, including issues management, reporting, etc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

21. **Response and Escalation** – Contractor should describe your escalation process to resolve dispute and manage issues that arise.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Security Protocols and Procedures:**

22. Contractor should describe your processes and procedures for maintaining the security of information and maintaining confidentiality of the orders, order details, and other confidential or personal information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Security Clearance/Background Checks:**

23. Contractor should describe your process for performing/updating background checks/security clearances for personnel or sub-contractors:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Protection of Personal and Confidential Information:**

24. Contractor should provide the following:

1. Privacy Policy - (*attach your Privacy Policy for review and approval by the Owner*).
2. Storage of Information – *check as applicable*:

|  |  |
| --- | --- |
|  | We will not store confidential and/or sensitive information of the *Owner* or personal information obtained as part of the *Work* on servers outside of Canada or allow anyone from outside of Canada to access such information. |
|  | We will or may store confidential and/or sensitive information of the *Owner* or personal information obtained as part of the *Work* on servers outside of Canada, but confirm such information will be encrypted or de-identified, with the encryption keys and/or de-identification keys (as the case may be) stored on servers located within data centres within Canada. |

25. I/We the undersigned duly authorized representatives of the *Contractor*, having received and carefully reviewed the RFQ and the Agreement, submit this Quotation in response to the RFQ.

**This Quotation** is offered by the Contractor this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2023.

**CONTRACTOR**

**I/We have the authority to bind the Contractor.**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Legal Name of Contractor)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) |