

**THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL - #19 ALARM RESPONSE SERVICES
WORKSHEET A**

<i>ITEM NO.</i>	<i>TERMS AND CONDITIONS</i>	<i>WILL COMPLY/WILL NOT COMPLY</i>	<i>COMMENT</i>
1.0	INTRODUCTION		
1.01	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 184 schools with an estimated enrolment of 77,000 students.		
1.1	BACKGROUND		
1.1.1	Our estimated quantities shown in Appendix C are based on actual response requirements from April 30, 2008 to May 31, 2009. The quantity shown represents an estimate for a ONE MONTH average.		
1.2	PURPOSE		
1.2.1	The TVDSB needs to provide responses for security alarms in all TVDSB sites.		
2.0	BID DEFINITIONS AND INFORMATION		
2.1	DEFINITIONS		
2.1.1	The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission.		
2.1.1.1	The word " MUST " shall mean bidders "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant.		
2.1.1.2	The word " SHOULD " shall mean bidders "should" include the required information in bid submission.		
2.1.1.3	The word " NONCOMPLIANT " shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.1.4	The word " SUBCONTRACTOR " shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform any portion or all of this bid.		
2.1.1.5	The word " QUALIFIED " shall mean a bidder who is compliant and has included the required information in their bid submission.		
2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		

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2.1.1.6.1	Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The TVDSB will reject any bid submission which contains a major irregularity.		
2.1.1.6.2	Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.		
2.2	STRUCTURE OF THIS BID		
2.2.1	Bidders must use the electronic bidding file (setup.exe) which is available on the internet at:		
2.2.1.1	www.tvdsb.on.ca		
2.2.1.2	"Purchasing Bids"		
2.2.1.3	"Electronic Bidding Instructions, Bid Download and Bid Results",		
2.2.1.4	Scroll to the end of the document, click		
2.2.1.5	"Proceed to inquiry/download page".		
2.2.1.6	Proceed to the bid, click		
2.2.1.7	"New" Icon		
2.2.1.8	The setup.exe file contains the following Appendices:		
2.2.1.9	Worksheet A: Terms and Conditions Response in Excel format		
2.2.1.10	Worksheet B: Scope of Work in Excel format		
2.2.1.11	Worksheet C: Pricing in Excel format		
2.2.1.12	Worksheet D: Zones in Excel format		
2.2.1.13	Worksheet E: Zone Map of TVDSB in PDF format		
2.2.1.14	Worksheet F: List of Staff in Excel format		
2.3	RETURN LOCATION		
2.3.1	Sealed bid submissions must be returned to:		
2.3.2	"Tenders Clerk"		
2.3.3	Tenders Clerk's box, Main Floor Reception, Education Centre		
2.3.4	Thames Valley District School Board		
2.3.5	1250 Dundas Street		
2.3.6	London, Ontario		
2.3.7	N5W 5P2		
2.3.8	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.9 - Labelling of Envelope and diskette or CD).		

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2.3.9	The bid submission must be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.3.10	Delivery to the "Tenders Clerk" is the responsibility of the bidder.		
2.3.11	Submissions received by electronic transmission (i.e. fax or email) will not be accepted.		
2.3.12	Late bids will be returned to the bidder, unopened, if a return address is included on the submission envelope.		
2.4	IMPORTANT DATES		
2.4.1	ISSUE DATE: Monday, August 10, 2009		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon local time Monday, August 31, 2009.		
2.5	QUESTIONS		
2.5.1	Questions concerning the terms and conditions of the bid document, whether made orally or in writing, to any individual other than indicated above may, at the sole discretion of the TVDSB, render your submission noncompliant. Direct questions in written form only to: Stacey Shoemaker via email stacey.shoemaker1@tvdsb.on.ca. The TVDSB will only be bound by written answers to questions .		
2.5.2	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site.		
3.0	CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for one year commencing on October 1, 2009 and unless otherwise provided herein, terminating on September 30, 2010.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of an additional two years in one (1) year increments and will advise the bidder in writing of their intentions.		
3.1.3	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a second year ending September 30, 2011.		
3.1.4	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a third year ending September 30, 2012.		
3.2	PRICING		
3.2.1	All charges must be included in Worksheet C. Prices quoted must be for response to the site and for services exactly as specified and in Canadian funds, unless otherwise indicated.		

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3.2.2	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT OR TRAVEL TIME EXTRA.		
3.2.3	Prices must remain in effect for the initial one year term of the contract, ending September 30, 2010.		
3.2.4	Price increases during the contract term are subject to the approval of the TVDSB and will be limited to proof of manufacturers' industry increases in written form from the successful vendor.		
3.3	TAXES		
3.3.1	GST and PST: Where applicable, Goods & Services Tax and Provincial Sales Tax must be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
3.4	INVOICING/PAYMENT TERMS		
3.4.1	All invoices must be sent directly to the Facility Services Zone Office for approval and payment purposes. Invoices shall bear the site's name and the Chubb operator authorizing the service call. The successful bidder(s) will be provided with a list of the five zone offices with the complete contact information.		
3.4.2	Applicable taxes must be shown as separate line items on all invoices.		
3.4.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.4.3.1	Bidders should state percentage discount for early payment and net payment terms.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	REQUIREMENTS		
4.1.1	The proposals functional requirements are detailed in Worksheet B - Scope of Work.		
4.1.2	For each requirement as described in Worksheet B, bidders must place a response in the appropriate column.		
4.2	PRESENTATION/INTERVIEW/DEMONSTRATION		
4.2.1	Bidders may be required to make a presentation at the bidders' own expense or arrange a visit for the evaluation committee to an existing installed location that		
4.3	STATISTICAL DATA		
4.3.1	The successful bidder(s) must be capable of supplying the TVDSB with statistical data in electronic format, preference is Excel. PDF files are not acceptable.		
4.4	QUANTITY		

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4.4.1	The quantities, where shown, are MONTHLY estimates based on actual responses from April 30, 2008 to May 31, 2009.		
	Quantities are subject to change based on closing of existing schools and the building of new schools.		
4.4.2	Staffing Qualifications are to be entered in Worksheet F - Staffing List.		
5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 180 days.		
5.1.2	A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. No facsimiles shall be accepted. The last submission shall supercede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda must be submitted to the "Tenders Clerk" in the same manner and within the same time constraints as the bid submission.		
5.1.3	A bidder may withdraw the bid at any time up to the official closing time by letter bearing his/her signature as it is in the submission. Withdrawal requests received after the closing date shall not be permitted. Submission withdrawals must be submitted to the "Tenders Clerk" in the same manner and within the same constraints as a bid submission.		
5.1.4	The issuance of this call for bids shall not constitute any obligation on the part of the TVDSB to any firm or individual who submits a bid.		
5.1.5	The bidder must have satisfactorily fulfilled all relevant obligations as required under the terms and conditions of any previous award in order to be considered as an acceptable bidder.		
5.1.6	The laws of the Province of Ontario shall govern in any dispute occasioned as a result of the performance or non-performance and/or workmanship of a contract issued pursuant to the bid and any dispute arising out of the issuance of and response to this bid.		
5.1.7	The TVDSB reserves the right to withdraw the award of the contract to a successful bidder(s) within 30 days of the award if in the opinion of the TVDSB the successful bidder(s) is unable or unwilling to enter into a form of contract satisfactory to the TVDSB. The TVDSB shall be entitled to do so without any liability being incurred by the TVDSB to the bidder		

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5.1.8	The lowest or any bid submission may not necessarily be accepted. The TVDSB reserves the right to decline any or all bid submissions, or to cancel the bid call in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by the TVDSB to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal.		
5.1.9	All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.		
5.1.10	The TVDSB reserves the right to decline or purchase one or all items in this bid from one supplier or from multiple suppliers.		
5.1.11	All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between TVDSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.		
5.1.12	The successful bidder(s) must not at any time subcontract any portion of its contract with the TVDSB nor shall it assign the contract without the written permission of the TVDSB. The successful bidder(s) must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		
5.1.13	While the TVDSB has used considerable efforts to ensure an accurate representation of information in this bid document, the information contained herein is contained solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the TVDSB, nor is it necessarily comprehensive or exhaustive. Nothing in this bid document is intended to relieve bidders from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		

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5.1.14	The TVDSB may accept or waive a minor irregularity, or where practical to do so the TVDSB may as a condition of bid acceptance request a bidder to correct a minor irregularity with no change in bid price. Items of non compliancy on any bid submissions which do not strictly comply with the provisions, procedures and requirements of this bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TVDSB. All bidders agree to provide all such additional information as, and when requested, at their own expense, provided no bidder in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its bid submission or in any way materially alter or add to the solution originally proposed.		
5.1.15	All TVDSB policies, procedures and regulations must be adhered to by the successful bidder(s).		
5.1.15.1	Smoking is prohibited in all TVDSB buildings and on all TVDSB property.		
5.1.15.2	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.15.3	The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		
5.1.16	The successful bidder(s) will reimburse the TVDSB for any damages through negligence or willful acts of any of the successful bidder(s)' employees or contracted staff.		
5.1.17	The successful bidder(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.		
5.1.18	The TVDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		
5.1.19	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.1.21	The acceptance of the bid by the successful bidder and the award of the contract contemplated by this bid document is subject to approval of the Board of Trustees.		
5.2	CANCELLATION OF CONTRACT / LOSS OF SERVICE		

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5.2.1	The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder(s) shall remain responsible for its obligations under this contract up to the date of termination. The TVDSB reserves the right to commence an action in a court of competent jurisdiction against the successful bidder(s) for damages that result from the breach of the terms and conditions of the contract, by the successful bidder(s).		
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful bidder(s) under the contract the total outstanding amount from time to time and for all damage claims by the TVDSB or any third parties arising out of this contract which have not been resolved by the successful bidder(s) or its insurer.		
5.2.3	The TVDSB reserves the right to withhold monies owing under a contract to the value of the obligation to a maximum of the monies owing to the successful bidder(s) for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful bidder(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful bidder(s), the TVDSB's staff or third party interruptions.		
5.2.5	In the event that the successful bidder(s) becomes insolvent, and/or the successful bidder(s) is unable or unwilling to provide the contracted service for a period of more than 30 consecutive days during the period of the contract, the TVDSB shall have the right to replace the successful bidder(s) with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this bid.		
5.3	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT		
5.3.1	Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application pursuant to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a bid submission or an addendum may contain a trade secret of the bidder, intellectual property right of the bidder, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		

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5.3.2	A bidder specifically consents to the disclosure of any and all information contained in their bid submission or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all right, title and interest that they have in the bid submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.		
5.3.3	All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.		
5.4	HEALTH, SAFETY REGULATIONS		
5.4.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the TVDSB reserves the right to invoice the successful bidder(s) for the cost of certification/replacement.		
5.4.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB must ensure that the machine, device, tool, equipment or service complies with the Occupational Health and Safety Act and Regulations of Industrial Establishments. The burden of proof rests with the supplier.		
5.4.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. If applicable, the successful bidder(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.4.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHIMS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.5	WORKPLACE SAFETY AND INSURANCE BOARD		

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5.5.1	The successful bidder(s) must ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.		
5.5.2	The successful bidder(s) must furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board. This certification is to be furnished prior to the commencement of this contract. The good standing must be maintained throughout the contract. It is the responsibility of the Contractor to ensure that the Workplace Safety & Insurance Board Certificate is updated every sixty (60) days. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.5.3	All workplace injuries or accidents on TVDSB property must be reported by the successful bidder(s) to the TVDSB's representative within 24 hours.		
5.6	COMMERCIAL LIABILITY INSURANCE		
5.6.1	The successful bidder(s) must be covered by Commercial General Liability Insurance throughout the term of the contract. Each bidder must state if it has Commercial General Liability Insurance Coverage.		
5.6.2	Each bidder should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$5 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$5 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$5 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.6.2.1	This liability policy shall contain the following coverage:		
5.6.2.2	Personal Injury & Property Damage		
5.6.2.3	Non-Owned Automobile Liability		
5.6.2.4	Owners and Contractors Protective Coverage		
5.6.2.5	Contractual Liability		
5.6.2.6	Broad Form Property Damage		
5.6.2.7	Products & Completed Operation Insurance		

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5.6.2.8	Contingent Employees Liability		
5.6.2.9	Cross Liability Clause and Severability of Interest Clause		
5.6.2.10	Failure to Perform Coverage		
5.6.3	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.6.4	The successful bidder(s) agrees to indemnify, hold harmless and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason or injury (including death) or damage to any property arising out of negligent or willful acts on the part of the successful bidder(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
5.7	MOTOR VEHICLE LIABILITY INSURANCE		
5.7.1	Bidders must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.		
5.7.2	In the event of an affirmative answer to 5.8.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the Contract. If the bidder's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.8.3 to subsection 5.8.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		

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5.7.3	Bidders should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1million on all personally owned vehicles)per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract.		
5.7.3.1	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.7.3.2	Third Party Liability Coverage in the form of OAP-1		
5.7.4	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		
5.7.5	The successful bidder(s) agrees to indemnify, hold harmless, and defend, the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
5.8	BONDING		
5.8.1	The successful bidder(s) must secure a bonding company which is willing to be bound with the TVDSB in the amount of ten thousand dollarts (\$10,000) for due performance and fulfilment of this contract. The bonding shall be for one year commencing from October 1, 2009.		
5.8.2	The Surety Company must be a Guarantee Company, satisfactory to the TVDSB and authorized to operate in the Province of Ontario.		
5.8.3	All costs for this bonding will be the responsibility of the successful bidder(s).		

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6.0	BIDDER PROFILE		
6.1	ADMINISTRATION & ORGANIZATION		
6.1.1	The TVDSB reserves the right at any time after the closing date, to request from any bidder evidence of its financial standing and stability, including that of each of its officers, directors and principals. All bidders agree to provide at their own expense all such above-related information as may be requested by the TVDSB within four (4) days of the date of any such request.		
6.1.2	Bidders are required to list any and all pending or ongoing legal claims or disputes where the bidder could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
7.0	7.0 BID SUBMISSION		
7.1	BIDDER'S RESPONSE GUIDE		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, bidders should use the same numbering format, as on this bid document.		
7.1.2	The bid submission must include:		
7.1.2.1	Printed and signed copies of all Worksheets		
7.1.3	One Diskette or CD with file names:		
7.1.3.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
7.1.3.2	Worksheet B: Scope of Work in Excel format - Electronic response required		
7.1.3.3	Worksheet C: Pricing in Excel format - Electronic response required		
7.1.3.5	Worksheet F: List of Staff in Excel format		
7.1.4	It is the bidders responsibility to ensure the that the necessary "files" on the diskette or CD.		
7.1.5	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.6	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.9 - Labelling Instructions).		
7.1.7	Bidders' submissions should include page numbers for ease of reference by committee members.		
7.1.8	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.9	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
8.0	AWARD		
8.1	EVALUATION PROCESS		

FIRM NAME : _____

SIGNATURE : _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL - #19 ALARM RESPONSE SERVICES
WORKSHEET A**

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<i>ITEM NO.</i>	<i>TERMS AND CONDITIONS</i>	<i>WILL COMPLY/WILL NOT COMPLY</i>	<i>COMMENT</i>
8.1.1	An evaluation committee will be established to evaluate bid submissions.		
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
8.1.3	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria:		
8.1.3.1	Ability to supply the requirements identified in Appendixes and other relevant sections.		
8.1.3.2	Pricing		
8.1.3.3	Staffing Qualifications		
8.1.3.4	Equipment		
8.1.3.5	Training and Support		
8.1.3.6	Quality Assurance Philosophy		
8.1.3.6	Bidders' relevant experience of similar projects		
8.1.3.7	References		
8.1.3.8	Interview and/or site visit, if required		
8.1.3.9	Freedom from potential legal liabilities which would have an impact on the ability of the bidder to complete the agreement.		
8.1.3.10	Financial standing and freedom from legal claims.		
8.1.4	Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.		
8.1.5	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.6	The determination of equal quality will be based on our internal professional opinions.		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	www.tvdsb.on.ca		
8.2.1.2	"Purchasing Bids"		
8.2.1.3	"Electronic Bidding Instructions, Bid Download and Bid Results",		
8.2.1.4	Scroll to the end of the document, click		
8.2.1.5	"Proceed to inquiry/download page".		
8.2.1.6	Proceed to the Bid, click		
8.2.1.7	"Results - Check Mark"		
8.2.1.8	View documents in PDF format.		

FIRM NAME : _____

SIGNATURE : _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL - #19 ALARM RESPONSE SERVICES
WORKSHEET A**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		
	Stacey Shoemaker		James Stewart
	Purchasing Department		Chairperson
9.0	ELECTRONIC BIDDING INSTRUCTIONS		
9.1	DOWNLOADING BID DOCUMENTS		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.on.ca		
9.1.2	Click "Purchasing - Bids" icon		
9.1.3	Click "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
9.1.4	Read instructions		
9.1.5	Click "Proceed to Inquiry/Download page"		
9.1.6	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.7	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.8	All bid files are available for downloading at no charge from the TVDSB web site.		
9.2	PRINTING COPIES OF BID DOCUMENTS		
9.2.1	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
9.3	SECTION 9.3 COMPUTER SYSTEM REQUIREMENTS		
9.3.1	To use the electronic system, bidders must have the following equipment:		
9.3.1.1	Microsoft Windows, version 9.5		
9.3.1.2	2.5 MB available hard drive space		
9.3.1.3	3 ½ 1.44 MB diskette drive or CD Burner.		
9.4	INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:		
9.4.1	The TVDSB has made every effort to ensure the files are free of any virus and are functional. However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus.		
9.4.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
9.4.3	The bid files are installed into a default directory called C:\LBTENDER. When the installation process is complete, a box will appear with a "Remove Thames Valley District School Board Tender icon"; please close this box. When the setup is complete, click close.		
9.4.4	To begin the Bid Program:		
9.4.4.1	Go to Windows Explorer		
9.4.4.2	Click on C:\ drive		
9.4.4.3	Open the folder "lbtender"		
9.4.4.5	The following files will be installed in the C:\lbtender directory:		

FIRM NAME : _____

SIGNATURE : _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL - #19 ALARM RESPONSE SERVICES
WORKSHEET A**

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.4.4.6	Appendices.xls		
9.4.5	To start the process open the Excel files and complete as instructed.		
9.5	THE RETURN DISKETTE OR CD:		
9.5.1	After all bids have been entered:		
9.5.1.1	Copy the all Appendixes to either a 3.5" Diskette or CD using your company's standard CD Writing program.		
9.5.1.2	Check to ensure that the "files" are on the diskette or CD. Without these files we will not be able to download your bid.		
9.5.1.3	Be sure to label your diskette or CD with company name and signature.		
9.6	LABELLING OF ENVELOPE AND DISK		
9.6.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.6.2	From - Company Name & Address		
9.6.3	To:OFFICE OF THE TENDERS CLERK		
9.6.4	Thames Valley District School Board		
9.6.5	EDUCATION CENTRE,		
9.6.6	1250 Dundas Street,		
9.6.7	LONDON, Ontario		
9.6.8	N5W 5P2		
9.6.9	Alarm Response Services		
9.6.10	Bid # 19		
9.6.11	Return Date: 12:00:00 noon local time, Monday, August 31, 2009		
9.70	PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:		
9.7.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.7.2	Alarm Response Services		
9.7.3	Bid # 19		
9.7.4	Return Date: 12:00:00 noon local time, Monday, August 31, 2009		
9.7.5	Signature:		
9.7.6	Firm Name:		
10.0	SIGNATURE PAGE		
10.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendixes. All required Appendixes are included in our bid submission.		
10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
10.4	NAME (Please print):		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 REQUEST FOR PROPOSAL - #19 ALARM RESPONSE SERVICES
 WORKSHEET A

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
10.5	TITLE:		
10.6	SIGNATURE:		
10.7	FIRM NAME:		
10.8	State the legal entity that your organization operates under:		
10.8.1	Proprietorship		
10.8.2	Partnership		
10.8.3	Corporation		
10.9	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:		
10.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		
10.9.2	E-MAIL ADDRESS:		
10.9.3	ADDRESS:		
10.9.4	INTERNET ADDRESS:		
10.9.5	TELEPHONE NO.:		
10.9.6	FAX NO.:		
10.10	If subcontracting , bidders must provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract:		
10.10.1	Firm Name:		
10.10.2	Firm Address:		
10.10.3	Telephone Number:		
10.10.4	Fax Number:		
10.10.5	E-MAIL ADDRESS:		

FIRM NAME : _____

SIGNATURE : _____

**Thames Valley District School Board
Request for Proposal
Alarm Response Services
Worksheet B - Scope of Work**

Section	Requirements	WILL COMPLY/WILL NOT COMPLY	Comments
	Functional Requirements		
B1	Responses to alarm intrusions are dispatched through the TVDSB monitoring station. Our expectation of response time must be NO longer than ½ hour within the city limits of London, St. Thomas and Woodstock. Outside those three city perimeters the response time must be NO longer than 1 hour.		
B2	Emergency Response Binders, floor plans, security information, notebooks, log books and incident reports are confidential to the TVDSB and under no circumstances may any record or copy of record of activity or occurrence be removed from Board premises, without prior authorization of the Manager, Facility Services. Security Guards are not permitted to discuss, with any person, any matter pertaining to the Board and shall not release information, regarding any aspect of the Board or its operation to any person.		
B3	The successful bidder(s) will perform a complete building walk through (interior and exterior) and leave on site an action report which will include the time of intrusion, the response time, time of alarm reset, action taken and monitoring station operator authorizing the response. A copy of this report will also be e-mailed or available electronically daily to the TVDSB zone office for that site the NEXT day. There are five zone offices within TVDSB. The successful bidder(s) will be provided with the appropriate list of the sites and zones.		
B4	Reports should include a monthly summary of the individual action reports in Excel format.		
	Staffing Qualifications		
B5	Security Guards assigned to the Board shall be fluent in English language and shall possess good oral and written communication skills.		
B6	All Security Guards assigned to the Board must be physically fit and in good health, without physical/mental abnormalities which could interfere with the performance of his/her duties including good vision without colour blindness. Duties will, from time to time, include high levels of stress.		
B7	The successful bidder(s) agrees that at the request of the Manager, Facility Services or his designate can request the removal a Security Guard for just cause.		
B8	The TVDSB will not be held responsible for unwarranted actions taken on the part of security personnel assigned duties at the Board. The successful bidder agrees to accept full responsibility for legal or civil action taken against the Board, if it is determined the actions occurred because of unwarranted action on the part of an employee of the successful bidder(s).		

Firm Name: _____

Signature: _____

**Thames Valley District School Board
Request for Proposal
Alarm Response Services
Worksheet B - Scope of Work**

Section	Requirements	WILL COMPLY/WILL NOT COMPLY	Comments
B9	Security personnel must not disturb papers, open desk drawers or cabinets, or use Board property, materials and equipment without the consent of the Manager, Facility Services or his designate. The successful bidder(s) is responsible for the cost of repair or replacement of equipment or materials owned by the Board, if lost or abused by Security personnel. Invoices submitted after each such occurrence must reflect a credit of the appropriate amount.		
B10	All property furnished by the Board for use by Security personnel remains the property of the Board. On commencement and termination of the Contract, the successful bidder(s) must submit a statement of account of property under his jurisdiction by way of the Contract.		
B11	The successful bidder(s) shall ensure that each guard is in possession of a valid Private Security and Investigative Services Act license, as issued under the Private Security and Investigative Services Act, 2005, S.O. 2005, Chapter 34 and shall be carried at all times while on duty at any TVDSB site.		
Uniforms & Equipment			
B12	The successful bidder(s) shall ensure all guards are provided with the appropriate uniform Private Security and Investigative Services Act, 2005, S.O 2005, c.34, s. 35 (2), and identification (Including licence card from B12 above). The cost of supplying uniforms & identification is the responsibility of the successful bidder(s). The successful bidder(s) shall ensure that guards are neat in appearance and are in proper uniform at all times while on duty. All guards shall be issued identical complete uniforms. A photograph of your standard uniform should be supplied with your bid.		
B13	Bidders should include the locations of your depots, number of staff and number of vehicles in Worksheet C.		
Implementation			
B14	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operation and modify assignments as required.		
Training & Support			
B15	Training and support services are a consideration in awarding this proposal. Include any and all support, ongoing training that your company will provide to staff and identify certification relevant to the support role envisioned.		

Firm Name: _____

Signature: _____

Thames Valley District School Board
Request for Proposal
Alarm Response Services
Worksheet B - Scope of Work

Section	Requirements	WILL COMPLY/WILL NOT COMPLY	Comments
B16	State who the main contact c/w contact numbers would be assigned responsibility for our account should your company be a successful bidder.		
	Environment		
B17	Each proposal should include a detailed description of any environmental initiative and how your program would be beneficial to TVDSB.		
	Statistical Data		
B18	The successful bidder(s) must be capable of supplying the TVDSB with statistical data outlining response calls by site on an annual basis in Excel format.		
B19	This statistical data should include a monthly summary of the individual action reports. Please submit a sample of an action report.		
	Quality Assurance Philosophy		
B20	Outline your company's quality assurance philosophy and program in detail related to Service related problems.		
B21	Outline your company's quality assurance philosophy and program in detail related to Quality problems.		
	REFERENCES		
B22	Bidders must provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference should contain the following information:		
B22.1	Reference 1 - Company Name:		
	Reference 1 - Address:		
	Reference 1 - Contact Name:		
	Reference 1 - Phone Number:		
	Reference 1 - Fax Number:		
	Reference 1 - e-mail address:		
B22.2	Reference 2 - Company Name:		
	Reference 2 - Address:		
	Reference 2 - Contact Name:		
	Reference 2 - Phone Number:		
	Reference 2 - Fax Number:		
	Reference 2 - e-mail address:		
B22.3	Reference 3 - Company Name:		
	Reference 3 - Address:		
	Reference 3 - Contact Name:		
	Reference 3 - Phone Number:		
	Reference 3 - Fax Number:		

Firm Name: _____

Signature: _____

Thames Valley District School Board
Request for Proposal
Alarm Response Services
Worksheet B - Scope of Work

Section	Requirements	WILL COMPLY/WILL NOT COMPLY	Comments
	Reference 3 - e-mail address:		

Firm Name: _____

Signature: _____

Thames Valley District School Board
Request for Proposal
Alarm Response Services
Worksheet C - Pricing

Item Number	Description	Quantity (average monthly)	Unit of Measure	Staffing Allotment	Vehicle Allotment	Depot Location who would Respond	Per Response Price
1	Alarm Response Zone 1 Response time maximum 1/2 hour	31	each				
2	Alarm Response Zone 2 Response time maximum 1/2 hour	30	each				
3	Alarm Response Zone 3 Response time maximum 1/2 hour	23	each				
4	Alarm Response Zone 4 Response time maximum 1 hour	29	each				
5	Alarm Response Zone 5 Response time maximum 1 hour	28	each				
7	Drive by Coverage/presence <u>within</u> city limits of London		hour				
8	Drive by Coverage/presence <u>within</u> city limits of St Thomas		hour				
9	Drive by Coverage/presence <u>within</u> city limits of Woodstock		hour				
10	Drive by Coverage/presence OUTSIDE city limits of London for Middlesex County		hour				
11	Drive by Coverage/presence OUTSIDE city limits of St. Thomas for Elgin County		hour				
12	Drive by Coverage/presence OUTSIDE city limits of Woodstock for Oxford County		hour				
13	Environmental Alarm Response <u>within</u> city limits of London Response time maximum 1/2 hour		each				
14	Environmental Alarm Response <u>within</u> city limits of Woodstock Response time maximum 1/2 hour		each				
15	Environmental Alarm Response <u>within</u> city limits of St. Thomas Response time maximum 1/2 hour		each				
16	Environmental Alarm Response		each				

Firm Name: _____

Signature: _____

Thames Valley District School Board
 Request for Proposal
 Alarm Response Services
 Worksheet C - Pricing

Item Number	Description	Quantity (average monthly)	Unit of Measure	Staffing Allotment	Vehicle Allotment	Depot Location who would Respond	Per Response Price
	to sites in Elgin County (outside the city of St. Thomas) Response time maximum 1 hour						
17	Environmental Alarm Response to sites in Middlesex County (outside the city of London limits) Response time maximum 1 hour		each				
18	Environmental Alarm Response to sites in Oxford County (outside the city of Woodstock) Response time maximum 1 hour		each				

Firm Name: _____

Signature: _____

THAMES VALLEY DISTRICT SCHOOL BOARD**FACILITY LOCATION BY ZONE****#19 ALARM RESPONSE SERVICES****WORKSHEET D**

School Name	School ID	Address	City	Postal Code	Phone
St. George's P.S.	1670	728 Waterloo Street	London	N6A 3W4	519-452-8530
Thames Secondary School	2340	785 Trafalgar Street	London	N5Z 1E6	519-452-2880
Thames Valley DSB - Education Centre	5120	1250 Dundas Street	London	N5W 5P2	519-452-2000
Trafalgar P. S.	1715	919 Trafalgar Street	London	N5Z 1G3	519-452-8610
Tweedsmuir P. S.	1720	349 Tweedsmuir Avenue	London	N5W 1L5	519-452-8620

THAMES VALLEY DISTRICT SCHOOL BOARD
FACILITY LOCATION BY ZONE
#19 ALARM RESPONSE SERVICES
WORKSHEET D

ZONE 3 - East					
745 Hounsfeld Drive					
Woodstock, ON N4S 1P6					
Fax: 519-421-1489					
MAINTENANCE LEADER: Mitch Kirby, 519-452-2000, ext. 24301, m.kirby@tvdsb.on.ca					
OPERATIONS LEADER: Rosemary Nadalin, 519-452-2000, ext. 24302, r.nadalin@tvdsb.on.ca					
ZONE ASSISTANT: Kathy Keery, 519-452-2000, ext. 24300, k.keery@tvdsb.on.ca					
School Name	School ID	Address	City	Postal Code	Phone
A.J. Baker P. S.	1010	528 Allen Street	Kintore	N0M 2C0	519-283-1098
Algonquin P. S.	1030	59 Algonquin Road	Woodstock	N4T 1R8	519-421-2219
Annandale P. S. & S. S.	2020	60 Tillson Ave.	Tillsonburg	N4G 3A1	519-688-3498
Beachville P. S.	1055	434804 Zorra Line	Beachville	N0J 1A0	519-423-1939
Blossom Park Education Centre	3020	391 Blossom Park Road	Woodstock	N4S 7J3	519-537-0109
Central P. S.	1125	410 Hunter Street	Woodstock	N4S 4G4	519-537-5362
College Avenue Secondary School	2090	700 College Avenue	Woodstock	N4S 2C8	519-539-0020
D.M. Sutherland Sr. P. S.	1155	110 Winchester Street	Woodstock	N4S 7K6	519-537-3543
Drumbo Central P. S.	1170	32 Wilmot St. S., Box 129	Drumbo	N0J 1G0	519-463-5638
East Oxford Central P. S.	1190	Old Stage Rd. & Cty Rd 14 R.R.#4	Woodstock	N4S 7V8	519-467-5243
Eastdale P. S.	1195	65 Aileen Dr.	Woodstock	N4S 4A2	519-537-2652
Zone 3 Maintenance Depot.	5325	745 Hounsfeld Street	Woodstock	N4S 1P6	519-537-2733
Glendale High School	2130	37 Glendale Dr.	Tillsonburg	N4G 1J6	519-842-4207
Harris Heights P. S.	1270	2 Caffyn Street	Ingersoll	N5C 3M8	519-845-1600
Hickson Central P. S.	1275	161 Loveys Street	Hickson	N0J 1L0	519-462-2415
Hillcrest P. S.	1280	840 Sloane Street	Woodstock	N4S 7V3	519-537-2642
Huron Park Secondary School	2150	900 Cromwell Street	Woodstock	N4S 5B5	519-537-2347
Ingersoll District Collegiate Institute	2160	37 Alma Street	Ingersoll	N5C 1N1	519-485-1200
Innerkip Central P. S.	1300	180 Coleman Street, Box 40	Innerkip	N0J 1M0	519-569-3435
Maple Lane P. S.	1390	25 Maple Lane	Tillsonburg	N4G 2Y8	519-688-0810
North Norwich P. S.	1445	40 Main Street S., Box 40	Burgessville	N0J 1C0	519-424-9815
Northdale P. S.	1470	290 Victoria Street N.	Woodstock	N4S 6W5	519-537-5761
Norwich District High School	2240	Stover St. & Hwy 59, R.R. #1	Norwich	N0J 1P0	519-468-2014
Norwich P. S.	1480	8 Elgin Street, Box 327	Norwich	N0J 1P0	519-863-2741
Oliver Stephens P. S.	1485	164 Fyfe Avenue	Woodstock	N4S 3S6	519-539-2068
Otterville P. S.	1495	118 Main Street W.	Otterville	N0J 1R0	519-879-1108
Oxford County Museum School	3170	R.R. #1, 656 Main Street	Burgessville	N0J 1C0	
Plattsville & District P. S.	1520	112 Mill St. E.	Plattsville	N0J 1S0	519-684-7436
Princess Anne P. S.	1550	210 King St. E.	Ingersoll	N5C 1H2	519-485-4849
Princess Elizabeth P. S.	1560	37 William Street	Ingersoll	N5C 1M2	519-485-2560

**THAMES VALLEY DISTRICT SCHOOL BOARD
FACILITY LOCATION BY ZONE
#19 ALARM RESPONSE SERVICES
WORKSHEET D**

School Name	School ID	Address	City	Postal Code	Phone
Princeton Central P. S.	1570	40 Elgin St. E. Box 427	Princeton	N0J 1V0	519-458-4315
Rolph Street P. S.	1590	83 Rolph Street	Tillsonburg	N4G 3Y2	519-842-2077
South Ridge P. S.	1635	391 Quarter Line Rd.	Tillsonburg	N4G 4H1	519-842-7319
Southside P. S.	1645	360 Albert Street	Woodstock	N4S 2L4	519-539-1131
Springbank P. S.	1660	1060 Sprucedale Road	Woodstock	N4S 4Z9	519-539-7140
Sweaburg P. S.	1690	Dodge Line, R.R. # 1	Woodstock	N4S 7V6	519-456-3024
Tavistock P. S.	1695	79 Maria Street, Box 370	Tavistock	N0B 2R0	519-655-2350
Thamesford P. S.	1705	130 McCarty Street, Box 250	Thamesford	N0M 2M0	519-285-2043
Tillson Ave. Livingston Centre	3040	90 Tillson Avenue	Tillsonburg	N4G 3A1	519-842-9000
Tollgate Central P. S.	1710	744993 Oxford Road 17/Hwy 59	Woodstock	N4S 7W1	519-537-7321
Vansittart Woods Environ. Ed. Centre	3120	R.R. #5	Woodstock	N4S 7V9	519-467-5468
Victory Memorial P. S.	1745	210 Thames Street S.	Ingersoll	N5C 2T5	519-485-2340
Westfield P. S.	1770	38 Glenn Avenue	Ingersoll	N5C 2C8	519-485-1360
Woodstock Collegiate Institute	2390	35 Riddell Street	Woodstock	N4S 6L9	519-537-1050
Zorra Highland Park P. S.	1810	Cty Road 6, RR#1	Embro	N0J 1J0	519-475-4121

THAMES VALLEY DISTRICT SCHOOL BOARD**FACILITY LOCATION BY ZONE****#19 ALARM RESPONSE SERVICES****WORKSHEET D**

School Name	School ID	Address	City	Postal Code	Phone
Port Stanley P. S.	1535	350 Carlow Rd.	Port Stanley	N5L 1B6	519-782-3983
Scott Street P. S.	1600	50 Scott Street	St. Thomas	N5P 1K6	519-631-5020
South Dorchester P.S.	1630	48614 Crossley Hunter Line, R.R.#1	Dorchester	N0L 1B0	519-765-4090
Southwold P. S.	1650	39261 Fingal Line, RR#1	St. Thomas	N5P 3S5	519-631-5997
Sparta P. S.	1655	45885 Sparta Line, Box 60	Sparta	N0L 2H0	519-775-2541
Springfield P. S.	1665	51336 Ron McNeil Line	Springfield	N0L 2J0	519-765-4162
Straffordville P. S.	1680	9188 Plank Rd., Box 94	Straffordville	N0J 1Y0	519-866-3021
Summers' Corners P. S.	1685	50576 Talbot Line, R.R.#1	Aylmer	N5H 2R1	519-773-8106
Wellington Street P. S.	1755	50 Wellington Street	St. Thomas	N5R 2P8	519-631-4950
West Elgin Sr .Elementary	1760	139 Graham Rd., Box 280	West Lorne	N0L 2P0	519-768-1260
West Elgin Secondary School	2360	139 Graham Street	West Lorne	N0L 2P0	519-768-1350
Westminster Central P. S.	1775	2835 Westminster Drive	London	N6N 1L7	519-452-8660

**THAMES VALLEY DISTRICT SCHOOL BOARD
FACILITY LOCATION BY ZONE
#19 ALARM RESPONSE SERVICES
WORKSHEET D**

ZONE 5 - West					
14766 Medway Road					
Arva, ON N0M 1C0					
Fax: 519-660-4656					
MAINTENANCE LEADER: Mark Atkinson, 519-452-2000, ext. 25002, m.atkinson@tvdsb.on.ca					
OPERATIONS LEADER: Ron Coghill, 519-452-2000, ext. 25003, r.coghill@tvdsb.on.ca					
ZONE ASSISTANT: Katia Cunha, 519-452-2000, ext. 25000, k.cunha@tvdsb.on.ca					
School Name	School ID	Address	City	Postal Code	Phone
A. B. Lucas Secondary School	2190	656 Tennent Avenue	London	N5X 1L8	519-452-2600
Adelaide-W.G. MacDonald P. S.	1020	29059 School Road, RR#5	Strathroy	N7G 3H6	519-247-3369
Biddulph P. S.	1060	34297 Saintebury Line, RR#1	Lucan	N0M 2J0	519-227-4891
Caradoc North P. S.	1115	8041 Scotchmere Dr., R.R.#1	Strathroy	N7G 3H3	519-245-2085
Centennial Central P. S.	1120	14774 Medway Road, RR#1	Arva	N0M 1C0	519-660-8193
Clara Brenton P. S.	1140	1025 St. Croix Avenue	London	N6H 3X8	519-452-8130
Colborne Street P. S.	1150	25 Colborne Street	Strathroy	N7G 2M1	519-245-2044
Eagle Heights P. S.	1505	284 Oxford Street W.	London	N6H 1S9	519-452-8460
East Williams Memorial P. S.	1185	4441 Queen Street, RR#1	Ailsa Craig	N0M 1A0	519-232-4505
Emily Carr P. S.	1230	44 Hawthorne Road	London	N6G 2H5	519-452-8160
Zone 5 Maintenance Depot	5320	14766 Medway Road	Arva, Ontario	N0M 1C0	519-660-4946
Jack Chambers P. S.	1305	1650 Hastings Drive	London	N5X 3E3	519-452-8240
John Dearness P. S.	1320	555 Sanatorium Road	London	N6H 3W6	519-452-8260
Leesboro Central P. S.	1340	17406 Evelyn Drive, RR#2	Thorndale	N0M 2P0	519-461-0510
Lord Dorchester Secondary School	2180	61 Queen Street	Dorchester	N0L 1G0	519-268-7351
Lucan P. S.	1370	270 Main Street	Lucan	N0M 2J0	519-227-4763
Masonville P. S.	1400	25 Hillview Boulevard	London	N6G 3A7	519-452-8390
McGillivray Central P. S.	1410	34714 Creamery Road, RR#3	Ailsa Craig	N0M 1A0	519-293-3342
Medway High School	2210	14405 Medway Road	Arva	N0M 1C0	519-660-8418
Metcalfe Central P. S.	1415	6100 Calvert Drive, RR#3	Strathroy	N7G 3H5	519-245-1650
North Meadows P. S.	1450	82 Middlesex Drive	Strathroy	N0M 1C0	519-245-7373
North Middlesex District H. S.	2230	100 Main St., Box 610	Parkhill	N0M 2K0	519-468-2014
Northdale P. S.	1465	655 Tennent Avenue	London	N5X 1L7	519-452-8430
Northdale Central P. S.	1460	3860 Catherine Street	Dorchester	N0L 1G0	519-268-7862
Northridge P. S.	1475	25 McLean Drive	London	N5X 1Y2	519-452-8440
Oakridge Secondary School	2250	1040 Oxford Street W.	London	N6H 1V4	519-452-2750
Orchard Park P.S.	1490	50 Wychwood Park	London	N6G 1R6	519-452-8450
Oxbow P. S.	1500	13624 Ilderton Road, RR#3	Ilderton	N0M 2A0	519-666-0310
Parkhill-West Williams P. S.	1510	204 McLeod Street, Box 488	Parkhill	N0M 2K0	519-294-1117
Parkview P. S.	1515	10008 Oxbow Drive	Komoka	N0L 1R0	519-657-3868
School Name	School ID	Address	City	Postal Code	Phone

THAMES VALLEY DISTRICT SCHOOL BOARD

FACILITY LOCATION BY ZONE

#19 ALARM RESPONSE SERVICES

WORKSHEET D

Plover Mills P. S.	1525	17231 Plover Mills Road, RR#3	Thorndale	N0M 2P0	519-461-0986
Prince Andrew P. S.	1545	15237 Thirteen Mile Road, RR#4	Denfield	N0M 1P0	519-225-2410
River Heights P. S.	1580	4269 Hamilton Road	Dorchester	N0L 1G3	519-268-7884
Riverside P. S.	1585	550 Pinetree Drive	London	N6H 3N1	519-452-8510
Sherwood Forest P. S.	1605	7 Annadale Drive	London	N6G 2B5	519-452-8540
Sir Frederick Banting S. S.	2040	125 Sherwood Forest Square	London	N6G 2C3	519-452-2800
Banting Annex Adult ESL	3070	127 Sherwood Forest Square	London	N6G 2C3	
Southdale P. S.	1640	248 Keefer Street	Strathroy	N7G 1E2	519-245-0473
Stoneybrook P. S.	1675	1460 Stoneybrook Crescent	London	N5X 1C4	519-452-8590
					519-245-2680
Strathroy District Collegiate Institute/Holy Cross	2320	361 Second Street	Strathroy	N7G 4J8	**SEE BELOW**
University Heights P. S.	1725	27 Ford Crescent	London	N6G 1H8	519-452-8630
Valleyview Central P. S.	1730	10339 Ilderton Rd. R.R. #2	Ilderton	N0M 2A0	519-666-1417
Westdale P. S.	1765	1050 Plantation Road	London	N6H 2Y5	519-452-8650
Wilfrid Jury P. S.	1790	950 Lawson Road	London	N6G 3M2	519-452-8690
**SDCI and Holy Cross Catholic S.S. ONLY - 361 Second Street, Strathroy, ON, N7G 4J8					
FACILITY MANAGER: Phyllis Robertson, 519-245-4991					
Note: Separate billing required for S.D.C.I./Holy Cross facility only					



