



***REQUEST FOR PROPOSAL #20  
VEHICLE LEASING***

**Return Date: Tuesday, August 03, 2010 - prior to 12:00:00 noon**

**WORKSHEET A  
VEHICLE LEASING RFP  
TERMS AND CONDITIONS**

ITEM NO.	DESCRIPTION	WILL COMPLY/WILL NOT COMPLY/ANSWER	COMMENT
<b>1.0</b>	<b>INTRODUCTION</b>		
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 178 schools with an estimated enrolment of 77,000 students.		
<b>1.1</b>	<b>PURPOSE</b>		
1.1.1	The purpose of this proposal is to request interested firms to submit a proposal to lease Vehicles subject to the terms and specifications set out herein.		
1.1.2	The TVDSB also requires that if throughout the contract there is a need to lease additional vehicles for any locations within the TVDSB, the TVDSB would be permitted to do so without having to rewrite the proposal agreement and would obtain the vehicles for the same terms and conditions as specified in this document.		
<b>1.2</b>	<b>BACKGROUND</b>		
1.2.1	The TVDSB has 20 cargo vans a 1 ton cab and chassis, that have leases expiring November 30, 2010.		
1.2.2	The TVDSB also wishes to lease additional vehicles listed in Worksheet C.		
1.2.3	The twenty (20) 3/4 ton cargo vans, which are to be leased pursuant to this Request for Proposal, shall be modified by way of a conversion to natural gas, and shall be retrofitted and lettered (all of which will be removed when the lease expires).		
1.2.4	Accordingly, delivery for all vehicles are critical as modifications to the 3/4 ton cargo vans now under lease have to be removed and installed on the 3/4 ton cargo vans which will be leased pursuant to this Request for Proposal.		
<b>2.0</b>	<b>BID DEFINITIONS AND INFORMATION</b>		
<b>2.1</b>	<b>DEFINITIONS</b>		

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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.		
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.		
<b>2.2</b>	<b>STRUCTURE OF THIS BID</b>		

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2.2.1	Bidders <b>must</b> use the electronic bidding file (setup.exe) which is available on the internet at:		
2.2.1.1	www.tvdsb.ca		
2.2.1.2	"Board"		
2.2.1.3	"Purchasing"		
2.2.1.4	"Bids"		
2.2.1.5	Scroll to the end of the document, click "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 file "Appendices20.xls".		
2.2.1.9	Appendices20.xls contains:		
2.2.1.10	Worksheet A: Terms & Conditions in Excel format - Electronic response required.		
2.2.1.11	Worksheet B: Requirements in Excel format - Electronic response required.		
2.2.1.12	Worksheet C: Vehicle Specifications in Excel format - Electronic response required.		
2.2.1.13	Worksheet D: Summary Pricing etc. in Excel format - Electronic response required.		
2.2.1.14	Worksheet E: TVDSB Lease Agreement		
2.2.1.15	Worksheet F - Criteria and Weighting in Excel format - no response required.		
<b>2.3</b>	<b>RETURN LOCATION</b>		
2.3.1	Sealed bid submissions <b>must</b> be returned to:		
2.3.2	"Tenders Clerk"		
2.3.3	Tenders Clerk's box, Basement, 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 9.7- Labelling of Envelope and diskette or CD).		

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2.3.9	The bid submission <b>must</b> 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.		
<b>2.4</b>	<b>IMPORTANT DATES</b>		
2.4.1	ISSUE DATE: Monday, July 12, 2010		
2.4.2	QUESTIONS: Friday, July 16, 2010		
2.4.3	ANSWERS TO QUESTIONS: Tuesday, July 20, 2010		
2.4.4	<b>RETURN DATE and TIME: prior to 12:00:00 noon local time Tuesday, August 03, 2010.</b>		
<b>2.5</b>	<b>QUESTIONS</b>		
2.5.1	All questions pertaining to this bid document are to be addressed to: Cheryl MacKenzie, by Fax (519) 452-2399 or c.mackenzie@tvdsb.on.ca no later than Friday, July 16, 2010. After this date no further inquiries, concerns or questions may be submitted. The TVDSB reserves the right to distribute a notice of content of any inquiry and the TVDSB's response to all other registered bidders. All questions pertaining to this bid document <b>must</b> be submitted in writing.		
2.5.2	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: Cheryl MacKenzie. The TVDSB will only be bound by written answers to questions .		
2.5.3	Answers to all questions will be posted to the TVDSB web site at www.tvdsb.ca		
2.5.3.1	"Board"		
2.5.3.2	"Purchasing"		
2.5.3.3	"Bids"		
2.5.3.4	Scroll to the end of the document, click		
2.5.3.5	"Proceed to inquiry/download page"		

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2.5.3.6	Proceed to the Bid, click		
2.5.3.7	"Answers to Questions"		
2.5.3.8	View documents in PDF format.		
2.5.4	All bid files are available for downloading at no charge from the TVDSB web site.		
2.5.5	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site. See Section 2.5.3.		
2.5.6	All Addenda will be issued at least seven days prior to the closing date. If an addendum is issued within seven days of the closing date, the date will be extended accordingly.		
<b>3.0</b>	<b>CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT</b>		
<b>3.1</b>	<b>CONTRACT TERM</b>		
3.1.1	The TVDSB reserves the right to determine the term of the lease based on the submissions received in response to Worksheet D - Pricing.		
3.1.2	The TVDSB would like the ability to add additional vehicles during the term of this agreement which shall be for approximately one (1) year, unless otherwise provided herein, terminating on June 30, 2011.		
3.1.3	The TVDSB may, at the end of this contract term, extend the contract for a period of three (3) years in one (1) year increments and will advise the bidder in writing of their intentions.		
3.1.4	Bidders <b>must</b> state if your company would agree to extending this contract with the same terms and conditions for a second year ending June 30, 2012.		
3.1.5	Bidders <b>must</b> state if your company would agree to extending this contract with the same terms and conditions for a third year ending June 30, 2013.		
<b>3.2</b>	<b>PRICING</b>		
3.2.1	Bidders <b>must</b> complete the pricing section in Worksheet D - Pricing. An Electronic response is required		
3.2.2	Bidders <b>must</b> print and sign all Worksheets.		

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3.2.3	All charges <b>must</b> be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.4	Prices <b>must</b> include delivery, F.O.B. destination. <b>NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.</b>		
3.2.5	Prices <b>must</b> remain in effect for the initial first year term of the contract, ending June 30, 2011.		
3.2.6	The TVDSB expects to order in multiple shipments over the length of this contract.		
3.2.7	It is the intention of the TVDSB to rationalize its supplier base. This contract may be awarded on a per item basis or on the best cost of various groupings. The groupings will be determined by the TVDSB. Each bidder agrees to the award on this basis.		
3.2.8	The TVDSB will not expect any price increases for the exact configuration quoted during the roll out.		
3.2.9	The TVDSB would like to take advantage of any promotions, price decreases, rebates or new technologies available during the term of the contract. Detail your company's strategy related to future pricing, new equipment, components or new technologies.		
<b>3.3</b>	<b>TAXES</b>		
3.3.1	HST: Where applicable, HST <b>must</b> be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
<b>3.4</b>	<b>DELIVERY &amp; ORDERING</b>		
3.4.1	Delivery for all items will be directly to our Facility Services, Schools, Distribution Centre, Educational Resource Centre or Community Education Centres.		
3.4.2	Delivery dates will be specified on all of our purchase orders. Immediate delivery will be accepted unless otherwise designated on our purchase orders.		
3.4.3	The successful bidder(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping or installation.		

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3.4.4	The successful bidder(s) bears the risk of loss with respect to equipment until delivery and/or installation is complete.		
3.4.5	The successful bidder(s) will remove all packaging and shipping debris at no cost to the TVDSB.		
3.4.6	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of lading.		
3.4.7	The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time <b>must</b> be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		
3.4.8	Not all goods will be ordered at one time; orders will be placed as requests are received from our schools.		
<b>3.5</b>	<b>INVOICING/PAYMENT TERMS</b>		
3.5.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Accounts Payable.		
3.5.2	Applicable taxes <b>must</b> be shown as separate line items on all invoices.		
3.5.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.5.3.1	Bidders should state percentage discount for early payment and net payment terms.		
3.5.4	Purchase order numbers <b>must</b> be stated on all invoices; invoices without purchase order numbers will be returned unpaid.		
<b>4.0</b>	<b>SPECIFICATIONS/REQUIREMENTS</b>		
<b>4.1</b>	<b>QUALITY</b>		
4.1.1	Unless otherwise specified, supplies must be new, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the TVDSB pertaining to items being rejected is final.		

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4.1.2	Manufacturers' brand names and numbers are used as guidance for the bidders; alternate items of equal quality will be considered. If bidding on an alternate item, the manufacturer's name and model number <b>must</b> be indicated in the appropriate field in Appendices20.xls and all Worksheets FOR EVERY ITEM BID.		
4.1.3	The determination of equal quality will be based on our internal professional opinions.		
4.1.4	In addition to price, quality and suitability to school use will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will also be taken into consideration when awarding this contract.		
4.1.5	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications <b>must</b> immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
4.1.6	The successful bidder(s) <b>must</b> carry out all work to the satisfaction of the TVDSB. All trade work is to be performed by appropriately certified staff.		
<b>4.2</b>	<b>QUANTITY/TERM</b>		
4.2.1	These estimations based on our actual usage from and will be subject to change depending on our needs and budgets. The balance of items will be dependent on our needs as they arise.		
<b>4.3</b>	<b>REQUIREMENTS</b>		
4.3.1	For each requirement as described in Worksheet B - Requirements and Worksheet C - Specifications bidders <b>must</b> place a response in the appropriate column. The following definitions are used:		
4.3.2	The successful bidder(s) <b>should</b> be a certified dealer/distributor of the manufacturer of the equipment/products they are proposing.		
<b>4.4</b>	<b>RETURN OF GOODS POLICY</b>		

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4.4.1	The TVDSB will return any shipment (COLLECT) if, in our opinion, the product supplied does not conform to the specification and/or samples submitted in the bid.		
<b>4.5</b>	<b>ILLUSTRATIVE LITERATURE</b>		
4.5.1	Bidders <b>must</b> submit ILLUSTRATIVE and SPECIFICATION INFORMATION for each item of which they have bid. Bidders who are bidding EXACTLY as specified do not need to supply this information. Bidders who are submitting a catalogue must indicate page number where the item is illustrated.		
4.5.1.1	Bidders <b>should</b> state if this literature can be obtained directly from the manufacturer via the internet.		
4.5.1.2	Bidders <b>should</b> state the web site addresses for each manufacturer.		
<b>4.6</b>	<b>SAMPLES/DEMONSTRATION</b>		
4.6.1	Each bidder may be required to submit, at the bidder's own expense, the items which are being bid upon for examination and comparison purposes. This <b>must</b> be done on request and at a time and location chosen by the TVDSB.		
<b>4.7</b>	<b>SUBSTITUTIONS</b>		
4.7.1	In the event that an item ordered becomes discontinued during the contract, all bidders must notify the Purchasing Services Department for authorization before the item is substituted and shipped to our Distribution Centre. Successful bidders may be required to provide samples of the proposed substitutions before sending shipments. The Board reserves the right to return any shipment <b>COLLECT</b> , if in our opinion the products supplied do not conform to the specifications in this bid document.		
<b>4.8</b>	<b>PRESENTATION/INTERVIEW/DEMONSTRATION</b>		
4.8.1	Qualified bidders may be required to make a presentation/attend an interview at the bidders' own expense or arrange a visit for the evaluation committee to an existing installed location that matches the requirements of the bid. No bid alterations will be allowed. Notification will be given to qualified bidders as to time and place.		
<b>4.9</b>	<b>TRAINING / SUPPORT SERVICES</b>		

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4.9.1	Installation, training and support services are a consideration in awarding this bid. Include any and all support and implementation services your company will provide, identifying certification relevant to the support role envisioned.		
<b>4.10</b>	<b>MANUALS</b>		
4.10.1	ORIGINAL copies of SERVICE/OPERATING MANUALS <b>must</b> be furnished for all items identified in the Product Specification List - Worksheet C that are purchased as a result of this bid. This will be specified on our purchase order and the order will not be considered complete and ready for payment until these are received.		
<b>4.11</b>	<b>WARRANTY AND MAINTENANCE</b>		
4.11.1	Service is an extremely important consideration in the award of this bid. Bidders <b>must</b> complete Warranty Section - Worksheet B and C.		
<b>4.12</b>	<b>ENVIRONMENT</b>		
4.12.1	Bidder(s) <b>should</b> include a detailed description of any environmental initiative and how your program would be implemented and benefit TVDSB.		
<b>5.0</b>	<b>TERMS AND CONDITIONS</b>		
<b>5.1</b>	<b>GENERAL TERMS AND CONDITIONS</b>		
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 supersede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda <b>must</b> be submitted to the "Tenders Clerk" in the same manner and within the same time constraints as the bid submission.		

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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 <b>must</b> 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 should 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		
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.		

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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) <b>must</b> 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 <b>must</b> be adhered to by the successful bidder(s).		
5.1.16	Smoking is prohibited in all TVDSB buildings and on all TVDSB property.		
5.1.17	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.18	The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		
5.1.19	The successful bidder(s) will reimburse the TVDSB for any damages through negligence or wilful acts of any of the successful bidder(s)' employees or contracted staff.		
5.1.20	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.		
5.1.21	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.		

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5.1.22	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.		
5.1.23	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.1.24	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.		
<b>5.2</b>	<b>CANCELLATION OF CONTRACT / LOSS OF SERVICE</b>		
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.		

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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.		
<b>5.3</b>	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT</b>		
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.		
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.		

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<b>5.4</b>	<b>HUMAN RIGHTS AND CHILD LABOUR LAWS</b>		
5.4.1	Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Bidders wishing to do business with the TVDSB are asked to promote the purchase of goods from companies that operate in full compliance with the laws of their respective countries and with all applicable child labour laws, rules and regulations related to hiring, wages, hours worked, overtime and working conditions.		
5.4.2	Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.4.3	For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.4.3.1	<a href="http://www.ilo.org">http://www.ilo.org</a>		
5.4.3.2	<a href="http://www.ilo.org/public/english/comp/child/policy/towards.htm">http://www.ilo.org/public/english/comp/child/policy/towards.htm</a>		
<b>5.5</b>	<b>HEALTH, SAFETY REGULATIONS</b>		
5.5.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) <b>must</b> 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.		
5.5.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB <b>must</b> 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.		

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5.5.3	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) <b>must</b> supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.5.4	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 WHMIS in accordance with Occupational Health and Safety Act Regulations. They <b>must</b> adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.5.6	No supplier will be awarded any product that requires a Material Safety Data Sheet unless the bidder complies with the conditions above.		
5.5.6	The TVDSB reserves the right to request to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		
<b>5.6</b>	<b>WORKPLACE SAFETY AND INSURANCE BOARD</b>		
5.6.1	The successful bidder(s) <b>must</b> ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.		

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5.6.2	The successful bidder(s) <b>must</b> 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.		
5.6.3	All workplace injuries or accidents on TVDSB property <b>must</b> be reported by the successful bidder(s) to the TVDSB's representative within 24 hours.		
<b>5.7</b>	<b>COMMERCIAL LIABILITY INSURANCE</b>		
5.7.1	The successful bidder(s) <b>must</b> 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.		

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5.7.2	<p>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.</p>		
5.7.2.1	This liability policy shall contain the following coverage:		
5.7.2.2	Personal Injury & Property Damage		
5.7.2.3	Non-Owned Automobile Liability		
5.7.2.4	Owners and Contractors Protective Coverage		
5.7.2.5	Contractual Liability		
5.7.2.6	Broad Form Property Damage		
5.7.2.7	Products & Completed Operation Insurance		
5.7.2.8	Contingent Employees Liability		
5.7.2.9	Cross Liability Clause and Severability of Interest Clause		
5.7.3	<p>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.</p>		

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5.7.4	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 wilful 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.		
<b>5.8</b>	<b>MOTOR VEHICLE LIABILITY INSURANCE</b>		
5.8.1	Bidders <b>must</b> state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.		
5.8.2	In the event of an affirmative answer to 5.8.1, the successful bidders <b>must</b> 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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5.8.3	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 \$1 million 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.		
5.8.3.1	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:		
5.8.3.2	Third Party Liability Coverage in the form of OAP-1		
5.8.4	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.		

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5.8.5	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.		
<b>6.0</b>	<b>BIDDER PROFILE</b>		
<b>6.1</b>	<b>ADMINISTRATION &amp; ORGANIZATION</b>		
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.		
6.1.3	Bidders should state location of their distribution centre.		
6.1.4	Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.		
<b>7.0</b>	<b>BID SUBMISSION</b>		
<b>7.1</b>	<b>BIDDER'S RESPONSE GUIDE</b>		
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 <b>must</b> include:		
7.1.2.1	Printed and signed copies of all "Appendices20.xls" Worksheets.		
7.1.3	One Diskette or CD with file names:		

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7.1.3.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
7.1.3.2	Worksheet B: Requirements in Excel format - Electronic response required		
7.1.3.3	Worksheet C: Specifications in Excel format - Electronic response required		
7.1.3.4	Worksheet D: Pricing etc. in Excel format - Electronic response required		
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 9.6 - 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.		
<b>8.0</b>	<b>AWARD</b>		
<b>8.1</b>	<b>EVALUATION PROCESS</b>		
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	Ability to supply the requirements identified in Appendices and other relevant sections.		
8.1.4	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the evaluation criteria shown in Worksheet F - Criteria & Weighting.		
8.1.5	In the event of a tie score the TVDSB will resolve the tie by drawing of names. All parties will have representation at the draw.		

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8.1.6	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.		
8.1.7	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.8	The determination of equal quality will be based on our internal professional opinions.		
<b>8.2</b>	<b>AWARD AND NOTIFICATION OF CONTRACT</b>		
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	<a href="http://www.tvdsb.ca">www.tvdsb.ca</a>		
8.2.1.2	"Board"		
8.2.1.3	"Purchasing"		
8.2.1.4	"Bids"		
8.2.1.5	Scroll to the end of the document, click "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.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		
<b>8.3</b>	<b>DEBFEIFING</b>		
8.3.1	Not later than 60 Days following the date of posting of a contract award notification in respect of the RFP, a Bidder may contact the Buyer requesting a debriefing from the TVDSB, and the TVDSB shall conduct such debriefing in accordance with the requirements of the Ontario Supply Chain Guideline.		
8.3.1.2	Any request that is not timely received will not be considered and the Bidder will be notified in writing.		

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8.3.1.3	Bidders should note that, regardless of the time of submission of a request by a Proponent, debriefings will not be provided until such time as a contract award notification has been posted.		
8.4	<b>BID PROTEST PROCEDURE</b>		
8.4.1	In the event that a Bidder wishes to review the decision of the TVDSB in respect of any material aspect of the RFP process, and subject to having attended a debriefing, the Bidder shall submit a protest in writing to the TVDSB within 10 Days from such a debriefing.		
8.4.2	Any protest in writing that is not timely received will not be considered and the Bidder will be notified in writing.		
8.4.3	A protest in writing shall include the following:		
8.4.2.1	A specific identification of the provision and/or procurement procedure that is alleged to have been breached;		
8.4.2.2	A specific description of each act alleged to have breached the procurement process;		
8.4.2.3	A precise statement of the relevant facts;		
8.4.2.4	An identification of the issues to be resolved;		
8.4.2.5	The Bidder's arguments and supporting documentation; and		
8.4.2.6	The Bidder's requested remedy.		
	<b>Cheryl MacKenzie</b>	<b>Terry Roberts</b>	
	<b>Purchasing Services</b>	<b>Chairperson</b>	
<b>9.0</b>	<b>ELECTRONIC BIDDING INSTRUCTIONS</b>		
<b>9.1</b>	<b>DOWNLOADING BID DOCUMENTS</b>		
9.1.1	All documents are available from the TVDSB Web Site at <a href="http://www.tvdsb.ca">www.tvdsb.ca</a>		
9.1.2	Click "Board"		
9.1.3	"Purchasing"		
9.1.4	"Bids"		
9.1.5	Read instructions		
9.1.6	Click "Proceed to Inquiry/Download page"		
9.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.8	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		

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9.1.9	All bid files are available for downloading at no charge from the TVDSB web site.		
<b>9.2</b>	<b>PRINTING COPIES OF BID DOCUMENTS</b>		
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.		
<b>9.3</b>	<b>SECTION 9.3 COMPUTER SYSTEM REQUIREMENTS</b>		
9.3.1	To use the electronic system, bidders <b>must</b> have the following equipment:		
9.3.1.1	Microsoft Windows, version 9.5 or greater		
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.		
<b>9.4</b>	<b>INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:</b>		
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 file will be installed in the C:\lbtender directory:		
9.4.4.6	Appendices20.xls		
9.4.5	To start the process open the Excel file and complete as instructed.		
<b>9.5</b>	<b>THE RETURN DISKETTE OR CD:</b>		
9.5.1	After all bids have been entered:		

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9.5.2	Copy the all the "Appendices20.xls" file to either a 3.5" Diskette or CD using your company's standard CD Writing program.		
9.5.3	Check to ensure that the "files" are on the diskette or CD. Without these files we will not be able to download your bid.		
9.5.4	Be sure to label your diskette or CD with company name and signature.		
<b>9.6</b>	<b>LABELLING OF ENVELOPE AND DISK</b>		
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	Vehicle Leasing RFP		
9.6.10	Bid #20		
9.6.11	<b>Return Date: Prior to 12:00:00 noon local time, Tuesday, August 03, 2010</b>		
<b>9.7</b>	<b>PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:</b>		
9.7.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.7.2	Vehicle Leasing RFP		
9.7.3	Bid #20		
9.7.4	<b>Return Date: Prior to 12:00:00 noon local time, Tuesday, August 03, 2010</b>		
9.7.5	Signature:		
9.7.6	Firm Name:		
<b>10.0</b>	<b>10.0 SIGNATURE PAGE</b>		
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 Appendices. All required Appendices are included in our bid submission.		

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10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
10.4	NAME (Please print):		
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 <b>must</b> 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 <b>must</b> 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:		

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SIGNATURE: \_\_\_\_\_

<b>ITEM NO.</b>	<b>REQUIREMENTS</b>	<b>WILL COMPLY/WILL NOT COMPLY/ANSWER</b>	<b>COMMENT</b>
B1	The attached Lease Agreement (Worksheet E) is to be signed by the successful bidder(s). Bidders must state if their company is prepared to sign the enclosed lease agreement (Worksheet E). If bidders are unwilling to sign the TVDSB lease agreement, bidders must include a copy of their lease agreement with their submission		
B2	The lease will be based upon 20,000 kilometres per year per vehicle. However, due to our large geographic area, it is requested that the kilometres can be averaged for the term of the lease. e.g. if two 3/4 ton Cargo Vans are being returned on a four year lease term and one has 70,000 kilometres and the other one has 90,000 kilometres the average would be 80,000 and there would be no excess mileage charge.		
B3	There will be no down payment on the lease. The TVDSB will pay an equal amount over the term of the lease to the successful bidder(s) monthly/yearly (As per Worksheet D - Pricing)		
B5	The successful bidder(s) shall further arrange for new licensing. The TVDSB will pay for initial new license and pay licence cost as necessary for each subsequent year.		
B6	The leases will be closed end leases so that the vehicles can be returned at the end of the term with no further liability to the TVDSB. There will be no obligation upon the TVDSB when the vehicles are returned.		
B7	The successful bidder(s) must be certified dealers/distributors of the manufacturer of the vehicles they are proposing.		
B8	Public Liability and Property Damage Coverage along with Collision and Comprehensive Coverage and Accident Benefits Coverage will be assumed by the TVDSB.		
B9	The TVDSB will return all vehicles in good physical condition. Small scrapes or paint chips (i.e. parking lot damage or general wear) and holes that were made from retrofitting the 3/4 ton cargo vans will not be repaired prior to return. This damage will be considered normal wear and tear and the TVDSB will not be responsible for the cost of repairing it.		
B10	Proposed vehicle modification at the TVDSB's expense.		
B11	The 3/4 ton cargo vans will be converted to natural gas. All necessary equipment for the installation will be removed when the vehicles are returned to the successful bidder(s).		

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ITEM NO.	DESCRIPTION	WILL COMPLY/WILL NOT COMPLY/ANSWER	COMMENT
B12	The TVDSB will be responsible for the cost of the logos and lettering. The TVDSB's logo and lettering will be put on the outside of the vehicles. The logos and lettering will consist of self adhering vinyl material. All of the logos and lettering will be removed when the vehicles are returned.		
B13	The TVDSB will be retrofitting with shelving, ladder racks and interior grille partition to all of the 3/4 ton cargo vans. These items will be removed when the vehicles are returned.		
B14	In the event of vehicle breakdown, the lessor will make every effort to repair the vehicle, or supply a suitable replacement the same day.		
B15	Vehicles taken out of service due to major mechanical failure must be replaced with a substitute comparable unit. The successful bidder(s) will be responsible for picking up and delivering the vehicles from the Board's designated location at the successful bidder's expense.		
B16	When vehicle breakdown occurs, the TVDSB will not be liable for any towing services that may be required.		
B17	Fuelling, lubrications and preventative maintenance will be the financial responsibility of the TVDSB.		
B18	The successful bidder(s) shall carry out all work in a professional manner and to the satisfaction of the TVDSB. All trades work to be performed by appropriately certified staff or contractor.		
B19	The attached Lease Agreement (Worksheet E) is to be signed by the successful bidder(s). Bidders must state if their company is prepared to sign the enclosed lease agreement (Worksheet E). If bidders are unwilling to sign the TVDSB lease agreement, bidders must include a copy of their lease agreement with their submission.		
<b>4.4</b>	<b>IMPLEMENTATION</b>		
4.4.1	Bidder(s) <b>must</b> outline delivery dates in Worksheet C.		
4.4.2	The lease for Driver Education Vehicles should start September 1, 2010.		
4.4.3	The lease for all vehicles except Driver Education will not commence until December 1, 2010. This would enable the TVDSB to have all the vans retrofitted by December 1, 2010.		
4.4.4	Bidder(s) must state penalty for failure to meet the delivery dates stated in Worksheet C. If you are unable to meet the December 1, 2010 deadline there will be a penalty of \$20.00 per day per vehicle.		
4.4.5	The TVDSB would like time retrofit and change out vehicles prior to lease. Are you willing to deliver ahead of December 1, 2010 without starting the lease before December 1, 2010. State earliest possible date.		

FIRM NAME: \_\_\_\_\_

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ITEM NO.	DESCRIPTION	WILL COMPLY/WILL NOT COMPLY/ANSWER	COMMENT
<b>WARRANTY</b>			
B20	Bidders should indicate what situations would constitute major mechanical failure.		
B21	Bidders must disclose their policy of loan units.		
B22	Bidders should specify the type of vehicle that you would replace it with due to major mechanical failure.		
B23	Bidders should include what is covered under the scheduled maintenance program as required by warranty.		
B24	Bidders should include the terms and the length of an extended warranty.		
B25	Fuelling, lubrications and preventative maintenance will be the financial responsibility of the TVDSB. Bidders should indicate if this maintenance be completed at any licensed Auto Repair shop of the TVDSB's choice. If not, specify where it can be done.		
B26	Bidders should specify the size of your service department including:		
B27	Number of bays		
B28	Square Footage		
B29	Number of staff		
B30	Hours of Operation		
B31	Bidders must submit an organizational chart		
B32	Bidders should indicate the number of certified mechanics at your location.		
B33	Bidders should provide statement outlining your philosophy and program on quality assurance.		
B34	Bidders <b>must</b> provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference must contain the following information:		
B35	Reference 1 - Company Name:		
B36	Reference 1 - Address:		
B37	Reference 1 - Contact Name:		
B38	Reference 1 - Phone Number:		
B39	Reference 1 - Fax Number:		
B40	Reference 1 - e-mail address:		
B41	Reference 2 - Company Name:		
B42	Reference 2 - Address:		
B43	Reference 2 - Contact Name:		
B44	Reference 2 - Phone Number:		
B45	Reference 2 - Fax Number:		
B46	Reference 2 - e-mail address:		
B47	Reference 3 - Company Name:		

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ITEM NO.	DESCRIPTION	WILL COMPLY/WILL NOT COMPLY/ANSWER	COMMENT
B48	Reference 3 - Address:		
B49	Reference 3 - Contact Name:		
B50	Reference 3 - Phone Number:		
B51	Reference 3 - Fax Number:		
B52	Reference 3 - e-mail address:		
B53	Bidders should provide below a list of service locations, address and telephone numbers where service/warranty can be done (Add additional rows if necessary)		
B54			
B55			
B56			
B57			
B58			
B59			
B60			
B61			
B62			
B63			
B64			
B65			
B66			
B67			
B68			
B69			
B70			
B71			

FIRM NAME: \_\_\_\_\_

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**VEHICLE LEASING RFP  
WORKSHEET C - VEHICLE SPECIFICATIONS**

ITEM NO.	SPECIFICATIONS ARE MINIMUM ALTERNATE SPECIFICATIONS ARE TO BE EQUAL OR BETTER THESE ARE <u>"MUST"</u> MEET SPECIFICATIONS	INCLUDED? INDICATE YES/NO OR ANSWER QUESTION	SPECIFY INFORMATION REQUIRED OR PROVIDE ALTERNATE SPECIFICATION	COMMENTS
C1.0	<b>2011 - 3/4 TON CARGO VANS</b>			
C1.1	SPECIFY MAKE			
C1.2	SPECIFY MODEL			
C1.3	ENGINE - 4.8 litre V8 (SFI) Sequential Fuel Injection, Alternative Fuel Compatible Engine-Natural Gas			
C1.4	ALTERNATOR - 145 amps			
C1.5	TRANSMISSION - Automatic, 4-speed with overdrive			
C1.6	Wheel Base - SPECIFY			
C1.7	BATTERY - original equipment heavy duty maintenance free - SPECIFY Single or Double Battery System			
C1.8	AIR BAGS - driver and/or front passenger			
C1.9	ANTI FREEZE - perma type to 40 degrees below zero			
C1.10	BRAKES - four wheel anti-lock system power self-adjusting (ABS)			
C1.11	Firm Ride/Heavy Duty Suspension Pkg.			
C1.12	GVWR lbs. - MAXIMUM 24,250 lb (for "G" licensed drivers), SPECIFY Minimum & Maximum lbs.			
C1.13	Payload Weight in Pounds, minimum 6000 lbs. - SPECIFY			
C1.14	FRONT AXLE - SPECIFY LBS.			
C1.15	REAR AXLE - SPECIFY LBS.			
C1.16	SHOCK ABSORBERS - heavy duty- front & rear - SPECIFY			
C1.17	SPRINGS, FRONT - heavy duty independent coil state rated capacity in lbs. or kg			
C1.18	SPRINGS, REAR - heavy duty state type and rated capacity in lbs. or kg			
C1.19	FUEL TANK - SPECIFY CAPACITY IN LITRES			
C1.20	STEERING - engine powered			
C1.21	TIRES - All Season - Dunlop Rover RVT ( Snowflake ) All terrain LT 245/75R16 or equivalent. SPECIFY SIZE AND TYPE			

FIRM NAME: \_\_\_\_\_

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**VEHICLE LEASING RFP  
WORKSHEET C - VEHICLE SPECIFICATIONS**

<b>ITEM NO.</b>	<b>SPECIFICATIONS ARE MINIMUM ALTERNATE SPECIFICATIONS ARE TO BE EQUAL OR BETTER THESE ARE "MUST" MEET SPECIFICATIONS</b>	<b>INCLUDED? INDICATE YES/NO OR ANSWER QUESTION</b>	<b>SPECIFY INFORMATION REQUIRED OR PROVIDE ALTERNATE SPECIFICATION</b>	<b>COMMENTS</b>
C1.22	Block Heater - not required			
C1.23	DOORS - driver/passenger/back doors standard - Power Locks			
C1.24	INSTRUMENT GAUGES - speedometer, odometer, fuel, voltmeter, temperature, oil pressure and trip odometer			
C1.25	Heater - Defogger - Windshield & Side Window Defogger			
C1.26	HEAD LAMPS - halogen			
C1.27	WINDSHIELD WIPERS - variable intermittent wiper system, wet arm washer			
C1.28	RADIO - AM/FM stereo radio, fixed mast antenna & 2 front speakers			
C1.29	SEATS - 40/20/40 reclining split bench seat and driver seat recliner, adjustable outboard head rests - SPECIFY BUCKET OR OTHER CONFIGURATION			
C1.30	Armrest Available			
C1.31	MIRRORS - exterior dual manual folding full size			
C1.32	Dual sun visors			
C1.33	Steering Wheel & Column-black energy-absorbing steering column, black vinyl wheel ( power steering)			
C1.34	BUMPERS, FRONT - SPECIFY FINISH			
C1.35	INTERIOR TRIM - vinyl, cab area only			
C1.36	COLOUR - White			
C1.37	Air conditioning - Is it an additional cost - If so state cost Spare Tire is not required			
C1.38	Bidders must indicate delivery date from receipt of our order in number of weeks:			
C1.39	Bidders should indicate whether a similar vehicle would be available for viewing and to test drive and at what location:			
C1.40	Bidders must provide details on safety rating, recalls and breakdowns on last year's comparable models:			
<b>C2.0</b>	<b>2011- 1 TON CAB &amp; CHASSIS TRUCKS (THE TVDSB WILL PURCHASE EITHER DIESEL OR GAS NOT BOTH)</b>			
C2.1	SPECIFY MAKE			
C2.2	SPECIFY MODEL			
C2.3	ENGINE - Diesel - MINIMUM 175 Horsepower - SPECIFY detail			
C2.4	ALTERNATOR - SPECIFY			
C2.5	TRANSMISSION - 6 Speed, Automatic - SPECIFY SPEED AND OVERDRIVE - State Gear Ratios			
C2.6	WHEEL BASE - 161.5"			

FIRM NAME: \_\_\_\_\_

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**VEHICLE LEASING RFP  
WORKSHEET C - VEHICLE SPECIFICATIONS**

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C2.7	BATTERY - original equipment heavy duty maintenance free: SPECIFY Single or Double Battery System			
C2.8	AIR BAGS - driver and/or front passenger			
C2.9	ANTI FREEZE - perma type to 40 degrees below zero			
C2.10	BRAKES - four wheel anti-lock system power self-adjusting (ABS)			
C2.11	Firm Ride/Heavy Duty Suspension Pkg.			
C2.12	GVWR lbs. - MAXIMUM 24,250 lb (for "G" licensed drivers), SPECIFY Minimum & Maximum lbs.			
C2.13	Payload Weight in Pounds - minimum 6000 lbs. - SPECIFY			
C2.14	FRONT AXLE - SPECIFY LBS.			
C2.15	REAR AXLE - SPECIFY LBS.			
C2.16	SHOCK ABSORBERS - heavy duty- front & rear: SPECIFY			
C2.17	SPRINGS, FRONT - heavy duty independent coil state rated capacity in lbs. or kg			
C2.18	SPRINGS, REAR - heavy duty state type and rated capacity in lbs. or kg			

FIRM NAME: \_\_\_\_\_

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**VEHICLE LEASING RFP  
WORKSHEET C - VEHICLE SPECIFICATIONS**

ITEM NO.	SPECIFICATIONS ARE MINIMUM ALTERNATE SPECIFICATIONS ARE TO BE EQUAL OR BETTER THESE ARE <b>"MUST"</b> MEET SPECIFICATIONS	INCLUDED? INDICATE YES/NO OR ANSWER QUESTION	SPECIFY INFORMATION REQUIRED OR PROVIDE ALTERNATE SPECIFICATION	COMMENTS
C2.19	FUEL TANK - SPECIFY CAPACITY IN LITRES			
C2.20	STEERING - engine powered			
C2.21	Dual Rear Wheels			
C2.22	TIRES, All Season - SPECIFY SIZE AND TYPE			
C2.23	Block Heater - not required			
C2.24	DOORS - driver/passenger standard - Power Locks			
C2.25	INSTRUMENT GAUGES - speedometer, odometer, fuel, voltmeter, temperature, oil pressure and trip odometer			
C2.26	Heater - Defogger - Windshield & Side Window Defogger			
C2.27	HEAD LAMPS - halogen			
C2.28	WINDSHIELD WIPERS - variable intermittent wiper system, wet arm washer			
C2.29	RADIO - AM/FM stereo radio, fixed mast antenna & 2 front speakers			
C2.30	SEATS - 40/20/40 reclining split bench seat and driver seat recliner, adjustable outboard head rests - SPECIFY BUCKET OR OTHER CONFIGURATION			
C2.31	Armrest Available			
C2.32	MIRRORS - exterior - West Coast Mirrors			
C2.33	Dual sun visors			
C2.34	Steering Wheel & Column-black energy-absorbing steering column, black vinyl wheel ( power steering)			
C2.35	BUMPERS, FRONT - SPECIFY FINISH			
C2.36	INTERIOR TRIM - vinyl cab area only			
C2.37	COLOUR - White			
C2.38	Air conditioning - Is it an additional cost - If so state cost			
C2.39	Spare Tire is not required			
C2.40	State basic warranty in months/kms			
C2.41	State Power train warranty in months/kms			
C2.42	State Corrosion perforation warranty in months/distance			
C2.43	State Roadside assistance coverage in months/kms			
C2.44	State Accessories warranty in months/kms			
C2.45	Bidders must indicate delivery date from receipt of our order in number of weeks.			
C2.46	Bidders should indicate whether a similar vehicle would be available for viewing and to test drive and at what location.			
C2.47	Bidders must provide details on safety rating, recalls and breakdowns on last year's comparable models.			
<b>C3.0</b>	<b>2011- 1 TON CAB &amp; CHASSIS TRUCKS (THE TVDSB WILL PURCHASE EITHER DIESEL OR GAS NOT BOTH)</b>			
C3.1	SPECIFY MAKE			

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**VEHICLE LEASING RFP  
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C3.2	SPECIFY MODEL			
C3.3	ENGINE - Gas - V8 - 5.8 litre or greater			
C3.4	ALTERNATOR - SPECIFY			
C3.5	TRANSMISSION - 6 Speed, Automatic - SPECIFY SPEED AND OVERDRIVE - State Gear Ratios			
C3.6	WHEEL BASE - 161.5"			
C3.7	BATTERY - original equipment heavy duty maintenance free: SPECIFY Single or Double Battery System			
C3.8	AIR BAGS - driver and/or front passenger			
C3.9	ANTI FREEZE - perma type to 40 degrees below zero			
C3.10	BRAKES - four wheel anti-lock system power self-adjusting (ABS)			
C3.11	Firm Ride/Heavy Duty Suspension Pkg.			
C3.12	GVWR lbs. - MAXIMUM 24,250 lb (for "G" licensed drivers), SPECIFY Minimum & Maximum lbs.			
C3.13	Payload Weight in Pounds - minimum 6000 lbs. - SPECIFY			
C3.14	FRONT AXLE - SPECIFY LBS.			
C3.15	REAR AXLE - SPECIFY LBS.			
C3.16	SHOCK ABSORBERS - heavy duty- front & rear: SPECIFY			
C3.17	SPRINGS, FRONT - heavy duty independent coil state rated capacity in lbs. or kg			
C3.18	SPRINGS, REAR - heavy duty state type and rated capacity in lbs. or kg			
C3.19	FUEL TANK - SPECIFY CAPACITY IN LITRES			
C3.20	STEERING - engine powered			
C3.21	Dual Rear Wheels			
C3.22	TIRES, All Season - SPECIFY SIZE AND TYPE			
C3.23	Block Heater - not required			
C3.24	DOORS - driver/passenger standard - Power Locks			
C3.25	INSTRUMENT GAUGES - speedometer, odometer, fuel, voltmeter, temperature, oil pressure and trip odometer			
C3.26	Heater - Defogger - Windshield & Side Window Defogger			
C3.27	HEAD LAMPS - halogen			
C3.28	WINDSHIELD WIPERS - variable intermittent wiper system, wet arm washer			
C3.29	RADIO - AM/FM stereo radio, fixed mast antenna & 2 front speakers			
C3.30	SEATS - 40/20/40 reclining split bench seat and driver seat recliner, adjustable outboard head rests - SPECIFY BUCKET OR OTHER CONFIGURATION			

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**VEHICLE LEASING RFP  
WORKSHEET C - VEHICLE SPECIFICATIONS**

<b>ITEM NO.</b>	<b>SPECIFICATIONS ARE MINIMUM ALTERNATE SPECIFICATIONS ARE TO BE EQUAL OR BETTER THESE ARE "MUST" MEET SPECIFICATIONS</b>	<b>INCLUDED? INDICATE YES/NO OR ANSWER QUESTION</b>	<b>SPECIFY INFORMATION REQUIRED OR PROVIDE ALTERNATE SPECIFICATION</b>	<b>COMMENTS</b>
C3.31	Armrest Available			
C3.32	MIRRORS - exterior - West Coast Mirrors			
C3.33	Dual sun visors			
C3.34	Steering Wheel & Column-black energy-absorbing steering column, black vinyl wheel ( power steering)			
C3.35	BUMPERS, FRONT - SPECIFY FINISH			
C3.36	INTERIOR TRIM - vinyl cab area only			
C3.37	COLOUR - White			
C3.38	Air conditioning - Is it an additional cost - If so state cost			
C3.39	Spare Tire is not required			
C3.40	State Basic warranty in months/kms			
C3.41	State Power train warranty in months/kms			
C3.42	State Corrosion perforation warranty in months/distance			
C3.43	State Roadside assistance coverage in months/kms			
C3.44	State Accessories warranty in months/kms			
C3.45	Bidders must indicate delivery date from receipt of our order in number of weeks.			
C3.46	Bidders should indicate whether a similar vehicle would be available for viewing and to test drive and at what location.			
C3.47	Bidders must provide details on safety rating, recalls and breakdowns on last year's comparable models.			
<b>C4.0</b>	<b>2011 Van - Ford Transit XLT with rear door - no glass in rear door or equivalent</b>			
C4.1	Engine litres - 2			
C4.2	Cylinder configuration - I-4			
C4.3	Horsepower - 136hp @ 6,300RPM			
C4.4	Torque - 128 lb.-ft. @ 4,750RPM			
C4.5	# of valves - 16			
C4.6	Sequential multi-point fuel injection - Standard			
C4.7	Recommended fuel - regular unleaded			
C4.8	Aluminums cylinder block			
C4.9	Aluminums cylinder head			
C4.10	Block Heater - not required			
C4.11	Alternator amps - 150			
C4.12	Battery cold cranking amps - 500			
C4.13	Battery amp hours - 50Ah			
C4.14	Battery run down protection			
C4.15	Stainless steel exhaust			
C4.16	Transmission - 4 speed automatic			
C4.17	Overdrive			
C4.18	Drive type - front-wheel			

FIRM NAME: \_\_\_\_\_

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**VEHICLE LEASING RFP  
WORKSHEET C - VEHICLE SPECIFICATIONS**

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C4.19	Fuel economy city - 9.5L/ 100 km			
C4.20	Fuel economy highway - 7.9L/ 100 km			
C4.21	Fuel tank capacity - 55.8L			
C4.22	Front wheel independent suspension			
C4.23	Front anti-roll bar			
C4.24	Rear anti-roll bar			
C4.25	Power steering			
C4.26	Rack and pinion steering			
C4.27	Tires - All Terrain - Dunlop Rover RVT ( Snowflake ) or equivalent. SPECIFY SIZE AND TYPE			
C4.28	Wheel size - 15"			
C4.29	Ground clearance (min) - 201mm (7.9")			
C4.30	Load floor height - 587mm (23.1")			
C4.31	Number of doors - 4			
C4.32	Power door mirrors			
C4.33	Door mirrors - black			
C4.34	Door handles - body-colour			
C4.35	Bumpers - body-colour			
C4.36	Rear step bumper -			
C4.37	Bodyside mouldings			
C4.38	Fender flares			
C4.39	Air conditioning - Is it an additional cost - If so state cost			
C4.40	Speed control			
C4.41	Power windows			
C4.42	1-touch down			
C4.43	Remote keyless entry			
C4.44	Illuminated entry			
C4.45	Integrated key/ remote			
C4.46	Tilt steering wheel			
C4.47	Telescoping steering wheel			
C4.48	Passenger vanity mirror			
C4.49	Front beverage holder			
C4.50	Overhead console			
C4.51	Overhead console storage			
C4.52	Driver door bin			
C4.53	Passenger door bin			
C4.54	Seatback storage pockets			
C4.55	Dashboard storage			
C4.56	Driver's footrest			
C4.57	12V DC power outlet - 3			
C4.58	Max seating capacity - 2			
C4.59	Front seats - bucket			

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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C4.60	Driver seat mounted armrest			
C4.61	Cargo tie downs			
C4.62	Cargo light			
C4.63	AM/ FM radio			
C4.64	CD player			
C4.65	Radio data system			
C4.66	Speed sensitive volume			
C4.67	Speakers - 2			
C4.68	Aero-composite headlamps			
C4.69	Rear fog lights			
C4.70	Centre high mounted stop light			
C4.71	Variably intermittent wipers			
C4.72	Front reading lights			
C4.73	Tachometer			
C4.74	Low tire pressure warning			
C4.75	Clock - in-radio			
C4.76	ABS brakes			
C4.77	Full size spare tire - <b>not required</b>			
C4.78	Dual front impact airbags			
C4.79	Dual front side impact airbags			
C4.80	Occupant sensing airbag			
C4.81	Height adjustable front seatbelts			
C4.82	Seatbelt pretensioners - front			
C4.83	Side impact bars			
C4.84	Power door locks			
C4.85	Perimeter/ approach lights			
C4.86	Tailgate/ rear door lock included with power door locks -			
C4.87	Remote keyless entry			
C4.88	Ignition disable			
C4.89	Engine displacement - 2.0 L			
C4.90	Engine horsepower - 136hp @ 6,300RPM			
C4.91	Engine torque - 128 lb.-ft. @ 4,750RPM			
C4.92	Engine bore x stroke - 87.4mm x 83.1mm (3.44" x 3.27")			
C4.93	Compression ratio - 10.00 to 1			
C4.94	Curb weight - 1,524kg (3,360lbs)			
C4.95	Front curb weight - 840kg (1,852lbs)			
C4.96	Rear curb weight - 687kg (1,515lbs)			
C4.97	GVWR - 2,270kg (5,004lbs)			
C4.98	Front GAWR - 1,128kg (2,487lbs)			
C4.99	Rear GAWR - 1,239kg (2,732lbs)			
C4.100	Exterior length - 4,590mm (180.7")			
C4.101	Exterior body width - 1,796mm (70.7")			

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**VEHICLE LEASING RFP  
WORKSHEET C - VEHICLE SPECIFICATIONS**

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C4.102	Exterior height - 2,014mm (79.3")			
C4.103	Wheelbase - 2,911mm (114.6")			
C4.104	Turning radius - 5.9m (19.5')			
C4.105	Front legroom - 1,029mm (40.5")			
C4.106	Front headroom - 1,298mm (51.1")			
C4.107	Front hiproom - 1,290mm (50.8")			
C4.108	Front shoulder room - 1,382mm (54.4")			
C4.109	Passenger volume - 1,843L (65.1 cu.ft.)			
C4.110	Interior cargo volume - 3,831L (135.3 cu.ft.)			
C4.111	Maximum interior cargo volume - 3,831L (135.3 cu.ft.)			
C4.112	Interior cargo height - 1,501mm (59.1")			
C4.113	Interior cargo length - 1,844mm (72.6")			
C4.114	Interior cargo width (min) - 1,222mm (48.1")			
C4.115	Interior cargo width (max) - 1,519mm (59.8")			
C4.116	State Basic warranty in months/kms			
C4.117	State Power train warranty in months/kms			
C4.118	State Corrosion perforation warranty in months/distance			
C4.119	State Roadside assistance coverage in months/kms			
C4.120	State Accessories warranty in months/kms			
C4.121	Bidders must indicate delivery date from receipt of our order in number of weeks:			
C4.122	Bidders should indicate whether a similar vehicle would be available for viewing and to test drive and at what location:			
C4.123	Bidders must provide details on safety rating, recalls and breakdowns on last year's comparable models:			
<b>C5.0</b>	<b>2011 COMPACT CARS FOR DRIVERS EDUCATION - Basic Model</b>			
C5.1	SPECIFY MAKE			
C5.2	SPECIFY MODEL			
C5.3	ENGINE - SPECIFY detail			
C5.4	ALTERNATOR - SPECIFY			
C5.5	TRANSMISSION - Automatic - SPECIFY SPEED AND OVERDRIVE - State Gear Ratios			
C5.6	WHEEL BASE - Specify			
C5.7	BATTERY - original equipment heavy duty maintenance free - SPECIFY Single			
C5.8	AIR BAGS - driver and/or front passenger			
C5.9	ANTI FREEZE - perma type to 40 degrees below zero			
C5.10	BRAKES - four wheel anti-lock system power self-adjusting (ABS)			
C5.11	FUEL TANK - SPECIFY CAPACITY IN LITRES			

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**VEHICLE LEASING RFP  
WORKSHEET C - VEHICLE SPECIFICATIONS**

ITEM NO.	SPECIFICATIONS ARE MINIMUM ALTERNATE SPECIFICATIONS ARE TO BE EQUAL OR BETTER THESE ARE <b>"MUST"</b> MEET SPECIFICATIONS	INCLUDED? INDICATE YES/NO OR ANSWER QUESTION	SPECIFY INFORMATION REQUIRED OR PROVIDE ALTERNATE SPECIFICATION	COMMENTS
C5.12	STEERING - engine powered			
C5.13	WHEELS - No aluminums wheels			
C5.14	TIRES - All Season - SPECIFY SIZE AND TYPE			
C5.15	DOORS - driver/passenger standard - State type of Locks			
C5.16	INSTRUMENT GAUGES - speedometer, odometer, fuel, voltmeter, temperature, oil pressure and trip odometer			
C5.17	Heater - Defogger - Windshield & Side Window Defogger			
C5.18	HEAD LAMPS - halogen			
C5.19	WINDSHIELD WIPERS - variable intermittent wiper system, wet arm washer			
C5.20	RADIO - AM/FM stereo radio, fixed mast antenna & 2 front speakers			
C5.21	SEATS - Standard SPECIFY BUCKET OR OTHER CONFIGURATION			
C5.22	MIRRORS - exterior dual manual folding full size			
C5.23	Steering Wheel & Column-black energy-absorbing steering column, black vinyl wheel ( power steering)			
C5.24	BUMPERS, FRONT - SPECIFY FINISH			
C5.25	AIR CONDITIONING - Required			
C5.26	Passenger brake to be installed by TVDSB			
C5.27	State Basic warranty in months/kms			
C5.28	State Power train warranty in months/kms			
C5.29	State Corrosion perforation warranty in months/distance			
C5.30	State Roadside assistance coverage in months/kms			
C5.31	State Accessories warranty in months/kms			
C5.32	Bidders must indicate delivery date from receipt of our order in number of weeks:			
C5.33	Bidders should indicate whether a similar vehicle would be available for viewing and to test drive and at what location:			
C5.34	Bidders must provide details on safety rating, recalls and breakdowns on last year's comparable models:			

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ITEM #	QUANTITY	PRICING	OUTRIGHT PURCHASE PRICE	COST PER KILOMETRE IN EXCESS OF 20,000 BASED ON AVERAGE	REBATE PER KILOMETRE UNDER 20,000 BASED ON AVERAGE	COST PER KILOMETRE IN EXCESS OF 20,000 OF INDIVIDUAL VEHICLE	REBATE PER KILOMETRE UNDER 20,000 ON INDIVIDUAL VEHICLE	LEASE COST PER MONTH 4 YEAR	LEASE COST PER YEAR 4 YEAR	END OF TERM RESIDUAL COST/FAIR MARKET VALUE/BUY OUT COST AT END OF 4 YEAR LEASE	DEBT/INTEREST RATE USED FOR 4 YEAR TERM	PAYMENT OPTIONS: YEARLY/MONT HLY MONTHLY/QUA RTERLY YEARLY IN ADVANCE	DISCOUNT FOR EARLY PAYMENT				
D1.0	3/4 TON CARGO VANS																
D1.1	Cost based on awarding 20 vans, the 1 only - 1 ton truck, 7 Only Compact Vans and 2 only compact vehicles to separate vendors	Based on 20,000 kilometres per year															
D1.2	Cost based on awarding all items one vendor	Based on 20,000 kilometres per year															
D1.3	Cost of extended warranty for the Vans																
ITEM #	QUANTITY	PRICING	OUTRIGHT PURCHASE PRICE	COST PER KILOMETRE IN EXCESS OF 20,000 BASED ON AVERAGE	REBATE PER KILOMETRE UNDER 20,000 BASED ON AVERAGE	COST PER KILOMETRE IN EXCESS OF 20,000 OF INDIVIDUAL VEHICLE	REBATE PER KILOMETRE UNDER 20,000 ON INDIVIDUAL VEHICLE	LEASE COST PER MONTH 4 YEAR	LEASE COST PER YEAR 4 YEAR	END OF TERM RESIDUAL COST/FAIR MARKET VALUE/BUY OUT COST AT END OF 4 YEAR LEASE	DEBT/INTEREST RATE USED FOR 4 YEAR TERM	LEASE COST PER MONTH 5 YEAR	LEASE COST PER YEAR 5 YEAR	END OF TERM RESIDUAL COST/FAIR MARKET VALUE/BUY OUT COST AT END OF 5 YEAR LEASE	DEBT/INTEREST RATE USED FOR 5 YEAR TERM	PAYMENT OPTIONS: YEARLY/MONT HLY MONTHLY/QUA RTERLY YEARLY IN ADVANCE	DISCOUNT FOR YEARLY PAYMENT
D2.0	ONE-TON CAB & CHASSIS TRUCKS																
D2.1	GAS Engine Vehicle - Cost based on awarding 20 vans, the 1 only - 1 ton truck, 7 Only Compact Vans and 2 only compact vehicles to separate vendors	Based on 20,000 kilometres per year															
D2.2	Cost based on awarding all items one vendor	Based on 20,000 kilometres per year															
D2.3	Cost of extended warranty for the one-ton cab and chassis truck																
D2.4	Diesel Engine Vehicle - Cost based on awarding 20 vans, the 1 only - 1 ton truck, Compact Vans and 2 only compact vehicles to separate vendors	Based on 20,000 kilometres per year															
D2.5	Cost based on awarding all items one vendor	Based on 20,000 kilometres per year															
D2.6	Cost of extended warranty for the one-ton cab and chassis truck																
ITEM #	QUANTITY	PRICING	OUTRIGHT PURCHASE PRICE	COST PER KILOMETRE IN EXCESS OF 20,000 BASED ON AVERAGE	REBATE PER KILOMETRE UNDER 20,000 BASED ON AVERAGE	COST PER KILOMETRE IN EXCESS OF 20,000 OF INDIVIDUAL VEHICLE	REBATE PER KILOMETRE UNDER 20,000 ON INDIVIDUAL VEHICLE	LEASE COST PER MONTH 4 YEAR	LEASE COST PER YEAR 4 YEAR	END OF TERM RESIDUAL COST/FAIR MARKET VALUE/BUY OUT COST AT END OF 4 YEAR LEASE	DEBT/INTEREST RATE USED FOR 4 YEAR TERM	PAYMENT OPTIONS: YEARLY/MONT HLY MONTHLY/QUA RTERLY YEARLY IN ADVANCE	DISCOUNT FOR EARLY PAYMENT	END OF TERM RESIDUAL COST/FAIR MARKET VALUE/BUY OUT COST AT END OF 5 YEAR LEASE	DEBT/INTEREST RATE USED FOR 5 YEAR TERM	PAYMENT OPTIONS: YEARLY/MONT HLY MONTHLY/QUA RTERLY YEARLY IN ADVANCE	DISCOUNT FOR YEARLY PAYMENT
D3.0	COMPACT VANS	Qty. yet to be determined															
D3.1	Cost based on awarding 20 vans, the 1 only - 1 ton truck, Compact Vans and 2 only compact vehicles to separate vendors	Based on 20,000 kilometres per year															
D3.2	Cost based on awarding all items one vendor	Based on 20,000 kilometres per year															
D3.3	Cost of extended warranty																
ITEM #	QUANTITY	PRICING	OUTRIGHT PURCHASE PRICE	COST PER KILOMETRE IN EXCESS OF 15,000 BASED ON AVERAGE	REBATE PER KILOMETRE UNDER 15,000 BASED ON AVERAGE	COST PER KILOMETRE IN EXCESS OF 15,000 OF INDIVIDUAL VEHICLE	REBATE PER KILOMETRE UNDER 15,000 ON INDIVIDUAL VEHICLE	LEASE COST PER MONTH 1 YEAR	LEASE COST PER YEAR 1 YEAR	END OF TERM RESIDUAL COST/FAIR MARKET VALUE/BUY OUT COST AT END OF 1 YEAR LEASE	DEBT/INTEREST RATE USED FOR 1 YEAR TERM	LEASE COST PER MONTH 2 YEAR	LEASE COST PER YEAR 2 YEAR	END OF TERM RESIDUAL COST/FAIR MARKET VALUE/BUY OUT COST AT END OF 2 YEAR LEASE	DEBT/INTEREST RATE USED FOR 2 YEAR TERM	PAYMENT OPTIONS: YEARLY/MONT HLY MONTHLY/QUA RTERLY YEARLY IN ADVANCE	DISCOUNT FOR YEARLY PAYMENT
D4.0	2 only - COMPACT CARS FOR DRIVER EDUCATION																
D4.1	Cost based on awarding 20 vans, the 1 only - 1 ton truck, Compact Vans and 2 only compact vehicles to separate vendors	Based on 15,000 kilometres per year															
D4.2	Cost based on awarding all items one vendor	Based on 15,000 kilometres per year															

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**MASTER LEASE AGREEMENT:****BETWEEN:****LESSOR**

**COMPANY X**  
**(hereinafter referred to as X)**

**AND**

**LESSEE**

**THAMES VALLEY DISTRICT SCHOOL BOARD**  
**(hereinafter referred to as Lessee)**  
1250 Dundas Street East, London, Ontario

**1. RENTAL PAYMENTS:** All rental payments shall be due in advance in the amounts provided in Schedule A. The first payment shall be payable upon the delivery of vehicles and the second rental payment shall be due one month following with subsequent rental payments due on the same day of each successive month hereafter.

**2. NOTICES:** Notices hereunder must be in writing or by telegram, and may be delivered as follows: To Company X, Attention: Leasing Manager; and to the Lessee at (address as per Schedule A") Subject to the prohibition against assignment herein before set out, this Agreement shall enure to the benefit of and be binding upon the parties hereto, and their respective heirs, executors, administrators, successors and assigns.

**3. TERM OF LEASE AND RATES:** Rentals and other charges shall be payable at par in \_\_\_\_\_, at the office of Company X,. The monthly rental charged by Company X includes Provincial and Federal Taxes at rates in effect at commencement of this agreement. Where tax rates are increased, there shall be added to the monthly rental payable, and monthly thereafter, amounts as applied to each Motor Vehicle covered by this lease.

**4. VEHICLES AND EQUIPMENT:** The motor vehicles, the subject of this lease shall be motor vehicles of the type and model set out in Schedule A. Each vehicle shall be equipped with the equipment specified in Schedule B (REQUEST FOR PROPOSAL VEHICLE LEASING #20) The Lessee may install additional equipment, or accessories provided that the installation of same will not be harmful or injurious to the motor vehicle upon which they are installed, but such additional equipment and accessories may be removed by the Lessee prior to the expiration of the term of hire of the vehicle in question.

**5. DELIVERY:** The motor vehicles covered under this lease agreement shall be delivered by Company X to the Lessee at locations within the City Of London as specified by the Lessee.

**6. USE OF VEHICLES:** Each vehicle leased hereunder shall be used for the normal and usual purposes of a motor vehicle or truck, as the case may be, in the business of the Lessee and may be used by employees of the Lessee, for any and all proper and lawful purposes; provided that nothing in this paragraph shall derogate from the liability of the Lessee for any use and operation of each vehicle leased hereunder in breach of any of the terms and conditions of the insurance policy or policies intended to cover Company X's liability as owner and that each vehicle leased hereunder shall be lawfully operated according to the laws of any jurisdiction to which the use and operation thereof may at any time be subject, the Lessee hereby agreeing to indemnify and save harmless Company X of and from any and all fines or penalties levied or imposed in respect of the use and operation of each vehicle.

**A VEHICLES LEASED HEREUNDER MUST NOT:**

(a) be loaned to or operated by anyone not referred to in this provision of the said Lease unless prior permission is obtained from Company X.

(b) be operated or driven by anyone who is neither licensed to drive by the appropriate governmental authority, nor qualified to drive, or be operated by anyone whose licence to drive or operate an automobile or motor vehicle of any kind is suspended or while his right to obtain a licence is suspended, or while he is prohibited under the order of any Court from driving or operating an automobile or motor vehicle.

(c) be operated or driven by anyone who is under the influence of intoxicating liquor or drugs or while in a condition for which he is convicted of an offence under Section 234 or Section 235 of the Criminal Code Of Canada or under or in connection with circumstances for which he is convicted of an offence under Section 235(2) of The Criminal Code Of Canada or such similar provisions of any statute or provision of the laws of any other jurisdiction.

(d) be operated for any illicit or prohibited trade or transportation.

(e) be operated in any race or speed test.

(f) be operated to draw, push or in any way, propel any other vehicles or motor vehicle or apparatus, which would invalidate the manufacturer's warranty. The vehicles listed in Schedule A may tow up to lbs. without invalidating the manufacturer's warranty.

(g) be operated by anyone not employed by the Lessee.

**7. MAINTENANCE REPAIRS:** The Lessee agrees to service the vehicle in accordance with the manufacturers requirements.

**8. LIMITATIONS OF LIABILITY:** Either party shall not be required to carry out any of the terms of this Agreement if prevented from so doing by acts of God or the Queen's enemies, viz. major strikes, substantial destruction of its plant and equipment or any other circumstances beyond its control, and shall not be liable for any loss or damage sustained and resulting therefrom. This contract and any vehicles leased thereunder will be subject to any rights and interest in and to said vehicles under any respective contract or contracts that Company X or any other secured party may hold on the same.

Company X agrees to indemnify, hold harmless and defend the Lessee from and against any and all liability for loss, damage or expense, which the Lessee may suffer or for which the Board may be held liable by reason of injury (including death) or damage to any property arising out of the negligence on the part of the Lessor or any of its representatives or employees in the execution of the work to be performed hereunder from or defects in the equipment supplied.

**9. TITLE:** Title, ownership and right of property in and to the motor vehicle leased shall at all times remain vested in Company X, and the Lessee covenants and agree not to do or perform any act prejudicial thereto, and, without limiting the generality of the foregoing, not to do any act to encumber, convert, pledge, sell, assign, rehire, underlet or lease, lend, conceal, abandon, give up possession, damage, or destroy the said vehicles or any one or more of them. The Lessee hereby agrees to indemnify and save harmless Company X from any loss or damage which Company X may sustain as a result of any of the foregoing acts.

**10. REGISTRATION:** Each vehicle leased hereunder shall be registered in the name of Company X under the Provincial laws pertaining to motor vehicles in the Province of which the vehicle is to be regularly used. Notwithstanding such registration, it is understood and agreed between the parties hereto that Company X shall not be liable or responsible for the infraction of or non-compliance with any Dominion, Provincial or Municipal statute, law, ordinance, rule or regulation whatsoever relating to the operation or use of motor vehicles, or for the use or operation of any vehicle hereunder to the provisions of any insurance policy, or for loss or damage to persons or property caused or contributed to by the operation or use of any motor vehicle leased hereunder.

**11. INSURANCE:** The Lessee agrees, at his or her own expense to obtain and, subject to the insurer's right of cancellation, to maintain during the currency of this agreement a standard automobile insurance policy or policies insuring Company X, the Lessee and the designated drivers. The coverage shall be as follows:

(a) Inclusive coverage for legal liability for bodily injury or death, or damage to the property of others, including passenger hazard, regardless of the number of claims arising from any one accident.

(b) Collision coverage of the insured motor vehicle as defined in the Ontario Standard Automobile Policy in the amount of the actual cash value of each motor vehicle leased hereunder at the time the loss or damage occurs, with the amount of deductible to be determined by the Lessee.

(c) Comprehensive coverage as defined in the standard automobile policy, subject to deductible as determined by the Lessee.

Notwithstanding anything contained herein, or in any insurance policy or policies issued as aforesaid, the following provisions shall also apply to any such insurance:

(1) In the event of any accident of any kind whatsoever involving a motor vehicle leased hereunder, whether the said motor vehicle is damaged or not the Lessee will forthwith notify Company X of the said accident, with full particulars, including a statement of the operator. The Lessee will not admit liability and will assist the insurer's insurance adjuster to make a full investigation and will permit him to take full charge of the leased vehicle if it is damaged, and give directions for its repair.

(2) In the event of the insurer cancelling the coverages with respect to any motor vehicle leased hereunder, the Lessee will not further use the said motor vehicle nor permit it to be used, but will immediately return it to Company X.

(3) In the event that the insurer cancels the insurance coverage with respect to any particular operator or driver, the Lessee will not permit that operator or driver or any member of his family under any circumstances whatsoever to use or operate a motor vehicle leased hereunder.

(4) The Lessee covenants and agrees with Company X that the lessee will pay or reimburse the insurer upon demand any amount which the insurer may have paid by reason of the provisions of any statute, relating to automobile insurance and/or motor vehicles in connection with the use and/or operation of any motor vehicle leased hereunder, and which amount the insurer would not otherwise be liable to pay under the insurance policy or policies herein before referred to; and the Lessee in addition to any other agreement of indemnity herein contained, agrees to indemnify and save Company X harmless from and against all such claims and demands.

(5) Subject to the provisions herein before set out, the amounts paid by or received from the insurer or insurers herein before mentioned shall be applied in reduction of the Lessee's liability to Company X under the agreement of indemnity herein contained and expressed.

**12. INDEMNITY:** The Lessee covenants and agrees with Company X that he/she or it will indemnify and save Company X harmless from and against all fines and penalties, all liability and all loss, costs, damages and expenses resulting from, caused by or contributed to by the operation and use of the vehicles leased under this Agreement from the time that they are delivered by Company X to the Lessee until the time that they are returned by the Lessee to Company X according to the terms hereof. The Lessee further covenants and agrees to pay Company X the actual cash value of any vehicle leased hereunder which may be confiscated, forfeited or seized by and duly constituted authority, or which is dealt with by the lessee contrary to the provisions of paragraph 10 of this agreement.

**13. DEFAULT AND TERMINATION:** Company X shall have the right to cancel and to terminate this agreement, with seven (7) days written notice to the Lessee, with respect to one or all of the vehicles covered hereby on the following ground, namely:

(a) For failure by the Lessee to pay any instalment hereunder when it shall become due.

(b) For a breach of any of the terms, covenants or conditions of this agreement by the Lessee.

(c) If the insurance in this agreement mentioned shall for any reason be cancelled in whole or in part.

Company X shall have the right to immediate possession of a motor vehicle or motor vehicles covered by this lease and the Lessee shall immediately redeliver to Company X the said vehicles together with the Motor Vehicle Registration permit or permits pertaining thereto. In the event that Company X shall, by reason of the breach of any of the terms of this Agreement become entitled to the return of some one or more or all of the motor vehicles leased hereunder, then notwithstanding any terms or conditions herein contained, Company X at its sole discretion, in addition to any other remedy open to it, may at any time upon giving notice aforesaid take possession of any or all of the said vehicles without process of law, and the Lessee hereby authorizes and empowers Company X, its servants, agents or other representatives to enter on any of the Lessee's lands or premises, or any other place or places where any of the said motor vehicles may be found, for the purpose of taking possession thereof, and on the happening of such an event or events the Lessee hereby irrevocably appoints Company X, or any of its officers, as

In the event of premature lease termination the Lessee's liability to Company X for vehicle rentals is defined below as follows:

In the event the lease is terminated within the last three (3) months of the lease, the balance of the lease charges shall be paid by the Lessee to the Lessor. In the event the lease is terminated within the first three (3) months, the balance of the first three (3) months payments shall be paid to the Lessor by the Lessee.

In addition to these payments, the Lessee will be responsible for the difference between the maximum amount of lease liability and the wholesale value of the vehicle. The maximum amount of lease liability in the event of premature lease termination is set out in Schedule C. The Lessor shall sell the vehicle at wholesale in such commercially reasonable manner as Lessor shall determine. If the net amount received from such sale is less than the maximum amount of the Lessee liability, the total amount of such deficiency shall be paid by the Lessee to the Lessor.

**14. RETURN OF VEHICLES:** The Lessee shall deliver and return the vehicle or vehicles to the Lessor's place of business or as otherwise specified, in writing, by the Lessor. The Lessee agrees to return the vehicle at the end of the normal lease term and any extension thereof or upon earlier termination of the lease, in the same condition as when the vehicle was delivered, ordinary wear and tear and equipment installations and removal as set out in Schedule B excepted, or to pay an additional amount equal to the Lessor's cost of performing all repairs necessary in order that a vehicle Safety Standard Certificate can be issued in respect of the leased vehicle upon its return to the Lessor. The Lessee and Lessor, or their agents, shall inspect the returned vehicle and provide a jointly signed report on the condition of the vehicle. The Lessee hereby expressly acknowledges that:

a) the Lessee shall replace all broken glass and any glass in which there are pits, cracks or scratches;

b) the Lessee shall repair all metal damage both to the exterior and interior of the vehicle that is not considered normal wear and tear; (small scratches or paint chips and holes that were made from retrofitting shall be included in the definition of normal wear and tear) and

c) the Lessee shall permit no stains, tears or holes in the upholstery, carpets or other soft material in the trunk or interior of the vehicle, or, in the alternative, shall repair such damage if the same is present.

The items referred to in subparagraphs a), b) and c) of this paragraph do not constitute "ordinary wear and tear". Upon return of the leased vehicle, all mechanical components of the vehicle must be in tact and functioning properly within the manufacturer's specifications.

**15. CHOICE OF LAW:** This Agreement shall be construed according to the laws of the Province of Ontario and no action shall be brought against Company X to construe or enforce this Agreement or otherwise with respect to it except in the Courts of the Province of Ontario.

**16. INSTRUCTIONS:** The Lessee covenants and agrees with Company X that the motor vehicles leased hereunder will at all times be operated only in accordance with the schedules of instructions hereto attached and marked schedules which said schedules forms part of this agreement.

**17. ASSIGNMENT:** It is understood and agreed between the parties hereto that this Lease Agreement and Schedules is personal to the Lessee and may not under any circumstances be transferred or assigned by the Lessee to any other person, firm or corporation without the written consent of Company X.

**18. SCHEDULES:** The attached Schedule A (SCHEDULE OF VEHICLES LEASED) and Schedule B (REQUEST FOR PROPOSAL VEHICLE LEASING #20) and Schedule C (MAXIMUM AMOUNT OF LEASE LIABILITY PREMATURE LEASE TERMINATION) form part of this lease agreement contract. The parties acknowledge that the Request For Proposal and the Response To The Request For Proposal shall form part of this lease agreement contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20XX

Thames Valley District School Board (Lessee)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

Company X. (Lessor)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

COMMITTEE MEMBERS NAME: \_\_\_\_\_

<b>ITEM #</b>	<b>CRITERIA</b>	<b>POINTS</b>	<b>SUB POINTS</b>
<b>1.0</b>	<b>TOTAL COST OF OWNERSHIP</b>	<b>50</b>	
1.1	Price		50
<b>2.0</b>	<b>SPECIFICATIONS</b>	<b>10</b>	
2.1	Perferred Specifications/Features		10
<b>3.0</b>	<b>TERMS &amp; CONDITIONS OF LEASE AGREEMENT</b>	<b>20</b>	
3.1	Lease Agreement (Worksheet E)		10
3.2	Leasing/Kilometre/Averaging		10
<b>4.0</b>	<b>SUPPORT, MAINTENANCE, SERVICE &amp; WARRENTY:</b>	<b>35</b>	
4.1	Warranty		10
4.2	Number of Certified Mechanics		5
4.3	Customer Support		5
4.4	Locations of Service		5
4.5	Maintenance Program Offered		5
4.6	Value Added Services		5
<b>5.0</b>	<b>IMPLEMENTATION</b>	<b>10</b>	
5.1	Delivery		10
<b>6.0</b>	<b>REFERENCES</b>	<b>5</b>	<b>5</b>
<b>7.0</b>	<b>ADMINISTRATION</b>	<b>9</b>	
7.1	Financial Stability		3
7.2	Freedom from Potential Liabilities		3
7.3	Quality of Proposal		3
<b>8.0</b>	<b>Demo (if required)</b>	<b>5</b>	<b>5</b>
	<b>Total Points Overall</b>	<b>125</b>	<b>125</b>