



REQUEST FOR QUOTATION

SEWING MACHINE - #29

Issue Date: May 18, 2012
Issued by: The Thames Valley District School Board
Janice Fenn, Clerical Assistant, Purchasing Services
Return Date: June 11, 2012

THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR QUOTATIONS #29 - SEWING MACHINES
WORKSHEET A - TERMS AND CONDITIONS

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
1.1	Requests for Quotations will be received at the Board Purchasing Department, 1250 Dundas Street East, London, Ontario N6A 5L1 until 4:00 p.m. on June 11, 2012.		
1.2	COPIES OF REQUEST FOR QUOTATION, CONTRACT TERMS AND CONDITIONS MUST BE RETURNED BY E-MAIL TO: Janice Fenn, j.fenn@tvdsb.on.ca FOR YOUR QUOTATION TO BE ACCEPTED. Delivery of the quotation is the responsibility of the proponent.		
2.0	PURPOSE		
2.1	The purpose of this quotation is to provide interested parties with sufficient information to enable them to prepare and submit bids for consideration by the TVDSB for Sewing Machines products and accessories.		
2.2	STRUCTURE OF THIS BID		
2.2.1	Proponents must use the electronic bidding file Appendices29.xls which contains the following worksheets:		
2.2.1.1	Worksheet A: Terms and Conditions in Excel format, electronic response required		
2.2.1.2	Worksheet B: Requirements/Specifications in Excel format, electronic response required		
3.0	ELECTRONIC BIDDING INSTRUCTIONS		
3.1	DOWNLOADING BID DOCUMENTS		
3.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
3.1.2	Click "Board"		
3.1.3	Click "Purchasing"		
3.1.4	Click "Bids"		
3.1.5	Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
3.1.6	Click "Proceed to Inquiry/Download page"		
3.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
3.1.8	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
3.1.9	All bid files are available for downloading at no charge from the TVDSB web site.		
3.1.10	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
3.2	INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:		

Firm Name: _____

Signature: _____

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3.2.1	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.		
3.2.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
3.2.3	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		
3.2.4	To begin the Bid Program:		
3.2.4.1	Go to Windows Explorer		
3.2.4.2	Click on C:\ drive		
3.2.4.3	Open the folder "lbtender"		
3.2.4.5	The following files will be installed in the C:\lbtender directory:		
3.2.4.6	Appendices29.xls		
3.2.4.7	To start the process open the Excel files and complete as instructed.		
Issue Date: May 18, 2012	THE RETURN FILES		
3.3.1	Please return the completed file "Appendices29.xls" by e-mail to Janice Fenn, j.fenn@tvdsb.on.ca		
4.1	The term of this agreement shall be for one year, terminating on May 31, 2013.		
4.1.1	The TVDSB may, at the end of this contract term, extend the contract for a period of three years in one year increments and will advise the proponent in writing of their intentions, before the contract has expired.		
5.0	QUANTITY		
5.1	Future purchases are dependant on user requests, program changes and budget approval and may be increased or decreased when orders are placed. All items may not be purchased if costs exceed budget. In no way should the information furnished be considered a guarantee with respect to the future volume of business. The successful proponent(s) will be responsible for supplying the quantities that are actually ordered.		

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6.0	PRICING		
6.1	All charges must be included in the cost of the item, and in CANADIAN FUNDS. Prices MUST include delivery/travel time. F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT/TRAVEL TIME EXTRA.		
6.2	Prices MUST remain in effect for the intial one year term of the contract, ending May 31, 2013.		
6.3	Is there a minimum dollar value per order? Please state minimum.		
6.4	Please see Worksheet B for a list of specifications.		
7.0	SECOND AND THIRD YEAR OPTION		
7.1	Please state if your company would agree to extend this contract with the same terms for a second year ending May 31, 2014.		
7.2	Please state if your company would agree to extend this contract with the same terms for a third year ending May 31, 2015.		
7.3	Please state terms under which a second and/or third year option would be acceptable to you.		
7.4	NOTE: These terms must comply with all other conditions of this contract as		
8.0	ORDERING		
8.1	Delivery dates will be specified on all of our purchase orders. Immediate delivery will be accepted unless otherwise designated on our purchase orders. In case of construction of new schools or major school renovations, the TVDSB shall not accept delivery until the date specified on those purchase orders.		
8.2	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 must be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		
8.3	Please indicate delivery date from receipt of our order.		
9.0	RETURN OF GOODS		
9.1	The TVDSB will return any shipment collect if, in our opinion, the product supplied does not conform to the specification requested on our orders.		
9.2	Proponents should state if there is a time limit on returning goods.		
9.3	Proponents should state if there is a restocking charge on any returned item and the amount or rate to be charged if goods are returned for any other reason than those stated		
9.4	Proponents should describe their procedure for returned goods with respect to:		

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9.4.1	Packaging.		
9.4.2	"Ship To" Addressing (Labeling).		
9.4.3	Location to which returns should be shipped.		
9.4.4	Method of Shipment (Company Truck, Courier, Transport).		
9.4.5	If a return authorization number is required.		
9.4.6	What charges apply and who is responsible for payment.		
10.0	INVOICING/PAYMENT TERMS		
10.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, P.O. 5888, London, Ontario N6A 5L1. Attention: Accounts Payable.		
10.2	Applicable taxes should be shown as separate line items on all invoices.		
10.3	Proponents should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
10.4	Proponents should state percentage discount for early payment and net payment terms.		
10.5	Purchase Order numbers should be stated on all invoices. All invoices received without a Purchase Order number will be returned unpaid.		
10.6	Harmonized Sales Tax is extra. Applicable taxes will be shown as a separate line item on all our purchase orders and must be invoiced as separate line items on all invoices.		
11.0	CANCELLATION OF CONTRACT		
11.1	The TVDSB reserves the right to terminate this contract with 30 days written notice if, in our opinion, the successful proponent(s) fails to meet the terms and conditions of this		
12.0	REFERENCES		
12.1	The TVDSB is concerned with the past performance of a proponent. The successful proponent(s) may be asked to supply references as to their ability to supply the quality of product/service they are bidding on. Please state a minimum of two school boards who have used your service and the name and phone number of the individual that the TVDSB can contact.		
12.1.1	Reference 1 - Company Name:		
	Reference 1 - Address:		
	Reference 1 - Contact Name:		
	Reference 1 - Phone Number:		
	Reference 1 - Fax Number:		
	Reference 1 - e-mail address:		

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TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
12.1.2	Reference 1 - Company Name:		
	Reference 1 - Address:		
	Reference 1 - Contact Name:		
	Reference 1 - Phone Number:		
	Reference 1 - Fax Number:		
	Reference 1 - e-mail address:		
13.0	LIABILITY INSURANCE		
13.1	Please include a copy of a certificate stating the amount of your companys liability		
14.0	MOTOR VEHICLE LIABILITY INSURANCE		
14.1	Proponents must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.		
14.2	In the event of an affirmative answer to 14.1, the successful proponents must be covered by Automobile Liability Insurance through the term of the Contract. If the proponent's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the proponent. Each proponent must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage.		
14.3	Proponents should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1million on all personally owned vehicles) per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the proponent does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the proponent 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 proponent. The successful proponent(s) further agrees to maintain that good standing throughout the term of the contract.		
14.4	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:		
14.4.1	Third Party Liability Coverage in the form of OAP-1		

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14.5	Upon an award to the successful proponent(s) by the TVDSB, the successful proponent(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 proponent(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.		
14.6	The successful proponent(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 proponent(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
15.0	GENERAL CONDITIONS		
15.1	This bid is IRREVOCABLE for 180 days. The lowest or any quotation may not necessarily be accepted. The TVDSB reserves the right to purchase one or all items on this quotation from one supplier or from multiple suppliers. Delivery, service, performance record and value of overall award will be taken into consideration when awarding this contract.		
16.0	RETURN DATE		
16.1	Monday, June 11, 2012 @ 4:00pm		
16.2	If you have any questions, please email:		
	Janice Fenn, Clerical Assistant, Purchasing Services		
	j.fenn@tvdsb.on.ca		
17.0	SIGNATURE PAGE:		
17.1	I hereby acknowledge that I have read, understand, and agree to the forgoing Contract Terms and Conditions.		
17.2	FIRM NAME:		
17.3	SIGNATURE:		
17.4	NAME:		
17.5	TELEPHONE NO.:		
17.6	FAX NO.:		
17.7	EMAIL ADDRESS:		
17.8	INTERNET ADDRESS:		

Firm Name: _____

Signature: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 REQUEST FOR QUOTATIONS #29 - SEWING MACHINES
 WORKSHEET B - PRODUCT

ITEM NO	PRODUCT NO	DESCRIPTION	QUANTIT Y	UNIT OF MEASUR	UNIT PRICE	MAKE AND MODEL
1	129409	SEWING MACHINE - 20 essential stitches - quick foot conversion - one-hand thread cutter - convertible free arm - foot pressure adjustment - drop feed dog - magnetic type horizontal full rotary hook - accessory storage compartment - c/w bobbins, felt, seam ripper, lint brush, screwdriver, spool pin, small & large spool holder, needle set, zipper foot, blind hem foot, buttonhole foot, button hole foot (slide type) Sewist 521 or equivalent State Length of Warranty: _____ Does this include all parts, labour & travel expenses: Yes () No () If no, please specify: _____	11	EACH		
2	129910	SEWING MACHINE - BEGINNER - excellent for beginners - generous stitch selection - sturdy and reliable - 32 fun and practical stitches - Easy one-step buttonhole. - Adjustable stitch length and width. - 7 presser feet HUSQVARNA VIKING E20 or equivalent State Length of Warranty: _____ Does this include all parts, labour &	1	EACH		

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 WORKSHEET B - PRODUCT

ITEM NO	PRODUCT NO	DESCRIPTION	QUANTIT Y	UNIT OF MEASUR	UNIT PRICE	MAKE AND MODEL
		travel expenses: Yes () No ()				
3	129465	SEWING MACHINE - HEAVY DUTY -23 Stitch Patterns -1,100 Stitches per Minute -Fully Automatic 1-Step Buttonhole -Automatic Needle Threader -Top Drop-in Bobbin -Class 15 Bobbins -Stainless Steel Bed Plate -Adjustable Presser Foot Pressure -Adjustable Stitch Length & Width -Drop Feed for free motion sewing -Heavy Duty Metal Frame for skip-free sewing -Free Accessories Included Singer 4423 or equivalent State Length of Warranty: _____ Does this include all parts, labour & travel expenses: Yes () No () If no, please specify: _____	12	EACH		
4	129462	SEWING MACHINE - SERGER - Skeleton Body Construction - Lay-in Tension Dial - 2, 3 and 4 Thread Convertible - Maximum Speed: 1,300 spm - Incorporated Tension Release Device - Incorporated Rolled Hem Changed Over Device - Adjustable Foot Pressure (Adjusting Screw) - Snap-on Presser Foot - Feed Adjustment: Dial on Belt Cover (with Window)	1	EACH		

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 WORKSHEET B - PRODUCT

ITEM NO	PRODUCT NO	DESCRIPTION	QUANTIT Y	UNIT OF MEASUR	UNIT PRICE	MAKE AND MODEL
		- Differential Feed Adjustment: Dial on Belt - Cover (with Window) - Dial Cutting Width Adjustment - Alined Spool Pin Spool Stand - Carrying Handle: Part of Machine Body - Thread Cutter (Underneath the Face Plate) - Length of Feet: 1 to 5 mm - Differential Feed Ratio: 0.5 to 2.25 - Cutting Width: 3.1 - 7.3 mm - Waste Chip Box - Accessory Box - Foot Controller Serger, Janome model# 1110DX or State Length of Warranty: _____ Does this include all parts, labour & travel expenses: Yes () No () If no, please specify: _____				
5	129511	SEWING MACHINE COVER - hardshell case to cover sewing machine head Singer or equivalent	1	EACH		

Firm Name: _____

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