



Cafeteria Food Services
REQUEST FOR PROPOSAL

Wednesday, 2008 February 06
Issued by: The Thames Valley District School Board
2008-39TS
Todd Springer, Buyer
Return Date: Wednesday, 2008 March 12

THAMES VALLEY DISTRICT SCHOOL BOARD

Request for Proposal – Cafeteria Food Services

TABLE OF CONTENTS

1.0 INTRODUCTION

SECTION 1.1 PURPOSE4

2.0 TERMS AND CONDITIONS OF THIS BID

SECTION 2.1 DEFINITIONS4

SECTION 2.2 STRUCTURE5

SECTION 2.3 RETURN LOCATION5

SECTION 2.4 IMPORTANT DATES5

SECTION 2.5 QUESTIONS/ADDENDA5

3.0 CONTRACT / PRICING/TAXES/DELIVERY/PAYMENT

SECTION 3.1 CONTRACT TERM6

SECTION 3.2 REVENUE/PRICING6

4.0 SPECIFICATIONS/REQUIREMENTS

SECTION 4.1 WORKSHEETS7

SECTION 4.2 LEGISLATIVE COMPLIANCE7

SECTION 4.3 PRESENTATION8

SECTION 4.4 SITE VISITS8

SECTION 5.0 TERMS AND CONDITIONS

SECTION 5.1 GENERAL TERMS AND CONDITIONS8

SECTION 5.2 CANCELLATION OF CONTRACT / LOSS OF SERVICE10

SECTION 5.3 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT10

SECTION 5.4 HUMAN RIGHTS AND CHILD LABOUR LAWS10

SECTION 5.5 HEALTH, SAFETY REGULATIONS11

SECTION 5.6 WORKPLACE SAFETY AND INSURANCE BOARD11

SECTION 5.7 COMMERCIAL LIABILITY INSURANCE12

SECTION 5.8 MOTOR VEHICLE LIABILITY INSURANCE12

SECTION 5.9 BONDING13

SECTION 5.10 CRIMINAL BACKGROUND CHECKS13

SECTION 5.11 K9015C ONTARIO LABOUR LEGISLATION – INFORMATION TO BE PROVIDED BY CONTRACTOR14

SECTION 5.12 K9015C ONTARIO LABOUR LEGISLATION – INFORMATION TO BE PROVIDED TO BIDDERS15

6.0 BIDDER PROFILE

SECTION 6.1 REFERENCES16

SECTION 6.2 ADMINISTRATION AND ORGANIZATION16

THAMES VALLEY DISTRICT SCHOOL BOARD

Request for Proposal – Cafeteria Food Services

RFP 08-39TS

7.0 BID SUBMISSION

SECTION 7.1 BIDDERS' RESPONSE GUIDE16

8.0 AWARD OF BID

SECTION 8.1 EVALUATION17

SECTION 8.2 AWARD AND NOTIFICATION OF CONTRACT18

9.0 INSTRUCTIONS/APPENDICES

SECTION 9.1 DOWNLOADING BID DOCUMENTS19

SECTION 9.2 PRINTING COPIES OF BID DOCUMENTS19

SECTION 9.3 COMPUTER SYSTEM REQUIREMENTS19

SECTION 9.4 INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER19

SECTION 9.5 THE RETURN DISKETTE OR CD19

SECTION 9.6 LABELING OF ENVELOPE AND DISK20

10.0 SIGNATURE PAGE

WORKSHEETS A - J

1.0 INTRODUCTION

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 Thames Valley District School Board is one of the largest public school boards in the province of Ontario. The TVDSB is the employer of approximately 8,000 staff and operates 184 schools with an estimated enrollment of 79,000 students. The TVDSB is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford covering approximately 7,000 square kilometres.

SECTION 1.1 PURPOSE

The TVDSB is seeking proposals for food service management of the cafeterias of the TVDSB as listed in Worksheet H. The food service management shall include the preparation and service of morning food services, lunches and such other items of food and beverage as shall be required by the TVDSB for such persons as the TVDSB authorizes to be served.

2.0 TERMS and CONDITIONS OF THIS BID

SECTION 2.1 DEFINITIONS

- 2.1.1 The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission.
- 2.1.1.1 The word “**MUST**” - 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**” - Bidders “**should**” include the required information in bid submission.
- 2.1.1.3 The word “**NONCOMPLIANT**” – 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 all or any portion 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 in 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 which contains a major irregularity.
- 2.1.1.6.2 **Minor Irregularity:** A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.
- 2.1.1.7 Definitions of areas within the cafeteria:
- 2.1.1.7.1 “**KITCHEN**”: food preparation, cooking and washing area
- 2.1.1.7.2 “**SERVERY**”: area passed through by students and staff to be served food and to pay for food
- 2.1.1.7.3 “**EATING AREA**”: seating area with tables and chairs for students and staff to consume food

SECTION 2.2 STRUCTURE

2.2.1 Bidders **must** use the electronic bidding file (*setup.exe*) which is available on the Internet @ **at www.tvdsb.on.ca,**

“Purchasing Bids”

“Electronic Bidding Instructions, Bid Download and Bid Results”,

Scroll to the end of the document, click

“Proceed to inquiry/download page”.

Proceed to the Bid, click

Click on **“New”** icon for the Setup.exe file which contains the following files:

Appendices.xls:	Contains Worksheets A – H. See Section 4.1 for a description of the worksheets.
Worksheet I.pdf:	See Section 2.5.1
Worksheet J.pdf:	See Worksheet F (Equipment / Smallwares)

SECTION 2.3 RETURN LOCATION

2.3.1 Sealed Proposals **must** be returned to:
“Tenders Clerk,”
Tenders Clerk’s box, Main Floor Reception, Education Centre
Thames Valley District School Board,
1250 Dundas Street
London, Ontario,
N5W 5P2

2.3.2 The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.6 - Labeling of Envelope and diskette or CD).

2.3.3 The bid submission **must** be returned to the “Tender Clerk” for your bid submission to be accepted.

2.3.4 Delivery to the “Tenders Clerk” is the responsibility of the bidder.

2.3.5 Submissions received late or by electronic transmission (i.e., fax/e-mail) shall not be accepted.

2.3.6 Late bids will be returned unopened to a bidder, if a return address is included on the submission envelope.

SECTION 2.4 IMPORTANT DATES

2.4.1	ISSUE DATE:	2008/February/06
2.4.2	QUESTIONS:	Monday/2008/February/18
2.4.3	ANSWERS TO QUESTIONS:	Wednesday/2008/February/20
2.4.4	SITE VISITS:	See Section 4.3
2.4.5	RETURN DATE and TIME:	prior to 12:00:00 local time Wednesday/2008/March/12
2.4.6	PRESENTATION IF REQUIRED	Tentative Dates: 2008/March/31

SECTION 2.5 QUESTIONS/ADDENDA

2.5.1 An intent to submit a bid should be registered with Purchasing Services by fax by Friday/2008/February/08. An intent to submit a bid form is attached as Worksheet I.

2.5.2 All questions pertaining to this bid document should be addressed to: Todd Springer, by fax (519) 452-2399 or by e-mail t.springer@tvdsb.on.ca no later than Monday/2008/February/18. After this date no further inquiries, concerns or questions may be submitted. The TVDSB reserves the right to distribute in writing to all other registered bidders a notice of content of any inquiry and the TVDSB’s response, if any. All questions pertaining to this bid document **must** be submitted in writing.

Request for Proposal – Cafeteria Food Services

RFP 08-39TS

- 2.5.3 Answers to all questions will be posted to the TVDSB Web Site at www.tvdsb.on.ca ,
“**Purchasing Bids**”
“**Electronic Bidding Instructions, Bid Download and Bid Results**”,
Scroll to the end of the document, click
“**Proceed to inquiry/download page**”.
Proceed to the Bid, click
“**Answers to Questions**”
View documents in PDF format.

All bid files are available for downloading at no charge from the TVDSB web site.

- 2.5.4 Questions concerning the terms and conditions of the bid whether made orally or in writing, to any individual other than indicated below may, at the sole discretion of the TVDSB, render your submission **noncompliant**. Direct questions in written form only to: Todd Springer, fax (519) 452-2399 or e-mail t.springer@tvdsb.on.ca. The TVDSB will only be bound by written answers to questions.
- 2.5.5 Should 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.

3.0 CONTRACT TERM/PRICING/TAXES/DELIVERY/PAYMENT

SECTION 3.1 CONTRACT TERM

- 3.1.1 The term of this agreement shall be for 3 years, commencing on July 15, 2008 and unless otherwise provided herein, terminating on July 14, 2011.
- 3.1.2 The TVDSB may at the end of this contract extend the contract for a period of 2 years and will advise the bidder in writing, of their intentions, not later than 60 days prior to July 14, 2011.
- 3.1.3 The TVDSB may further extend the contract for a period of 2 years and will advise the bidder in writing, of their intentions, not later than 60 days prior to July 14, 2013.

SECTION 3.2 REVENUE / PRICING

- 3.2.1 The TVDSB is expecting a monthly financial return from successful bidder(s) for cafeteria sales.
- 3.2.2 The revenue payments provided for above will become due monthly on the 25th day of the following month.
- 3.2.3 If your strategy includes an annual guaranteed minimum, any revenue adjustment to the guaranteed minimum due to disruption of service or closure of any site on Worksheet H would be subject to mutual agreement negotiated by both parties.
- 3.2.4 Proposals shall guarantee the TVDSB against financial loss arising from the operation of the Food Service Management in our facilities.
- 3.2.5 At the end of the bidder’s fiscal year, the TVDSB may request the successful bidder(s) to provide an externally audited gross sales volume statement. At the request of the TVDSB, the TVDSB’s Auditor will be permitted to examine the accounting records pertaining to the sales volumes through the TVDSB’s facilities. This may include auditing of individual school cash register receipts. Cash registers are not provided by the TVDSB.
- 3.2.6 Worksheet C is a sample menu of items supplied currently in the TVDSB’s cafeterias. This Worksheet includes both individual portions as well as multi-portions (i.e. meeting items).
- 3.2.6.1 Price the items on both pages, excluding all taxes, for year one **and** year two.

Request for Proposal – Cafeteria Food Services

RFP 08-39TS

- 3.2.6.2 Any request for price increases for subsequent years must be submitted to the TVDSB 90 days prior to the annual date of the contract for discussion and final approval. Such requests should be accompanied by documentation from food service industry sources and manufacturers of price increases.
- 3.2.6.3 The remarks column is for alternate portion and pricing suggestions.
- 3.2.7 Also using Worksheet C, please include a two-year priced menu for the Education Centre. Please provide a price list for operating the Education Centre from 7:00 AM to 3:30 PM. In addition, include a sample of a “Special Function” menu for the Education Centre. This sample menu should include lunch offerings for meetings, Trustee Dinner Meeting etc. These prices MUST include the labour, delivery and clean up within the site.
- 3.2.8 A priced sample menu for an entire four week cycle **must** be included with your proposal as an attachment.
 - 3.2.8.1 The daily menu in each location, including the Education Centre, shall offer a main meal from the standard posted menu on a minimum four-week cycle.
 - 3.2.8.2 Any additional menu items by school will be agreed upon and approved by the site administrator. This agreement will include prices and portion sizes.

4.0 SPECIFICATIONS / REQUIREMENTS

SECTION 4.1 WORKSHEETS

- 4.1.1 The file Appendices.xls includes the following worksheets:
 - 4.1.1.1 Worksheet A: Terms. Please provide the appropriate response to our terms in columns C & D.
 - 4.1.1.2 Worksheet B: Brands. Bidders must provide on Worksheet B a list of a minimum two brand name products that the successful bidder(s) would use for each of the product groups listed. Changes to an equivalent quality are subject to approval by the TVDSB’s representative. Bidders must disclose on Worksheet B any exclusive manufacturer or distributor agreements, BOTH by Company Name AND product brand name that bidders currently have commitments to honour.
 - 4.1.1.3 Worksheet C: Pricing. See Section 3.2 above.
 - 4.1.1.4 Worksheet D: Revenue. Please provide revenue details as per the instructions.
 - 4.1.1.5 Worksheet E: Requirements. Bidders **must** submit a response not to exceed 10 pages in both hard copy and electronic format as per the instructions provided.
 - 4.1.1.6 Worksheet F: Responsibility Matrix. Bidders may provide comments in column E.
 - 4.1.1.7 Worksheet G: Staffing. Bidders are to provide proposed staffing levels per location.
 - 4.1.1.8 Worksheet H: Locations. Provides bidders with the following information:
 - 4.1.1.8.1 School Name
 - 4.1.1.8.2 School Address
 - 4.1.1.8.3 Square footage of cafeteria
 - 4.1.1.8.4 Students as of Sept. 2007
 - 4.1.1.8.5 Staff as of Sept. 2007
 - 4.1.1.8.6 Gross sales for 2006 – 2007
 - 4.1.1.8.7 Morning start times
 - 4.1.1.8.8 Lunch times
 - 4.1.1.8.9 Whether there is a dedicated window for staff
 - 4.1.1.8.10 Whether there is a functioning commercial dishwasher
 - 4.1.1.8.11 Whether there is a school telephone extension line
 - 4.1.1.8.12 Whether there is a student-run food services operation

SECTION 4.2 LEGISLATIVE COMPLIANCE

- 4.2.1 Bidders are required to comply with any legislature governing the trans-fat content of food and beverages offered in the cafeterias operated under this contract. Bidders are required to state the trans-fat contents of items listed on Worksheet C in the space provided.

SECTION 4.3 PRESENTATION

4.3.1 Each bidder may be required to make a presentation at their 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.

SECTION 4.4 SITE VISITS

4.4.1 The TVDSB has selected six sites for visits. These sites have been selected to be representative of typical TVDSB cafeteria operations in large, small, urban and rural schools. These visits will take place during examination week (the cafeterias will not be in operation). These are the only sites and times that are available for visits. Any visits undertaken without permission may render your submission non-compliant. A maximum of two representatives per company will be allowed to take part in site visits. Please register your intent to take part in these visits along with the number of attendees with your intent to submit a bid (Worksheet I). Following site visits have been planned:

February 12 th , 2008	8:30 A.M.	South Secondary School, London
	9:15 A.M.	Sir Wilfred Laurier Secondary School, London
	10:15 A.M.	A.B. Lucas Secondary School, London
	1:00 P.M.	H.B. Beal Secondary School, London
February 13 th , 2008	9:00 A.M.	Lord Dorchester Secondary School, Dorchester
	10:15 A.M.	Norwich District High School, Norwich
	3:00 P.M.	Education Centre, London

5.0 TERMS AND CONDITIONS

SECTION 5.1 GENERAL TERMS AND CONDITIONS

- 5.1.1 Any response submitted to the Bid is IRREVOCABLE for 180 days.
- 5.1.2 A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. (No facsimiles shall be accepted). The last submission shall supercede and invalidate all previous submissions by that bidder as it applies to this Bid. Addenda **must** be submitted to the "Tender Clerk's" Box in the same manner and within the same time constraints as the Bid Submission.
- 5.1.3 A bidder may withdraw the bid at any time up to the official closing time by letter bearing his/her signature as it is in the submission. Withdrawal requests received after the closing date shall not be permitted. Submission withdrawals **must** be submitted to the "Tender Clerk's" box in the same manner and within the same constraints as a Bid Submission.
- 5.1.4 The issuance of this call for bids shall not constitute any obligation on the part of the TVDSB to any firm or individual who submits a Bid.
- 5.1.5 The bidder **must** have satisfactorily fulfilled all relevant obligations as required under the terms and conditions of any previous award in order to be considered as an acceptable bidder.
- 5.1.6 The laws of the Province of Ontario shall govern in any dispute occasioned as a result of the performance or non-performance and/or workmanship of a contract issued pursuant to the bid and any dispute arising out of the issuance of and response to this bid.
- 5.1.7 The TVDSB reserves the right to withdraw the award of the contract to a successful bidder(s) within 30 days of the award if in the opinion of the TVDSB the successful bidder(s) is unable or unwilling to enter into a form of contract satisfactory to the TVDSB. The TVDSB shall be entitled to do so without any liability being incurred by the TVDSB to the bidder.

Request for Proposal – Cafeteria Food Services

RFP 08-39TS

- 5.1.8 The lowest or any bid submission may not necessarily be accepted. The TVDSB reserves the right to decline any or all bid submissions, or to cancel the Bid call in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by the TVDSB to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal.
- 5.1.9 All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.
- 5.1.10 The TVDSB reserves the right to decline or purchase one or all items in this Bid from one supplier or from multiple suppliers.
- 5.1.11 All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between TVDSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.
- 5.1.12 The successful bidder(s) **must** not at any time subcontract any portion of its contract with the TVDSB nor shall it assign the contract without the written permission of the TVDSB. The successful bidder(s) **must** not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.
- 5.1.13 While the TVDSB has used considerable efforts to ensure an accurate representation of information in this bid document, the information contained herein is contained solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the TVDSB, nor is it necessarily comprehensive or exhaustive. Nothing in this bid document is intended to relieve bidders from forming their own opinions and conclusions in respect to the matters addressed in this bid document.
- 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 compliance on any bid submissions which do not strictly comply with the provisions, procedures and requirements of this Bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TVDSB. All bidders agree to provide all such additional information as, and when requested, at their own expense, provided no bidder in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its bid submission or in any way materially alter or add to the solution originally proposed.
- 5.1.15 All TVDSB policies, procedures and regulations **must** be adhered to by the successful bidder(s).
- 5.1.15.1 Smoking is prohibited in all TVDSB buildings and on all TVDSB property.
- 5.1.15.2 Some TVDSB sites are equipped with video surveillance cameras.
- 5.1.15.3 The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.
- 5.1.16 The successful bidder(s) will reimburse the TVDSB for any damages through negligence or wilful acts of any of the successful bidder(s)' employees or contracted staff.
- 5.1.17 The successful bidder(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.
- 5.1.18 The TVDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.

Request for Proposal – Cafeteria Food Services

RFP 08-39TS

- 5.1.19 The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.
- 5.1.20 This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.
- 5.1.21 The acceptance of the bid by the successful bidder and the award of the contract contemplated by this bid document is subject to approval of the Board of Trustees.

SECTION 5.2 CANCELLATION OF CONTRACT / LOSS OF SERVICE

- 5.2.1 The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder(s) shall remain responsible for its obligations under this contract up to the date of termination. The TVDSB reserves the right to commence an action in a court of competent jurisdiction against the successful bidder(s) for damages that result from the breach of the terms and conditions of the contract, by the successful bidder(s).
- 5.2.2 The TVDSB shall have the right to retain and set off from any monies payable to the successful bidder(s) under the contract the total outstanding amount from time to time and for all damage claims by the TVDSB or any third parties arising out of this contract which have not been resolved by the successful bidder(s) or its insurer.
- 5.2.3 The TVDSB reserves the right to withhold monies owing under a contract to the value of the obligation to a maximum of the monies owing to the successful bidder(s) for any indebtedness of the supplier that may impact on the TVDSB.
- 5.2.4 The successful bidder(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful bidder(s), the TVDSB's staff or third party interruptions.
- 5.2.5 In the event that the successful bidder(s) becomes insolvent, and/or the successful bidder(s) is unable or unwilling to provide the contracted service for a period of more than 30 consecutive days during the period of the contract, the TVDSB shall have the right to replace the successful bidder(s) with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this Bid.

SECTION 5.3 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 5.3.1 Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application 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. 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.
- 5.3.2 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.

SECTION 5.4 HUMAN RIGHTS AND CHILD LABOUR LAWS

- 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

Request for Proposal – Cafeteria Food Services

RFP 08-39TS

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:
<http://www.ilo.org>
<http://www.ilo.org/public/english/comp/child/policy/towards.htm>

SECTION 5.5 HEALTH, SAFETY REGULATIONS

- 5.5.1 All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) **must** be completely assembled and **must** bear label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the TVDSB reserves the right to invoice the successful bidder(s) for the cost of certification/replacement.
- 5.5.2 Every person who supplies any machine, device, tool, equipment or service to the TVDSB **must** ensure that the machine, device, tool, equipment or service complies with the Occupational Health and Safety Act and Regulations of Industrial Establishments. The “Burden of Proof” rests with the supplier.
- 5.5.3 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) **must** supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities.
- 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 WHIMS in accordance with Occupational Health and Safety Act Regulations. They **must** adhere to all of the TVDSB’s Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.
- 5.5.5 The TVDSB reserves the right to request a copy of a bidder’s Health and Safety Policy, Procedures and Guidelines.
- 5.5.6 The successful bidder(s) shall be subject to termination if the local Medical Officer of Health notifies the TVDSB and/or the food service provider that:
 - a) the method of preparing, packaging, storing or shipping foods is condemned as unsatisfactory in any respect

OR

 - b) a condition exists which, in the opinion of that Medical Officer, results in food being unfit for human consumption

AND

the food service provider does not rectify the condition(s) within the time limit specified by the said Medical Officer.
- 5.5.7 The successful bidder(s) shall comply with all legal requirements of all government (e.g. municipal, county, provincial or federal regulations relating to safety, health and sanitation.)
- 5.5.8 The TVDSB reserves the right for a TVDSB representative to inspect the premises at any time.

SECTION 5.6 WORKPLACE SAFETY AND INSURANCE BOARD

- 5.6.1 The successful bidder(s) **must** ensure that all workers are covered by the Workplace Safety and Insurance Board for the duration of this contract.

- 5.6.2 The successful bidder(s) **must** furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board. This certification is to be furnished prior to the commencement of this contract. The good standing **must** be maintained throughout the contract. It is the responsibility of the Contractor to ensure that the Workplace Safety and 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 must be reported by the successful bidder(s) to the TVDSB's representative within 24 hours.

SECTION 5.7 COMMERCIAL LIABILITY INSURANCE

- 5.7.1 The successful bidder(s) **must** be covered by Commercial General Liability Insurance throughout the term of the Contract. Each bidder **must** state if it has Commercial General Liability Insurance Coverage.
- 5.7.2 Each bidder **must** 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.

This liability policy shall contain the following coverage:

- Personal Injury and Property Damage
- Non-Owned Automobile Liability
- Owners and Contractors Protective Coverage
- Contractual Liability
- Broad Form Property Damage
- Products and Completed Operation Insurance
- Contingent Employees Liability
- Cross Liability Clause and Severability of Interest Clause

- 5.7.3 Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.
- 5.7.4 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.

SECTION 5.8 MOTOR VEHICLE LIABILITY INSURANCE

- 5.8.1 Bidders **must** state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.
- 5.8.2 In the event of an affirmative answer to 5.8.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the Contract. If the bidder's employees or subcontractors will operate their own vehi-

Request for Proposal – Cafeteria Food Services

RFP 08-39TS

cles 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 8.3 to subsection 8.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.

- 5.8.3 Bidders **must** show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1million on all personally owned vehicles) per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract. 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:
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.
- 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 part of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.

SECTION 5.9 BONDING

- 5.9.1 The successful bidder(s) **must** secure a bonding company which is willing to be bound with the TVDSB in the amount of twenty thousand dollars (\$20,000) per site or a percentage of the value of the contract to a maximum of one-hundred fifty thousand dollars (\$150,000) for due performance and fulfilment of this contract. The bonding shall be for one year commencing from July 15, 2008.
- 5.9.2 The Surety Company **must** be a Guarantee Company, satisfactory to the TVDSB and authorized to operate in the Province of Ontario.
- 5.9.3 All costs for this bonding will be the responsibility of the successful bidder(s).

SECTION 5.10 CRIMINAL BACKGROUND CHECKS

- 5.10.1 Bidders **must** agree that if it becomes the recommended successful bidder(s), pursuant to this Bid, subject to approval of the TVDSB, that it shall comply with Ontario Regulation 521/01, made under the Education Act, in relation to the Collection of Personal Information. The recommended successful bidder(s) agrees to provide, at the bidder's expense, the criminal background checks of all employees and of all employees of all subcontractor(s) hired by the successful bidder(s) who may regularly come into direct contact with pupils. This agreement shall be enforced prior to any attendance by the recommended successful bidder(s) or its subcontractors at a school site of the TVDSB who may regularly come into direct contact with pupils during the duration of the contract and until the expiry of this contract.
- 5.10.2 The successful bidder(s) shall further agree to provide, at the bidder's expense, an Offence Declaration as defined by the said Regulation for each of the above employees of the successful bidder(s), whether employed by the successful bidder(s) at the time of the Response and of each employee of all subcontractor personnel,

Request for Proposal – Cafeteria Food Services

RFP 08-39TS

whether employed by the contractor at the time of the bid submission or becoming employed at a later time, by September 1st each year during the term of the agreement contemplated by this Bid.

- 5.10.3 The successful bidder(s) shall further agree that in the event that the terms of the agreement contemplated by the Bid in the future becomes applicable to a school site other than those contemplated by the Bid, that the successful bidder(s) shall provide, at the bidder's expense, an Offence Declaration as defined by the said Regulation for each employee of the successful bidder(s) and for each employee of all subcontractor personnel, whether employed by the contractor at the time of the bid submission prior to any attendance by the successful bidder(s) at the said school site.
- 5.10.4 The recommended successful bidder(s) agrees that during the term of the agreement contemplated by this Bid, not to permit any employee or the employee of any subcontractor deemed by the TVDSB to be not eligible to attend on a school site of the TVDSB as defined by the Regulation.
- 5.10.5 It is deemed to be a breach of the contract for the service provider to allow anyone who has not provided a criminal background check or Offence Declaration as required by the contract and the contract can be terminated for just cause.

SECTION 5.11 K9015C ONTARIO LABOUR LEGISLATION – INFORMATION TO BE PROVIDED BY CONTRACTOR

5.11.1 Without restricting the generality of the foregoing, the Contractor shall keep its employees' records up to date and, upon request by the TVDSB, submit to the TVDSB, within seven (7) days of the date of the request, the following information regarding its employees, as provided for in a new subsection 13.1 (8) of the Employment Standard Act and as set out in Ontario Regulation 138/96:

- 5.11.1.1 the employee's name, residential address and telephone number;
- 5.11.1.2 his or her job classification or job description;
- 5.11.1.3 the wage rate actually paid to the employee;
- 5.11.1.4 a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;
- 5.11.1.5 the number of hours that the employee works in a regular non-overtime work week, or if hours vary from week to week, the number of the employee's non-overtime hours for each week that the employee worked during the 13 weeks preceding the date of the request for information;
- 5.11.1.6 the date on which the employer hired the employee;
- 5.11.1.7 any period of employment attributed to the employer under subsection 13.1 (3) or (5) of the Act;
- 5.11.1.8 the number of weeks that the employee worked at the premises during the 26 weeks preceding the date on which the request was made for the information (the 26 week period shall be extended by any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on a leave under Part XI of the Act);
- 5.11.1.9 a statement indicating whether the employee
 - 5.11.1.9.1 is actively employed in providing services at the premises but whose job duties were not primarily performed at the premises during the 13 weeks immediately preceding the date on which the request was made for the information;
 - 5.11.1.9.2 is employed, but not actively employed, in providing services at the premises but whose job duties were not primarily performed at the premises during his or her most recent 13 weeks of active employment.

- 5.11.2 In addition to the above information, the Contractor shall, upon request, provide the TVDSB, within seven (7) days after the date of the request, with an up-to-date copy of the collective agreement regarding the employees at the premises or, if no collective agreement exists for these premises, a copy of the union certificate regarding these employees or, if no union certificate was issued, a copy of any pending union application.
- 5.11.3 Between the date the information described above is provided by the Contractor and the expiry date of the Contract, the Contractor shall provide the TVDSB with updated information immediately any changes to said information occur.
- 5.11.4 The information described above, with the exception of 5.12.1.1, will be provided by the TVDSB to prospective bidders for a future contract for those services relating to the premises.

SECTION 5.12 K9015C ONTARIO LABOUR LEGISLATION – INFORMATION TO BE PROVIDED TO BIDDERS

- 5.12.1 In accordance with the requirements of Section 77(1) of the Employment Standards Act, 2000, the following information concerning each employee of the previous employer providing services at the premises will be provided as a .pdf file per e-mail to all bidders that have registered an intent to bid (Worksheet I).
 - 5.12.1.1 job classification or job description for each employee;
 - 5.12.1.2 the wage rate actually paid to the employee;
 - 5.12.1.3 a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;
 - 5.12.1.4 the number of hours that the employee works in a regular non-overtime work week, or if hours vary from week to week, the number of the employee's non-overtime hours for each week that the he/she worked during the 13 weeks preceding the date of the request for information;
 - 5.12.1.5 the date on which the employer hired the employee;
 - 5.12.1.6 any period of employment attributed to the employer under Section 10 of the Act;
 - 5.12.1.7 the number of weeks that the employee worked at the premises during the 26 weeks preceding the date on which the request was made for the information (the 26-week period shall be calculated without including any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on a leave under Part XIV of the Act);
 - 5.12.1.8 a statement indicating whether the employee
 - 5.12.1.8.1 is actively employed in providing services at the premises but whose job duties were not primarily performed at the premises during the thirteen (13) weeks immediately preceding the date on which the request was made for the information; or,
 - 5.12.1.8.2 is employed, but not actively employed, in providing services at the premises but whose job duties were not primarily performed at the premises during his or her most recent thirteen (13) weeks of active employment.
 - 5.12.1.9 The name, address and telephone number of each employee as they appear in the previous employer's records will be provided to the successful bidder after award of the Contract.
 - 5.12.1.10 In addition to the above information, a copy of either the collective agreement, union certificate, or pending union applications regarding the employees at the premises is also attached, if applicable.

Request for Proposal – Cafeteria Food Services

RFP 08-39TS

- 5.12.1.11 Bidders shall use the information referred to in subparagraphs 5.12.1.1 to 5.12.1.8 (and paragraph 5.12.1.10 if applicable) above only for the purposes of preparing their bids and complying with the Act, and shall not disclose such information except as may be authorized by the TVDSB in writing.
- 5.12.1.12 The enclosed information concerning the employees of the previous employer providing services at the premises has been received from the previous employer and the TVDSB is unable to warrant its accuracy or completeness. If you require verification or further information, please contact: Todd Springer (Fax 519 452-2399)
- 5.12.1.13 TVDSB does not warrant the accuracy or completeness of any information concerning the employees of the previous employer providing services at the premises, nor shall it be responsible for any damage or loss which may result from use of or reliance upon any of this information.

6.0 BIDDER PROFILE

SECTION 6.1 REFERENCES

- 6.1.1 Bidders **must** 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: (i) agency name, (ii) address, (iii) contact person, (iv) telephone number.

SECTION 6.2 ADMINISTRATION AND ORGANIZATION - Outline details concerning your company.

- 6.2.1 Bidders **must** include an organizational chart.
- 6.2.2 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.
- 6.2.3 Bidders **must**/should 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.
- 6.2.4 Bidders should state if their employees service sites wearing uniforms.
- 6.2.5 Bidders should state if their employees carry photo identification.
- 6.2.6 Bidders should state if they are ISO registered and if so what level.
- 6.2.7 Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.

7.0 BID SUBMISSION

SECTION 7.1. BIDDER'S RESPONSE GUIDE

- 7.1.1 Each bid submission should be structured using only the criteria identified in this bid document. When submitting Bids, bidders should use the same numbering format, as on this bid document.
- 7.1.2 A signed copy of the Terms and Conditions Signature Page - Section 10.0 **must** be returned for your bid submission to be accepted.
- 7.1.3 Bidders **must** provide signed copies of Worksheets A - G.

Request for Proposal – Cafeteria Food Services

RFP 08-39TS

- 7.1.4 Bidders **must** provide one Diskette or CD with file names:
- 7.1.4.1 Worksheet A: Terms and Conditions Response in Excel format - Electronic response is required.
 - 7.1.4.2 Worksheet B: National Brand Quality List in Excel format- Electronic response required.
 - 7.1.4.3 Worksheet C: Price List in Excel format - Electronic response required.
 - 7.1.4.4 Worksheet D: Revenue in Excel format - Electronic response required.
 - 7.1.4.5 Worksheet E: Bidder's Response in Excel format – Electronic response required.
 - 7.1.4.6 Worksheet F: Responsibility Matrix – Electronic response required.
 - 7.1.4.7 Worksheet G: Staffing – Electronic response required.
- 7.1.5 It is the bidders' responsibility to ensure that the necessary **"files"** are on the diskette or CD.
- 7.1.6 If the diskette or CD is not returned or does not have the files shown in the Terms and Conditions document, your bid will be rejected. The TVDSB will only accept bids received on properly completed and functional diskettes or CD's.
- 7.1.7 Failure to respond in electronic format will deem the bid noncompliant.
- 7.1.8 All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.6 -Labelling of envelope and diskette or CD).
- 7.1.9 Bidders' submissions should include page numbers for ease of reference by Committee Members.
- 7.1.10 The specifications and pricing section of the bid submission should not make reference to supplemental materials.
- 7.1.11 Supplemental materials **will not qualify** as substitutes for direct responses to the bid's requirements. (except specifically requested material, such as the detailed specification sheets, colour charts etc.)

8.0 AWARD

SECTION 8.1 EVALUATION PROCESS

- 8.1.1 An evaluation committee will be established to evaluate bid submissions.
- 8.1.2 All bid submissions will first be evaluated on their compliance with the requirements of this bid document.
- 8.1.3 All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria: (Choose appropriate items from list below.)
- 8.1.3.1 Ability to meet requirements as specified in the RFP
 - 8.1.3.2 Financial Return Offered / Price Lists
 - 8.1.3.3 Marketing Program
 - 8.1.3.4 Quality Assurance Program
 - 8.1.3.5 Company Policies
 - 8.1.3.6 Administrative Organization and Staffing
 - 8.1.3.7 Proposer's Relevant Experience / References
 - 8.1.3.8 Financial Standing and Stability
 - 8.1.3.9 Freedom from Potential Legal Liabilities that would have any impact on the ability of the bidder to complete the Agreement
 - 8.1.3.10 Interview/Presentation (if requested)
- 8.1.4 Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.

Request for Proposal – Cafeteria Food Services

RFP 08-39TS

- 8.1.5 Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.
- 8.1.6 The determination of equal quality will be based on our internal professional opinions.

SECTION 8.2 AWARD AND NOTIFICATION OF CONTRACT

- 8.2.1 The results of this bid will be posted to the TVDSB Web Site as soon as decisions have been made. At www.tvdsb.on.ca

“Purchasing Bids”

“Electronic Bidding Instructions, Bid Download and Bid Results”,

Scroll to the end of the document, click

“Proceed to inquiry/download page”.

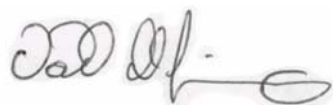
Proceed to the Bid, click

“Results - Check Mark”

View documents in PDF format.

All bid files are available for downloading at no charge from the TVDSB web site.

- 8.2.2 The recommendation to award the food services contract to the successful bidder(s) will be discussed with the London Catholic District School Board, where necessary, prior to the confirmation of the contract. This discussion will relate only to the joint facility of Strathroy/Holy Cross operated by both Boards.



Todd Springer
Purchasing Department
Thames Valley District School Board

Peggy Sattler
Chairperson

9.0 INSTRUCTIONS/APPENDICES

SECTION 9.1 DOWNLOADING BID DOCUMENTS

9.1.1 All documents are available from the TVDSB Web Site at www.tvdsb.on.ca

- Click “**Purchasing – Bids**” icon
- Click “**Electronic Bidding Instructions, Bid Download and Bid Results**” or “**Bids**”
- Read instructions
- Click “**Proceed to Inquiry/Download page**”
- Click on the “**Name of the Bid**” to view documents in PDF format.
- Click on the “**NEW**” logo to download the executable files for preparing and submitting your bid.

All bid files are available for downloading at no charge from the TVDSB web site.

SECTION 9.2 PRINTING COPIES OF BID DOCUMENTS

9.2.1 To print a working copy of any bid document:

- Click on the “name of the Bid” to print documents in PDF format.

SECTION 9.3 COMPUTER SYSTEM REQUIREMENTS

- Microsoft Windows, **version 9.5 or greater**
- 2.5 MB available hard drive space
- 3 ½ 1.44 MB diskette drive or CD Burner.

SECTION 9.4 INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:

9.4.1 The TVDSB has made every effort to ensure the files are free of any virus and are functional. *However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus.*

9.4.2 Download the executables from our Web Site as shown above. Double click on the “**NEW**” logo for the executable file. Follow the instructions.

9.4.3 The bid files are installed into a default directory called **C:\LBTENDER**. When the installation process is complete, a box will appear with a “**Remove Thames Valley District School Board Tender icon**”; please close this box. When the setup is complete, click close.

9.4.4 To begin the Bid Program:

- Go to **Windows Explorer**
- Click on **C:\ drive**
- Open the folder “**lbtender**”
- The following files will be installed in the C:\lbtender directory:
 - Appendices.xls
- To start the process open the Appendix files and complete as instructed.

SECTION 9.5 THE RETURN DISKETTE OR CD:

9.5.1 After all bids have been entered:

- Copy the all Appendixes to either a 3.5” Diskette or CD using your company’s standard CD Writing program.
- Check to ensure that the “files” are on the diskette or CD. Without these files, we will not be able to download your bid.

Be sure to label your diskette or CD with company name and signature.

10.0 SIGNATURE PAGE

This page must be completed, signed below and must be included with your submission for your bid to be accepted.

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.

I/We the undersigned are duly authorized to execute this Tender on behalf of:

NAME: _____
(Please print)

TITLE: _____

SIGNATURE: _____

FIRM NAME: _____

State the legal entity that your organization operates under:

- Proprietorship Partnership
- Corporation

If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in: _____

Name of each individual Partner or Correct Legal Name of Corporation: _____

E-MAIL ADDRESS: _____

ADDRESS: _____

INTERNET ADDRESS: _____

TELEPHONE NO.: _____ FAX NO.: _____

If subcontracting , bidders must provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract:

Firm Name: _____

Firm Address: _____

Telephone Number: _____ Fax Number: _____

Contact Person: _____ Email Address: _____

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.1	The TVDSB is seeking proposals for food service management of the cafeterias of the TVDSB as listed in Worksheet H. The food service management shall include the preparation and service of morning food services, lunches and such other items of food and beverage as shall be required by the TVDSB for such persons as the TVDSB authorizes to be served.		
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 " - 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" - Bidders "should" include the required information in bid submission.		
2.1.1.3	The word "NONCOMPLIANT" – 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 all or any portion 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 in 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 which contains a major irregularity.		
2.1.1.6.2	Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.		
2.1.1.7	Definitions of areas within the cafeteria:		
2.1.1.7.1	"KITCHEN" : food preparation, cooking and washing area		
2.1.1.7.2	"SERVERY" : area passed through by students and staff to be served food and to pay for food		
2.1.1.7.3	"EATING AREA" : seating area with tables and chairs for students and staff to consume food		

FIRM NAME: _____

SIGNATURE: _____

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
2.2.1	Bidders must use the electronic bidding file (<i>setup.exe</i>) which is available on the Internet @ at www.tvdsb.on.ca , “Purchasing Bids” “Electronic Bidding Instructions, Bid Download and Bid Results” , Scroll to the end of the document, click “Proceed to inquiry/download page” . Proceed to the Bid, click “New” icon for the Setup.exe file which contains the following files: Appendices.xls: Contains Worksheets A – H. See Section 4.1 for a description of the worksheets. Worksheet I.pdf: See Section 5.12 Worksheet J.pdf: See Worksheet F (Equipment / Smallwares)		
2.3.1	Sealed Proposals must be returned to: “Tenders Clerk,” Tenders Clerk’s box, Main Floor Reception, Education Centre Thames Valley District School Board, 1250 Dundas Street London, Ontario N5W 5P2		
2.3.2	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.6 - Labelling of Envelope and diskette or CD).		
2.3.3	The bid submission must be returned to the “Tender Clerk” for your bid submission to be accepted.		
2.3.4	Delivery to the “Tenders Clerk” is the responsibility of the bidder.		
2.3.5	Submissions received late or by electronic transmission (i.e., fax/e-mail) shall not be accepted.		
2.3.6	Late bids will be returned unopened to a bidder, if a return address is included on the submission envelope.		
2.4.1	ISSUE DATE: 2008/February/06		
2.4.2	QUESTIONS: Monday/2008/February/18		
2.4.3	ANSWERS TO QUESTIONS: Wednesday/2008/February/20		
2.4.4	SITE VISITS: See Section 4.3		
2.4.5	RETURN DATE and TIME: prior to 12:00:00 local time Wednesday/2008/March/12		
2.4.6	PRESENTATION IF REQUIRED: Tentative Dates: 2008/March/31		
2.5.1	An intent to submit a bid should be registered with Purchasing Services by fax by Friday/2008/February/08. An intent to submit a bid form is attached as Worksheet I.		
2.5.2	All questions pertaining to this bid document should be addressed to: Todd Springer, by fax (519) 452-2399 or by e-mail t.springer@tvdsb.on.ca no later than Monday/2008/February/18. After this date no further inquiries, concerns or questions may be submitted. The TVDSB reserves the right to distribute in writing to all other registered bidders a notice of content of any inquiry and the TVDSB’s response, if any. All questions pertaining to this bid document must be submitted in writing.		

FIRM NAME: _____

SIGNATURE: _____

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
2.5.3	<p>Answers to all questions will be posted to the TVDSB Web Site at www.tvdsb.on.ca, "Purchasing Bids" "Electronic Bidding Instructions, Bid Download and Bid Results", Scroll to the end of the document, click "Proceed to inquiry/download page". Proceed to the Bid, click "Answers to Questions" View documents in PDF format.</p> <p>All bid files are available for downloading at no charge from the TVDSB web site.</p>		
2.5.4	<p>Questions concerning the terms and conditions of the bid whether made orally or in writing, to any individual other than indicated below may, at the sole discretion of the TVDSB, render your submission noncompliant. Direct questions in written form only to: Todd Springer, fax (519) 452-2399 or e-mail t.springer@tvdsb.on.ca. The TVDSB will only be bound by written answers to questions.</p>		
2.5.5	<p>Should 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.</p>		
3.1.1	<p>The term of this agreement shall be for 3 years, commencing on July 15, 2008 and unless otherwise provided herein, terminating on July 14, 2011.</p>		
3.1.2	<p>The TVDSB may at the end of this contract extend the contract for a period of 2 years and will advise the bidder in writing, of their intentions, not later than 60 days prior to July 14, 2011.</p>		
3.1.3	<p>The TVDSB may further extend the contract for a period of 2 years and will advise the bidder in writing, of their intentions, not later than 60 days prior to July 14, 2013.</p>		
3.2.1	<p>The TVDSB is expecting a monthly financial return from successful bidder(s) for cafeteria sales.</p>		
3.2.2	<p>The revenue payments provided for above will become due monthly on the 25th day of the following month.</p>		
3.2.3	<p>If your strategy includes an annual guaranteed minimum, any revenue adjustment to the guaranteed minimum due to disruption of service or closure of any site on Worksheet H would be subject to mutual agreement negotiated by both parties.</p>		
3.2.4	<p>Proposals shall guarantee the TVDSB against financial loss arising from the operation of the Food Service Management in our facilities.</p>		
3.2.5	<p>At the end of the bidder's fiscal year, the TVDSB may request the successful bidder(s) to provide an externally audited gross sales volume statement. At the request of the TVDSB, the TVDSB's Auditor will be permitted to examine the accounting records pertaining to the sales volumes through the TVDSB's facilities. This may include auditing of individual school cash register receipts. Cash registers are not provided by the TVDSB.</p>		
3.2.6	<p>Worksheet C is a sample menu of items supplied currently in the TVDSB's cafeterias. This Worksheet includes both individual portions as well as multi-portions (i.e. meeting items).</p>		
3.2.6.1	<p>Price the items on both pages, excluding all taxes, for year one and year two.</p>		

FIRM NAME: _____

SIGNATURE: _____

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
3.2.6.2	Any request for price increases for subsequent years must be submitted to the TVDSB 90 days prior to the annual date of the contract for discussion and final approval. Such requests should be accompanied by documentation from food service industry sources and manufacturers of price increases.		
3.2.6.3	The remarks column is for alternate portion and pricing suggestions.		
3.2.7	Also using Worksheet C, please include a two-year priced menu for the Education Centre. Please provide a price list for operating the Education Centre from 7:00 AM to 3:30 PM. In addition, include a sample of a "Special Function" menu for the Education Centre. This sample menu should include lunch offerings for meetings, Trustee Dinner Meeting etc. These prices MUST include the labour, delivery and clean up within the site.		
3.2.8	A priced sample menu for an entire four week cycle must be included with your proposal as an attachment.		
3.2.8.1	The daily menu in each location, including the Education Centre, shall offer a main meal from the standard posted menu on a minimum four-week cycle.		
3.2.8.2	Any additional menu items by school will be agreed upon and approved by the site administrator. This agreement will include prices and portion sizes.		
4.1.1	The file Appendices.xls includes the following worksheets:		
4.1.1.1	Worksheet A: Terms. Please provide the appropriate response to our terms in columns C & D.		
4.1.1.2	Worksheet B: Brands. Bidders must provide on Worksheet B a list of a minimum two brand name products that the successful bidder(s) would use for each of the product groups listed. Changes to an equivalent quality are subject to approval by the TVDSB's representative. Bidders must disclose on Worksheet B any exclusive manufacturer or distributor agreements, BOTH by Company Name AND product brand name that bidders currently have commitments to honour.		
4.1.1.3	Worksheet C: Pricing. See Section 3.2 above.		
4.1.1.4	Worksheet D: Revenue. Please provide revenue details as per the instructions.		
4.1.1.5	Worksheet E: Requirements. Bidders must submit a response not to exceed 10 pages in both hard copy and electronic format as per the instructions provided.		
4.1.1.6	Worksheet F: Responsibility Matrix. Bidders may provide comments in column E.		
4.1.1.7	Worksheet G: Staffing. Bidders are to provide proposed staffing levels per location.		
4.1.1.8	Worksheet H: Locations. Provides bidders with the following information:		
4.1.1.8.1	School Name		
4.1.1.8.2	School Address		
4.1.1.8.3	Square footage of cafeteria		
4.1.1.8.4	Students as of Sept. 2007		
4.1.1.8.5	Staff as of Sept. 2007		
4.1.1.8.6	Gross sales for 2006 – 2007		
4.1.1.8.7	Morning start times		
4.1.1.8.8	Lunch times		
4.1.1.8.9	Whether there is a dedicated window for staff		

FIRM NAME: _____

SIGNATURE: _____

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.1.6	The laws of the Province of Ontario shall govern in any dispute occasioned as a result of the performance or nonperformance 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	All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.		
5.1.9	All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.		
5.1.10	The TVDSB reserves the right to decline or purchase one or all items in this Bid from one supplier or from multiple suppliers.		
5.1.11	All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between TVDSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.		
5.1.12	The successful bidder(s) must not at any time subcontract any portion of its contract with the TVDSB nor shall it assign the contract without the written permission of the TVDSB. The successful bidder(s) must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		
5.1.13	While the TVDSB has used considerable efforts to ensure an accurate representation of information in this bid document, the information contained herein is contained solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the TVDSB, nor is it necessarily comprehensive or exhaustive. Nothing in this bid document is intended to relieve bidders from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		
5.1.14	The TVDSB may accept or waive a minor irregularity, or where practical to do so the TVDSB may as a condition of bid acceptance request a bidder to correct a minor irregularity with no change in bid price. Items of non compliancy on any bid submissions which do not strictly comply with the provisions, procedures and requirements of this Bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TVDSB. All bidders agree to provide all such additional information as, and when requested, at their own expense, provided no bidder in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its bid submission or in any way materially alter or add to the solution originally proposed.		
5.1.15	All TVDSB policies, procedures and regulations must be adhered to by the successful bidder(s).		

FIRM NAME: _____

SIGNATURE: _____

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.1.15.1	Smoking is prohibited in all TVDSB buildings and on all TVDSB property.		
5.1.15.2	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.15.3	The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		
5.1.16	The successful bidder(s) will reimburse the TVDSB for any damages through negligence or wilful acts of any of the successful bidder(s)' employees or contracted staff.		
5.1.17	The successful bidder(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.		
5.1.18	The TVDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		
5.1.19	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.1.21	The acceptance of the bid by the successful bidder and the award of the contract contemplated by this bid document is subject to approval of the Board of Trustees.		
5.2.1	The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder(s) shall remain responsible for its obligations under this contract up to the date of termination. The TVDSB reserves the right to commence an action in a court of competent jurisdiction against the successful bidder(s) for damages that result from the breach of the terms and conditions of the contract, by the successful bidder(s).		
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful bidder(s) under the contract the total outstanding amount from time to time and for all damage claims by the TVDSB or any third parties arising out of this contract which have not been resolved by the successful bidder(s) or its insurer.		
5.2.3	The TVDSB reserves the right to withhold monies owing under a contract to the value of the obligation to a maximum of the monies owing to the successful bidder(s) for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful bidder(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful bidder(s), the TVDSB's staff or third party interruptions.		
5.2.5	In the event that the successful bidder(s) becomes insolvent, and/or the successful bidder(s) is unable or unwilling to provide the contracted service for a period of more than 30 consecutive days during the period of the contract, the TVDSB shall have the right to replace the successful bidder(s) with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this Bid.		

FIRM NAME: _____

SIGNATURE: _____

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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 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. 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.		
5.3.2	All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.		
5.4.1	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: http://www.ilo.org http://www.ilo.org/public/english/comp/child/policy/towards.htm		
5.5.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the TVDSB reserves the right to invoice the successful bidder(s) for the cost of certification/replacement.		
5.5.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB must ensure that the machine, device, tool, equipment or service complies with the <u>Occupational Health and Safety Act</u> and Regulations of Industrial Establishments. The " <u>Burden of Proof</u> " rests with the supplier.		
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) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities.		

FIRM NAME: _____

SIGNATURE: _____

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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 WHIMS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.5.5	The TVDSB reserves the right to request to request a copy of a bidder's Health and Safety Policy, Procedures and Guidelines.		
5.5.6	The successful bidder(s) shall be subject to termination if the local Medical Officer of Health notifies the TVDSB and/or the food service provider that: a) the method of preparing, packaging, storing or shipping foods is condemned as unsatisfactory in any respect OR b) a condition exists which, in the opinion of that Medical Officer, results in food being unfit for human consumption AND the food service provider does not rectify the condition(s) within the time limit specified by the said Medical Officer.		
5.5.7	The successful bidder(s) shall comply with all legal requirements of all government (e.g. municipal, county, provincial or federal regulations relating to safety, health and sanitation.)		
5.5.8	The TVDSB reserves the right for a TVDSB representative to inspect the premises at any time.		
5.6.1	The successful bidder(s) must ensure that all workers are covered by the Workplace Safety and Insurance Board for the duration of this contract.		
5.6.2	The successful bidder(s) must furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board. This certification is to be furnished prior to the commencement of this contract. The good standing must be maintained throughout the contract. It is the responsibility of the Contractor to ensure that the Workplace Safety and 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 must be reported by the successful bidder(s) to the TVDSB's representative within 24 hours.		
5.7.1	The successful bidder(s) must be covered by Commercial General Liability Insurance throughout the term of the Contract. Each bidder must state if it has Commercial General Liability Insurance Coverage.		

FIRM NAME: _____

SIGNATURE: _____

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.7.2	<p>Each bidder must 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> <p>This liability policy shall contain the following coverage:</p> <ul style="list-style-type: none"> Personal Injury and Property Damage Non-Owned Automobile Liability Owners and Contractors Protective Coverage Contractual Liability Broad Form Property Damage Products and Completed Operation Insurance Contingent Employees Liability 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>		
5.7.4	<p>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.</p>		
5.8.1	<p>Bidders must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.</p>		

FIRM NAME: _____

SIGNATURE: _____

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.8.2	In the event of an affirmative answer to 5.8.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the Contract. If the bidder's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 8.3 to subsection 8.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.8.3	Bidders must show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1million on all personally owned vehicles)per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract following coverage: 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.		
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.		
5.9.1	The successful bidder(s) must secure a bonding company which is willing to be bound with the TVDSB in the amount of twenty thousand dollars (\$20,000) per site or a percentage of the value of the contract to a maximum of one-hundred fifty thousand dollars (\$150,000) for due performance and fulfilment of this contract. The bonding shall be for one year commencing from July 15, 2008.		
5.9.2	The Surety Company must be a Guarantee Company, satisfactory to the TVDSB and authorized to operate in the Province of Ontario.		
5.9.3	All costs for this bonding will be the responsibility of the successful bidder(s).		

FIRM NAME: _____

SIGNATURE: _____

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.10.1	Bidders must agree that if it becomes the recommended successful bidder(s), pursuant to this Bid, subject to approval of the TVDSB, that it shall comply with Ontario Regulation 521/01, made under the Education Act, in relation to the Collection of Personal Information. The recommended successful bidder(s) agrees to provide, at the bidder's expense, the criminal background checks of all employees and of all employees of all subcontractor(s) hired by the successful bidder(s) who may regularly come into direct contact with pupils. This agreement shall be enforced prior to any attendance by the recommended successful bidder(s) or its subcontractors at a school site of the TVDSB who may regularly come into direct contact with pupils during the duration of the contract and until the expiry of this contract.		
5.10.2	The successful bidder(s) shall further agree to provide, at the bidder's expense, an Offence Declaration as defined by the said Regulation for each of the above employees of the successful bidder(s), whether employed by the successful bidder(s) at the time of the Response and of each employee of all subcontractor personnel, whether employed by the contractor at the time of the bid submission or becoming employed at a later time, by September 1st each year during the term of the agreement contemplated by this Bid.		
5.10.3	The successful bidder(s) shall further agree that in the event that the terms of the agreement contemplated by the Bid in the future becomes applicable to a school site other than those contemplated by the Bid, that the successful bidder(s) shall provide, at the bidder's expense, an Offence Declaration as defined by the said Regulation for each employee of the successful bidder(s) and for each employee of all subcontractor personnel, whether employed by the contractor at the time of the bid submission prior to any attendance by the successful bidder(s) at the said school site.		
5.10.4	The recommended successful bidder(s) agrees that during the term of the agreement contemplated by this Bid, not to permit any employee or the employee of any subcontractor deemed by the TVDSB to be not eligible to attend on a school site of the TVDSB as defined by the Regulation.		
5.10.5	It is deemed to be a breach of the contract for the service provider to allow anyone who has not provided a criminal background check or Offence Declaration as required by the contract and the contract can be terminated for just cause.		
5.11.1	Without restricting the generality of the foregoing, the Contractor shall keep its employees' records up to date and, upon request by the TVDSB, submit to the TVDSB, within seven (7) days of the date of the request, the following information regarding its employees, as provided for in a new subsection 13.1 (8) of the Employment Standard Act and as set out in Ontario Regulation 138/96:		
5.11.1.1	the employee's name, residential address and telephone number;		
5.11.1.2	his or her job classification or job description;		
5.11.1.3	the wage rate actually paid to the employee;		
5.11.1.4	a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;		

FIRM NAME: _____

SIGNATURE: _____

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.11.1.5	the number of hours that the employee works in a regular non-overtime work week, or if hours vary from week to week, the number of the employee's non-overtime hours for each week that the employee worked during the 13 weeks preceding the date of the request for information;		
5.11.1.6	the date on which the employer hired the employee;		
5.11.1.7	any period of employment attributed to the employer under subsection 13.1 (3) or (5) of the Act;		
5.11.1.8	the number of weeks that the employee worked at the premises during the 26 weeks preceding the date on which the request was made for the information (the 26 week period shall be extended by any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on a leave under Part XI of the Act);		
5.11.1.9	a statement indicating whether the employee		
5.11.9.1	is actively employed in providing services at the premises but whose job duties were not primarily performed at the premises during the 13 weeks immediately preceding the date on which the request was made for the information;		
5.11.9.2	is employed, but not actively employed, in providing services at the premises but whose job duties were not primarily performed at the premises during his or her most recent 13 weeks of active employment.		
5.11.2	In addition to the above information, the Contractor shall, upon request, provide the TVDSB, within seven (7) days after the date of the request, with an up-to-date copy of the collective agreement regarding the employees at the premises or, if no collective agreement exists for these premises, a copy of the union certificate regarding these employees or, if no union certificate was issued, a copy of any pending union application.		
5.11.3	Between the date the information described above is provided by the Contractor and the expiry date of the Contract, the Contractor shall provide the TVDSB with updated information immediately any changes to said information occur.		
5.11.4	The information described above, with the exception of 5.12.1.1, will be provided by the TVDSB to prospective bidders for a future contract for those services relating to the premises.		
5.12.1	In accordance with the requirements of Section 77(1) of the Employment Standards Act, 2000, the following information concerning each employee of the previous employer providing services at the premises will be provided as a .pdf file per e-mail to all bidders that have registered an intent to bid (Worksheet I).		
5.12.1.1	job classification or job description for each employee;		
5.12.1.2	the wage rate actually paid to the employee;		
5.12.1.3	a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;		
5.12.1.4	the number of hours that the employee works in a regular non-overtime work week, or if hours vary from week to week, the number of the employee's non-overtime hours for each week that the he/she worked during the 13 weeks preceding the date of the request for information;		
5.12.1.5	the date on which the employer hired the employee;		
5.12.1.6	any period of employment attributed to the employer under Section 10 of the Act;		

FIRM NAME: _____

SIGNATURE: _____

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.12.1.7	the number of weeks that the employee worked at the premises during the 26 weeks preceding the date on which the request was made for the information (the 26-week period shall be calculated without including any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on a leave under Part XIV of the Act);		
5.12.1.8	a statement indicating whether the employee		
5.12.1.8.1	is actively employed in providing services at the premises but whose job duties were not primarily performed at the premises during the thirteen (13) weeks immediately preceding the date on which the request was made for the information; or,		
5.12.1.8.2	is employed, but not actively employed, in providing services at the premises but whose job duties were not primarily performed at the premises during his or her most recent thirteen (13) weeks of active employment.		
5.12.1.9	The name, address and telephone number of each employee as they appear in the previous employer's records will be provided to the successful bidder after award of the Contract.		
5.12.1.10	In addition to the above information, a copy of either the collective agreement, union certificate, or pending union applications regarding the employees at the premises is also attached, if applicable.		
5.12.1.11	Bidders shall use the information referred to in subparagraphs 5.12.1.1 to 5.12.1.8 (and paragraph 5.12.1.10 if applicable) above only for the purposes of preparing their bids and complying with the Act, and shall not disclose such information except as may be authorized by the TVDSB in writing.		
5.12.1.12	The enclosed information concerning the employees of the previous employer providing services at the premises has been received from the previous employer and the TVDSB is unable to warrant its accuracy or completeness. If you require verification or further information, please contact: Todd Springer (Fax 519 452-2399)		
5.12.1.13	TVDSB does not warrant the accuracy or completeness of any information concerning the employees of the previous employer providing services at the premises, nor shall it be responsible for any damage or loss which may result from use of or reliance upon any of this information.		
6.1.1	Bidders must 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: (i) agency name, (ii) address, (iii) contact person, (iv) telephone number.		
6.2.1	Bidders must include an organizational chart.		
6.2.2	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.		
6.2.3	Bidders must /should 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.		
6.2.4	Bidders should state if their employees service sites wearing uniforms.		
6.2.5	Bidders should state if their employees carry photo identification.		
6.2.6	Bidders should state if they are ISO registered and if so what level.		

FIRM NAME: _____

SIGNATURE: _____

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
6.2.7	Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.		
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	A signed copy of the Terms and Conditions Signature Page - Section 10.0 must be returned for your bid submission to be accepted.		
7.1.3	Bidders must provide signed copies of Worksheets A - G.		
7.1.4	Bidders must provide one Diskette or CD with file names:		
7.1.4.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response is required.		
7.1.4.2	Worksheet B: National Brand Quality List in Excel format- Electronic response required.		
7.1.4.3	Worksheet C: Price List in Excel format - Electronic response required.		
7.1.4.4	Worksheet D: Revenue in Excel format - Electronic response required.		
7.1.4.5	Worksheet E: Bidder's Response in Excel format – Electronic response required.		
7.1.4.6	Worksheet F: Responsibility Matrix – Electronic response required.		
7.1.4.7	Worksheet G: Staffing – Electronic response required.		
7.1.5	It is the bidders responsibility to ensure that the necessary “files” are on the diskette or CD.		
7.1.6	If the diskette or CD is not returned or does not have the files shown in the Terms and Conditions document, your bid will be rejected. The TVDSB will only accept bids received on properly completed and functional diskettes or CD's.		
7.1.7	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.8	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.6 -Labelling of envelope and diskette or CD).		
7.1.9	Bidders' submissions should include page numbers for ease of reference by Committee Members.		
7.1.10	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.11	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements. (except specifically requested material, such as the detailed specification sheets, colour charts etc.)		
8.1.1	An evaluation committee will be established to evaluate bid submissions.		
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
8.1.3	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria: (Choose appropriate items from list below.)		
8.1.3.1	Ability to meet requirements as specified in the RFP		
8.1.3.2	Financial Return Offered / Price Lists		
8.1.3.3	Marketing Program		
8.1.3.4	Quality Assurance Program		
8.1.3.5	Company Policies		
8.1.3.6	Administrative Organization and Staffing		
8.1.3.7	Proposer's Relevant Experience / References		

FIRM NAME: _____

SIGNATURE: _____

BID TERM NO.	TERMS & CONDITIONS RESPONSE WORKSHEET A-VENDOR RESPONSE TERMS & CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.1.3.8	Financial Standing and Stability		
8.1.3.9	Freedom from Potential Legal Liabilities that would have any impact on the ability of the bidder to complete the Agreement		
8.1.3.10	Interview/Presentation (if requested)		
8.1.4	Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.		
8.1.5	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.6	The determination of equal quality will be based on our internal professional opinions.		
8.2.1	<p>The results of this bid will be posted to the TVDSB Web Site as soon as decisions have been made. At www.tvdsb.on.ca</p> <p>“Purchasing Bids” “Electronic Bidding Instructions, Bid Download and Bid Results”, Scroll to the end of the document, click “Proceed to inquiry/download page”. Proceed to the Bid, click “Results - Check Mark” View documents in PDF format.</p> <p>All bid files are available for downloading at no charge from the TVDSB web site.</p>		
8.2.2	The recommendation to award the food services contract to the successful bidder(s) will be discussed with the London Catholic District School Board, where necessary, prior to the confirmation of the contract. This discussion will relate only to the joint facility of Strathroy/Holy Cross operated by both Boards.		

FIRM NAME: _____

SIGNATURE: _____

NATIONAL BRAND QUALITY LIST

As specified in Worksheet B, B2.1 strict utilization of national product brands is required to ensure high standards of quality and consistency. Bidders are required to provide TWO brand names for each category listed below. This would be the MINIMUM quality that the successful bidder(s) would provide. Changes to the brand name would be subject to the approval to the Board.

ITEM	BRAND I	BRAND II	REMARKS
Baked Products			
Bread			
Cheese			
Coffee			
Flavoured gelatines (Jell-O)			
French Fries			
Ice Cream			
Juice			
Ketchup			
Meat Products - canned			
Meat Products - fresh			
Meat Products - frozen			
Milk/Dairy Products			
Pizza			
Pop			
Potato Chips			
Puddings			
Soup			
Tea			
Vegetables - frozen			
Water - Bottled			
Yogurt			

FIRM NAME: _____

SIGNATURE: _____

C1.1 Pricing below is for individual servings and for groupings of 12 servings. Enter prices, excluding all taxes, for Year One (2008-2009) and Year Two (2009-2010). The Remarks column is for alternate portion and pricing suggestions.

C1.2 State the basis for the contract pricing following the first two years:

C1.3 Provide a separate Worksheet C for each Option shown in Worksheet D (if applicable).

C1.4 State the trans-fat content of each item listed.

Item	Portion Size	Trans-fat %	Price		Remarks
			2008/2009	2009/2010	
Secondary Schools					
Healthy Choices					
Soup and Crackers	8 oz soup, one package crackers (2's)				
Hot Dinner Plate (meat, potato, vegetable)	3 oz meat, 3 oz potato, 3 oz vegetable				
Stir Fry with Rice	2 oz protein, 4 oz vegetable, 6 oz rice				
Quesadilla	2-3 oz protein 1 oz cheese				
Daily Nutrition Special	Dinner plate with 250 ml milk OR 175 ml juice e.g.: 5 oz spaghetti with 3 oz meat sauce, 3 oz caesar salad				
Salad Plate (Large)	As per recipe include roll and butter - example: 2 oz protein, 3 oz mixed salad, 3 - 4 vegetables				
Salad Plate (Large) (Meeting of 12)	As per recipe include roll and butter example: 2 oz protein, 3 oz mixed salad, 3 - 4 vegetables				
Salad Plate (Small)	As per recipe - example: 1 oz protein, 2 oz mixed salad, 2 - 3 vegetables				
Greek Salad	6 oz				
Caesar Salad	6 oz				
Salad Plate (Small) (Meeting of 12)	As per recipe - example: 1 oz protein, 2 oz mixed salad, 2 - 3 vegetables				
Vegetable and Dip Tray (Meeting of 12)	Assorted vegetables and dips				
Fruit Plate (Large)	#24 scoop cottage cheese, 2" square Jell-O (1/2 of 4 fruits) and cherry, 1 oz cheese and crackers (2's)				
Fruit and Dip	4 oz fruit and dip				
Fruit Platter (Meeting of 12)	Assorted fruits and dips				
Side Salad	3 oz raw vegetables individual portion with dip				
Side Salad	3 oz cottage cheese with fruit				
Sandwich, Beef, Ham or Turkey	1.5 oz meat with lettuce on whole wheat bread				
Sandwich, Tuna, Salmon or Chicken Salad	#16 scoop (2 oz) on whole wheat bread				
Sandwich, Ham & Cheese with Lettuce	1 oz ham, 1 oz cheese on whole wheat bread				
Mini Subs - 6 - 7"	1½ - 2 oz meat, 1 oz cheese, lettuce and tomato on whole wheat bread				
Wraps	2 oz protein filling 10" diameter wrap				
Wraps (Meeting of 12)	2 oz protein filling 10" diameter wrap				
Tuna or Turkey Pita	#12 scoop (3 oz) shaved lettuce				
Bagels, plain	4 oz				

Item	Portion Size	Trans-fat %	Price		Remarks
			2008/2009	2009/2010	
Preserved Fruit	4 oz				
Fruit Salad	4 oz				
Fresh Fruit (each)	Type				
Granola Bars	1 each				
Yoghurt	175 g				
Yoghurt and Fruit Parfait	4 oz yoghurt 2 oz fruit				
Milk, white, carton, 2%	250 ml				
Milk, white, carton, 1%	250 ml				
Milk, white, carton, skim	250 ml				
Milk, white, carton, 2% (Meeting of 12)	250 ml				
Milk, white, carton, 1% (Meeting of 12)	250 ml				
Milk, white, carton, skim (Meeting of 12)	250 ml				
Milk, white, carton, 2%	500 ml				
Milk, white, carton, 1%	500 ml				
Milk, white, carton, skim	500 ml				
Fruit Juice - Pure	175 ml				
Fruit Juice - Pure	300 ml				
Fruit Juice - Pure (Meeting of 12)	300 ml				

Item	Portion Size	Trans-fat %	Price		Remarks
			2008/2009	2009/2010	
<u>Other</u>					
Meat, Gravy Only	3 oz meat, 2 oz gravy				
Casserole	6 oz with slice of bread or roll (buttered)				
Lasagne	6 oz with slice of bread or roll (buttered)				
Hamburgers	57 g (3.2 oz) cooked - 80 % beef 1 bun				
Cheeseburgers	57 g (3.2 oz) cooked - 80 % beef, 1 slice (1 oz) cheese, 1 bun				
Vegetable Burgers	3 oz cooked, 1 bun				
Hot Dogs	7" wiener and bun				
Vegetable Hot Dogs	7" wiener and bun				
Pizza, individual slice	1/6 of 17" pizza				
Pizza, individual pizza	6" diameter				
Chicken Nuggets (white meat)	6 each				
Tacos	2-3 oz protein				
Burritos	2-3 oz protein				
Meat Pie	125 gram/4 oz.				
Fish & Chips with Coleslaw	4 oz fish, 5 oz potatoes				
Fish Burger	2 oz battered cod, lettuce, tomato and 1 bun				
French Fries, Small	5 oz.				
French Fries, Medium	8 oz				
French Fries, Large	10 oz				
Gravy for French Fries	1 oz				
Poutine	8 oz fries, 2 oz cheese curds				
Sandwich, Egg Salad	#16 scoop (2 oz) filling				
Kaiser Sandwiches	3 oz. meat				
Kaiser Sandwiches with cheese	2 oz meat/1 oz cheese				
Subs - 12"	2 - 3 oz meat, 1- 1½ oz cheese, lettuce and tomato				

Item	Portion Size	Trans-fat %	Price		Remarks
			2008/2009	2009/2010	
Bagels, with butter	4 oz.				
Bagels, with butter (Meeting of 12)	4 oz				
Bagels, with Cream Cheese	4 oz, w/1 oz cream cheese				
Bagels, with Cream Cheese (Meeting of 12)	4 oz.				
Puddings	4 oz				
Layer Cake (iced)	3" x 3"				
Fruit or Cream Pie	of 10"				
Ice Cream Novelties	75 ml				
Popsicle					
Cookies (homemade): Oatmeal, Chocolate Chip, etc.	1 oz				
Cookies (homemade): Oatmeal, Chocolate Chip, etc. (Meeting of 12)	1 oz				
Doughnuts/Tarts (each)	3" tart				
Doughnuts/Tarts (Meeting of 12)	3" tart				
Bran Muffin or Cupcake (assorted)	4 oz				
Bran Muffin or Cupcake (assorted) (Meeting of 12)	4 oz				
Candy Bars, regular size					
Potato Chips, Cheesies	50 g				
Milk, chocolate, 1%, carton	250 ml				
Milk, chocolate, 1%, carton (Meeting of 12)	250 ml				
Milk, chocolate, 1%, carton	500 ml				
Fruit Drink, Glass	300 ml				
Fruit Drink, Glass (Meeting of 12)	300 ml				
Drinks (carbonated beverages), canned	355 ml				
Drinks (carbonated beverages), canned (Meeting of 12)	355 ml				
Coffee, Gourmet	10 oz				
Coffee, Regular	10 oz				
Coffee, Regular (Meeting of 12)	pot				
Tea					

Item	Portion Size	Trans-fat %	Price		Remarks
			2008/2009	2009/2010	
Tea (Meeting of 12)	pot				

Item	Portion Size	Trans-fat %	Price		Remarks
			2008/2009	2009/2010	
Other					

*Price per person should include costs for sufficient plates, glasses and cutlery.

THAMES VALLEY DISTRICT WORKSHEET D - REVENUE PROPOSAL - CAFETERIA FOOD SERVICES

Outline your strategies for each year of the contract which may include:
 -A stated percentage of the gross cafeteria sales volume realized by the successful bidder(s) **AND /OR**
 -A stated annual guaranteed minimum **AND /OR**
 -Other forms of compensation
 -If necessary, please provide separate versions of Worksheet C to correspond with the various options.

Option A

	Year 1		Year 2		Year 3		Year 4 (if appl.)		Year 5 (if appl.)	
	State %	State \$ to TVDSB	State %	State \$ to TVDSB	State %	State \$ to TVDSB	State %	State \$ to TVDSB	State %	State \$ to TVDSB
Rebate on Regular Sales										
Rebate on Special Events - School										
Rebate on Special Events - Ed Centre										
Other (specify)										
Other (specify)										
Other (specify)										
Other (specify)										
Total Annual Revenue to TVDSB		\$ -		\$ -		\$ -		\$ -		\$ -

Do the total annual revenue sums shown above represent guaranteed minimums?

If yes, when would the payment be made to TVDSB?

Option B

	Year 1		Year 2		Year 3		Year 4 (if appl.)		Year 5 (if appl.)	
	State %	State \$ to TVDSB	State %	State \$ to TVDSB	State %	State \$ to TVDSB	State %	State \$ to TVDSB	State %	State \$ to TVDSB
Rebate on Regular Sales										
Rebate on Special Events - School										
Rebate on Special Events - Ed Centre										
Other (specify)										
Other (specify)										
Other (specify)										
Other (specify)										
Total Annual Revenue to TVDSB		\$ -		\$ -		\$ -		\$ -		\$ -

Do the total annual revenue sums shown above represent guaranteed minimums?

If yes, when would the payment be made to TVDSB?

Option C

	Year 1		Year 2		Year 3		Year 4 (if appl.)		Year 5 (if appl.)	
	State %	State \$ to TVDSB	State %	State \$ to TVDSB	State %	State \$ to TVDSB	State %	State \$ to TVDSB	State %	State \$ to TVDSB
Rebate on Regular Sales										
Rebate on Special Events - School										
Rebate on Special Events - Ed Centre										
Other (specify)										
Other (specify)										
Other (specify)										
Other (specify)										
Total Annual Revenue to TVDSB		\$ -		\$ -		\$ -		\$ -		\$ -

Do the total annual revenue sums shown above represent guaranteed minimums?

If yes, when would the payment be made to TVDSB?

Company Name: _____

Signature: _____

ITEM NO	DESCRIPTION WORKSHEET E - REQUIREMENTS	RESPONSE	COMMENT
	<p>Bidders must submit a response not to exceed 10 pages in total (8½" x 11"), demonstrating how they will address the requirements listed below (Items E1.1 to E1.11.) Any additional information submitted will not be reviewed. Bid submissions should be structured using only the criteria identified in this bid document Worksheet E - E1.1 to E1.12. When submitting bids, bidders should use the same numbering format as on this bid document. Other requested documents including additional Appendices and all certificates are in addition to the 10 pages.</p>		
E1.1	<p>Research has shown that children and adolescents need a balanced nutritious diet at home and at school, in order to learn effectively, grow properly and maintain good health. Healthy eating needs to be both taught and modeled. Students spend a significant amount of time at school, making this environment an important setting to promote and reinforce healthy eating. Well-nourished children and adolescents are more likely to be prepared to learn, be active and maintain their health as adults. Healthy food choices reduce the risk of obesity and chronic disease(s) such as heart disease, certain types of cancer and diabetes. (from the TVDSB Food in Our Schools guideline)</p> <p>The bidder will describe their philosophy in view of the TVDSB's guideline.</p>		
E1.2	<p>Menu selections: Menu selections must promote healthy eating habits; provide a variety of food selections which recognize culturally diverse tastes; and food which is palatable and aesthetically pleasing.</p>		
E1.3	<p>Nutrition plans: Describe any nutrition plans or programs which could be implemented in the schools to encourage good nutritional habits on the part of students. The nutritional daily menu must be priced for two-years and describe the components of this menu which meet the four basic food groups as specified in the Canada Food Guide. The proposed nutritional program must include a list of clients, contact name and telephone number where the program has been implemented.</p>		
E1.4	<p>Nutrition education: Include a detailed description of your nutrition education program (i.e. bulletin boards, signage, newsletters)</p>		
E1.5	<p>Marketing: Outline marketing and merchandising practices to compete with local fast-food outlets to encourage students to remain on school property during lunch.</p>	<p>Bidders must include the 10 page Requirements Response in their bid submission in both hard copy and electronic format (Word, or Pdf).</p>	
E1.5.1	<p>Provide a list of special event days during the year as well as ways in which your firm will contribute to quality of school life and spirit</p>		
E1.6	<p>Environment: Each proposal must include a detailed description of your environmental program and how your program would be implemented. (Examples include offering incentives for customers to use their own mugs when purchasing coffee and tea, providing washable mugs for meetings instead of disposable cups, etc.)</p>		
E1.7	<p>Quality: Each proposal submission must include a statement outlining your company's quality assurance philosophy and program and detailing how your company will respond to:</p>		
E1.7.1	<p>Service related problems</p>		
E1.7.2	<p>Quality problems</p>		
E1.7.3	<p>Please provide your corporate program for training of all staff in safe food handling practices.</p>		
E1.8	<p>Explain how you would arrange the delivery of dairy, fruit, vegetables, meat, frozen foods, bakery products, to give our sites the freshest product available :</p>		
E1.9	<p>A change in catering firm is always unsettling. Every effort should be made by the food service provider to have the present cafeteria staff at each site by employed under the new contract. Outline your company's proposed strategy:</p>		
E1.10	<p>It is important that all staff members of a school play a significant role in reinforcing student's attitudes, behaviours and responsibilities. Explain how your firm might contribute:</p>		
E1.11	<p>Outline your policy regarding the screening and reference checking of potential employees prior to hiring</p>		
E1.12	<p>Implementation: Please outline your implementation schedule which clearly demonstrates how you will be able to commence food service operations on July 15, 2008. Please state as well the penalties for failure to meet said schedule. Penalties stated will apply for failure to meet implementation dates.</p>		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO	DESCRIPTION WORKSHEET F - RESPONSIBILITY MATRIX	<u>Successful Bidder</u>	<u>TVDSB</u>	<u>Comment</u>
	Services to be provided by:			
F1.1	Food service management shall include the preparation and service of morning food services, lunches and such other items of food and beverage as shall be required by the TVDSB for such persons as the TVDSB authorizes to be served in all of its sites.	X		
F1.2	Bids or proposals may be submitted on a per site basis.	X		
F1.3	The submission of a proposal will be interpreted to mean that the bidder:	X		
F1.4	-is fully aware and informed as to the extent and character of the service, supply and materials required;	X		
F1.5	-has the equipment available;	X		
F1.6	-can furnish the required materials and supplies;	X		
F1.7	-can adequately staff each site bid; and	X		
F1.8	-can operate a food management service in COMPLETE COMPLIANCE WITH THESE SPECIFICATIONS.	X		
F1.9	All supplies and staff to prepare on-site food services for sale to the students and staff. The food and beverages provided shall be wholesome, well prepared and in quantity sufficient to meet the demand of the location.	X		
F1.10	Dairy and meat products are not be kept in freezers during the summer shutdown.	X		
F1.11	In the event that any of the specified schools/sites in Worksheet H shall close temporarily or permanently, the successful bidder(s) shall continue to be bound by the terms of this contract for the remaining sites they have been awarded. The TVDSB's representative will keep the food services provider advised of changes as soon as possible.	X		
F1.12	Should additional schools containing cafeteria facilities be opened by the TVDSB during the lifetime of this agreement, the current food services provider shall be bound by the terms of this contract for the additional sites.	X		
F1.13	The TVDSB reserves the right to initiate an annual survey to measure customers' opinions on pricing, food quality, service level, catering staff, etc., in a form approved by the TVDSB's representative. If you have a customer survey that you use in a school environment for this purpose, please include it with your return.		X	
F1.14	Strathroy District Collegiate and Holy Cross School is a joint use facility between the Thames Valley District School Board and the London Catholic District School Board.		X	
F1.15	There is currently a program curriculum initiative under development with the Ministry of Education to develop a Hospitality Program in some secondary schools. The initial sites for these programs are intended to be, but not restricted to, rural areas of the TVDSB. At the start of this contract there will be such a program operating at Strathroy District Collegiate Institute. Currently the program's intent is seen as providing service primarily to staff (ie lunches, meetings), not students. These services would be provided out of a family studies or food preparation area of the building, separate from the kitchen & servery areas of the food service provider. It will be similar to the Forest City Program operated at Central Secondary School. The intent would be to not conflict with this contract. The successful bidder(s) will be required to cooperate with the TVDSB implementing this program initiative and any future curriculum initiatives.		X	
F1.16	The TVDSB will keep the food service provider abreast of relevant developments as regards the operation of the food services (e.g. shutdowns, year-round schooling).		X	
F1.17	The lunch periods for the ten-month school year will be established by the school principal. See Worksheet H for the current lunch periods. Hours of operation for the twelve-month Education Centre will be set by the Building Manager. All normal operating hours of the food services contractor are subject to change at the discretion of the TVDSB in any site.		X	
F1.18	It will be the responsibility of the successful bidder(s) to work with the TVDSB to provide an information package for reference at each site outlining the provisions of this contract.	X	X	
F1.19	The successful bidder(s) should be capable of supplying the TVDSB with statistical data in an electronic format. Data to be requested by the TVDSB on an annual basis will include, but will not be limited to, annual sales volumes by product groups. TVDSB will define product groups and provide these to the successful bidder.	X		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO	DESCRIPTION WORKSHEET F - RESPONSIBILITY MATRIX	<u>Successful Bidder</u>	<u>TVDSB</u>	<u>Comment</u>
Services to be provided by:				
EXCLUSIONS				
F2.1	This contract does not exclude various student or staff groups from fund raising or offering a special occasion provision of food, e.g. hot dog day, popcorn, bake sales and meetings. With the cooperation of the food service provider, these events may take place in the school cafeteria. Worksheet H also includes a list of sites where school stores are currently operating. There may from time to time be some conflict with items being sold from the school store and those offered for sale by the food service provider. It is expected that a cooperative approach will be used to solved any of these conflicts.		X	
F2.2	The names below do not appear on the secondary school list.: Arthur Voaden Secondary School East Elgin Secondary School Forest City Program at Central Secondary School Sir George Ross Secondary School Thames Secondary School West Elgin Secondary School These schools have their own food service program and will be allowed to provide such services within their school and can be extended to special functions at other sites.		X	
F2.3	The Thames Valley has a separate contract for the provision of vending machines for BOTH beverage and snack. This separate contract does NOT prevent the food service provider from selling beverages and snacks from the servery during the hours the cafeteria is in operation. The equipment for these vending contracts can be placed anywhere outside of the servery area including the eating area. We will not move equipment from its current placement.		X	
FACILITIES				
F3.1	Safety inspections of fire extinguishers & other related fire safety equipment.		X	
F3.2	All utilities including water, both hot and cold, heat, lighting, hydro and natural gas for the operation of the kitchen and the equipment.		X	
F3.3	Daily water quality testing for all sites served by rural well sources.		X	
F3.4	Washroom facilities c/w paper products & soap for the food service provider's personnel. Cleaning of floors and fixtures will be done by custodial staff.		X	
F3.5	Compliance with all legal requirements & codes of any competent body: Municipal, Provincial, Federal and otherwise relating to the supply of space and equipment, the supply of electricity, gas, plumbing and drainage services, the supply of required equipment and maintenance, cleaning and painting of walls and ceilings, pest control and garbage removal. All repairs and installation will be done by certified trade people.		X	
F3.6	A student/employee eating area equipped with tables and chairs, all of which are the property of the TVDSB.		X	
EQUIPMENT / SMALLWARES				
F4.1	Maintain the smallwares inventory at each site. An inventory listing by site will be submitted annually by June 30th. Smallwares will include china, cutlery, flatware and cooking utensils. The food service providers will report on the condition of TVDSB owned cafeteria cooking, food storage, and cleansing equipment on an on-going basis. IF disposables are used at any location it will be at the food service operator's expense.	X		
F4.2	After the first year of operation, offer to the TVDSB for consideration any changes to the physical layout or need for capital equipment at each site, (if any) and why.	X		
F4.3	A kitchen equipped with locks. The TVDSB will furnish sinks, stoves, storage space, refrigeration & freezer units, and the initial supply of smallwares. The cash registers, Interac equipment, computers, slush machines, jet juices, stand alone coffee brewers, pastry cabinets & soup kettles are property of the current food service provider. See Worksheet J for a complete listing of equipment owned by the current food service provider.		X	
F4.4	Necessary equipment repairs/replacement and installation of replacement equipment. All trades work to be performed by appropriately certified staff.		X	

FIRM NAME: _____

SIGNATURE: _____

ITEM NO	DESCRIPTION	Successful Bidder	TVDSB	Comment
WORKSHEET F - RESPONSIBILITY MATRIX				
Services to be provided by:				
CLEANING / ENVIRONMENT				
F5.1	Maintain the premises provided in a clean and sanitary condition. (List the products that would be used in comment.)	X		
F5.2	Provide the necessary supplies for cleaning of all food preparation equipment, dishware and cutlery used in delivering the catering service.	X		
F5.3	Provide table top sanitizing cleaning after each lunch period. (List the product(s) that would be used for this purpose in comment.)	X		
F5.4	Daily sweeping of servery and kitchen floor area and clean-up of "emergency" spills during the operating hours. The intent, should a spill occur in this area, especially during the noon hour when everyone is in a rush, is that the food service provider's personnel will not wait until a custodial staff member is available to clean the spill, but would immediately initiate a clean-up sufficient enough to prevent any possible hazard and advise the on-site custodial staff of the potential for a heavy duty cleaning rather than a damp mopping being required for that day.	X		
F5.5	Keep all garbage and refuse in the provided plastic bag lined, covered containers in the area designated. Keep all recyclable materials in the appropriate recycle containers.	X		
F5.6	Break down/flatten recyclable cardboard ready for recycling.	X		
F5.7	Custodial services including regular daily damp mopping of all floor surfaces at the end of EACH cafeteria hours/day and heavy duty scrubbing as required. It will also include cleaning of the walls in the kitchen and dining area. This service will include cleaning of which is beyond the normal reach of the cafeteria staff. Also included will be removal of garbage placed in receptacles c/w garbage bag liners supplied by the TVDSB from the TVDSB designated area.		X	
F5.8	The appropriate steam cleaning of fume hoods & grease traps.		X	
F5.9	Remove grease from the grease traps and the moving of fryer grease to the containers for pick up by the company doing the grease recycling for the successful bidder(s). Enzymes for grease trap maintenance will be provided by the TVDSB and added as necessary		X	
F5.10	The cafeteria operator is obliged to co-operate with all recycling and environmental procedures and initiatives established by government, the TVDSB and the School. This includes source separation of waste in the food preparation (kitchen) areas into four streams: 1) paper (if applicable), 2) co-mingled (aluminium, glass, #1 and #2 plastic), 3) cardboard, and 4) bulk waste. In schools where composting service is provided, organic waste from food preparation will also be diverted from the waste stream in the kitchen area.	X		
SPECIAL FUNCTIONS				
F6.1	The TVDSB shall grant to the successful bidder(s) the exclusive right to operate the cafeteria facilities in the sites awarded from Worksheet H for the purpose of supplying food services to the students and staff members of those sites. Included will be an a la carte service and the sale of certain items of food and drink as may be approved by the TVDSB. The successful bidder(s) shall have the right to operate the kitchen facilities for special functions as noted below:	X		
F6.2	-special meetings of the TVDSB such as Committees of the Board, teachers' meetings and other like meetings at which refreshments are to be served. These special functions beyond the regular cafeteria operation in a day will not be exempt from rebate.	X		
F6.3	-banquets and other functions for outside organizations. Facilities permits will be required. These groups, using the kitchen facilities after hours, should they not use your catering services, will be required to employ one food service provider staff member to supervise during the time the facility is in use. These special functions for outside organizations will be exempt from rebate.	X		
F6.4	-special meetings of the TVDSB such as Committees, Trustees, Special Events and Meetings which occur outside the normal operating hours will be billed according the to fee schedule for "Special Functions" (Worksheet C) provided in the RFP. Specific itemized billing will be provided for these events.	X		
F6.5	Describe in detail any corporate abilities to provide software for on-line computer ordering for special occasion foods service provision. (In comments.)	X		
EDUCATION CENTRE OPERATION				
F7.1	The food service staff will be responsible for the delivery and pick-up of food and beverages at the meeting rooms and/or offices at the Education Centre.	X		
F7.2	The number of people who may be attending meetings and special functions in the Education Centre can vary.		X	

FIRM NAME: _____

SIGNATURE: _____

ITEM NO		DESCRIPTION WORKSHEET F - RESPONSIBILITY MATRIX		
	<u>Services to be provided by:</u>	<u>Successful Bidder</u>	<u>TVDSB</u>	<u>Comment</u>
F7.3	Hours of operation for the twelve-month Education Centre will be set by the Building Manager. All normal operating hours of the food services contractor are subject to change at the discretion of the TVDSB in any site.		X	

FIRM NAME: _____

SIGNATURE: _____

ITEM NO	DESCRIPTION WORKSHEET F - RESPONSIBILITY MATRIX	<u>Successful Bidder</u>	TVDSB	<u>Comment</u>
Services to be provided by:				
PAYMENT				
F8.1	Staff and students pay the food service provider directly.	X		
F8.2	Offer Direct Debit Bank Services (Interac) to ALL sites.	X		
F8.3	All costs and equipment required to provide Interac service, including the phone line.	X		
F8.4	Routinely use anti-counterfeiting measures. (Describe measures in comment.)	X		
TELEPHONE				
F9.1	The provision of a telephone in the cafeteria facility for their exclusive use is the responsibility of the food service provider.	X		
F9.2	This responsibility includes installation (a new line if necessary), any operating expense and all long distance charges, and disconnecting at the end of the contract.	X		
F9.3	If an extension is currently available (see Worksheet H), the vendor will be allowed to use this line. The operating expense of this telephone service (including any long distance calls) will be billed annually to the food service provider by the TVDSB's administration at the prevailing monthly business telephone rates applicable during the duration of this contract.	X		
STAFFING				
F10.1	Provide at their own expense, upon request, medical certification showing suitability for all staff employed to serve or handle food (e.g. — proof of tuberculin testing).	X		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO	DESCRIPTION WORKSHEET G - STAFFING	COMMENT
G1.1	Using the matrix provided below show the proposed staffing levels by location. Input the number of daily hours foreseen for each employee	
G1.2	Bids for a substantial portion or the entire cafeteria services must include a Dedicated Supervisor to deal with the TVDSB. Include a complete résumé.	
G1.2.1	State the specific office location, complete with an address of the proposed Dedicated Supervisor of the TVDSB contract.	
G1.3	Regular supervision is to be maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operation and modify assignments as required.	
G1.4	Bidders including a proposal for the Education Centre must make provision for an Executive Chef to oversee the Education Centre special functions (e.g. Committee of the TVDSB Dinners). Include a complete résumé.	
G1.5	Uniforms assist in portraying a sense of unity and purpose as well as maintaining student security. Is it your firm's policy that all employees must wear a company uniform?	
G1.6	In the event of illness or injury of the staff assigned to a specific site, provide details of your back-up staffing plan on the matrix below.	

School Name	Number of Hours									Specify backup plan
	Manager	Supervisor	Lead Hand	FS Worker 1	FS Worker 2	FS Worker 3	FS Worker 4	FS Worker 5	FS Worker 6	
Annandale S.S.										
H.B. Beal S.S.										
Banting S.S.										
Central Elgin C.I.										
College Avenue S.S.										
Central S.S.										
Clarke Road S.S.										
Glencoe District S.S.										
Glendale H.S. (Gr										
Huron Park S.S.										
Ingersoll District C.I.										
Laurier S.S.										
Lord Dorchester S.S.										
Lucas S.S.										
Medway H.S.										
Montcalm S.S.										
North Middlesex DHS										
Norwich District H.S.										
Oakridge S.S.										
Parkside C. I.										
Saunders S.S.										
South S.S.										
Westminster S.S.										
Woodstock C.I.										
Wheable										
Strathroy DCI										
Education Centre (Exec. Chef)										

FIRM NAME: _____

SIGNATURE: _____

WORKSHEET H - CAFETERIA LIST - CAFETERIA FOOD SERVICES

School Name	School Address	Square Footage of Cafeteria Space	Students Sept 2007	Staff Sept 2007	Gross Sales 1 Yr. Period Sept. 2006 - Aug. 2007	Morning Starting Times	Lunch Times	Teacher Servery or Window with Designated Staff	Commercial Dishwasher Yes/No	School Telephone Extension Line	Student-Run Operation (i.e. store or hospitality program)
Annandale S.S. (Gr 7/8/9)	60 Tillson Ave - Tillsonburg, ON	590	226	20	\$61,281	08:10	10:50 - 11:50	NO	YES	YES	No
H.B. Beal S.S.	525 Dundas St - London, ON	1,857	1,881	149	\$320,508	08:30	11:15 - 12:05	NO	NO	YES	Breakfast program
Banting S.S.	125 Sherwood Forest Sq - London, ON	577	1,143	106	\$118,649	07:30	11:00 - 12:00	NO	YES	YES	No
Central Elgin C.I.	201 Chestnut St - St. Thomas. ON	905	767	58	\$158,681	08:25	11:10-12:05	NO	YES	YES	No
College Avenue S.S.	700 College Ave - Woodstock, ON	1,372	729	74	\$141,888	8:15 (cafe 7:30)	10:55 - 11:55	NO	YES	YES	No
Central S.S.	509 Waterloo St - London, ON	1,018	1,038	89	\$93,653	08:15	10:55 - 11:55	NO	NO	YES	Telfer Tea Rm (staff only)
Clarke Road S.S.	300 Clarke Rd - London, ON	1,478	1,394	142	\$199,525	07:45	10:52 - 11:52	NO	NO	YES	No
Glencoe District S.S.	3581 Concession Dr - Glencoe, ON	1,222	376	38	\$51,342	09:00	11:39 - 12:31	NO	NO	NO	No
Glendale H.S. (Gr 10/11/12)	37 Glendale Dr - Tillsonburg, ON	1,056	704	57	\$149,782	08:15	10:55 - 11:45	NO	YES	YES	No
Huron Park S.S.	900 Cromwell St - Woodstock, ON	764	1,009	89	\$117,348	08:13	10:56 - 11:47	NO	YES	YES	No
Ingersoll District C.I.	37 Alma St - Ingersoll, ON	1,392	1,010	90	\$168,791	08:10	10:55 - 11:45	NO	YES	YES	No
Laurier S.S.	450 Millbank Dr - London, ON	1,204	1,220	104	\$172,595	07:45	10:55 - 12:10	NO	YES	YES	No
Lord Dorchester S.S.	61 Queen St., - Dorchester, ON	1,288	609	53	\$55,960	08:15	11:00 - 11:45	NO	NO	NO	No
Lucas S.S.	656 Tennent Ave - London, ON	752	1,359	101	\$221,117	07:45	10:55 - 12:10 12:10 - 1:30	NO	YES	NO	No
Medway H.S.	14405 Medway Rd - Arva, ON	948	1,091	90	\$155,677	08:15	10:55 - 11:45	NO	NO	YES	Store once / week
Montcalm S.S.	1350 Highbury Ave - London, ON	1,339	873	92	\$152,244	08:35	11:15 - 12:05	YES	YES	YES	No
North Middlesex DHS	100 Main St - Parkhill, ON	869	377	31	\$84,615	08:20	11:55	NO	NO	YES	No
Norwich District H.S.	Stover St, R R 1 - Norwich, ON	600	293	31	\$46,332	08:15	10:54 - 11:48	NO	NO	YES	No

WORKSHEET H - CAFETERIA LIST - CAFETERIA FOOD SERVICES

Oakridge S.S.	1040 Oxford St, W - London, ON	1,157	962	80	\$147,934	08:15	10:57 - 11:47	YES	YES	YES	No
Parkside C. I.	241 Sunset Dr - St. Thomas, ON	1,800	1,030	87	\$280,436	08:30	11:10 - 12:05	NO	YES	YES	Candy car
Saunders S.S.	941 Viscount Rd - London, ON	1,646	1,926	153	\$183,431	08:20	11:00-12:05	NO	NO	YES	No
South S.S.	371 Tecumseh Ave - London, ON	906	1,011	75	\$149,599	08:10	10:55 - 12:10 12:10 - 1:25	NO	YES	YES	No
Westminster S.S.	230 Baseline Rd, W - London, ON	846	878	74	\$130,097	08:25	11:10 - 11:55	YES	YES	YES	No
Woodstock C.I.	35 Riddell St - Woodstock, ON	360	588	53	\$62,006	08:15	10:55 - 11:55	NO	NO	YES	No
Wheable	70 Jacqueline St - London, ON	664	800	31	\$130,507	09:05	11:45 - 12:30	NO	YES	YES	No

* ALL hours are subject to change

School Name	School Address	Square Footage of Cafeteria Space	Students Sept 2007	Staff Sept 2007	Gross Sales 1 Yr. Period Sept. 2006 - Aug. 2007	Morning Starting Times	Lunch Times	Teacher Servery or Window with Designated Staff	Commercial Dishwasher Yes/No	School Telephone Extension Line	Student-Run Operation (i.e. store or hospitality program)
Strathroy DCI Holy Cross	361 Second St - Strathroy, ON 367 Second St. - Strathroy, ON	1,386	1281 550	106	\$488,514	08:20	11:05 - 11:40 11:45 - 12:20 12:25 - 1:00	NO	NO	NO	Hospitality program 1x / week

The recommendation to award the food services contract to the successful bidder(s) will be discussed with the London Catholic District School Board prior to the confirmation of the contract. Strathroy District Collegiate and Holy Cross School is a joint use facility between the Thames Valley District School Board and the London Catholic District School Board.

School Name	School Address	Square Footage of Cafeteria Space	Students Sept 2007	Staff Sept 2007	Gross Sales 1 Yr. Period Sept. 2006 - Aug. 2007	Morning Starting Times	Lunch Times	Teacher Servery or Window with Designated Staff	Commercial Dishwasher Yes/No	School Telephone Extension Line	Student-Run Operation (i.e. store or hospitality program)
Education Centre	1250 Dundas St - London, ON		n/a	488	\$327,877	07:00	11:30 - 2:00	NO	YES	YES	n/a

*** does NOT reflect the number of people who may be attending meetings and special functions in the building

Please note in the hours of operation that bidders are being asked to provide a price list for operations for BOTH service to 3:30 and service to 4:30

WORKSHEET I

INTENT TO SUBMIT A BID

Attention: Todd Springer, Purchasing Services - Fax: (519) 452-2399

-We will/will not submit a bid for RFP 08-39TS.

-We will take part in the following site visits:

			No. of Attendees
February 12 th , 2008	8:30 A.M.	South Secondary School, London	_____
	9:15 A.M.	Sir Wilfred Laurier Secondary School, London	_____
	10:15 A.M.	A.B. Lucas Secondary School, London	_____
	1:00 P.M.	H.B. Beal Secondary School, London	_____
February 13 th , 2008	9:00 A.M.	Lord Dorchester Secondary School, Dorchester	_____
	10:15 A.M.	Norwich District High School, Norwich	_____
	3:00 P.M.	Education Centre, London	_____

NAME:

(Please print)

SIGNATURE:

FIRM NAME:

E-MAIL ADDRESS:

ADDRESS:

INTERNET ADDRESS:

TELEPHONE NO.:

FAX NO.:

<u>Chartwells School Dining Equipment List</u>	
as of Jan. 2008	
<u>Annandale Secondary School</u>	
1	Mobile Cart
1	Crathco D35-4 Juice Dispenser
1	Slush Machine
1	Snack Vendor with Bill Validator
1	Sharp UP 700 Cash Register
1	Cash Stand
	All Marketing and Promotional Material- baskets etc.
	Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers
1	Ice-cream Freezer
<u>Sir Frederick Banting Secondary School</u>	
1	Coffee Program- brewer, thermal pots etc.
2	Hot Cabinets
2	Snack Vendors with Bill Validator
2	Sharp UP700 Cash Registers
	All Marketing and Promotional Materials- baskets etc.
	All Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers
<u>College Avenue Secondary School</u>	
2	Sharp UP700 Cash Registers
1	Hot Cabinet
2	Snack Vendors with Bill Validators
1	Snack Vendor
1	Slush Machine
2	Cash Stands
1	Coffee Program- brewer, thermal pots etc.
	All Marketing and Promotional Materials-baskets etc.
	All Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers
<u>Central Elgin Collegiate Institute</u>	
2	Sharp UP700 Cash Registers
2	Hot Cabinets
2	Cash Stands
1	Coffee Program- brewer, thermal pots etc.
1	Mobile Cart
1	Snack Vendor with Bill Validator
	All Marketing and Promotional Material- baskets etc.
	All Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers

Central Secondary School	
2	Sharp UP700 Cash Registers
1	Hot Cabinet
1	Coffee Program- brewer, thermal pots etc.
1	Snack Vendor with Bill Validator
	New Program Enhancement Equipment- Acrylic Pans etc
	All Marketing and Promotional Materials- Baskets etc
	All Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers
1	Hershey Snack Vendor
Clarke Road Secondary School	
2	Sharp UP700 Cash Registers
1	D35-4 Juice Dispenser
2	Hot Cabinets
1	Snack Vendor with Bill Validator
1	Convection Oven
1	Coffee Program- brewer, thermal pots etc
	All Marketing and Promotional Materials- baskets etc.
	All Menu Boards and Signage
	New Program Enhancement Equipment- Acrylic Pans etc
*	Supplier owned Equipment- Beverage Coolers
1	Hershey Snack Vendor
Lord Dorchester Secondary School	
1	Sharp UP 700 Cash Register
1	Snack Vendor with Validator
1	Cash Stand
1	Hot Cabinet
1	Coffee Program-brewer, thermal Pots etc
	New Program Enhancement Equipment-George Forman Grill
	All Marketing and Promotional Material- baskets etc.
	All Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers
Glencoe District High School	
1	Sharp UP700 Cash Register
1	Slush Machine
1	Hot Cabinet
1	Coffee Program- brewer, thermal pots etc.
1	Snack Vendor with Bill Validator
	All Marketing and Promotional Materials- Baskets etc
	All Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers

Glendale High School	
2	Sharp UP700 Cash Registers
1	Hot Cabinet
1	Coffee Program- brewer, thermal pots etc.
2	Cash Stands
1	Snack Vendor with Bill Validator
	New Program Enhancement Equipment- Acrylic Pans,
	George Forman Grill etc
	All Marketing and Promotional Material- baskets etc
	All Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers
H B Beal Secondary School	
1	Proofer
1	Mobile Cart
1	Cappuccino Machine
1	Snack Vendor with Bill Validator
2	Sharp UP700 Cash Registers
1	Coffee Program- brewer, thermal pots etc.
	New Program Enhancement Equipment- Acrylic Pans, shot
	gun pans etc
	All Marketing and Promotional Materials- baskets etc.
	All Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers
Huron Park Secondary School	
2	Sharp UP700 Cash Registers
1	Vollrath Mobile Cart
1	Hot Cabinet
1	Snack Vendor with Bill Validator
1	Coffee Program- brewer, thermal pots etc.
2	Cash Stands
	All Marketing and Promotional Material- baskets etc.
	All Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers
Ingersoll Collegiate Institute	
2	Sharp UP700 Cash Registers
1	Vollrath Mobile Cart
2	Hot Cabinets
2	Snack Vendors (1 only with Bill Validator)
1	Cash Stand
1	Coffee Program- brewer, thermal pots etc.
	All Marketing and Promotional Materials- baskets etc.
	All Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers

Sir Wilfrid Laurier Secondary School	
3	Sharp UP700 Cash Registers
1	Slush Machine
1	Coffee Program- brewer, thermal pots etc.
1	Juice Machine
1	Snack Vendor with Bill Validator
1	Cash Stand
	All Marketing and Promotional Materials- baskets etc.
	All Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers
1	Hershey Snack Vendor, Ice-cream Freezer
A B Lucas Secondary School	
1	Pastry Cabinet with Trays
2	Pitco Gas Fryers
2	Sharp UP700 Cash Registers
2	Pass Through Hot Cabinets
2	Snack Vendors with Bill Validators
	New Program Enhancement Equipment -Acrylic Pans, Shot Gun Pans etc
	All Marketing and Promotional Materials
	All Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers
1	Ice-cream Cooler
Medway Secondary School	
2	Sharp UP700 Cash Registers
2	Hot Cabinets
1	Pizza Merchandiser
2	Snack Vendors with Bill Validators
1	Coffee Program- brewer, thermal pots etc.
2	Cash Stands
	All Marketing and Promotional Materials- baskets etc.
	All Menu Boards and Signage
	New Program Enhancement Equipment- Shot Gun Pans, Risers, Acrylic Pans etc
*	Supplier owned Equipment- Beverage Coolers
	Hershey Vendor
North Middlesex District High School	
1	Sharp UP700 Cash Register
1	Hot Cabinet
1	Snack Vendor with Bill Validator
1	Coffee Program- brewer, thermal pots etc.
	All Marketing and Promotional Material- baskets etc.
	All Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers

Montcalm Secondary School	
1	Coffee Program- brewer, thermal pots etc.
1	Vollrath Mobile Cart
2	Cash Stands
1	Pass Through Hot Cabinet
2	Snack Vendors with Bill Validator
2	Hot Cabinets
2	Sharp UP700 Cash Registers
	All Marketing and Promotional Materials- baskets etc
	All Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers
Norwich District High School	
1	Sharp UP 700 Cash Register
1	Snack Vendor with Bill Validator
1	Hot Cabinet
1	Cash Stand
1	Coffee Program- brewer,thermal pots etc.
	All Marketing and Promotional Material- baskets etc.
	All Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers
Oakridge Secondary School	
2	Sharp UP700 Cash Registers
1	Cash Stand
1	Vollrath Mobile Cart
1	Hot Cabinet
1	Snack Vendor with Bill Validator
1	Cash Stand
1	Pastry Cabinet with Trays
1	Coffee Program- brewer, thermal pots etc.
	All Marketing and Promotional Equipment- baskets etc.
	All Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers
1	Hershey Snack Vendor
Parkside Collegiate Institute	
3	Sharp UP700 Cash Registers
2	Vollrath Mobile Carts
1	Hot Cabinet
2	Snack Vendors with Bill Validator
1	Coffee Program-brewer,thermal pots etc.
	All Marketing and Promotional Materials- baskets etc.
	All Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers
	Icecream Freezer

Saunders Secondary School	
1	Coffee Program- brewer, thermal pots etc.
1	Crathco D25 Juice Dispenser
1	Hot Cabinet
3	Snack Vendors with Bill Validators
2	Sharp UP 700 Cash Registers
	All Marketing and Promotional Materials- Baskets etc
	All Menu Boards and Signage
	New Program Enhancement Equipment- Acrylic Pans
	George Forman Grill, shot gun pans etc
*	Supplier owned Equipment- Beverage Coolers
	Ice-cream Cooler
South Secondary School	
1	Sharp UP 700 Cash Register
1	Coffee Program- brewer, thermal pots etc.
2	Snack Vendors (1 with Bill Validator)
1	Cash Stand
	All Marketing and Promotional Material- baskets etc.
	All Menu Boards and Signage
	New Program Enhancement Equipment-Acrylic Pans,
	shot gun pans etc
*	Supplier owned Equipment- Beverage Coolers
1	Hershey Snack Vendor
Strathroy District Collegiate Institute/ Holy Cross Catholic S. S.	
3	Sharp UP700 Cash Registers
1	Coffee Program- brewer, thermal pots etc.
1	D35-4 Juice Dispenser
1	Hot Cabinet
2	Snack Vendors with Bill Validators
	New Program Enhancement Equipment- George Forman
	Grill, Shot Gun Pans, Acrylic Pans etc.
	All Marketing and Promotional Materials- Baskets etc.
	All Menu Boards and Signage
*	Supplier owned Equipment- Beverage Coolers
	Hershey Vendor and Icecream Coolers
Woodstock Collegiate Institute	
1	Sharp UP 700 Cash Register
1	Snack Vendor with Bill Validator
1	D25 Juice Dispenser
1	Coffee Program- brewer, thermal pots etc
	All Marketing and Promotional Materials- Baskets etc.
	Menu Boards and Signage

<u>Westminster Secondary School</u>	
2	Sharp UP700 Cash Registers
1	Cash Stand
1	Coffee Program- brewer, thermal pots etc.
2	Snack Vendors with Bill Validators
1	Pastry Cabinet with Trays
	All Marketing and Promotional Materials- baskets etc.
	All Menu Boards and Signage
	New Program Enhancement Equipment- Acrylic Pans.
	George Forman Grill etc
*	Supplier owned Equipment- Beverage Cooler
<u>G.A. Wheable Adult Education</u>	
2	Sharp UP700 Cash Registers
2	Snack Vendors with Bill Validators
2	Pastry Cabinets with Trays
1	Coffee Program- brewer, thermal pots etc.
	All Marketing and Promotional Materials-baskets etc.
	New Program Enhancement Equipment- Acrylic Pans etc
	All Menu Boards and Signage
<u>Thames Valley Education Centre</u>	
1	Security Safe
1	Laser Jet Printer
1	Computer
2	Sharp UP700 Cash Registers
1	Fax Machine
	Catering Enhancement Décor- baskets,candle holders, oval platters, utensils, glass block twinkle lights etc.
1	Snack Vendor with Bill Validator
1	Chest Freezer
	All Marketing and Promotional Materials
	All Menu Boards and Signage