



**Tender 045
PRINTERS**

Issue Date: Tuesday, May 24, 2011
Buyer: Todd Springer
Issued by: The Thames Valley District School Board
Return Date: Wednesday, June 15, 2011
12:00:00 noon, local time

| ITEM NO. | TERMS AND CONDITIONS | WILL COMPLY/WILL NOT COMPLY | COMMENT |
|------------|--|-----------------------------|---------|
| 1.0 | INTRODUCTION | | |
| 1.0.1 | The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 178 schools with an estimated enrolment of 71,000 students. | | |
| 1.1 | PURPOSE | | |
| 1.1.1 | The purpose of this bid document is to provide interested parties with sufficient information to enable them to prepare and submit bids for consideration by the TVDSB for printers, scanners, fax machines and printer servers subject to the conditions herein. | | |
| 2.0 | BID DEFINITIONS AND INFORMATION | | |
| 2.1 | DEFINITIONS | | |
| 2.1.1 | The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission. | | |
| 2.1.1.1 | The word "MUST" shall mean bidders "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant. | | |
| 2.1.1.2 | The word "SHOULD" shall mean bidders "should" include the required information in bid submission. | | |
| 2.1.1.3 | The word "NONCOMPLIANT" shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information. | | |
| 2.1.1.4 | The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform any portion or all of this bid. | | |
| 2.1.1.5 | The word "QUALIFIED" shall mean a bidder who is compliant and has included the required information in their bid submission. | | |
| 2.1.1.6 | BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB. | | |
| 2.1.1.6.1 | Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The TVDSB will reject any bid submission which contains a major irregularity. | | |
| 2.1.1.6.2 | Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity. | | |
| 2.2 | STRUCTURE OF THIS BID | | |

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| 2.2.1 | Bidders must use the electronic bidding file (setup.exe) which is available on the internet at | | |
| 2.2.1.1 | www.tvdsb.ca | | |
| 2.2.1.2 | "Board" | | |
| 2.2.1.3 | "Purchasing" | | |
| 2.2.1.4 | "Bids" | | |
| 2.2.1.5 | Scroll to the end of the document, click | | |
| 2.2.1.6 | "Proceed to inquiry/download page". | | |
| 2.2.1.7 | Proceed to the bid, click | | |
| 2.2.1.8 | "New" Icon | | |
| 2.2.1.9 | The setup.exe file contains the following files: | | |
| 2.2.1.10 | tender.exe: See Section 9 Electronic Bidding Instructions | | |
| 2.2.1.11 | Readme: Terms and Conditions and Specifications - PDF format | | |
| 2.2.1.12 | Appendices 045.xls: Terms and Conditions Response in Excel format | | |
| 2.3 | RETURN LOCATION | | |
| 2.3.1 | Sealed bid submissions must be returned to: | | |
| 2.3.2 | "Tenders Clerk" | | |
| 2.3.3 | Tenders Clerk's box, Basement, Education Centre | | |
| 2.3.4 | Thames Valley District School Board | | |
| 2.3.5 | 1250 Dundas Street | | |
| 2.3.6 | London, Ontario | | |
| 2.3.7 | N5W 5P2 | | |
| 2.3.8 | The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.9 - Labeling of Envelope and diskette or CD). | | |
| 2.3.9 | The bid submission must be returned to the "Tenders Clerk" for your bid submission to be accepted. | | |
| 2.3.10 | Delivery to the "Tenders Clerk" is the responsibility of the bidder. | | |
| 2.3.11 | Submissions received by electronic transmission (i.e. fax or email) will not be accepted. | | |
| 2.3.12 | Late bids will be returned to the bidder, unopened, if a return address is included on the submission envelope. | | |
| 2.4 | IMPORTANT DATES | | |
| 2.4.1 | ISSUE DATE: Tuesday, May 24, 2011 | | |
| 2.4.2 | QUESTIONS: Monday, May 30, 2011 | | |
| 2.4.3 | ANSWERS TO QUESTIONS: Wednesday, June 1, 2011 | | |
| 2.4.5 | RETURN DATE and TIME: prior to 12:00:00 noon local time Wednesday, June 15, 2011 | | |

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| 2.5 | QUESTIONS | | |
| 2.5.1 | All questions pertaining to this bid document are to be addressed to: Todd Springer, by Fax (519) 452-2399 or email t.springer@tvdsb.on.ca no later than Monday, May 30, 2011. After this date no further inquiries, concerns or questions may be submitted. The TVDSB reserves the right to distribute a notice of content of any inquiry and the TVDSB's response to all other registered bidders. All questions pertaining to this bid document must be submitted in writing. | | |
| 2.5.2 | All Addenda will be issued at least seven days prior to the closing date. If an addendum is issued within seven days of the closing date, the date will be extended accordingly. | | |
| 3.0 | CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT | | |
| 3.1 | CONTRACT TERM | | |
| 3.1.1 | The term of this agreement shall be for 1 year, commencing on July 1, 2011 and unless otherwise provided herein, terminating on June 30, 2012. | | |
| 3.1.2 | The TVDSB may, at the end of this contract term, extend the contract for a period of 2 years in one (1) year increments and will advise the bidder in writing of their intentions, no later than 60 days prior to June 30, 2012. | | |
| 3.1.3 | Bidders must state if your company would agree to extending this contract with the same terms and conditions for a second year ending June 30, 2013. | | |
| 3.1.4 | Bidders must state if your company would agree to extending this contract with the same terms and conditions for a third year ending June 30, 2014. | | |
| 3.2 | PRICING | | |
| 3.2.1 | Bidders must complete the pricing section which is installed using the setup.exe file (see Section 9.0 - Installation Instructions). | | |
| 3.2.2 | Bidders must print and sign the Bid Report. | | |
| 3.2.3 | Bidders must print and sign Worksheets. | | |
| 3.2.4 | All charges including mandated fees such as OES fees must be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated. | | |
| 3.2.5 | Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA. | | |
| 3.2.6 | Prices must remain in effect for the initial 1 year term of the contract, commencing on July 1, 2011 and ending June 30, 2012. Thereafter only manufacturer's price increases (supported by documentation) will be allowed. | | |
| 3.2.7 | The TVDSB expects to order in multiple shipments over the length of this contract. | | |
| 3.2.8 | It is the intention of the TVDSB to rationalize its supplier base. This contract may be awarded on a per item basis or on the best cost of various groupings. The groupings will be determined by the TVDSB. Each bidder agrees to the award on this basis. | | |

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| 3.2.9 | Bidders must state any further discount, as a percentage, if all items are awarded to your company. | | |
| 3.2.10 | The TVDSB would like to take advantage of any promotions, price decreases, rebates or new technologies available during the term of the contract. Detail your company's strategy related to future pricing, new hardware components or new technologies. | | |
| 3.3 | TAXES | | |
| 3.3.1 | HST: Where applicable, Harmonized Sales Tax must be shown separately as an extra on all invoices in accordance with Canadian and Provincial Government regulations. | | |
| 3.4 | DELIVERY & ORDERING | | |
| 3.4.1 | Delivery for all items will be directly to our Schools, Distribution Centre, Educational Resource Centre or Community Education Centres. | | |
| 3.4.2 | Delivery dates will be specified on all of our purchase orders. Immediate delivery will be accepted unless otherwise designated on our purchase orders. In case of construction of new schools or major school renovations, the TVDSB shall not accept delivery until the date specified on those purchase orders. | | |
| 3.4.3 | The successful bidder(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping or installation. | | |
| 3.4.4 | The successful bidder(s) bears the risk of loss with respect to equipment until delivery and/or installation is complete. | | |
| 3.4.5 | The successful bidder(s) will remove all packaging and shipping debris at no cost to the TVDSB. | | |
| 3.4.6 | The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of landing. All items must be individually packaged for each school or location. | | |
| 3.4.7 | The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time must be met as it is one of our criteria considered in the decision, and award, of this and future contracts. | | |
| 3.4.8 | Not all goods will be ordered at one time; orders will be placed as requests are received from our schools. | | |
| 3.4.9. | State minimum dollar value per order. | | |
| 3.5 | INVOICING/PAYMENT TERMS | | |
| 3.5.1 | All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Accounts Payable. | | |
| 3.5.2 | Applicable taxes must be shown as separate line items on all invoices. | | |
| 3.5.3 | Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice. | | |
| 3.5.3.1 | Bidders should state percentage discount for early payment and net payment terms. | | |
| 3.5.4 | Purchase order numbers must be stated on all invoices; invoices without the Thames Valley District School Board Purchase Order number will be returned unpaid. | | |

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| 4.0 | SPECIFICATIONS/REQUIREMENTS | | |
| 4.1 | QUALITY | | |
| 4.1.1 | Unless otherwise specified, supplies must be new, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the TVDSB pertaining to items being rejected is final. | | |
| 4.1.2 | Manufacturers' brand names and numbers are used as guidance for the bidders; alternate items of equal quality will be considered. If bidding on an alternate item, the manufacturer's name and model number must be indicated in the appropriate field in the Bid Report FOR EVERY ALTERNATE ITEM BID. | | |
| 4.1.3 | The determination of equal quality will be based on our internal professional opinions. | | |
| 4.1.4 | In addition to price, quality and suitability to school use will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will also be taken into consideration when awarding this contract. | | |
| 4.1.5 | Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder. | | |
| 4.1.6 | The successful bidder(s) must carry out all work to the satisfaction of the TVDSB. | | |
| 4.2 | QUANTITY/TERM | | |
| 4.2.1 | The quantities indicated are based on previous 1 years' purchases and projected current year capital projects. Quantities are subject to equipment breakdowns, user requests, program changes and budget approval which may be increased or decreased when orders are placed. All items may not be purchased if costs exceed budget. In no way should the information furnished be considered as a guarantee with respect to the future volume of business. The successful bidder(s) will be responsible for supplying the quantities that are eventually ordered for each item awarded during the term of this bid at the quoted price. | | |
| 4.3 | REQUIREMENTS | | |
| 4.3.1 | The requirements are detailed in Specifications List - Worksheet B. | | |
| 4.3.2 | The successful bidder(s) should be a certified dealer/distributor of the manufacturer of the equipment/products they are proposing. | | |
| 4.3.3 | The successful bidder(s) must have the proprietary right or license to use software being provided or imbedded in the hardware that is being provided. | | |
| 4.4 | RETURN OF GOODS POLICY | | |
| 4.4.1 | The TVDSB will return any shipment (COLLECT) if, in our opinion, the product supplied does not conform to the specification and/or samples submitted in the bid. | | |
| 4.4.2 | Bidders must state if there is a time limit on returning goods. | | |
| 4.4.3 | Bidders should state if there is a "restocking charge" on any returned item and the amount or rate to be charged if goods are returned for any other reason than those stated in 4.4.1. | | |
| 4.4.4 | Bidders should describe their procedure for returned goods with respect to: | | |

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| 4.4.4.1 | Packaging | | |
| 4.4.4.2 | "Attention To" labeling | | |
| 4.4.4.3 | Address to where returns should be shipped | | |
| 4.4.4.4 | Method of shipment (company truck, courier, transport) | | |
| 4.4.4.5 | If a return authorization number is required | | |
| 4.4.4.6 | What charges apply and who is responsible for payment | | |
| 4.4.5 | The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid. | | |
| 4.5 | ILLUSTRATIVE LITERATURE | | |
| 4.5.1 | Bidders should submit ILLUSTRATIVE and SPECIFICATION INFORMATION for each item of which they have bid. Bidders who are bidding EXACTLY as specified do not need to supply this information. Bidders who are submitting a catalogue must indicate page number where the item is illustrated. | | |
| 4.5.1.1 | Bidders should state if this literature can be obtained directly from the manufacturer via the internet. | | |
| 4.5.1.2 | Bidders should state the web site addresses for each manufacturer. | | |
| 4.6 | SAMPLES/DEMONSTRATION | | |
| 4.6.1 | Each bidder may be required to submit, at the bidder's own expense, the items which are being bid upon for examination and comparison purposes. This must be done on request and at a time and location chosen by the TVDSB. | | |
| 4.6.1.1 | Samples requested must be clearly marked with the name of the bidder and the bid item number. | | |
| 4.6.2 | Bidders who do not submit the required samples will be considered noncompliant. | | |
| 4.6.3 | Not all samples will be returned immediately. Those retained for quality control purposes or testing will be purchased and any item tested that proves defective will be returned | | |
| 4.6.3.1 | Bidders should provide return instructions (i.e. address and authorization number) if required, for sample returns. | | |
| 4.7 | SUBSTITUTIONS | | |
| 4.7.1 | In the event that an item ordered becomes discontinued during the contract, all bidders must notify the Purchasing Services Department for authorization before the item is substituted and shipped to the appropriate location. Successful bidders may be required to provide samples of the proposed substitutions before sending shipments. The Board reserves the right to return any shipment COLLECT , if in our opinion the products supplied do not conform to the specifications in this bid document. | | |
| 4.8 | PRESENTATION/INTERVIEW/DEMONSTRATION | | |
| 4.8.1 | Qualified bidders may be required to make a presentation an interview at the bidders' own expense or arrange a visit for the evaluation committee to an existing installed location that matches the requirements of the bid. No bid alterations will be allowed. Notification will be given to qualified bidders as to time and place. | | |

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| 4.9 | TRAINING / SUPPORT | | |
| 4.9.1 | Installation, training and support services are a consideration in awarding this bid. Include any and all support and implementation services your company will provide, identifying certification relevant to the support role envisioned. | | |
| 4.10 | MANUALS | | |
| 4.10.1 | ORIGINAL copies of SERVICE MANUALS, SCHEMATICS, OPERATING MANUALS and PARTS LISTS should be furnished for all items identified in the Product Specification List - Worksheet B that are purchased as a result of this bid. This will be specified on our purchase order and the order will not be considered complete and ready for payment until these are received. | | |
| 4.10.2 | Bidders should state if this information can be obtained direct from the manufacturer via the internet. | | |
| 4.10.3 | Bidders should state web site addresses for each manufacturer. | | |
| 4.11 | WARRANTY AND MAINTENANCE | | |
| 4.11.1 | Bidders must state length of warranty. Bidders must state if warranty includes parts, labour and if the warranty is on-site. If not, bidders must indicate the terms of the warranty | | |
| 4.11.2 | Bidders should state location of service facilities. | | |
| 4.11.3 | Bidders should state number of service people at each location. | | |
| 4.11.4 | Bidders should state time to respond to service calls: | | |
| 4.11.4.1 | Less than one half day | | |
| 4.11.4.2 | One half day | | |
| 4.11.4.3 | One full day | | |
| 4.11.4.4 | More than one day | | |
| 4.11.4.5 | Other | | |
| 4.11.5 | Bidders should state mean time to repair commitments in the event of service disruption and associated penalties in the event of extended outages. | | |
| 4.11.6 | Bidders should disclose their policy of loan machines in the event repairs are not made on-site. | | |
| 4.11.7 | Bidders should include a statement outlining your company's quality assurance philosophy and program. This statement should detail how your company will respond to: | | |
| 4.11.7.1 | Service related problems | | |
| 4.11.7.2 | Quality problems | | |
| 4.11.8 | All equipment should be guaranteed for the entire period of the contract you are bidding. The successful bidder(s) must be prepared to exchange all equipment that proves defective during this contract without rewriting the agreement. Machines will be replaced if the number of service calls greatly exceeds those recommended in the machines preventive maintenance schedule or when the successful bidder(s) and the TVDSB recommends replacement due to any other conditions upon mutual agreement. | | |

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| 4.11.9 | The TVDSB reserves the right to initiate a survey to measure customers' satisfaction. | | |

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| 4.12 | ENVIRONMENT | | |
| 4.12.1 | Bidder(s) should include a detailed description of any environmental initiative and how your program would be implemented and benefit TVDSB. | | |
| 5.0 | TERMS AND CONDITIONS | | |
| 5.1 | GENERAL TERMS AND CONDITIONS | | |
| 5.1.1 | Any response submitted to the bid is IRREVOCABLE for 120 days. | | |
| 5.1.2 | A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. No facsimiles shall be accepted. The last submission shall supersede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda must be submitted to the "Tenders Clerk" in the same manner and within the same time constraints as the bid submission. | | |
| 5.1.3 | A bidder may withdraw the bid at any time up to the official closing time by letter bearing his/her signature as it is in the submission. Withdrawal requests received after the closing date shall not be permitted. Submission withdrawals must be submitted to the "Tenders Clerk" in the same manner and within the same constraints as a bid submission. | | |
| 5.1.4 | The issuance of this call for bids shall not constitute any obligation on the part of the TVDSB to any firm or individual who submits a bid. | | |
| 5.1.5 | The bidder must have satisfactorily fulfilled all relevant obligations as required under the terms and conditions of any previous award in order to be considered as an acceptable bidder | | |
| 5.1.6 | The laws of the Province of Ontario shall govern in any dispute occasioned as a result of the performance or non-performance and/or workmanship of a contract issued pursuant to the bid and any dispute arising out of the issuance of and response to this bid. | | |
| 5.1.7 | The TVDSB reserves the right to withdraw the award of the contract to a successful bidder(s) within 30 days of the award if in the opinion of the TVDSB the successful bidder(s) is unable or unwilling to enter into a form of contract satisfactory to the TVDSB. The TVDSB shall be entitled to do so without any liability being incurred by the TVDSB to the bidder | | |
| 5.1.8 | The lowest or any bid submission may not necessarily be accepted. The TVDSB reserves the right to decline any or all bid submissions, or to cancel the bid call in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by the TVDSB to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal. | | |
| 5.1.9 | All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder. | | |
| 5.1.10 | The TVDSB reserves the right to decline or purchase one or all items in this bid from one supplier or from multiple suppliers. | | |

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| 5.1.11 | All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between TVDSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement. | | |
| 5.1.12 | The successful bidder(s) 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). | | |
| 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. | | |

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| 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. | | |
| 5.2 | 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. | | |
| 5.3 | FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT | | |
| 5.3.1 | Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application pursuant to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a bid submission or an addendum may contain a trade secret of the bidder, intellectual property right of the bidder, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret. | | |

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| 5.3.2 | A bidder specifically consents to the disclosure of any and all information contained in their bid submission or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all rights, titles and interests that they have in the bid submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act. | | |
| 5.3.3 | All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB. | | |
| 5.4 | 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 operate in full compliance with the laws of their respective countries and with all applicable child labour laws, rules and regulations related to hiring, wages, hours worked, overtime and working conditions. | | |
| 5.4.2 | Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective. | | |
| 5.4.3 | For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is: | | |
| 5.4.3.1 | http://www.ilo.org | | |
| 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 a 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 with every shipment. | | |

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| 5.5.4 | The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHMIS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws. | | |
| 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 & 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 & 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 | 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 should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$5 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$5 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$5 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract. | | |
| 5.7.2.1 | This liability policy shall contain the following coverage: | | |

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| 5.7.2.2 | Personal Injury & Property Damage | | |
| 5.7.2.3 | Non-Owned Automobile Liability | | |
| 5.7.2.4 | Owners and Contractors Protective Coverage | | |
| 5.7.2.5 | Contractual Liability | | |
| 5.7.2.6 | Broad Form Property Damage | | |
| 5.7.2.7 | Products & Completed Operation Insurance | | |
| 5.7.2.8 | Contingent Employees Liability | | |
| 5.7.2.9 | Cross Liability Clause and Severability of Interest Clause | | |
| 5.7.3 | 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. | | |
| 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 vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.8.3 to subsection 5.8.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB. | | |

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| 5.8.3 | Bidders should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1 million on all personally owned vehicles) per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract. | | |
| 5.8.3.1 | The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage: | | |
| 5.8.3.2 | Third Party Liability Coverage in the form of OAP-1 | | |
| 5.8.4 | Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile. | | |
| 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. | | |
| 6.0 | BIDDER PROFILE | | |
| 6.1 | REFERENCES | | |
| 6.1.1 | New bidders should 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: | | |
| 6.1.1.1 | Reference 1 - Company Name: | | |
| 6.1.1.2 | Reference 1 - Address: | | |
| 6.1.1.3 | Reference 1 - Contact Name: | | |
| 6.1.1.4 | Reference 1 - Phone Number: | | |
| 6.1.1.5 | Reference 1 - Fax Number: | | |
| 6.1.1.6 | Reference 1 - e-mail address: | | |
| 6.1.1.7 | Reference 2 - Company Name: | | |

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| 6.1.1.8 | Reference 2 - Address: | | |
| 6.1.1.9 | Reference 2 - Contact Name: | | |
| 6.1.1.10 | Reference 2 - Phone Number: | | |
| 6.1.1.11 | Reference 2 - Fax Number: | | |
| 6.1.1.12 | Reference 2 - e-mail address: | | |
| 6.1.1.13 | Reference 3 - Company Name: | | |
| 6.1.1.14 | Reference 3 - Address: | | |
| 6.1.1.15 | Reference 3 - Contact Name: | | |
| 6.1.1.16 | Reference 3 - Phone Number: | | |
| 6.1.1.17 | Reference 3 - Fax Number: | | |
| 6.1.1.18 | Reference 3 - e-mail address: | | |
| 6.2 | ADMINISTRATION & ORGANIZATION | | |
| 6.2.1 | The TVDSB reserves the right at any time after the closing date, to request from any bidder evidence of its financial standing and stability, including that of each of its officers, directors and principals. All bidders agree to provide at their own expense all such above-related information as may be requested by the TVDSB within four (4) days of the date of any such request. | | |
| 6.2.2 | Bidders are required to list any and all pending or ongoing legal claims or disputes where the bidder could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00. | | |
| 6.2.3 | Bidders should state location of their distribution centre. | | |
| 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 | | |
| 7.1 | BIDDER'S RESPONSE GUIDE | | |
| 7.1.1 | Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, bidders should use the same numbering format, as on this bid document. | | |
| 7.1.2 | The bid submission must include: | | |
| 7.1.3 | Signed copies of Worksheet A and Bid Report | | |
| 7.1.3.1 | One Diskette, CD or memory stick with files created in "Disk Creation". Eight (8) files. (See Electronic Bid Instructions - Section 9.0). | | |
| 7.1.3.2 | 2012045.rpt | | |
| 7.1.3.3 | 2012045a.dbf | | |
| 7.1.3.4 | 2012045g.dbf | | |

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| 7.1.3.5 | 2012045v.dbf | | |
| 7.1.3.6 | 2012045a.cdx | | |
| 7.1.3.7 | 2012045g.cdx, | | |
| 7.1.3.8 | 2012045v.cdx | | |
| 7.1.3.9 | Appendices 045.xls - Terms & Conditions in Excel format - Electronic Response Required | | |
| 7.1.4 | It is the bidders responsibility to ensure that the necessary "files" are on the diskette CD, or memory stick. | | |
| 7.1.5 | Failure to respond in electronic format will deem the bid noncompliant. | | |
| 7.1.6 | All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.9 - Labeling Instructions). | | |
| 7.1.7 | Bidders' submissions should include page numbers for ease of reference by committee members. | | |
| 7.1.8 | The specifications and pricing section of the bid submission should not make reference to supplemental materials. | | |
| 7.1.9 | Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested. | | |
| 8.0 | AWARD | | |
| 8.1 | EVALUATION PROCESS | | |
| 8.1.1 | An evaluation committee will be established to evaluate bid submissions. | | |
| 8.1.2 | All bid submissions will first be evaluated on their compliance with the requirements of this bid document. | | |
| 8.1.3 | All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria: | | |
| 8.1.3.1 | Price | | |
| 8.1.3.2 | Compliance with Specifications | | |
| 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. | | |
| 8.1.7 | In the event of a tie score the TVDSB will resolve the tie by a draw. The names of the tie bidders will be entered into the draw. All parties will have representation when the draw takes place. | | |
| 8.2 | AWARD AND NOTIFICATION OF CONTRACT | | |
| 8.2.1 | The results of this bid will be posted to the TVDSB web site as soon as decisions have been made: | | |
| 8.2.1.1 | www.tvdsb.ca | | |

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| 8.2.1.2 | "Board" | | |
| 8.2.1.3 | "Purchasing" | | |
| 8.2.1.4 | "Bids" | | |
| 8.2.1.5 | "Electronic Bidding Instructions, Bid Download and Bid Results", | | |
| 8.2.1.6 | Scroll to the end of the document, click | | |
| 8.2.1.7 | "Proceed to inquiry/download page". | | |
| 8.2.1.8 | Proceed to the Bid, click | | |
| 8.2.1.9 | "Results - Check Mark" | | |
| 8.2.1.10 | View documents in PDF format. | | |
| 8.2.2 | All bid files are available for downloading at no charge from the TVDSB web site. | | |

Todd Springer
Purchasing Department

Tracy Grant
Chairperson

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| 9.0 | ELECTRONIC BIDDING INSTRUCTIONS | | |
| 9.1 | DOWNLOADING BID DOCUMENTS | | |
| 9.1.1 | All documents are available from the TVDSB Web Site at www.tvdsb.ca | | |
| 9.1.2 | Click "Board" | | |
| 9.1.3 | Click "Purchasing" | | |
| 9.1.4 | Click "Bids" | | |
| 9.1.5 | Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids" | | |
| 9.1.6 | Click "Proceed to Inquiry/Download page" | | |
| 9.1.7 | Click on the "Name of the Bid" to view documents in PDF format. | | |
| 9.1.8 | Click on the "NEW" logo to download the executable files for preparing and submitting your bid. | | |
| 9.1.9 | All bid files are available for downloading at no charge from the TVDSB web site. | | |
| 9.2 | PRINTING COPIES OF BID DOCUMENTS | | |
| 9.2.1 | To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format. | | |
| 9.3 | COMPUTER SYSTEM REQUIREMENTS | | |
| 9.3.1 | To use the electronic system, bidders must have the following equipment: | | |
| 9.3.1.1 | Microsoft Windows, version 95 or greater | | |
| 9.3.1.2 | 2.5 MB available hard drive space | | |
| 9.3.1.3 | 3 ½ 1.44 MB diskette drive or CD Burner. | | |
| 9.4 | INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER: | | |
| 9.4.1 | The TVDSB has made every effort to ensure the files are free of any virus and are functional. However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus. | | |
| 9.4.2 | Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions. | | |
| 9.4.3 | The bid files are installed into a default directory called C:\LBTENDER. When the installation process is complete, a box will appear with a "Remove Thames Valley District School Board Tender icon"; please close this box. When the setup is complete, click close. | | |
| 9.4.4 | To begin the Bid Program: | | |
| 9.4.4.1 | Go to Windows Explorer | | |
| 9.4.4.2 | Click on C:\ drive | | |
| 9.4.4.3 | Open the folder "lbtender" | | |
| 9.4.4.4 | Double click on the "tender.exe file." to open the program | | |
| 9.4.4.5 | The following files will be installed in the C:\lbtender directory: | | |
| 9.4.4.6 | Appendices 045.xls | | |
| 9.4.5 | To start the process open the Excel files and complete as instructed. | | |

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| 9.5 | HELP SECTION AND TIPS FOR USING THE BID PROGRAM | | |
| 9.5.1 | The "Help" section may be referred to at any time while using the program. | | |
| 9.5.2 | Bidders MUST answer all questions on the Company Information Screen before you can proceed. | | |
| 9.5.3 | If you do not wish to bid on an item, do not enter "NO BID"; just ignore that item and move onto the next. If you add a bid, you must enter a price (\$0.00 is not valid). | | |
| 9.6 | BID REPORT | | |
| 9.6.1 | Use the "Bid Report" option on the menu to create a report showing your bids. If any changes are made after printing the "Bid Report", you must reprint the "Bid Report" before you can create your diskette, CD or memory stick. | | |
| 9.6.2 | The first page of the "Bid Report" will list any items that require answers to questions. The diskette, CD or memory stick cannot be created until the answers are entered and the "Bid Report" is generated again. | | |
| 9.7 | DISKETTE, CD OR MEMORY STICK CREATION: | | |
| 9.7.1 | DISKETTE CREATION | | |
| 9.7.1.1 | After all bids have been entered: | | |
| 9.7.1.2 | Select "Diskette Creation" to copy the data files back to a blank 3.5" diskette. | | |
| 9.7.1.3 | Select your "input" (The hard drive where the Bid Executable files where installed. The program defaults to C:\lbtender folder) | | |
| 9.7.1.4 | Select output (3.5" floppy drive) | | |
| 9.7.1.5 | Click "O.K. to Continue" (at the top of the screen). After the files are loaded, the "Bids for Tender Screen" will appear | | |
| 9.7.1.6 | Click "Exit" at the top of the screen. | | |
| 9.7.1.7 | If diskette creation fails check Bid Report for any unanswered questions. Be sure to label your diskette with company name and signature. | | |
| 9.7.2 | CD CREATION | | |
| 9.7.2.1 | After all bids have been entered: | | |
| 9.7.2.2 | Select "Diskette Creation" to copy the data files back to any computer hard drive. | | |
| 9.7.2.3 | Select "input" The hard drive where the Bid Executable files where installed. The program defaults to C:\lbtender folder) | | |
| 9.7.2.4 | Select output drive - MUST BE A DIFFERENT DRIVE THAN THE INPUT DRIVE (The hard drive for output from which you can copy the seven files to CD or memory stick) | | |
| 9.7.2.5 | Click on "O.K. to Continue" (at the top of the screen). After the files are loaded, the "Bids for Tender Screen" will appear. | | |
| 9.7.2.6 | Click on "Exit" at the top of the screen | | |
| 9.7.2.7 | Copy the seven files from the hard drive to a CD or memory stick using your company's standard CD Writing program. | | |
| 9.7.2.8 | If the seven files are not created check the Bid Report for any unanswered questions. Be sure to label your CD or memory stick with company name and signature. | | |

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| 9.7.2.9 | A message may appear, "NO COMMENT REPORT FOUND." Please ignore this, press "Ok" to continue. | | |
| 9.7.2.10 | If you did not bid on any items requiring an answer, a message will appear "NO ANSWER RECORDS FOUND." Press "OK" to continue. | | |
| 9.8 | THE RETURN DISKETTE, CD OR MEMORY STICK: | | |
| 9.8.1 | Check to ensure that the "eight (8) files" are on the diskette, CD or memory stick. Without these files we will not be able to download your bid. To check that the eight files have been created, go to Windows Explorer and double click on 3.5" drive or CD Drive or memory stick. The eight (8) files are as follows: | | |
| 9.8.1.1 | 2012045.rpt | | |
| 9.8.1.2 | 2012045a.dbf | | |
| 9.8.1.3 | 2012045g.dbf | | |
| 9.8.1.4 | 2012045v.dbf | | |
| 9.8.1.5 | 2012045a.cdx | | |
| 9.8.1.6 | 2012045g.cdx, | | |
| 9.8.1.7 | 2012045v.cdx | | |
| 9.8.1.8 | Appendices 045.xls - Terms & Conditions in Excel format - Electronic Response Required | | |
| 9.8.2 | However, if you did not bid on any items requiring "answers to questions" you will have seven (7) files. You will not have a 2012045.rpt file. If the above files are not on the diskette, CD or memory stick return to "Diskette Creation" option. | | |
| 9.9 | LABELING OF ENVELOPE AND DISK | | |
| 9.9.1 | ADDRESS BID ENVELOPE AS SHOWN BELOW: | | |
| 9.9.2 | From - Company Name & Address | | |
| 9.9.3 | To:OFFICE OF THE TENDERS CLERK | | |
| 9.9.4 | Thames Valley District School Board | | |
| 9.9.5 | EDUCATION CENTRE, | | |
| 9.9.6 | 1250 Dundas Street, | | |
| 9.9.7 | LONDON, Ontario | | |
| 9.9.8 | N5W 5P2 | | |
| 9.9.9 | Printer Tender | | |
| 9.9.10 | Bid 045 | | |
| 9.9.11 | Return Date: Wednesday, June 15, 2011 prior to 12:00:00 noon local time | | |
| 9.10 | PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW: | | |
| 9.10.1 | THAMES VALLEY DISTRICT SCHOOL BOARD | | |
| 9.10.2 | Printer Tender | | |
| 9.10.3 | Bid 045 | | |
| 9.10.4 | Return Date: Wednesday, June 15, 2011 prior to 12:00:00 noon local time | | |
| 9.10.5 | Signature: | | |
| 9.10.6 | Firm Name: | | |

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| 10.0 | SIGNATURE PAGE | | |
| 10.1 | This section must be completed, signed, and included with your submission for your bid to be accepted. | | |
| 10.2 | I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission. | | |
| 10.3 | I/We the undersigned are duly authorized to execute this Bid Submission on behalf of: | | |
| 10.4 | NAME (Please print): | | |
| 10.5 | TITLE: | | |
| 10.6 | SIGNATURE: | | |
| 10.7 | FIRM NAME: | | |
| 10.8 | State the legal entity that your organization operates under: | | |
| 10.8.1 | Proprietorship | | |
| 10.8.2 | Partnership | | |
| 10.8.3 | Corporation | | |
| 10.9 | If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in: | | |
| 10.9.1 | Name of each individual Partner or Correct Legal Name of Corporation: | | |
| 10.9.2 | E-MAIL ADDRESS: | | |
| 10.9.3 | ADDRESS: | | |
| 10.9.4 | INTERNET ADDRESS: | | |
| 10.9.5 | TELEPHONE NO.: | | |
| 10.9.6 | FAX NO.: | | |
| 10.10 | If subcontracting, bidders must provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract: | | |
| 10.10.1 | Firm Name: | | |
| 10.10.2 | Firm Address: | | |
| 10.10.3 | Telephone Number: | | |
| 10.10.4 | Fax Number: | | |
| 10.10.5 | E-MAIL ADDRESS: | | |

FIRM NAME : _____

SIGNATURE : _____



**Thames Valley District School Board
Tender Details - Tender # 45**

5/24/2011

| Item | Product # | Description | Quantity | Unit of Measure |
|------|-----------|--|----------|-----------------|
| 1 | 172671 | FAX MACHINE - PLAIN (BOND) PAPER - CCITT Group 3 - 14.4 bps Fax Modem - Must use plain paper - Minimum 20 page automatic document feeder - Minimum 200 sheet letter/legal paper capacity - Minimum 512KB memory for storing up to 25 pages for out-of-paper reception - Multi-copying up to 99 copies plus copy enlargement and reduction (50-150%) - Minimum 112 station auto dialing - Auto redialer - up to 3 times - Auto reduction for incoming faxes - Activity report & transmission verification by stamp or printed copy - Quick scan faxes for memory transmission - Broadcasting up to 112 locations - Fax forwarding, paging and retrieval - Fax uses a film system not a cartridge - Brother 1270e or Equivalent STATE NO. OF PHONE NUMBERS THAT CAN BE STORED: _____ STATE NUMBER OF DOCUMENTS IT WILL HOLD: _____ STATE RECOMMENDED NUMBER OF DAILY TRANSMISSIONS FOR YOUR MODEL INCOMING: _____ OUTGOING: _____ State Cost of Film for Above: _____ STATE LENGTH OF WARRANTY: _____ _____ Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | 7 | EACH |
| 2 | 172669 | FAX MACHINE - PLAIN (BOND) PAPER - LASER - CCITT Group 3 - Auto dialer - re-dial up to 3 times - 270 station auto dialing - 14.4k bps high speed fax modem - 250 sheet paper cassette | 9 | EACH |

| Item | Product # | Description | Quantity | Unit of Measure |
|------|-----------|---|----------|-----------------|
| | | <ul style="list-style-type: none"> - Minimum 20 page document feeder - Minimum 8 MB memory - Stores up to 500 pages for out of paper reception and quick scan - Activity report transmission verification by stamp or printed copy - Broadcasting up to 270 locations - c/w catch tray for outgoing & incoming Brother #2820 or equivalent STATE NO. OF DOCUMENTS IT WILL HOLD: _____ STATE NO. OF PHONE NUMBERS THAT CAN BE STORED: _____ STATE RECOMMENDED NUMBER OF DAILY TRANSMISSIONS FOR YOUR MODEL INCOMING: _____ OUTGOING: _____ STATE LENGTH OF WARRANTY: _____ _____ Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | | |
| 3 | Overview | NETWORK CARDS FOR PRINTER | | |
| | 172649 | PRINTER SERVER - MINI - 1 PORT <ul style="list-style-type: none"> - Used to connect printer to several computers - Supports the following: Microsoft Windows 98, 2000, 2003, XP, 7, Server 2008 - c/w AC Power Adapter - c/w Gearbox CD, Operating Manual, Print Server Software and User Guide STARTECH PM1115P or equivalent STATE LENGTH OF WARRANTY: _____ _____ Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | 4 | EACH |
| 4 | 172648 | PRINTER SERVER - MINI - 1 PORT USB <ul style="list-style-type: none"> - Used to connect one USB printer to a maximum of three computers - Supports the following: Microsoft Windows 98, 2000, 2003, XP, 7, and Server 2008 - c/w AC Power Adapter - c/w Gearbox CD, Reference Manual, Print Server Software and User Guide | 4 | EACH |

| Item | Product # | Description | Quantity | Unit of Measure |
|------|-----------|--|----------|-----------------|
| | | NETGEAR PS121NA or equivalent | | |
| | | STATE LENGTH OF WARRANTY: _____ | | |
| | | Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | | |
| 5 | 172620 | PRINTER - INKJET - COLOUR - NETWORKED - handles paper 13" x 19" - minimum 96MB RAM Memory - c/w Internal Print Server - c/w Auto-Duplex unit - up to 12,000 pages per month - 150-sheet input tray - 250-sheet second paper tray - c/w print cartridges - c/w all necessary cards and power cable - Supports: Windows 98, 2000, 2003, XP, 7, Server 2008 - c/w OPERATING MANUAL, SOFTWARE Hewlett Packard Business Inkjet 2800dtn or equivalent STATE LENGTH OF WARRANTY: _____ _____ Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | 1 | EACH |
| 6 | 172603 | PRINTER - INKJET - COLOUR - PORTABLE - 4800 dpi colour, 1200 dpi black - 22 ppm black, 18 ppm colour - 50 sheet paper input tray - 500 pages per month - c/w power adapter, AC cord, printer driver, USB cable, Bluetooth adapter, WiFi adapter - Supports: Windows 98, 2000, 2003, XP, 7, Server 2008 Hewlett Packard Deskjet 470 or equivalent STATE LENGTH OF WARRANTY: _____ _____ Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | 1 | EACH |

| Item | Product # | Description | Quantity | Unit of Measure |
|------|-----------|--|----------|-----------------|
| 7 | 172618 | PRINTER - INKJET - COLOUR - STAND ALONE - Network Ready - minimum 16MB RAM Memory - minimum 80 sheet paper input tray - up to 1,000 pages per month - c/w print cartridges - print speed: color 21 ppm, black 28 ppm - c/w USB 2.0 cable - Supports: Windows 98, 2000, XP and 7, Server 2008 - c/w PARTS LIST, SERVICE MANUAL, SOFTWARE, SCHEMATICS & OPERATING MANUAL Hewlett Packard Deskjet D2660 & network cable or equivalent STATE LENGTH OF WARRANTY: _____ _____ Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | 143 | EACH |
| 8 | 172661 | PRINTER - INKJET - PLOTTER - NETWORKED - letter,legal,tabloid,executive,C,D,C+,D+ envelopes, banners - minimum 64MB RAM Memory - c/w Internal Print Server - 2400 x 1200 dpi - c/w 1 paper tray - c/w print cartridges (black & color) - c/w all necessary cards - Supports: Windows 98, 2000, XP and 7, Server 2008 - c/w PARTS LIST, SERVICE MANUAL, SOFTWARE, SCHEMATICS AND OPERATING MANUAL HP Designjet 130nr or equivalent STATE LENGTH OF WARRANTY: _____ _____ Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | 1 | EACH |
| 9 | 172657 | PRINTER - LABEL - Label Width Up to 2 1/8" (58mm) - Resolution 300 DPI (12 dots/mm) - Print Technology Direct thermal - Connection Built-in USB and RS-232 Serial - Print Speed 2-3 seconds per label | 1 | EACH |

| Item | Product # | Description | Quantity | Unit of Measure |
|------|-----------|--|----------|-----------------|
| | | - Smart Label software included - Supports: Windows 98, 2000, XP and 7, Server 2008 - c/w all necessary cards and network cable Seiko Smart Label Printer 440 or equivalent STATE LENGTH OF WARRANTY: _____ _____ Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | | |
| 10 | 172609 | PRINTER - LASER - DUPLEX - NETWORKED - Up to 26 ppm - Up to 1200 x 1200 dpi - 2000 to 3000 Pages per month - Automatic Duplex Print Option - c/w 2 paper trays (manual & tray) - 500-sheet input tray - 50-sheet manual-purpose tray - c/w all necessary cards - Supports: Windows 98, 2000, XP and 7, Server 2008 - c/w software HP LaserJet P2055DN or equivalent STATE LENGTH OF WARRANTY: _____ _____ Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | 15 | EACH |
| 11 | 172665 | PRINTER - LASER - NETWORKED - Up to 28 ppm - Up to 1200 x 1200 dpi - 50,000 pages per month - c/w 1 paper tray - 250-sheet input tray - Supports: Windows 98, 2000, XP and 7, Server 2008 - c/w SOFTWARE Samsung MI-2855ND Mono Laser or equivalent STATE LENGTH OF WARRANTY: _____ _____ Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | 19 | EACH |

| Item | Product # | Description | Quantity | Unit of Measure |
|------|-----------|--|----------|-----------------|
| 12 | 172601 | PRINTER - LASER - NETWORKED - COLOUR - minimum 8 ppm - single-sheet feed slot & 250-sheet tray - minimum 16MB Memory - c/w print cartridges, USB port - c/w built in ethernet wired network - Supports: Windows 98, 2000, XP and 7, Server 2008 - c/w PARTS LIST, SERVICE MANUAL, SOFTWARE, SCHEMATICS & OPERATING MANUAL Hewlett Packard CP1518NI or equivalent STATE LENGTH OF WARRANTY: _____ _____ Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | 22 | EACH |
| 13 | 172655 | PRINTER - RECEIPT - THERMAL - FOR TRILLIUM - fast thermal printer for text & graphics - autocutter and drop in paper loading - print speed 7.9" per second - c/w 10/100MB Base-T ethernet card - c/w all necessary cards and network cable - Supports: Windows 98, 2000, XP and 7, Server 2008 - c/w PARTS LIST, SERVICE MANUAL, SOFTWARE, SCHEMATICS AND OPERATING MANUAL Epson TM-T881V or equivalent STATE LENGTH OF WARRANTY: _____ _____ Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | 10 | EACH |
| 14 | 172619 | PRINTER-LASER-COLOUR-NETWORKED-DUPLEX - up to 30 ppm - minimum 256MB RAM Memory - 1 x 100 Sheet Multipurpose Tray - 1 x 525 Multipurpose Tray - up to 85,000 pages per month - Automatic duplexer - c/w print server - c/w print cartridges - Supports: Windows 98, 2000, XP and 7, Server 2008 - c/w SOFTWARE | 1 | EACH |

| Item | Product # | Description | Quantity | Unit of Measure |
|------|-----------|---|----------|-----------------|
| | | <p>- c/w all necessary cards and network cable Xerox Phaser 8560DN or equivalent</p> <p>STATE LENGTH OF WARRANTY: _____</p> <p>Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____</p> | | |
| 15 | 172611 | <p>PRINTER/FAX/SCANNER/COPIER - LASERJET</p> <ul style="list-style-type: none"> - Printer: up to 19 ppm - Black - 1 paper tray - minimum 64MB RAM Memory - up to 8,000 pages per month - Fax: transmission speed minimum 3 seconds per page - 500 pages minimum memory - Scanner: minimum 1200 x 1200 dpi - Copier: up to 19 copies per minute - minimum 600 x 400 dpi - c/w USB cable - Must be networkable - Simultaneous phone and network use required - Supports: Windows 98, 2000, XP and 7, Server 2008 - c/w PARTS LIST, SERVICE MANUAL, SOFTWARE, SCHEMATICS AND OPERATING MANUAL -HP Laserjet M1212NF or equivalent <p>STATE LENGTH OF WARRANTY: _____</p> <p>Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____</p> | 8 | EACH |
| 16 | 172612 | <p>PRINTER/SCANNER/COPIER (MULTI-FUNCTION)</p> <ul style="list-style-type: none"> - Printer: up to 20 ppm - Black - 1 paper tray - up to 1,000 pages per month - Scanner: minimum 1200 x 1200 dpi - Copier: up to 20 copies per minute - minimum 600 dpi - c/w USB cable - Supports: Windows 98, 2000, XP and 7, Server 2008 - c/w PARTS LIST, SERVICE MANUAL, SOFTWARE, SCHEMATICS AND OPERATING MANUAL | 143 | EACH |

| Item | Product # | Description | Quantity | Unit of Measure |
|------|-----------|--|----------|-----------------|
| | | -HP Deskjet 3050 All-in-One Printer or equivalent | | |
| | | STATE LENGTH OF WARRANTY: _____ DOES THIS INCLUDE ALL PARTS, ALL LABOUR AND TRAVEL EXPENSES: YES: [] NO: [] IF NO, PLEASE SPECIFY: _____ | | |
| 17 | 172625 | SCANNER - COLOUR - FLATBED - minimum 4800 x 4800 dpi - minimum 48-bit colour depth - maximum document size 8.5" x 14" - network sharable - c/w USB cable - c/w transparency materials adapter - c/w all necessary cards and USB cable - Supports: Windows 98, 2000, XP, 7, Server 2008 - c/w PARTS LIST, SERVICE MANUAL, SOFTWARE, SCHEMATICS AND OPERATING MANUAL HP 8300 or equivalent | 1 | EACH |
| | | STATE LENGTH OF WARRANTY: _____ Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | | |
| 18 | 172626 | SCANNER - COLOUR - FLATBED - scan speed: up to 8.5 seconds - minimum 4800 x 9600 dpi - minimum 96-bit colour depth - scans pages up to 8.5" x 12.3" - Supports Windows 98, 2000, XP and 7, Server 2008 - c/w all necessary cards and USB cable - c/w PARTS LIST, SERVICE MANUAL, SOFTWARE, SCHEMATICS AND OPERATING MANUAL Hewlett Packard Scanjet G4010 or equivalent | 5 | EACH |
| | | STATE LENGTH OF WARRANTY: _____ Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | | |
| 19 | 172646 | SCANNER - COLOUR - FLATBED | 147 | EACH |

| Item | Product # | Description | Quantity | Unit of Measure |
|------|-----------|---|----------|-----------------|
| | | <ul style="list-style-type: none"> - 4800 x 9600 dpi hardware resolution - 48-bit colour depth - scans up to 12.0 msec/line - maximum document size 8.5" x 11.7" - c/w built-in 35mm slide & film strip adapter - Supports Windows 98, 2000, XP and 7, Server 2008 - c/w all necessary cards and ten foot USB interface cables - c/w PARTS LIST, SERVICE MANUAL, SCHEMATICS AND OPERATING MANUAL - c/w software Epson V300 or equivalent <p>STATE LENGTH OF WARRANTY:</p> <p>_____</p> <p>Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO []</p> <p>If no, please specify: _____</p> | | |

| | | | | |
|----|--------|--|----|--|
| 20 | 172633 | <p>SCANNER - PORTABLE - SHEETFED</p> <ul style="list-style-type: none"> - Interface: USB 1.1 - Technology: Advanced Color CIS (Contact Image Sensor) - Resolution: Hardware optical 600 dpi - Scanning Methods: Color: 48-bit input, 24-bit output Grayscale: 16-bit input, 8-bit output B/W: 1-bit -Max. Scanning Area: 216 x 910 mm (8.5" x 36") A4 Letter / Legal size -TWAIN compliant - Net Weight: Approx. 330g (scanner only) - Dimensions: (D x W x H) 47 x 274 x 33.8 mm (scanner only) - Scan Speed: 3 pages per minute - Scan Mode: Single Pass - Cable Length: 150 cm - Power Consumption: 1.2 w idle; 2.2 w during scan -System Requirements: IBM Compatible PC, with Pentium or faster CPU CD-ROM Driver One available USB Port 256 MB RAM (512 MB recommended) 800 MB free HDD space (1 GB recommended) High Color graphic card (VGA or higher) | 16 | |
|----|--------|--|----|--|

| Item | Product # | Description | Quantity | Unit of Measure |
|------|-----------|--|----------|-----------------|
| | | Supports: Windows 98, 2000, XP, and 7, Server 2008 Plustek Mobile Office S400 or equivalent STATE LENGTH OF WARRANTY: _____ | | |
| | | Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | | |
| 21 | Overview | SERVICE/RENTAL & LEASE AGREEMENTS | | |
| | 170576 | BLACK PRINT CHARGES - COLOUR LASER PRINTER - INCLUDES ALL CONSUMABLES For RICOH SPC410DN or equivalent as bid on product no. 170563 | 236130 | COPY |
| 22 | 170585 | BLACK PRINT CHARGES - COLOUR LASER PRINTER - INCLUDES ALL CONSUMABLES For RICOH SPC221N or equivalent as bid on product no. 170584 | 7358 | COPY |
| 23 | 170577 | COLOUR PRINT CHARGES - COLOUR LASER PRINTER - INCLUDES ALL CONSUMABLES For RICOH SPC410DN or equivalent as bid on product no. 170563 | 26237 | COPY |
| 24 | 170586 | COLOUR PRINT CHARGES - COLOUR LASER PRINTER - INCLUDES ALL CONSUMABLES For RICOH SPC221N or equivalent as bid on product no. 170584 | 818 | COPY |
| 25 | 170560 | Network Connected Printer Device can be used (not more than three years old) Must come with service contract covering toner and maintenance costs (please quote price on product no. 170574) Ricoh SP5100N or equivalent STATE LENGTH OF WARRANTY: _____ | 56 | YEAR |
| | | Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | | |
| 26 | 170562 | Network Connected Printer Device can be used (not more than three years old) Must come with service contract covering toner and maintenance costs (please quote price on product no. 170575) | 8 | YEAR |

| Item | Product # | Description | Quantity | Unit of Measure |
|------|-----------|---|----------|-----------------|
| | | Ricoh SP4100NL or equivalent STATE LENGTH OF WARRANTY: _____ _____ | | |
| | | Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | | |
| 27 | 170563 | Network Connected Printer Device can be used (not more than three years old) Must come with service contract covering toner and maintenance costs (please quote price on product no. 170576 for black and 170577 for colour) Ricoh SPC410DN or equivalent STATE LENGTH OF WARRANTY: _____ _____ | 17 | YEAR |
| | | Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | | |
| 28 | 170584 | Network Connected Printer Device can be used (not more than three years old) Must come with service contract covering toner and maintenance costs (please quote price on product no. 170585 for black and 170586 for colour) Ricoh SPC221N or equivalent STATE LENGTH OF WARRANTY: _____ _____ | 3 | YEAR |
| | | Does this include ALL Parts, Labour and Travel/Mileage Expenses? YES [] NO [] If no, please specify: _____ | | |
| 29 | 170574 | PRINT CHARGES - LASER PRINTER - INCLUDES ALL CONSUMABLES For RICOH SP5100N or equivalent as bid on product no. 170560 | 1046766 | COPY |
| 30 | 170575 | PRINT CHARGES - LASER PRINTER - INCLUDES ALL CONSUMABLES For RICOH SP4100N or equivalent as bid on product no. 170562 | 150613 | COPY |