

THIS DOCUMENT CONTAINS

TERMS AND CONDITIONS

INSTRUCTIONS TO DOWNLOAD BIDS

WORKING COPY OF TENDER

LABELLING INFORMATION FOR DISKETTE & ADDRESS

ALL TENDERS/QUOTATIONS MUST BE RECEIVED IN ELECTRONIC FORMAT ON A 3.5" DISKETTE WITH TERMS SHEETS ALONG WITH SIGNED, PRINTED COPY OF BIDS REPORT AND SIGNED DISKETTE MUST BE RETURNED FOR YOUR BID TO BE ACCEPTED. Delivery of the diskette, contract terms and bid report to Supply Management Department is the responsibility of the bidder.

PAINTING SUPPLIES TENDER 1999

This tender is issued by the Thames Valley District School Board, which consists of the following former Boards of Education: The Board of Education for the City of London, The Elgin County Board of Education, The Middlesex County Board of Education and The Oxford County Board of Education.

Sealed tenders addressed to the "Tenders Clerk", Thames Valley District School Board (hereafter referred to as the Board), P. O. Box 5888, London, Ontario, N6A 5L1 will be received at the Executive Secretary's office, Second Floor, room 205-210, Education Centre, 1250 Dundas Street until 12:00 noon, Monday 1999 June 28 for supplying any or all of the following subject to the conditions herein.

Late submissions shall not be accepted, and shall be returned unopened to the bidder, if you have a return address on the submissions.

COPIES OF THE SIGNED TENDER, TERMS AND BID REPORT ARE TO BE RETURNED TO THE TENDERS CLERK FOR YOUR TENDER TO BE ACCEPTED. Delivery to the Tenders Clerk office is the responsibility of the bidder.

CONTRACT TERMS AND CONDITIONS

QUALITY: Quality and suitability to school use will be the first consideration. Manufacturer's brand names and numbers are used for the guidance of bidders. Alternate items of equal quality will be considered. Manufacturer's name and model number must be indicated in the appropriate field **IN EVERY CASE.**

The Board reserves the right to return any shipment **COLLECT**, if in our opinion the products supplied do not conform to the specifications of this contract

SECOND AND THIRD YEAR OPTION: Would your company agree to extending this contract with the same terms for a second year ending 2001 June 30?

YES NO

Would your company agree to extending this contract with the same terms for a third year ending 2002 June 30?

YES NO

COMMENT: _____

Please state terms under which a second and/or third year option would be acceptable to you?

For any price increase to be acceptable under this option, manufacturer's letter of industry increase would be required and ONLY those increases could be charged in the second and/or third year.

NOTE: These terms must comply with all other conditions of this contract as printed.

PAINING SUPPLIES TENDER 1999

DELIVERY & ORDERING:

Delivery for all items will be directly to our Schools, Warehouse, Educational Resource Centre or Community Education Centres.

Delivery dates will be specified on all of our purchase orders. Immediate delivery will be accepted unless otherwise designated on our purchase orders. Due to construction of new schools and major school renovations, we will not accept delivery until the date specified on those purchase order(s).

Please indicate delivery date from receipt of our order: _____ Working Days

N.B. The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. Ensure lead time is kept; it is critical in the decision and award of this contract and for future contracts.

Not all goods will be ordered at one time. Orders will be placed as requests are received from our schools.

COMMENT: _____

SHELF LIFE:

Where it is pertinent to the product, we require that these products be dated with an expiry date. This date must be a minimum of one year in advance from the date we receive the product. Where this dating is required we state with the description of each product **"EVERY DATE REQUIRED - ONE YEAR MINIMUM"**.

COMMENT: _____

ILLUSTRATIVE LITERATURE:

ILLUSTRATIVE AND SPECIFICATION INFORMATION MUST BE SUBMITTED FOR EACH ITEM BEING BID ON FOR YOUR BID TO BE CONSIDERED. If submitting a catalogue, please indicate page number where item is illustrated.

Can this literature be obtained direct from the manufacturer via the Internet?

YES _____ NO _____

If yes, state Internet site address for EACH manufacturer:

SAMPLES:

Samples must be available for all items. After bids have been considered, samples MAY be requested from BIDDERS and samples must be submitted immediately. **SAMPLES REQUESTED MUST BE CLEARLY MARKED WITH THE NAME OF THE BIDDER AND TENDER ITEM NUMBER AND SENT TO OUR WAREHOUSE, 951 LEATHORNE STREET, LONDON, ONTARIO, N5Z 3M7. FIRMS NOT SUBMITTING SAMPLES WILL NOT BE CONSIDERED.**

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.

PAINING SUPPLIES TENDER 1999

SAMPLES:
(Cont'd)

Please provide return instructions (i.e. address and authorization number) if required, for sample return:

**CANADIAN
CONTENT:**

Bidders are required to state percentage of Canadian content of items being bid on.

COMMENT: _____

**SPECIAL HEALTH
REGULATIONS:**

The Ministry of Education and the Ministry of Health provides regulations specifying which substances are not acceptable in products for classroom use. In order for us to comply with their regulations, companies **MUST** provide us with the breakdown of components where we state "MATERIAL SAFETY DATA SHEET REQUIRED". These sheets **MUST** be included with the tender return.

Upon the awarding of this tender, the successful vendor shall supply on diskette a flat ASCII file IBM compatible of Material Safety Data Sheets. This file shall include all information related to these products, including vendors part numbers, name of product, handling and storing instructions, safety precautions, treatments, clean up instructions, hazards, any special instructions as well as vendors' telephone number and all conditions set forth by federal and provincial legislation.

No Vendor will be awarded any product that needs a Material Safety Data Sheet unless above conditions are conformed to.

Can you meet these requirements: YES NO

**PAYMENT
TERMS:**

Cash discounts should be reflected in your bid price. The Board's payment policy is Net 30 days from receipt of invoice.

STATE PAYMENT TERMS: _____% _____ **DAYS; NET** _____ **DAYS**

The Board is in the process of introducing Procurement Cards (Charge Cards).

Would your company accept orders with payment made by VISA?

Yes No

COMMENT: _____

**CANCELLATION
OF CONTRACT:**

The Board reserves the right to terminate this contract with 30 days written notice, if, in our opinion, the successful bidder(s) fails to meet the terms and conditions of this contract.

ENVELOPE:

Diskette, Contract Terms and Bid Report **MUST BE SUBMITTED** in the enclosed, self-addressed envelope (Red Border).

PAINING SUPPLIES TENDER 1999

**GENERAL
CONDITIONS:**

This bid is IRREVOCABLE. The lowest or any tender may not necessarily be accepted. The Board reserves the right to purchase one or all items on this tender from one supplier. Delivery, service, performance record and value of overall award will be taken into consideration when awarding this material.

Your bid must be submitted on a 3.5" diskette. If the diskette is not returned or does not have the bid information on the diskette, your bid will be rejected. The Board will only accept bids received on properly completed and functional diskettes. The Board will not be responsible for bids that are not in compliance with the proper utilization and submission of the diskette.

It is the Thames Valley Board's Intention to rationalize its supplier base. The award on this tender will NOT be per item but rather the best cost of various groupings. The groups will be determined by the Board. Each bidder agrees to the award on this basis.

All Board policies, procedures and regulations, are to be adhered to by The Contractor and its employees. Smoking is prohibited in all Board buildings and on all Board property.

RETURN DATE: 1999 June 28

THIS DOCUMENT, A 3.5" DISKETTE AND A BIDS REPORT MUST BE COMPLETED, SIGNED AND RETURNED FOR YOUR BID TO BE ACCEPTED

If you have any questions, please call **Larry Porter**, Buyer, at **(519) 452-2193**.

Larry Porter
Buyer

Patricia J. Smith
Chairperson

1999 May 17

I hereby acknowledge that I have read, understand and agree to the forgoing Contract Terms and Conditions.

NAME: _____
(Please print)

SIGNATURE: _____

FIRM NAME: _____

E-MAIL ADDRESS: _____

ADDRESS: _____

INTERNET ADDRESS: _____

TELEPHONE NO.: _____

FAX NO.: _____

PLEASE AFFIX ADDRESS LABELS BELOW AS FOLLOWS:

From: _____
Firm Name

Address

TOP LEFT HAND CORNER

OFFICE OF THE TENDERS CLERK

Thames Valley District School Board

EDUCATION CENTRE,

1250 Dundas Street,

LONDON, Ontario

N5W 5P2

MIDDLE OF ENVELOPE

Painting Supplies Tender

Tender 1999 - #99-48P

Return Date: 1999 June 28

12:00 NOON

BOTTOM LEFT HAND CORNER

THE FOLLOWING INFORMATION MUST BE AFFIXED ON YOUR DISKETTE:

THAMES VALLEY DISTRICT SCHOOL BOARD

Tender #99-48P

PAINTING SUPPLIES TENDER

Due Date: 1999 June 28

Signature: _____

Firm Name: _____

**ELECTRONIC
TENDERING
INSTRUCTIONS:**

To use our new electronic tendering system, vendors must have the following equipment:

- 386 or 486 IBM compatible PC
- Microsoft Windows, **version 3.1 or greater**
- 2.5 MB available hard drive space
- 3 ½" 1.44 MB diskette drive
- Suggested 4MB RAM minimum

INSTALLING THE TENDER SYSTEM ONTO YOUR IBM COMPATIBLE PC:

We have made every effort to ensure our diskette is functional and free of any virus. *However, in safe computing practice, you are responsible for checking this diskette on your own virus checker to ensure it is free of any virus.* Please check your diskette upon receipt to ensure it is functional. Due to time constraints, we will not be able to send out replacement diskettes to vendors within three (3) working days of tender/quote closings. To obtain replacement files within this time period, please see **HELPFUL HINTS** section below.

Windows 3.1 users

1. Put the enclosed diskette into diskette drive.
2. Start Windows. In the Program Manager, pull down the File menu and select Run. Type A:\SETUP.EXE then press ENTER.
3. The tender files are installed into a directory called C:\LBTENDER. The installation process also creates a program group called LBTender and an icon labelled Tender.
4. To start the Tender Program double click on the Tender icon.

Windows 95/98 users

1. Start Windows 95/98.
2. Put enclosed diskette into diskette drive. In Windows Explorer, click on "3 ½ Floppy". Double click on setup.exe file.
3. The tender files are installed into a directory called C:\LBTENDER. The installation process also creates a submenu in the Programs group called LBTender and a shortcut icon on your desktop called Tender.
4. To start the Tender Program double click on the Tender icon or file name.

Using the Tender System:

You **MUST** answer all questions on the Company Information screen before you can proceed to the next screen.

You can then enter your bids and answer the questions on the Bids for Tender screen.

Please note: on the Bids For Tender screen you may use the Enter Key (instead of Tab) to move between fields and the up/down keys (instead of mouse/scroll bars) to scroll through lists.

Use the Bid Report Option on your menu to create a report showing your bids. If you need to make changes, you must re-print the bid report **before** you can create your diskette.

After entering all your bids you must select Diskette Creation to copy data files back to the diskette. If you are unable to create your diskette, you may have a defective diskette. A blank diskette can be used.

If you do not wish to bid on an item, **do not** enter "NO BID"; just ignore that item and move on to the next. If you add a bid, you must enter a price - \$ 0.00 is not valid.

NOTES:

1. IF YOU DID NOT BID ON ANY ITEMS REQUIRING AN ANSWER, A MESSAGE WILL APPEAR "NO ANSWER RECORDS FOUND". PRESS "OK" TO CONTINUE.
2. A MESSAGE MAY APPEAR, "NO COMMENT REPORT FOUND". PRESS "OK" TO CONTINUE.

HELPFUL HINTS:

- To print a working copy of this tender, go to the **c:\lbtender** directory, and find the *1999###r.txt* file.

Windows 3.1 users

In the **Program Manager**, double click on the **Accessories** group icon. Double click on the **Write** icon. Click **File| Open**. Click on the **List Files of Type** drop down list (lower left corner) and change the file type to ".txt". In the Directories box, double click the **c:** folder, then the **lbtender** folder. The file *1999###r.txt* will be in the files box. Click on it, then click "OK" to open. A message will appear: "Text Document. Do you want to convert to Write format?". Click "No Conversion" to open document. Hit **Ctrl Home** to go to the top of the document. Hit **Shift Ctrl End** to select the entire document. Click **Character**. Click **Fonts**. Select **Courier New** from fonts list. Choose **8** from font size list. Click "OK" to continue. Click **File | Print**, and click "OK" to continue ("All" pages should be selected). Document will begin printing.

Windows 95/98 users

In Windows Explorer, click on *1999###r.txt* file. Click **File | Print**. If the following message appears, "This file is too large for Notepad to open. Would you like to use WordPad to read this file?", click **Yes**. WordPad will open and file will begin to print.

- We strongly recommend as soon as you receive your diskette that you enter one or two bids and then try to print a Bid Report and Create a diskette. This may avoid any printing or diskette problems at the last minute.
- The "Help" section may be referred to at any time while using program.
- **The SETUP.EXE file (as well as the README.PDF file, which contains the terms and conditions) is also available at no charge from our web site at <http://www.tvdsb.on.ca> or on the Electronic Tender Network web site at <http://www.etnbids.com>. All tender files are available for downloading at no charge from our website.**

Thames Valley District School Board
TENDER LIST - VENDOR WORKING COPY
TENDER # 99-48P - PAINTING SUPPLIES

: ITEM: PROD. :	: NO.: NUMBER: DESCRIPTION	: QUANTITY:	: UNIT OF MEASURE :
1	141907 PAINT - EXTERIOR PAINT - EXTERIOR, LATEX GLOSS PASTEL BASE BASES 1-2-3-4 C/W ALL BASES TOP LINE PRODUCT ONLY PARA #7300 ACRYLIC LATEX EXTERIOR/ IDEAL #5200 EXTERIOR ACRYLIC GLOSS	400	GALLON
2	141908 PAINT - EXTERIOR, LATEX VELVET C/W ALL BASES TOP LINE PRODUCT ONLY PARA #7000 ACRYLIC LATEX EXTERIOR/ OR EQUIVALENT	15	GALLON
3	141906 PAINT - PRIMER, EXTERIOR LATEX BASE TOP LINE PRODUCT ONLY PARA #750 ACRYLIC STAIN RESISTANT PRIMER/ IDEAL #7000 LATEX PRIMER	20	GALLON
4	141914 PAINT - INTERIOR/EXTERIOR PAINT - INTERIOR/EXTERIOR, VELVET LATEX PARA #170 INT./EXT. VELVET LATEX OR EQUIVALENT	100	GALLON
5	141904 PAINT - INTERIOR/EXTERIOR, ALKYD GLOSS ENAM. PASTEL BASE BASES 1-2-3-4-5-6-7-8-9 TOP LINE PRODUCT ONLY PARA #1000/1100 ALKYD GLOSS EXTERIOR OR EQUIVALENT	50	GALLON
6	141903 PAINT - INTERIOR PAINT - INTERIOR, FLOOR, URETHANE BASES 1-2-3-4-5 TOP LINE PRODUCT ONLY PARA #5500 POLY FLOOR ENAMEL/ IDEAL #1500 POLYURETHANE FLOOR ENAMEL OR EQUIVALENT	100	GALLON
7	141900 PAINT - INTERIOR, LATEX FLAT TOP LINE PRODUCT ONLY PARA #1900 LATEX INTERIOR FLAT OR EQUIVALENT	5	GALLON
8	141901 PAINT - INTERIOR, LATEX LO LUSTRE BASES 1-2-3-4-5-6-7-8-9 TOP LINE PRODUCT ONLY PRICE PER 5 GAL. PAIL: _____	600	GALLON

Thames Valley District School Board
TENDER LIST - VENDOR WORKING COPY
TENDER # 99-48P - PAINTING SUPPLIES

: ITEM :	PROD. :		:	UNIT OF :
: NO. :	NUMBER :	DESCRIPTION :	QUANTITY :	MEASURE :
8	141901	PARA #8090 LATEX EGGSHELL BASE/ IDEAL #4100 LATEX ACRYLIC EGGSHELL ENAMEL OR EQUIVALENT	600	GALLON
9	141911	PAINT - INTERIOR, WATER BORN EPOXY BASES 1-2-3-4 C/W ALL BASES TOP LINE PRODUCT ONLY PARA #LE-7500 INSL-THANE II ACRYLIC WATER BORNE ENAMEL OR EQUIVALENT	100	GALLON
10	141915	PAINT - PRIMER, WATERBASE PARA #AQ-0500 "AQUALOCK" WATERBASE PRIMER/ SEALER STAIN KILLER OR EQUIVALENT	100	GALLON