

THIS DOCUMENT CONTAINS

TERMS AND CONDITIONS

INSTRUCTIONS TO DOWNLOAD BIDS

LABELING INFORMATION FOR DISKETTE & ADDRESS

ALL TENDERS MUST BE RECEIVED IN ELECTRONIC FORMAT ON A 3.5" DISKETTE. COPIES OF THE SIGNED TENDER TERMS SHEETS, ALONG WITH SIGNED PRINTED COPY OF BID REPORT AND SIGNED DISKETTE MUST BE RETURNED FOR YOUR BID TO BE ACCEPTED. Delivery of the diskette, tender contract terms and bid report to "Tenders Clerk" is the responsibility of the bidder.

THAMES VALLEY DISTRICT SCHOOL BOARD

#00-059S

PHOTO FINISHING TENDER 2000

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 Secretary's office, Second Floor, room 205-210, Education Centre, 1250 Dundas Street until **12:00 noon, Friday, 2000 January 07** 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 submission.**

COPIES OF THE SIGNED TENDER TERMS SHEETS ALONG WITH SIGNED, PRINTED COPY OF BIDS REPORT AND SIGNED DISKETTE ARE TO BE RETURNED TO THE TENDERS CLERK FOR YOUR TENDER TO BE ACCEPTED. Delivery of the diskette, contract terms and bid report to the Tenders Clerk office is the responsibility of the bidder.

CONTRACT TERMS & CONDITIONS

QUANTITY: Quantities have been estimated for 35mm developing of 12, 24 and 36 exposure colour print and colour slide film. These estimations are for a one (1) year period, and will be subject to change in 2000 dependent on our needs and budgets. The balance of items, enlargements, etc., will be dependent on our needs as they arise. We estimate the annual value of this contract to be \$18,300.

QUALITY: In selecting material, quality and suitability to school use will be the first consideration.
STATE MANUFACTURER'S NAME OF PHOTOGRAPHIC CHEMICALS USED AND PHOTOGRAPHIC PAPER USED IN YOUR PHOTO FINISHING LAB:

COMMENT: _____

PRICES, TAXES, F.O.B. POINT: All charges must be included in the cost of the item, and in Canadian Funds. Prices must include delivery.

Goods and Services Tax extra. Provincial Sales Tax extra. Applicable taxes will be shown as a separate line item on all of our orders and must be invoiced as separate line items on all invoices.

This is a two year contract commencing 2000 February 1 and finishing 2002 January 31. All photo finishing on this contract will be awarded to one supplier. Bidders who cannot provide a complete range of services and who do not hold their prices until 2001 January 31 cannot be considered.

COMMENT: _____

THIRD YEAR OPTION: Would your company agree to extending this contract with the same terms for an additional **THREE** year term ending 2005 January 31?

G YES **G** NO

COMMENT: _____

Please state terms under which an additional three year option would be acceptable to you?
COMMENT: _____

THAMES VALLEY DISTRICT SCHOOL BOARD

#00-059S

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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, third, fourth and fifth years.

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

DELIVERY & ORDERING: PICK-UP AND DELIVERIES MUST BE DAILY, MONDAY TO FRIDAY, IN THE MORNING between 11:00 and 12:00.

All pick-ups and deliveries are to be made directly to our Media Services Workshop located at Wheable Secondary School, 70 Jacqueline St., London, ON, main floor at the back of the building (follow the signs).

COMMENT: _____

If during this contract the delivery changed from 1 location to multiple, what would the additional cost be? _____%

COMMENT: _____

MOTOR VEHICLE LIABILITY INSURANCE: There shall be motor vehicle liability on all vehicles owned, leased or operated by, or on behalf of the contractor for liability assumed under this agreement, for claims that might be brought against The Board. State amount of coverage:

Public Liability - each occurrence - one or more persons _____

Property Damage - each occurrence _____

STATISTICAL DATA: Successful Bidders must be capable of supplying the Board with statistical data/total lists of items purchased for a previous 12 month period.

COMMENT: _____

EQUIPMENT BREAKDOWN: If your company is the successful bidder and you experience an equipment breakdown, we require notification immediately if there is to be a delay of 24 hours or more in returning our photofinishing.

COMMENT: _____

Should a breakdown occur, what backup service can you provide?

AWARD OF CONTRACT & BILLING: The successful bidder will be notified by facsimile. Invoicing is to be once per month using this tender number 00-59S as the purchase order number.
The successful bidder will be required to provide the Board with numbered envelopes and delivery/pick up bags.
If, after the Board considers the bids on this tender, it is deemed appropriate for Board personnel to complete a site visit of your processing facilities, we reserve the right to do so.

THAMES VALLEY DISTRICT SCHOOL BOARD

#00-059S

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**AWARD
OF CONTRACT &
BILLING**
Continued ...

The site visit would be arranged at a mutually convenient time:

COMMENT: _____

**CHEMICAL WASTE
HANDLING:**

Please state your policy/procedure for chemical disposal/reuse, and or recovery.

**PAYMENT
TERMS:**

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

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

**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.

REFERENCES:

The Board is concerned with the past performance of a bidder. The successful bidder may be asked to supply references as to their ability to supply the quality of product/service they are bidding on. Please state a minimum of two commercial clients who have used your service and the name and phone number of the individual that our Board can contact:

ENVELOPE:

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

**GENERAL
CONDITIONS:**

This bid is IRREVOCABLE. The lowest or any tender may not necessarily be accepted. The TVDSB 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.

RETURN DATE:

2000 January 07

THAMES VALLEY DISTRICT SCHOOL BOARD

#00-059S

PHOTO FINISHING TENDER 2000

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 TVDSB will only accept bids received on properly completed and functional diskettes. The TVDSB will not be responsible for bids that are not in compliance with the proper utilization and submission of the diskette.

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 Ruth Sims, Buyer, at (519) 452-2024.

Ruth Sims, Buyer
Supply Management Department

Peter Jaffe
Chairperson

1999 December 14

I hereby acknowledge that I have read, understand and agree to the forgoing 5 pages of Contract Terms and Conditions.

NAME: _____ SIGNATURE: _____
(Please print)

FIRM NAME: _____ E-MAIL ADDRESS: _____

ADDRESS: _____ INTERNET ADDRESS: _____

TELEPHONE NO.: _____

FAX NO.: _____

PHOTO FINISHING TENDER 2000

**ELECTRONIC
TENDERING**

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

INSTRUCTIONS:

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

INSTALLING THE TENDER SYSTEM ONTO YOUR IBM COMPATIBLE PC:

We have made every effort to ensure our diskette is free of any virus and functional. *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.

PHOTO FINISHING TENDER 2000

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, formatted 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: **N** To print a working copy of this tender, go to the **c:\lbtender** directory, and find the **2000059r.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 **2000059r.txt** file. 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 **2000059r.txt** file. 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.

- N** 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.
- N** The "Help" section may be referred to at any time while using program.
- N** 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.

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

Photo Finishing Tender
Tender 2000 - #00-059S
Return Date: 2000 January 07
12:00 NOON

BOTTOM LEFT HAND CORNER

THE FOLLOWING INFORMATION MUST BE AFFIXED ON YOUR DISKETTE:

THAMES VALLEY DISTRICT SCHOOL BOARD

Tender #00-059S
PHOTO FINISHING TENDER

Due Date: **2000 January 07**

Signature: _____

Firm Name: _____