

	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 186 schools with an estimated enrolment of 77,000 students.		
1.1	PURPOSE		
1.1.1	The purpose of this document is to provide interested parties with sufficient information to enable them to prepare and submit bids for consideration by the TVDSB for the purchase of two (2) Vehicles to be sold on an AS IS BASIS, WITHOUT WARRANTY OR GUARANTEE .		
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.		

FIRM NAME : _____

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2.2	STRUCTURE OF THIS BID		
2.2.1	Bids can be sent in hard copy only.		
2.3	RETURN LOCATION		
2.3.1	Sealed tenders addressed to the "Tenders Clerk", Thames Valley District School Board, P.O. Box 5888, London, Ontario, N6A 5L1 will be received at the Tenders Clerk box, Basement, Education Centre, 1250 Dundas Street until 12:00 noon, Friday, April 9, 2010 subject to the conditions herein. Late submissions shall not be accepted, and shall be returned unopened to the bidder.		
2.3.2	Sealed bid submissions must be returned to:		
2.3.3	"Tenders Clerk"		
2.3.4	Tenders Clerk's box, Basement, Education Centre		
2.3.5	Thames Valley District School Board		
2.3.6	1250 Dundas Street		
2.3.7	London, Ontario		
2.3.8	N5W 5P2		
2.3.9	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 6.9 - Labeling of Envelope and diskette or CD).		
2.3.10	The bid submission must be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.3.11	Delivery to the "Tenders Clerk" is the responsibility of the bidder.		
2.3.12	Submissions received by electronic transmission (i.e. fax or email) will not be accepted.		
2.3.13	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: Wednesday, March 17, 2010		
2.4.2	INSPECTION VISIT: Week of Monday, 22 March, 2010		
2.4.3	RETURN DATE and TIME: prior to 12:00:00 local time, Friday, April 9, 2010		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Barbara Murch, by Fax (519) 452-2399 or email b.murch@tvdsb.on.ca no later than Thursday, 2010 March 25. 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.		
2.5.2	Questions concerning the terms and conditions of the bid document, whether made orally or in writing, to any individual other than indicated above, may at the sole discretion of the TVDSB, render your submission noncompliant. Direct questions in written form only to: Barbara Murch, Buyer.		
2.5.4.8	All bid files are available for downloading at no charge from the TVDSB web site.		
2.6	INSPECTION VISIT		

FIRM NAME : _____

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2.6.1	The vehicles may be viewed the week of Monday, 2010 March 22nd as per 2.6.1.1 and 2.6.1.2. A used vehicle information package will be available for viewing on that date.		
2.6.1.1	The 1992 Ford Bus E350 can be viewed at Parkside Collegiate Institute, 241 Sunset Drive, St. Thomas, ON - Contact: James Patrick, Technology Teacher at 9:30 a.m. to 2:30 p.m.		
2.6.1.2	The 1990 Dodge RMW Van can be viewed at Glendale High School, 37 Glendale Drive, Tillsonburg, ON - Contact: Pierre Doneff - Custodian/or Ellen Cadotte at 8:00 a.m . to 4:00 p.m.		
3.1	REQUIREMENTS:		
3.1.1	Bidders must print and sign Appendices:		
3.1.2	Worksheet A: Terms & Conditions		
3.1.3	Worksheet B: Sale of Vehicle		
3.2	PRICING/PAYMENT/VEHICLE REMOVAL		
3.2.1	Vehicle must be removed after April 9th and no later than April 13th, 2010.		
3.2.2	All costs to remove the vehicles are the responsibility of the successful bidder and any costs incurred during the removal are the responsibility of the successful bidder.		
3.2.3	The successful bidder(s) must contact the Principals at Parkside Collegiate (519) 633-0090 and/or Glendale High School (519) 842-4207 to make arrangements for removal prior to removing the vehicle.		
3.2.4	The vehicles cannot be removed from the TVDSB premises without proof of insurance and a temporary license plate with a 10 day permit to move the vehicle.		
3.2.5	The vehicles may not be resold until removed from Thames Valley District School Board property.		
3.2.6	Cash or Certified Cheque , payable to the Thames Valley District School Board will be required immediately upon notification of award. Successful bidders will be notified by telephone, fax or e-mail. The 8% Provincial Sales Tax will be applicable. Payment will be made at the Education Centre, 1250 Dundas Street, London, Ontario. No refund will be given.		
4.0	BID SUBMISSION		
4.1	BIDDER'S RESPONSE GUIDE		
4.1.1	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.		
4.1.2	The bid submission must include:		
4.1.2.1	Printed and signed copies of all Appendices		
5.0	AWARD		
5.1	EVALUATION PROCESS		
5.1.1	An evaluation committee will be established to evaluate bid submissions.		
5.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
5.1.3	The award will be made to the highest bidder over the reserve bid.		
5.2	AWARD AND NOTIFICATION OF CONTRACT		

FIRM NAME : _____

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5.2.1	The results of this bid will be posted to the TVDSB web site as soon as a decision has been made:		
5.2.1.1	www.tvdsb.on.ca		
5.2.1.2	"Board"		
5.2.1.3	"Purchasing"		
5.2.1.4	"Bids"		
5.2.1.5	Scroll to the end of the document, click		
5.2.1.5	"Proceed to inquiry/download page".		
5.2.1.6	Proceed to the Bid, click		
5.2.1.7	"Results - Check Mark"		
5.2.1.8	View documents in PDF format.		
5.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		

Barbara Murch
Purchasing Department

Terry Roberts
Chairperson

FIRM NAME : _____

SIGNATURE : _____

6.0	ELECTRONIC BIDDING INSTRUCTIONS		
6.1	DOWNLOADING BID DOCUMENTS		
6.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.on.ca		
6.1.2	Click "Purchasing"		
6.1.3	"Bids"		
6.1.4	Read instructions		
6.1.5	Click "Proceed to Inquiry/Download page"		
6.1.6	Click on the "Name of the Bid" to view documents in PDF format.		
6.1.7	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
6.1.8	All bid files are available for downloading at no charge from the TVDSB web site.		
6.2	PRINTING COPIES OF BID DOCUMENTS		
6.2.1	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
6.3	COMPUTER SYSTEM REQUIREMENTS		
6.3.1	To use the electronic system, bidders must have the following equipment:		
6.3.1.1	Microsoft Windows, version 95 or greater		
6.3.1.2	2.5 MB available hard drive space		
6.3.1.3	3 ½ 1.44 MB diskette drive or CD Burner.		
6.4	INSTALLATION OF BID FILES ONTO YOUR COMPUTER:		
6.4.1	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.		
6.4.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
6.4.3	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.		
6.4.4	To open the Bid files:		
6.4.4.1	Go to Windows Explorer		
6.4.4.2	Click on C:\ drive		
6.4.4.3	Open the folder "lbtender"		
6.4.4.5	The following files will be installed in the C:\lbtender directory:		
6.4.4.6	Worksheet A: Terms & Conditions in Excel format		
6.4.4.7	Worksheet B: Sale of Vehicle in Excel format		
6.4.5	To start the process open the Excel files and complete as instructed.		
6.5	SECTION 6.5 THE RETURN DISKETTE OR CD:		
6.5.1	After all bids have been entered:		
6.5.1.1	Copy the all Appendices to either a 3.5" Diskette or CD using your company's standard CD Writing program.		

FIRM NAME : _____

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6.5.1.2	Check to ensure that the "files" are on the diskette or CD. Without these files we will not be able to download your bid.		
6.5.1.3	Be sure to label your diskette or CD with company name and signature.		
6.6	LABELING OF ENVELOPE AND DISK		
6.6.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
6.6.2	From - Company Name & Address		
6.6.3	To:OFFICE OF THE TENDERS CLERK		
6.6.4	Thames Valley District School Board		
6.6.5	EDUCATION CENTRE,		
6.6.6	1250 Dundas Street,		
6.6.7	LONDON, Ontario		
6.6.8	N5W 5P2		
6.6.9	Sale of Vehicle		
6.6.10	Bid #67 - 2010		
6.6.11	Return Date: 12:00:00 local time, Friday, April 9, 2010		
6.70	PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:		
6.7.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
6.7.2	Sale of Vehicle		
6.7.3	Bid #/67 - 2010		
6.7.4	Return Date: 12:00:00 local time, Friday, April 9, 2010		
6.7.5	Signature:		
6.7.6	Firm Name:		
7.0	SIGNATURE PAGE		
7.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
7.2	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.		
7.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
7.4	NAME (Please print):		
7.5	TITLE:		
7.6	SIGNATURE:		
7.7	FIRM NAME:		
7.8	State the legal entity that your organization operates under:		
7.8.1	Proprietorship		
7.8.2	Partnership		
7.8.3	Corporation		
7.9	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:		

FIRM NAME : _____

SIGNATURE : _____

7.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		
7.9.2	E-MAIL ADDRESS:		
7.9.3	ADDRESS:		
7.9.4	INTERNET ADDRESS:		
7.9.5	TELEPHONE NO.:		
7.9.6	FAX NO.:		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	DESCRIPTION	MILEAGE	VIN #	BID AMOUNT
1	1992 FORD BUS, E350:	96,492 KM	1FDKE37M5NHA3895	
	SELLING "AS IS"	(Approx.)		
	The TVDSB logo on each side of the vehicle is a type of decal adhered to the doors with glue and it is the responsibility of the successful bidder to remove these decals before taking possession of the vehicle after bid closing date.			
2	1990 - DODGE 350 VAN - 12-Passenger	298,067 KM	2B5WB35Z0LK745775	
	SELLING "AS IS"	(Approx.)		
	The TVDSB logo on each side of the vehicle is a type of decal adhered to the doors with glue and it is the responsibility of the successful bidder to remove these decals before taking possession of the vehicle after bid closing date.			

FIRM NAME: _____

SIGNATURE: _____



THAMES VALLEY DISTRICT SCHOOL BOARD
1992 E350 FORD BUS
APPENDIX C

