

**THAMES VALLEY DISTRICT SCHOOL BOARD
INSPECTIONS AND
#92-PREVENTATIVE MAINTENANCE OF ELEVATING DEVICES
REQUEST FOR PROPOSAL
WORKSHEET A**

<i>ITEM NO.</i>	<i>TERMS AND CONDITIONS</i>	<i>WILL COMPLY/WILL NOT COMPLY</i>	<i>COMMENT</i>
1.0	INTRODUCTION		
1.01	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 184 schools with an estimated enrolment of 77,000 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 inspection and preventative maintenance on elevators, lifts and dock levelers at locations listed in Worksheet C, subject to the conditions herein.		
1.2	BACKGROUND		
1.2.1	The TVDSB has elevators, lifts and dock levelers that have been inspected on a regular basis.		
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.		

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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		
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.on.ca		
2.2.1.2	"Purchasing Bids"		
2.2.1.3	"Electronic Bidding Instructions, Bid Download and Bid Results",		
2.2.1.4	Scroll to the end of the document, click		
2.2.1.5	"Proceed to inquiry/download page".		
2.2.1.6	Proceed to the bid, click		
2.2.1.7	"New" Icon		
2.2.1.8	The setup.exe file contains the following Appendices:		
2.2.1.9	Worksheet A: Terms and Conditions Response in Excel format		
2.2.1.10	Worksheet B: Requirements in Excel format		
2.2.1.11	Worksheet C: Inspection Pricing in Excel format		
2.2.1.12	Worksheet D: Emergency Pricing 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		

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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 9.6 - Labelling 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: Monday, August 10, 2009.		
2.4.4	RETURN DATE and TIME: prior to 12:00:00 noon local time Monday, August 31, 2009.		
2.5	QUESTIONS		
2.5.1	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: Stacey Shoemaker, Buyer. The TVDSB will only be bound by written answers to questions .		
2.5.2	Answers to all questions will be posted to the TVDSB web site at www.tvdsb.on.ca		
2.5.2.1	"Purchasing Bids"		
2.5.2.2	"Electronic Bidding Instructions, Bid Download and Bid Results"		
2.5.2.3	Scroll to the end of the document, click		
2.5.2.4	"Proceed to inquiry/download page"		
2.5.2.5	Proceed to the Bid, click		
2.5.2.6	"Answers to Questions"		
2.5.2.7	View documents in PDF format.		
2.5.2.8	All bid files are available for downloading at no charge from the TVDSB web site.		
2.5.2.9	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site. See Section 2.5.2.		

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3.0	CONTRACT TERM / PRICING / TAXES / PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for one year, commencing on October 1, 2009 and unless otherwise provided herein, terminating on September 30, 2010.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of two additional years in one (1) year increments and will advise the bidder in writing of their intentions.		
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 September 30, 2011.		
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, September 30, 2012.		
3.2	PRICING		
3.2.1	Bidders must complete the pricing section Worksheet C - Inspection Pricing and Worksheet D - Emergency Pricing.		
3.2.2	All charges 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.		
3.2.3	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT OR TRAVEL TIME EXTRA.		
3.2.4	Prices must remain in effect for the initial one year term of the contract, ending September 30, 2010.		
3.3	TAXES		
3.3.1	GST and PST: Where applicable, Goods & Services Tax and Provincial Sales Tax must be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
3.4	INVOICING/PAYMENT TERMS		
3.4.1	Invoices must be sent to each school or facility after each inspection or repair.		
3.4.2	Applicable taxes must be shown as separate line items on all invoices.		
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.		

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4.1.2	The determination of equal quality will be based on our internal professional opinions.		
4.1.3	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 be also taken into consideration when awarding this contract.		
4.1.4	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.		
4.1.5	The successful bidder(s) must carry out all work to the satisfaction of the TVDSB. All trade work is to be performed by appropriately certified staff.		
4.2	QUANTITY		
4.2.1	Quantities are subject to change based on the closing of existing schools and the building of new schools.		
4.3	REQUIREMENTS		
4.3.1	The requirements are detailed in Requirements List - Worksheet B.		
5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 180 days.		
5.1.2	A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. No facsimiles shall be accepted. The last submission shall supercede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda must be submitted to the "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.		

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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.		
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.		

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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 willful acts of any of the successful bidder(s)' employees or contracted staff.		
5.1.17	The successful bidder(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.		
5.1.18	The TVDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		

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5.1.19	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.1.21	The acceptance of the bid by the successful bidder and the award of the contract contemplated by this bid document is subject to approval of the Board of Trustees.		
5.2	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		

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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.		
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 right, title and interest that they have in the bid submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.		
5.3.3	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		
5.4.3.2	http://www.ilo.org/public/english/comp/child/policy/towards.htm		
5.5	HEALTH, SAFETY REGULATIONS		

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5.5.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the TVDSB reserves the right to invoice the successful bidder(s) for the cost of certification/replacement.		
5.5.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB must ensure that the machine, device, tool, equipment or service complies with the Occupational Health and Safety Act and Regulations of Industrial Establishments. The burden of proof rests with the supplier.		
5.5.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. If applicable, the successful bidder(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.5.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHIMS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.6	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.		

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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:		
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.		

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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 willful 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.		
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		

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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	Bidders must provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference must contain the following information:		
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:		
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:		

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6.1.1.18	Reference 3 - e-mail address:		
6.2	ADMINISTRATION & ORGANIZATION		
6.2.1	Bidders should include an organizational chart.		
6.2.2	The TVDSB reserves the right at any time after the closing date, to request from any bidder evidence of its financial standing and stability, including that of each of its officers, directors and principals. All bidders agree to provide at their own expense all such above-related information as may be requested by the TVDSB within four (4) days of the date of any such request.		
6.2.3	Bidders 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.		
6.2.4	Bidders should state location of their distribution centre.		
6.2.5	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:		
7.1.2.1	Printed and signed copies of all Appendices		
7.1.3	One Diskette or CD with file names:		
7.1.3.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
7.1.3.2	Worksheet B: Specifications in Excel format - Electronic response required		
7.1.3.3	Worksheet C: Inspection Pricing in Excel format - Electronic response required		
7.1.3.4	Worksheet D: Emergency Pricing etc. in Excel format - Electronic response required		
7.1.4	It is the bidders responsibility to ensure the that the necessary "files" on the diskette or CD.		
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 9.6 - Labelling Instructions).		

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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	Proposed Inspection and Preventative Maintenance Program		
8.1.3.2	Service/Response Time		
8.1.3.3	Quality Assurance Philosophy		
8.1.3.4	References		
8.1.3.5	Price		
8.1.3.6	Financial standing and stability.		
8.1.3.7	Freedom from potential legal liabilities which would have an impact on the ability of the bidder to complete the agreement.		
8.1.4	Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.		
8.1.5	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.6	The determination of equal quality will be based on our internal professional opinions.		
8.2	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.on.ca		
8.2.1.2	"Purchasing Bids"		
8.2.1.3	"Electronic Bidding Instructions, Bid Download and Bid Results",		

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8.2.1.4	Scroll to the end of the document, click		
8.2.1.5	"Proceed to inquiry/download page".		
8.2.1.6	Proceed to the Bid, click		
8.2.1.7	"Results - Check Mark"		
8.2.1.8	View documents in PDF format.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		
	Stacey Shoemaker	James Stewart	
	Purchasing Services	Chairperson	
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.on.ca		
9.1.2	Click "Purchasing - Bids " icon		
9.1.3	Click "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
9.1.4	Read instructions		
9.1.5	Click "Proceed to Inquiry/Download page"		
9.1.6	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.7	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.8	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.		

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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	The following files will be installed in the C:\lbtender directory:		
9.4.4.5	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
9.4.4.6	Worksheet B: Specifications in Excel format - Electronic response required		
9.4.4.7	Worksheet C: Inspection Pricing in Excel format - Electronic response required		
9.4.4.8	Worksheet D: Emergency Pricing etc. in Excel format - Electronic response required		
9.4.5	To start the process open the Excel files and complete as instructed.		
9.5	THE RETURN DISKETTE OR CD:		
9.5.1	After all bids have been entered:		
9.5.1.1	Copy the all Appendixes to either a 3.5" Diskette or CD using your company's standard CD Writing program.		
9.5.1.2	Check to ensure that the "files" are on the diskette or CD. Without these files we will not be able to download your bid.		
9.5.1.3	Be sure to label your diskette or CD with company name and signature.		
9.6	LABELLING OF ENVELOPE AND DISK		
9.6.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.6.2	From - Company Name & Address		
9.6.3	To:OFFICE OF THE TENDERS CLERK		
9.6.4	Thames Valley District School Board		
9.6.5	BASEMENT, EDUCATION CENTRE,		
9.6.6	1250 Dundas Street,		
9.6.7	LONDON, Ontario		
9.6.8	N5W 5P2		
9.6.9	Inspections and Preventative Maintenance of Elevating Devices		
9.6.10	Bid #92		

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9.6.11	Return Date: 12:00 noon local time Monday, August 31, 2009.		
9.7	PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:		
9.7.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.7.2	Inspections and Preventative Maintenance of Elevating Devices		
9.7.3	Bid #92		
9.7.4	Return Date: 12:00:00 noon local time Monday, August 31, 2009		
9.7.5	Signature:		
9.7.6	Firm Name:		
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.:		

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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:		

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B1	DEFINITION OF TERMS		
B1.1	“Agreement Price” shall mean the stated and agreed upon sum of money, in Canadian Dollars, to be paid by the TVDSB to the Contractor, on a scheduled basis throughout the term of the Agreement in payment for the Contractor’s fulfilment of provisions, terms and conditions of the Agreement.		
B1.2	“Anniversary” shall mean October 1st of each year.		
B1.3	“B355” shall refer to the latest edition including all supplements and revision of the CAN/CSAB44 Safety Code for Lifting Devices for the Handicapped in the effect at the time of this agreement.		
B1.4	“B44” shall refer to the latest edition, including all supplements and revision of the CAN/CSAB44 Safety Code for Elevators in the effect at the time of this agreement.		
B1.5	For all terms in this Proposal, they are not otherwise defined; refer to the definitions as used in the B44 and B355 Safety Codes.		
B1.6	“Call Back Service” shall mean any instance, and cover all activities as required to be performed by the contractor other than Inspection and Preventative Maintenance, to correct an equipment malfunction or breakdown.		
B1.7	“Inspect” shall mean to physically inspect the component, test operation and function, replace, adjust or carry out whatever corrective means is required to ensure the proper performance and operation of that component.		
B1.8	“Contractor” or shall mean the person, firm or corporation that has been contracted to perform and carry out the work of the Agreement.		
B1.9	“Day” shall mean any calendar working day, other than Saturday, Sunday or any of the statutory holidays as recognized at the TVDSB at the time of this Agreement.		
B1.10	“Emergency call back service” shall refer to any instance, and cover all activities as required to be performed by the contractor other than Inspection and Preventative Maintenance, to rescue and or evacuate trapped passengers from elevating device cabs.		

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B1.11	"Inspection and Preventative Maintenance" shall mean all routine and scheduled activities, test, inspections, certification and record keeping, adjustments, cleaning, lubrication repairs and replacement and all other activities as listed under this agreement, that are performed by the contractor to ensure the safe, efficient operation of elevating devices as covered under this Agreement.		
B1.12	"TSSA" shall refer to the Technical Standards and Safety Authoring, Elevating Devices Branch, and shall include their Director, officers, inspector and any agent who has been authorized to act on their behalf.		
B1.13	"Supervisor" shall refer to trained experienced personnel, directly employed by the contractor in a supervisory capacity to review and oversee the regular performance of the contractor's maintenance technicians, as well as to provide maintenance staff with technical assistance in troubleshooting, adjusting and routine maintenance procedures.		
B1.14	"Work" shall include everything that is necessary to be done, furnished or provided by the contractor to satisfy the requirements and conditions for the Agreement.		
B1.15	"24 Hour Answering Service" shall mean constantly staffed operating switch TVDSB, which may or may not be a third party service, suitably equipped to record all in coming trouble calls or requests for call back service, and is able to expeditiously dispatch service technicians to respond to such calls. The use of automatic recording equipment will not be considered or used as an answering service.		
B2	GENERAL INTENT		
B2.1	The successful contractor shall perform all routine Inspections and Preventative Maintenance on each device as outlined in this specification and detailed in your submission.		
B3	CODES AND STANDARDS		
B3.1	Supply all equipment and perform and carry out all work in accordance with the requirements of the federal, provincial and local safety codes, by laws and regulations in effect at the time of this Agreement.		
B3.2	The Contractor shall inform the Facility Coordinator in writing of all major changes in safety code regulations or requirements that might affect the performance of the work, terms and conditions or this Agreement.		

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B4	FREQUENCY		
B4.1	Perform routine Inspections and Preventative Maintenance examinations as detailed in your submission but not to exceed the following:		
B4.1.1	Elevators: must be inspected monthly, never more than thirty-five (35) days between inspections.		
B4.1.2	Platform Lifts and Stair Lifts: must be inspected quarterly, never more than ninety-five (95) days between inspections.		
B4.1.3	Dock Levelers: must be inspected annually, having the same anniversary month.		
B5	REGULAR HOURS OF WORK		
B5.1	All work is to be performed during regular work hours of regular working days (Monday to Friday during the hours of 7:30 a.m. to 4:30 p.m., excluding holidays).		
B5.2	The contractor shall be prepared to provide proof in the form of time tickets signed by the custodian or office staff to show the amount of time which was spent providing service in any given month.		
B6	PROTECTION OF WORK AND PROPERTY		
B6.1	Maintain protections of work and protect the TVDSB's property from injury or loss arising out of the execution of this Agreement.		
B6.2	Make good any such injury or loss, except such as may be directly caused by agents or employees of the TVDSB.		
B6.3	Take all necessary precautions to ensure that the work is done in a manner that does not endanger any person.		
B7	ACCIDENTS AND CLAIMS		
B7.1	In the event of an accident causing death, personal injury or property damage, advise the Maintenance Leader immediately giving a verbal report and submit to the Maintenance Leader within 24 hours of the accident signed written reports from all of your service personnel involved.		
B7.2	In the event of an injury to anyone working on or using the equipment, take whatever immediate action is necessary to aid the injured person and to prevent further injury to others.		
B8	COORDINATION WITH OWNER		

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B8.1	Should a problem be of a nature that cannot be satisfactorily resolved during that visit, report back to the Maintenance Leader explaining why it was not possible to correct the problem that day and when the problem will be resolved.		
B9	PERSONNEL		
B9.1	The contractor shall have on staff a full time Supervisor whose duties are to oversee and supervise the activities of maintenance technicians and service crews.		
B9.2	The contractor shall provide a trained, knowledgeable, and skilled supervisor to oversee the work and ensure compliance with the terms and conditions of the Agreement. The costs associated with this supervision shall be included in the Agreement price.		
B9.3	Supervisor shall fully represent the contractor in the performance of the work. They shall be authorized to accept any and all notice, orders, reports, complaints or other communication on behalf of the contractor.		
B9.4	All personnel providing service to the TVDSB shall be qualified licensed technicians as required to perform work on behalf of the TVDSB.		
B10	MANUALS		
B10.1	Supply to Manager, Facility Services personnel a Master Inspection and Prevention Maintenance Program manual describing proper maintenance procedures and methods of maintaining the equipment in proper order.		
B10.2	Prior to the start of the Inspection and Preventative Maintenance Agreement, give seven (7) copies of this manual to the Manager, Facility Services.		
B10.3	The TVDSB shall not copy this manual and the Manager, Facility Services shall distribute this manual only to persons, determined by the TVDSB, who need to know the information contained in this manual.		
B10.4	If, in the course of the Agreement, changes are made to this manual, supply to the Manager, Facility Services seven (7) revised copies of the manual.		
B11	SCHEDULED MEETINGS		
B11.1	The contractor shall meet with the Maintenance Leaders upon award of the contract and as required thereafter to evaluate asset inventory, forecast and document annual repair and or replacement requirements, and review the Agreement Administration requirements.		

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B12	ROUTINE INSPECTIONS AND PREVENTATIVE MAINTENANCE WORK ORDERS		
B12.1	One (1) Preventative Maintenance (P.M.) Work Order Number shall be given for each Elevator, Lift and Dock Levelers annually beginning each September by the Maintenance Leader		
B12.2	This P.M. Work Order Number shall be quoted on all inspection invoices.		
B12.3	Each school or facility shall be invoiced separately after each inspection.		
B12.4	Each invoice is to include:		
B12.4.1	P.M. Work Order Number.		
B12.4.2	School or Facility location name and office address.		
B12.4.3	The Maintenance Leader and Zone Office. (i.e.: Zone 4)		
B12.4.4	Description of work performed. (i.e.: Annual Inspection of Dock Levelers, Quarterly Inspection of Platform Lift and/or Stair Lift, or Monthly Inspection of Elevator.)		
B13	REPAIRS		
B13.1	Any deficiencies found during the regular inspections, which are not included in this Agreement, shall be submitted in writing to the Maintenance Leader for approval and Work Order Number.		
B13.2	Each submission to the Maintenance Leader for a Work Order Number shall include:		
B13.2.1	School or Facility location name and address.		
B13.2.2	The Maintenance Leader and Zone Office.		
B13.2.3	Description of the deficiency and actions necessary for correction.		
B13.2.4	Estimated time and cost of any material for correction.		
B13.3	Only Submissions authorized by the Maintenance Leader will be given Work Order Numbers. Invoices submitted without Work Order Numbers will not be paid.		
B13.4	Each invoice for Work Orders is to include:		
B13.4.1	Work Order Number		
B13.4.2	Estimated time and cost of any material for correction.		
B13.4.3	School or Facility location name and address.		
B13.4.4	The Maintenance Leader and Zone office.		
B13.4.5	A Service Report including:		
B13.4.5.1	Description of work performed. (i.e.: deficiency and corrective action taken, including any special notes.)		

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B13.4.5.2	Name of technician(s) who performed the correction.		
B13.4.5.3	Hours worked on site, time of arrival and departure from site.		
B13.4.6	Itemized list and cost of material for correction.		
B13.4.7	For scheduled repair work, outside of the Inspection and Preventative Maintenance of Elevating Devices, give the Maintenance Leader or Zone Assistant at least two weeks prior notice.		
B13.4.8	For unscheduled repair work outside of the Inspection and Preventative Maintenance of Elevating Devices, give the Maintenance Leader, Zone Assistant or Stand-by personnel immediate notice.		
B13.4.9	Communicate the status of repairs to the Maintenance Leader and the school if the repair cannot be completed by the close of the normal working day.		
B13.4.10	When possible, indicate the time required for completion of repairs.		
B14	SAFETY DEVICES		
B14.1	At no time permit the equipment to operate while any of the safety devices, mechanical or electrical are inoperative.		
B15	EQUIPMENT DEFECTS		
B15.1	Should a defect in the equipment or the design of the equipment become apparent based on experience with this installation or similar installations elsewhere, advise the Maintenance Leader immediately in writing setting out the steps to be taken for corrective action and repairs. (See Section B13 Repairs)		
B15.2	Forward to the Manager, Facility Services copies of any memoranda, internal or external, published or unpublished, dealing with actual or potential flaws in the equipment and design.		
B16	SAFETY DIRECTIONS		
B16.1	Carry out directives from the TSSA within the time specified by the authorities or, if no period is designated, thirty (30) days of notice of deficiency except for those items that are the responsibility of the TVDSB and directives resulting from changes to the existing codes. (All work to be completed under Section B13 Repairs)		
B17	DEFECTIVE WORK		

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B17.1	The TVDSB reserves the right to correct any equipment or maintenance deficiency items and to deduct the costs associated with such repairs from the monies owing to the contractor, whenever the contractor fails to complete the necessary corrective actions within thirty (30) days.		
B17.2	The TVDSB reserves the right to withhold payment in the event of non-performance on the part to the contractor.		
B17.3	The TVDSB reserves the right to pay the contractor for only the portions of the work completed, when outstanding deficiencies are still found to exist.		
B17.4	The TVDSB shall give at least fourteen (14) days notice in writing, prior to taking such actions, unless defective work compromises or affects passengers safety or the safe operation of the equipment.		
B18	DESCRIPTION OF WORK		
B18.1	The contractor shall provide the following under the scope of this Request for Proposal and as detailed in their submission for each and every Elevating Device as listed in Worksheet C.		
B18.1.1	Regular Preventative Maintenance.		
B18.1.2	24 hour Answering service.		
B18.1.3	24 hour Emergency call back service.		
B18.1.4	Inspection and testing routines as set out herein.		
B18.1.5	Inspection and testing routines as set out in CAN/CSA-B44 and CAN/CSA-B355.		
B19	CALL BACK SERVICE		
B19.1	Include, as part of your pricing per inspection, twenty-four (24) hour call back service.		
B19.2	Provide a telephone answering service staffed twenty-four (24) hours per day three hundred and sixty-five (365) days a year.		
B19.3	Respond to calls placed by the Maintenance Leader or designate in the case of emergency calls and respond to calls from Elevator/Lift telephones.		
B19.4	At the time the call is placed the Maintenance Leader may choose to indicate that the repairs can be handled during regular hours; otherwise, answer the call immediately whether it be in overtime or regular time.		
B19.5	Provide regular call back response within a maximum of two (2) hours from the time the call is placed until the arrival of the technician at the site.		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
#92- INSPECTIONS AND PREVENTATIVE MAINTENANCE OF ELEVATING DEVICES
WORKSHEET B - REQUIREMENTS

2010
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ITEM NO.	REQUIREMENTS	WILL COMPLY/WILL NOT COMPLY	COMMENT
B19.6	Provide emergency call back response within a maximum of forty-five (45) minutes from the time a call is placed until the arrival of a technician at the site.		
B19.7	Ensure that calls received by the answering service are transmitted immediately to a responsible person for action and that the Maintenance Leader, Zone Assistant or Stand-By personnel receive a call back within fifteen (15) minutes.		
B19.8	Regardless of the maximum time specified in B19.5 and B19.6, it is the intent of the TVDSB that the contractor provides call back response with a technician at the site as soon as possible and that the times specified in B19.5 and B19.6 are considered maximum times.		
B20	TELEPHONES		
B20.1	The contractor will be responsible for resetting and testing the telephone auto dialers that are located in each elevator and lift.		
B21	EMERGENCY CALL BACK SERVICE		
B21.1	Bidders should in Worksheet D include emergency call back service costs.		
B21.2	Arrange that staff is available so that the response to an emergency call back is within forty-five (45) minutes from the time the call is placed until the arrival of a service technician at the site.		
B21.3	Regardless of the maximum time specified in B21.2, it is the intent of the TVDSB that the contractor provides call back response with a maintenance person at the site as soon as possible and that the times specified in paragraph B21.2 is considered a maximum time.		
B22	MANUFACTURER'S PARTS		
B22.1	Supply replacement parts identical in make and model to the original parts where at all possible.		
B22.2	Where identical parts are not available or a better substitute is available, the alternative part must be approved by the Maintenance Leader		
B23	SUBSTITUTE PARTS		
B23.1	Where items visible to the general public, in particular exposed finish and fixtures, are to be replaced, submit drawings, photographs or samples, as required, in ample time for consideration and review of the Maintenance Leader.		

FIRM NAME: _____

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THAMES VALLEY DISTRICT SCHOOL BOARD
#92- INSPECTIONS AND PREVENTATIVE MAINTENANCE OF ELEVATING DEVICES
WORKSHEET B - REQUIREMENTS

2010
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ITEM NO.	REQUIREMENTS	WILL COMPLY/WILL NOT COMPLY	COMMENT
B23.2	Submit a sample of metals, plastic laminates and finishes properly identified as to project, location and material.		
B23.3	Supply material in accordance with the reviewed samples with the Maintenance Leader.		
B23.4	The review by the Maintenance Leader does not include the checking of measurements nor the approval of variations from the Specifications or the Agreement Documents.		
B24	DEVICE LOG BOOK		
B24.1	Maintain a Log for each device, current, on the premises, and available for inspection by the TVDSB at any time. If no machine room is available, the Log(s) is to be permanently located in the main office of the facility.		
B24.2	Indicate in the Log after each inspection the following information: day, month, time, name of technician, regular maintenance, regular time call back, overtime call back, action taken, work completed, and further repairs required.		
B24.3	The log is the property of the TVDSB.		
B24.4	Make entries in ink, legibly, consecutively and without blanks.		
B24.5	All entries to be signed off by the technician completing the work.		
B25	YEARLY REPORT		
B25.1	Each year, on the anniversary date of October 1st, submit to the TVDSB a report in electronic Excel format. Please submit a sample of a report. The report must consist of the following items per Elevating Device:		
B25.1.1	A complete summary of the activity including, but not limited to call backs, repair work, complaints.		
B25.1.2	A certification that the various items as listed above were checked at the specified times and that they were found to be functioning correctly or, if not functioning correctly, notations of the problems and the corrective action taken.		
B25.1.3	An evaluation of the standard of maintenance for the year as compared to prior years and to the standards of the industry for similar installations.		
B25.1.4	An annual, five (5) year Major Asset Repair and Replacement Report. The report shall be submitted within the initial six (6) months of signing the Agreement to the Manager, Facility Services. This report shall be updated annually prior to January and submitted in electronic Excel format.		

FIRM NAME: _____

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THAMES VALLEY DISTRICT SCHOOL BOARD
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WORKSHEET B - REQUIREMENTS

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ITEM NO.	REQUIREMENTS	WILL COMPLY/WILL NOT COMPLY	COMMENT
B26			
B26.1	The successful contractor will be responsible to see 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 operation and modify assignments as required.		
B26.2	The TVDSB reserves the right to initiate a survey to measure customer's satisfaction.		
B26.3	The successful contractor must be prepared to exchange all equipment that proves defective during this Agreement without rewriting the Agreement. Equipment may be replaced if the number of service calls greatly exceeds those recommended in the Preventive Maintenance program or when the TVDSB recommend replacement due to any other conditions upon mutual agreement.		
B26.4	Service is an extremely important consideration in the award of this bid.		
B26.5	Submissions to include:		
B26.6	Proposal for Elevators detailing the following:		
B26.6.1	Inspection of Elevators complying with CAN/CSA-B44.		
B26.6.2	Frequency of Inspection.		
B26.6.3	Preventative and Routine Maintenance Checklist.		
B26.6.4	Frequency of Preventative Maintenance Routine.		
B26.7	Proposal for Stair Lifts and Platform Lifts detailing the following:		
B26.7.1	Inspection of Lifts complying with CAN/ CSA-B355.		
B26.7.2	Frequency of Inspection.		
B26.7.3	Preventative and Routine Maintenance Checklist.		
B26.7.4	Frequency of Preventative Maintenance Routine.		
B26.8	Proposal for Dock Levelers detailing the following:		
B26.8.1	Inspection of Dock Levelers.		
B26.8.2	Frequency of Inspection.		
B26.8.3	Preventative and Routine Maintenance Checklist.		
B26.8.4	Frequency of Preventative Maintenance Routine.		
B26.9	A statement outlining the bidder's philosophy and program on quality assurance must be included in this Proposal.		

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THAMES VALLEY DISTRICT SCHOOL BOARD
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WORKSHEET B - REQUIREMENTS

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ITEM NO.	REQUIREMENTS	WILL COMPLY/WILL NOT COMPLY	COMMENT
B26.10	State the employee of your firm to be the Supervisor of this Agreement. Clearly outline the Supervisor's name, telephone, facsimile, and cell phone numbers and e-mail address, and the qualifications and experience.		
B26.11	State the location of the office/depot where you will service this Agreement.		
B26.12	State the number of technicians at the locations.		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
#92 - INSPECTIONS AND PREVENTATIVE MAINTENANCE OF ELEVATING DEVICES
WORKSHEET C - PRICING FOR INSPECTIONS

2010

Item #	Elevators											
	School No.	Name of School	Zone	Site Address	Manufacturer	No.	No. of Stops	Model No.	Phone	Cost Per Inspection (to include travel time and mileage)	Frequency	Total Inspections Per Year
C1	1030	Algonquin PS	3	50 Algonquin Road, Woodstock ON N4T1R8	Northern Elevator Ltd.	1	2	Type QPH	1			
C2	2020	Annandale PS / SS	3	60 Tillson Avenue, Tillsonburg ON N4G 3A1	Imperial Electric	1	2	IMO Pump Div.	1			
C3	1045	Ashley Oaks PS	1	121 Ashley Cres., London ON N6E 3P8	Montgomery Elevator Co.	1	2	S5411-95	1			
C4	1135	Chippewa PS	2	1035 Chippewa Drive, London ON N5V 2T6	Otis Elevator Co.	1	2	SUB140-39	1			
C5	2080	Clarke Road SS	2	300 Clarke Road, London ON N5W 5N4	Otis Elevator Co. (15 person)	1	2	Hy-pas	1			
C6	5120	Education Centre	2	1250 Dundas Street, London ON N5W 5P2	Armor (Cap. 1366 kgs)	1	4	North - 37124	1			
C7	5120	Education Centre	2	1250 Dundas Street, London ON N5W 5P2	Armor (Cap. 1134 kgs)	1	4	South - 37125	1			
C8	3050	G. A. Wheable Centre	1	70 Jacqueline Street, London ON N5Z 3P7	Northern Elevator Ltd.	1	3	mph.045n.01.15k	1			
C9	1265	Glen Cairn PS	1	53 Frontenac Road, London ON N5Z 3Y5	Concord Elevator Co. Ltd.	1	3	C1HYD867	1			
C10	2140	H. B. Beal SS	2	525 Dundas Street, London ON N6B 1W5	Dover Group	1	7	AP-215-40	1			
C11	1905	John Wise PS	4	100 Parkside Drive, St. Thomas ON N5R 3T9								
C12	2070	London Central SS	2	509 Waterloo Street, London ON N6B P8	Dominion	1	4	Car # 69055	1			
C13	1900	Michell Hepburn PS	4	95 Raven Avenue, St. Thomas ON N5R 0C2	Global Tardiff	1	2	Q-11960	1			
C14	2250	Oakridge SS	5	1040 Oxford Street West, London, ON N6H 1V4	Northern Elevator	1	3	Model MPH	1			
C15	1575	Rick Hansen PS	1	70 Ponderosa Cres., London ON N6E 1L7	Otis Elevator Co.	1	2	LRV4L2500	1			
C16	2280	Saunders SS	1	941 Viscount Road, London ON N6K 1H5	Montgomery Elevator Co.	1	3	TWD 312	1			
C17	2040	Sir Frederick Banting SS	5	125 Sherwood Forest Sq, London ON N6G 2C3	Northern Elevator	1	3	mph045n0215k	1			
C18	2270	Sir George Ross SS	2	365 Belfield Street, London ON N5Y 2K3	US Elevator	1	2	Ascension 1000	1			
C19	2290	South SS	1	371 Tecumseh Ave., London ON N6C 1T4	Schindler Elevator Corp.	1	7	E-2 250-P	1			
C20	2321	Strathroy Dist. Coll. Inst./ Holy Cross Catholic S.S.	5	361 Second Street, Strathroy ON N7G 4J8	Thyssen - Krupp	1	2	Simarron 20	1			
C21	2340	Thames SS	2	785 Trafalgar Street, London ON N5Z 1E6	Turnbull Elevator Inc.	1	2	Hy/Pas	1			
C22	1790	Wilfrid Jury PS	5	950 Lawson Road, London ON N6G 3M2	Northern Elevator	1	2	mph060k0222k	1			
C23	2390	Woodstock CI	3	35 Riddell Street, Woodstock ON N4S 6L9	Delta Elevator	1	3	PC 3AR	1			

Elevators Subtotal: \$ _____

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
#92 - INSPECTIONS AND PREVENTATIVE MAINTENANCE OF ELEVATING DEVICES
WORKSHEET C - PRICING FOR INSPECTIONS

2010

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
#92 - INSPECTIONS AND PREVENTATIVE MAINTENANCE OF ELEVATING DEVICES
WORKSHEET C - PRICING FOR INSPECTIONS

Item #	Stair Lift											
	School No.	Name of School	Zone	Site Address	Manufacturer	No.	No. of Stops	Model No.	Phone	Cost Per Inspection (to include travel time and mileage)	Frequency	Total Inspections Per Year
C24	1030	Algonquin PS	3	50 Algonquin Road, Woodstock ON N4T1R8	Garaventa Inclined Lift	1	0	Stair Lift	0			
C25	1125	Central PS	2	410 Hunter Street, Woodstock ON	Garaventa Inclined Lift	1	0	Xpress II	0			
C26	1145	Cleardale PS	1	780 Dulaney Drive, London ON N6C 3W4	Garaventa Inclined Lift ~ Installed April 13, 2004 / 1yr Warranty	1	0	Xpress II (Serial no. 24900)	0			
C27	2080	Clarke Road SS	2	300 Clarke Road, London ON N5W 5N4	Garaventa Inclined Lift	1	0	GSL-2 (Rail) SPC	0			
C28	1250	F. D. Roosevelt PS	2	560 Second Street, London ON N5V 2B7	Garaventa Inclined Lift	1	0	Xpress II	0			
C29	1260	Forest Park PS	4	295 Forest Avenue, St.Thomas ON N5R 2K5	Garaventa Stair-Lift	1	0	Xpress II	0			
C30	1315	J.P. Robarts PS	2	84 Bow Street, London ON N5V 1B1	Garaventa Inclined Lift	1	0	GSL 1	0			
C31	1325	Kensal Park F.I. PS	1	328 Springbank Drive, London ON N6J 1G3	Concord Elevator Co. Ltd.	1	0	n/a	0			
C32	1350	Lord Nelson PS	2	1990 Royal Crescent, London ON N5V 1N8	Garaventa Inclined Lift	1	0	GSL 1	0			
C33	1450	North Meadows PS	5	82 Middlesex Drive, Strathroy, ON N7G 4G5	Concord Elevator Co. Ltd.	1	0	Model 1111	0			
C34	1470	Northdale PS	3	290 Victoria Street N., Woodstock ON	Concord Elevator Co. Ltd.	1	0	Stair Lift	0			
C35	1475	Northridge PS	5	25 McLean Drive, London On N5X 1Y2	Garaventa Stair Lift	1	0	GSL 1	0			
C36	1515	Parkview PS	5	10008 Oxbow Drive, Komoka ON N0L 1R0	Garaventa Stair Lift	1	0	Xpress II	0			
C37	2290	South SS	1	371 Tecumseh Ave., London ON N6C 1T4	Concord Elevator Co. Ltd.	1	0	PAL Type C	0			
C38	1680	Straffordville PS	4	9188 Plank Road Straffordville ON N0J 1Y0	Garaventa Inclined Lift	1	0	Xpress II	0			
C39	1695	Tavistock PS	3	79 Maria St., Box 370 Tavistock ON N0B 2R0	Unitech	1	0	9315-SL	0			
C40	2321	Strathroy Dist. Coll. Inst./ Holy Cross Catholic S.S.	5	361 Second Street, Strathroy ON N7G 4J8	Garaventa Inclined Lift	1	0	Xpress II	0			
C41	2390	Woodstock CI	3	35 Riddell Street, Woodstock ON N4S 6L9	Garaventa Inclined Lift	1	0	Xpress II	0			
C42	2390	Woodstock CI	3	35 Riddell Street, Woodstock ON N4S 6L9	Garaventa Inclined Lift	1	0	Xpress II	0			

Stair Lifts Subtotal: \$ _____

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
#92 - INSPECTIONS AND PREVENTATIVE MAINTENANCE OF ELEVATING DEVICES
WORKSHEET C - PRICING FOR INSPECTIONS

Platform Lifts												
Item #	School No.	Name of School	Zone	Site Address	Manufacturer	No.	No. of Stops	Model No.	Phone	Cost Per Inspection (to include travel time and mileage)	Frequency	Total Inspections Per Year
C43	2190	A. B. Lucas SS	5	656 Tennent Avenue, London, ON N5X 1L8	Federal Vertical Platform Lift	1	2	F-1570	1			
C44	3020	Blossom Park Ed Centre	3	391 Blossom Park Rd, Woodstock ON N4S 7J3	Concord Elevator Co. Ltd.	1	3	Econolift	0			
C45	1125	Central PS	2	410 Hunter Street, Woodstock ON	Federal Vertical Platform Lift	1	4	n/a	1			
C46	2100	East Elgin SS	4	362 Talbot Street, Aylmer ON N5H 1K6	Concord Elevator Co. Ltd.	1	3	n/a	0			
C47	5010	Facility Services	1	951 Leathorne Street, London ON N5Z 3M7	Concord Elevator Co. Ltd.	1	2	Prolift	0			
C48	1260	Forest Park PS	4	295 Forest Avenue, St. Thomas ON N5R 2K5	Hal-Brant Wheelchair Lift	1	2	Federal	0			
C49	2130	Glendale SS	3	37 Glendale Drive, Tillsonburg ON N4G 1J6	Armor	1	2	Instal. #039216	0			
C50	2150	Huron Park SS	3	900 Cromwell St., Woodstock ON N4S 5B5	Concord Elevator Co. Ltd.	1	3	n/a	0			
C51	2160	Ingersoll District CI	3	37 Alma Street, Ingersoll ON N5C 1N1	Concord Elevator Co. Ltd.	1	2	Series 3000	0			
C52	1315	J.P. Robarts PS	2	84 Bow Street, London ON N5V 1B1	Concord Elevator Co. Ltd.	1	1	93-0743-44	0			
C53	1400	Masonville PS	5	25 Hillview Boulevard, London, ON N6G 3A7	Concord Elevator Co. Ltd.	1	2	type C vertical platform	0			
C54	2210	Medway SS	5	14405 Medway Road, Arva, ON N0M 1C0	Concord Elevator Co. Ltd.	1	2	Pro Lift	1			
C55	1500	Oxbow PS	5	13624 Ilderton Road, Ilderton ON N0M 2A0	Concord Elevator Co. Ltd.	1	1	IPL	0			
C56	2170	Sir Wilfrid Laurier SS	1	450 Milbank Drive, London ON N6C 4W7	Concord Elevator Co. Ltd.	1	2	Pro Lift	1			
C57	1695	Tavistock PS	3	79 Maria St., Box 370 Tavistock ON N0B 2R0	Unitech	1	2	UT-9315-UL	0			
C58	1705	Thamesford PS	3	130 McCarty St, Box 250 Thamesford ON N0M 2M0	Concord Elevator Co. Ltd.	1	4	Pro Lift	1			
C59	2390	Woodstock CI	3	35 Riddell Street, Woodstock ON N4S 6L9	Federal Vertical Platform Lift	1	2	Federal	1			

Platform Lifts Subtotal: \$ _____

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
#92 - INSPECTIONS AND PREVENTATIVE MAINTENANCE OF ELEVATING DEVICES
WORKSHEET C - PRICING FOR INSPECTIONS

Dock Levellers												
Item #	School No.	Name of School	Zone	Site Address	Manufacturer	No.	No. of Stops	Model No.	Phone	Cost Per Inspection (to include travel time and mileage)	Frequency	Total Inspections Per Year
C61	5010	Facility Services	1	951 Leathorne Street, London ON N5Z 3M7	Blue Giant	1	0	n/a	0			
C62	2321	Strathroy Dist. Coll. Inst./ Holy Cross Catholic S.S.	5	361 Second Street, Strathroy ON N7G 4J8	Blue Giant	1	0	ED5\729610S2	0			

Dock Levellers Subtotal: \$ _____

Cost of 24 Hour Answering Service, not including Emergency Call Back Service, to be included in inspection costs.

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
#92 INSPECTIONS AND PREVENTATIVE MAINTENANCE OF ELEVATING DEVICES
WORKSHEET D - REPAIR PRICING

Item #	Repairs Approved through Work Order Process and Emergency Call Service		
		Cost	Comments
D1	Standard Hourly Rate		
D2	Overtime Hourly Rate:		
	Evenings		
	Weekend		
	Statutory Holidays		

FIRM NAME: _____

SIGNATURE: _____