

THAMES VALLEY DISTRICT SCHOOL BOARD/LONDON DISTRICT CATHOLIC SCHOOL BOARD  
 REQUEST FOR PROPOSAL  
 CONTRACT CLEANING SERVICES 2009 - SDCI/HOLY CROSS  
 APPENDIX A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>1.0</b>	<b>INTRODUCTION</b>		
1.0.1	The Thames Valley District School Board and the London District Catholic School Board (hereafter referred to as the TVDSB/LDCSB) invite interested parties to submit sealed submissions in response to this bid document. The Thames Valley District School Board accepts no liability for acts of, decisions by, and information about the London District Catholic School Board. The decision to participate within the terms of this Request for Proposal is strictly the decision of the London District Catholic School Board.		
1.0.2	We have jointly constructed a secondary school facility within the Township of Strathroy-Caradoc. The school portion of this facility is 247,011 square feet in size. It is a multipurpose facility which includes an arena, secondary schools, various sports fields and parking facilities.		
<b>1.1</b>	<b>PURPOSE</b>		
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/LDCSB for contract cleaning at the <b>school portion</b> of this facility, subject to the conditions herein.		
<b>2.0</b>	<b>BID DEFINITIONS AND INFORMATION</b>		
<b>2.1</b>	<b>DEFINITIONS</b>		
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 successful bidder 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	The word "DAY" shall mean any calendar day.		
2.1.1.7	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/LDCSB.		

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2.1.1.7.1	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/LDCSB will reject any bid submission which contains a major irregularity.		
2.1.1.7.2	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/LDCSB may permit the bidder to correct a minor irregularity.		
<b>2.2</b>	<b>STRUCTURE OF THIS BID</b>		
2.2.1	Bidders <b>must</b> use the electronic bidding file (setup.exe) which is available on the internet at:		
2.2.1.1	www.tvdsb.on.ca → "Purchasing Bids" → "Electronic Bidding Instructions, Bid Download"		
2.2.1.2	Scroll to the end of the document, click "Proceed to inquiry/ download page."		
2.2.1.3	Proceed to the bid, click the "New" icon		
2.2.1.4	The setup.exe file includes the Appendices.xls file which contains the following Worksheets:		
2.2.1.5	Worksheet A: Terms and Conditions		
2.2.1.6	Worksheet B: Functional Requirements		
2.2.1.7	Worksheet C: Cleaning Specifications		
2.2.1.8	Worksheet D: Chemicals		
2.2.1.9	Worksheet E: Pricing/Address		
2.2.1.10	Worksheet F: Pre Registration Sheet		
2.2.1.11	Worksheet G: Employee Information Including Training		
2.2.1.12	Worksheet H: Site Map		
2.2.1.13	Worksheet I: Sample Evaluation Sheets		
2.2.2	A list of suppliers current employee wage and benefits package will be supplied via email to the bidders who attend the mandatory site meeting.		
<b>2.3</b>	<b>RETURN LOCATION</b>		
2.3.1	Sealed bid submissions <b>must</b> be returned to the "Tenders Clerk"		
2.3.2	Tenders Clerk's box, Basement, Education Centre		
2.3.3	Thames Valley District School Board		
2.3.4	1250 Dundas Street		
2.3.5	London, Ontario N5W 5P2		
2.3.6	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.9 - Labelling of Envelope and diskette or CD).		
2.3.7	The bid submission <b>must</b> be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.3.8	Delivery to the "Tenders Clerk" is the responsibility of the bidder.		
2.3.9	Submissions received by electronic transmission (i.e. fax or email) will not be accepted.		

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2.3.10	Late bids will be returned to the bidder, unopened, if a return address is included on the submission envelope.		
<b>2.4</b>	<b>IMPORTANT DATES</b>		
2.4.1	ISSUE DATE: Wednesday, February 18, 2009		
2.4.2	QUESTIONS: Monday, March 2, 2009		
2.4.3	MANDATORY PRE BID MEETING: Friday, February 27, 2009 at 2:00pm		
2.4.4	OPTIONAL SITE VISIT: Friday, February 27, 2009 at 3:00pm		
2.4.5	RETURN DATE and TIME: prior to 12:00:00 local time Thursday, March 12, 2009		
<b>2.5</b>	<b>MANDATORY MEETING/ SITE VISIT</b>		
2.5.1	It is mandatory for all bidders interested in bidding to attend a bidder's information session outlining the nature and scope of this contract. The mandatory bidder's information session will be held on Friday, February 27, 2009 at 2:00pm local time at the SDCI/Holy Cross site. Bidders must sign in at this information session. This will be the only opportunity to receive information regarding this proposed contract, no other interviews will be granted. Failure to attend this mandatory bidder's information session will disqualify a bidder from submitting a bid.		
2.5.2	Please note all bidders must pre-register for this meeting by Monday, February 23, 2009, by returning Appendix F.		
2.5.3	Bidders will be offered the opportunity to visit the site and verify, for themselves, the existing conditions. The site visit will be conducted after the mandatory bidder's meeting at 3:00pm on Friday, February 27. If no bidders sign up, then no site tour will be conducted. The site visit is not mandatory.		
2.5.4	Site tours will be conducted by the Facility Manager.		
2.5.5	Transportation is the responsibility of the bidder.		
<b>2.6</b>	<b>QUESTIONS</b>		
2.6.1	All questions pertaining to this bid document must be addressed to: Laura Munding, by fax (519) 452-2399 or email l.munding@tvdsb.on.ca no later than Monday, March 2, 2009. After this date no further inquiries, concerns or questions may be submitted. All questions pertaining to this bid document <b>must</b> be submitted in writing.		
2.6.2	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/LDCSB, render your submission noncompliant. Direct questions in written form only to: Laura Munding. The TVDSB/LDCSB will only be bound by written answers to questions .		
2.6.3	Answers to all questions will be posted to the TVDSB web site at www.tvdsb.on.ca		
2.6.3.1	"Purchasing Bids" → "Electronic Bidding Instructions, Bid Download and Bid Results"		
2.6.3.2	Scroll to the end of the document, click "Proceed to inquiry/ download page."		
2.6.3.3	Proceed to the Bid, click "Answers to Questions"		

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2.6.3.4	View documents in PDF format.		
2.6.3.5	All bid files are available for downloading at no charge from the TVDSB web site.		
2.6.4	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 2.6.3.		
<b>3.0</b>	<b>TERM / PRICING / TAXES / DELIVERY / PAYMENT</b>		
<b>3.1</b>	<b>CONTRACT TERM</b>		
3.1.1	The term of this agreement shall be for three years, commencing on July 1, 2009 and unless otherwise provided herein, terminating on June 30, 2012.		
3.1.2	The TVDSB/LDCSB may, at the end of this contract term, extend the contract for a period of two additional years, in one year increments, and will advise the bidder in writing of their intentions.		
3.1.3	Bidders <b>should</b> state if your company would agree to extending this contract with the same terms and conditions for a fourth year ending June 30, 2013.		
3.1.4	Bidders <b>should</b> state if your company would agree to extending this contract with the same terms and conditions for a fifth year ending June 30, 2014.		
3.1.5	The TVDSB/LDCSB reserve the right to extend this contract for another one year term due to extraordinary circumstances beyond our control.		
<b>3.2</b>	<b>PRICING</b>		
3.2.1	This site is to be bid on in Worksheet E.		
3.2.2	No extra or additional billing will be permitted, except authorized overtime or hourly call outs. The rates for these additional costs are to be listed separately in your bid on Appendix B in the columns provided.		
3.2.3	Applicable taxes will be shown as a separate line item on all invoices.		
3.2.4	Your total price should <b>INCLUDE</b> any portables that are currently located at that site.		
3.2.5	Should circumstances change (i.e. addition of or closing of classrooms), the change in the rate would be calculated based on the dollar per square foot charges given by the successful bidder in Worksheet E. Example: The addition/deletion of 750 square feet (a portable classroom size) would be calculated from your total annual bid price, divided by the original square footage of this site to arrive at a price per square foot, then multiplied by the additional number being added or deleted. Staffing must be adjusted relative to square foot adjustments. Example: if the hours of cleaning increase, the staffing levels must increase. The Facility Manager will give the successful bidder as much notice as possible of any changes.		
3.2.6	Prices <b>must</b> include travel time to site location. <b>NO AWARDS WILL BE MADE TO FIRMS QUOTING TRAVEL TIME EXTRA.</b>		
3.2.7	Prices <b>must</b> remain in effect for the initial three year term of the contract, commencing on July 1, 2009 and ending June 30, 2012.		
3.2.8	The TVDSB/LDCSB will not expect any price increases for the initial three year term of the contract.		

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3.2.9	The TVDSB/LDCSB would like to take advantage of any price decreases that become available during the term of the contract. Detail your company's strategy related to future pricing.		
<b>3.3</b>	<b>TAXES</b>		
3.3.1	GST and PST: Where applicable, Goods & Services Tax and Provincial Sales Tax <b>must</b> be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
3.3.2	Please specify if GST does not apply to your bid because you are not registered to submit GST.		
<b>3.4</b>	<b>INVOICING/PAYMENT TERMS</b>		
3.4.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Accounts Payable.		
3.4.2	Applicable taxes <b>must</b> be shown as separate line items on all invoices.		
3.4.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.4.3.1	Bidders should state percentage discount for early payment and net payment terms.		
3.4.4	Invoicing is to be once per month.		
3.4.5	Invoices must use contract number #09-98 as the purchase order number and must include the site location on each monthly invoice.		
3.4.6	The contract number <b>must</b> be stated on all invoices; invoices without will be returned unpaid.		
3.4.7	Invoicing should be for the regular monthly charges and a separate invoice should be mailed for additional charges (overtime, etc.)		
3.4.8	Invoices for overtime must include the name of the individual who authorized the overtime.		
<b>4.0</b>	<b>SPECIFICATIONS/REQUIREMENTS</b>		
<b>4.1</b>	<b>QUALITY</b>		
4.1.1	Detailed cleanliness levels are outlined in Worksheet C - Cleaning Specifications.		
4.1.2	As noted in B1.1.2, bidders are responsible to provide the cleaning products for this contract. The successful bidder <b>MUST</b> use the chemicals outlined on Worksheet D - Chemicals.		
4.1.3	Work missed or performed below standard, if not corrected when brought to the successful bidder's attention, may be corrected at that time by the TVDSB/LDCSB and costs incurred would be charged back to the successful bidder.		
4.1.4	Company history, type of personnel, quality assurance program and any other information relative to this contract should be included with your return submission.		
4.1.5	The successful bidder must carry out all work to the satisfaction of the TVDSB/LDCSB. All trade work is to be performed by appropriately certified staff.		
<b>4.2</b>	<b>ENVIRONMENT</b>		
4.2.1	Bidders must include a detailed description of any environmental initiative and how your program would be implemented and benefit the TVDSB/LDCSB.		

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<b>5.0</b>	<b>TERMS AND CONDITIONS</b>		
<b>5.1</b>	<b>GENERAL TERMS AND CONDITIONS</b>		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 120 days.		
5.1.2	A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. No facsimiles shall be accepted. The last submission shall supercede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda <b>must</b> 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 <b>must</b> 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 bid shall not constitute any obligation on the part of the TVDSB/LDCSB to any firm or individual who submits a bid.		
5.1.5	The bidder <b>must</b> 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/LDCSB reserve the right to withdraw the award of this contract to the successful bidder within 30 days of the award if, in the opinion of the TVDSB/LDCSB, the successful bidder is unable or unwilling to enter into a form of contract satisfactory to the TVDSB/LDCSB. The TVDSB/LDCSB shall be entitled to do so without any liability being incurred by the TVDSB/LDCSB to the bidder.		
5.1.8	The lowest or any bid submission may not necessarily be accepted. The TVDSB/LDCSB reserve 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/LDCSB 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/LDCSB reserve the right to decline or purchase one or all services in this bid from one supplier or from multiple suppliers.		

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5.1.11	All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's proposal submission. It is the TVDSB/LDCSB'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 the TVDSB/LDCSB and the successful bidder. 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/LDCSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.		
5.1.12	The successful bidder must not at any time subcontract any portion of this contract nor shall it assign the contract without the written permission of the TVDSB/LDCSB. The successful bidder must not, at any time, change subcontractors approved by the TVDSB/LDCSB without written permission of the TVDSB/LDCSB.		
5.1.13	While the TVDSB/LDCSB have 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/LDCSB, 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/LDCSB may accept or waive a minor irregularity, or where practical to do so the TVDSB/LDCSB 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/LDCSB. 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 of the TVDSB/LDCSB policies, procedures and regulations must be adhered to by the successful bidder.		
5.1.15.1	Smoking is prohibited in all of the TVDSB/LDCSB buildings and on all of the TVDSB/LDCSB property.		
5.1.15.2	SDCI/Holy Cross is equipped with video surveillance cameras.		
5.1.15.3	The successful bidder is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB/LDCSB, and the school.		
5.1.16	The successful bidder will reimburse the TVDSB/LDCSB for any damages through negligence or willful acts of any of the successful bidder's employees or contracted staff.		

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5.1.17	The successful bidder's employees and contracted staff shall not be considered TVDSD or LDCSB employees and shall not represent themselves as an agent of the TVDSB/LDCSB nor be eligible for any of the benefits provided to TVDSB/LDCSB employees.		
5.1.18	The TVDSB/LDCSB reserves the right to demand the removal of any of the successful bidder's employees or contracted staff engaged in this contract if, in the opinion of the TVDSB/LDCSB, their conduct has been of an unacceptable nature.		
5.1.19	The successful bidder will be responsible for seeing that appropriate 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/LDCSB's operations and modify assignments as required. On site supervision must be provided during all day and afternoon shifts.		
5.1.20	This bid document is being issued pursuant to the Purchasing Policies and Procedures of both TVDSB/LDCSB.		
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.		
<b>5.2</b>	<b>CANCELLATION OF CONTRACT / LOSS OF SERVICE</b>		
5.2.1	The TVDSB/LDCSB reserve the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder shall remain responsible for its obligations under this contract up to the date of termination. The TVDSB/LDCSB reserve the right to commence an action in a court of competent jurisdiction against the successful bidder for damages that result from the breach of the terms and conditions of the contract, by the successful bidder.		
5.2.2	The TVDSB/LDCSB reserve the right to terminate this contract immediately should the successful bidder execute a serious breach or misconduct of this contract.		
5.2.3	The TVDSB/LDCSB shall have the right to retain and set off from any monies payable to the successful bidder under the contract the total outstanding amount from time to time and for all damage claims by the TVDSB/LDCSB or any third parties arising out of this contract which have not been resolved by the successful bidder or its insurer.		
5.2.4	The TVDSB/LDCSB reserve 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 for any indebtedness of the supplier that may impact the TVDSB/LDCSB.		
5.2.5	The successful bidder shall be responsible for ensuring continuous delivery of services in the event of a labour disruption by either the successful bidder, the TVDSB/LDCSB's staff, or third party interruptions.		

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5.2.6	In the event that the successful bidder becomes insolvent, and/or the successful bidder 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/LDCSB shall have the right to replace the successful bidder with another service provider suitable to the TVDSB/LDCSB in addition to all of its other rights pursuant to the term of this bid.		
<b>5.3</b>	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT</b>		
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/LDCSB 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/LDCSB, including the right to copy and/or publish the same as the TVDSB/LDCSB see 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/LDCSB in this bid document to any third party without the written consent of the TVDSB/LDCSB.		
<b>5.4</b>	<b>HUMAN RIGHTS AND CHILD LABOUR LAWS</b>		
5.4.1	Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB/LDCSB. Bidders wishing to do business with the TVDSB/LDCSB 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	<a href="http://www.ilo.org">http://www.ilo.org</a>		
5.4.3.2	<a href="http://www.ilo.org/public/english/comp/child/policy/towards.htm">http://www.ilo.org/public/english/comp/child/policy/towards.htm</a>		
<b>5.5</b>	<b>HEALTH, SAFETY REGULATIONS</b>		

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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 a label showing approval of assembly prior to delivery. The TVDSB/LDCSB shall not accept any equipment that has not been inspected and approved. If not approved, the TVDSB/LDCSB reserve the right to invoice the successful bidder for the cost of		
5.5.2	Any bidder who supplies any machine, device, tool, equipment or service to the TVDSB/LDCSB 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 and products are not acceptable. If applicable, the successful bidder <b>must</b> 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/LDCSB require that 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. The successful bidder's 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.		
5.5.5	The TVDSB/LDCSB reserve the right to request to a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		
<b>5.6</b>	<b>WORKPLACE SAFETY AND INSURANCE BOARD</b>		
5.6.1	The successful bidder <b>must</b> ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.		
5.6.2	The successful bidder 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 bidder to ensure that the Workplace Safety and Insurance Board Certificate is updated every sixty days. The TVDSB/LDCSB reserve the right to request proof of coverage any time throughout the duration of the contract.		
5.6.3	All workplace injuries or accidents on the TVDSB/LDCSB property <b>must</b> be reported by the successful bidder to the TVDSB/LDCSB representative within 24 hours.		
<b>5.7</b>	<b>COMMERCIAL LIABILITY INSURANCE</b>		

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5.7.1	The successful bidder <b>must</b> be covered by Commercial General Liability Insurance throughout the term of the contract.		
5.7.2	Each bidder should show proof with the submission of this bid, that upon the award of this contract, it will be covered by Commercial Liability Insurance coverage with limits of \$2 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 \$2 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from their insurer or agent on their company letterhead that liability insurance limits will be increased to \$2 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder further agrees to maintain good standing throughout the term of the contract. The Boards reserve 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 by the Boards, the successful bidder shall be required to submit certification in a form satisfactory to the Boards of the above-mentioned coverage to protect the Boards against claims for property damages and personal injuries, including accidental death, caused by the successful bidder or its employees or subcontractors during the performance of its obligations under the contract.		
5.7.4	The successful bidder agrees to indemnify, hold harmless and defend the Boards from and against any and all liability for loss, damage and expense, which the Boards may suffer or for which the Boards 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 or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
<b>5.8</b>	<b>MOTOR VEHICLE LIABILITY INSURANCE</b>		
5.8.1	Bidders <b>must</b> state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the Boards.		

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5.8.2	In the event of an affirmative answer to 5.8.1, the successful bidders <b>must</b> 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 Boards.		
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 \$1million 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 \$2 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 Boards reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.8.3.2	Third Party Liability Coverage in the form of OAP-1		
5.8.4	Upon an award to the successful bidder by the TVDSB/LDCSB, the successful bidder shall be required to submit certification in a form satisfactory to the TVDSB/LDCSB of the above-mentioned coverage to protect the TVDSB/LDCSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder 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 agrees to indemnify, hold harmless, and defend, the TVDSB/LDCSB from and against any and all liability for loss, damage and expense, which the TVDSB/LDCSB may suffer or for which the TVDSB/LDCSB 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 or any of its representatives or employees by way of the ownership or operation of an automobile.		
<b>5.9</b>	<b>CRIMINAL BACKGROUND CHECKS</b>		

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5.9.1	Bidders <b>must</b> agree that if they become the recommended successful bidder, pursuant to this bid, subject to approval of the Boards, that they shall comply with Ontario Regulation 521/01, made under the Education Act, in relation to the Collection of Personal Information. The recommended successful bidder agrees to provide, at the bidder's expense, the criminal background checks of all employees and of all employees of all subcontractor(s) hired by the successful bidder who may regularly come into direct contact with pupils. This agreement shall be enforced prior to any attendance by the recommended successful bidder or its subcontractors at a school site of the Boards who may regularly come into direct contact with pupils during the duration of the contract and until the expiry of this contract.		
5.9.2	The successful bidder shall further agree to provide to the Facility Manager, at the bidder's expense, an Offence Declaration as defined by the said Regulation for each of the above employees of the successful bidder, whether employed by the successful bidder at the time of the response and of each employee of all subcontractor personnel, whether employed by the contractor at the time of the bid submission or becoming employed at a later time, by September 1st each year during the term of the agreement contemplated by this bid.		
5.9.3	The successful bidder shall further agree that in the event that the terms of the agreement contemplated by the bid in the future becomes applicable to a school site other than those contemplated by the bid, that the successful bidder shall provide, at the bidder's expense, an Offence Declaration as defined by the said Regulation for each employee of the successful bidder and for each employee of all subcontractor personnel, whether employed by the contractor at the time of the bid submission prior to any attendance by the successful bidder at the said school site.		
5.9.4	The successful bidder agrees that during the term of the agreement contemplated by this bid, not to permit any employee or the employee of any subcontractor deemed by the Boards to be not eligible to attend on a school site of the Boards as defined by the Regulation.		
5.9.5	It is deemed to be a breach of the contract for the service provider to allow anyone who has not provided a criminal background check or Offence Declaration as required by the contract and the contract can be terminated for just cause.		
<b>5.1</b>	<b>INFORMATION REQUIREMENTS FOR LABOUR AND EMPLOYMENT LEGISLATION</b>		
5.10.1	The Contractor must keep records of its employees up to date and provide, within seven (7) days following a request from the TVDSB, the following information for each employee as provided for in section 77(2) of the Employment Standards Act, 2000, S.O. 2000, c. 41, and in Ontario Regulation 287/01:		
5.10.1.1	the employee's name, residential address and telephone number;		
5.10.1.2	the employee's job classification or job description;		
5.10.1.3	the wage rate actually paid to the employee;		

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5.10.1.4	a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;		
5.10.1.5	the number of hours that the employee works in a regular work day and in a regular work week, or if the employee's hours of work vary from week to week, the number of the employee's non-overtime hours for each week that the employee worked during the 13 weeks before the date of the request for information;		
5.10.1.6	the date on which the employer hired the employee;		
5.10.1.7	any period of employment attributed to the employer under section 10 of the Act;		
5.10.1.8	the number of weeks that the employee worked at the premises during the twenty-six (26) weeks before the request date. The 26 week period must be calculated without including any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on leave of absence under Part XIV of the Act;		
5.10.1.9	a statement indicating whether either of the following subparagraphs applies to the employee:		
5.10.1.9.1	The employee's work, before the request date, included the provision of services at the premises, but the employee did not perform his or her job duties primarily at those premises during the thirteen (13) weeks before the request date.		
5.10.1.9.2	The employee's work included the provision of services at the premises, but the employee was not actively at work immediately before the request date, and did not perform his or her job duties primarily at the premises during the most recent thirteen (13) weeks of active employment.		
5.10.2	In addition to the above information, the Contractor must provide, within seven (7) days following a request from the TVDSB/LDCSB, an up-to-date copy of the collective agreement regarding the employees at the premises or, if no collective agreement exists for these premises, a copy of the union certificate regarding these employees or, if no union certificate was issued, a copy of any pending union application if it exists.		
5.10.3	The contractor must immediately provide the TVDSB/LDCSB with updated information if changes occur between the date the information requested by the TVDSB is provide and the expiry date of the contract.		
5.10.4	The Contracting officer will provide the information described above, with the exception of 5.12.1.1 to potential bidders for a future contract for those services relation to the premises.		
<b>6.0</b>	<b>BIDDER PROFILE</b>		
<b>6.1</b>	<b>REFERENCES</b>		
6.1.1	New bidders <b>must</b> provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference <b>must</b> contain the following information:		
6.1.1.1	Reference 1 - Company Name:		
6.1.1.2	Reference 1 - Address:		

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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:		
6.1.1.18	Reference 3 - e-mail address:		
<b>6.2</b>	<b>ADMINISTRATION &amp; ORGANIZATION</b>		
6.2.1	The Boards reserve 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 Boards within four days of the date of any such request.		
6.2.2	Bidders are required to list any and all pending or ongoing legal claims or disputes where the bidder could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
6.2.3	Bidders should state location of their head office.		
6.2.4	Bidders should state if they are ISO registered and if so what level.		
6.2.5	Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.		
<b>7.0</b>	<b>BID SUBMISSION</b>		
<b>7.1</b>	<b>BIDDER'S RESPONSE GUIDE</b>		
7.1.1	Each bid submission should be structured using only the criteria identified in this document. When submitting bids, bidders should use the same numbering format as in this document.		
7.1.2	The bid submission <b>must</b> 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		

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7.1.3.2	Worksheet B: Functional Requirements in Excel format - Electronic response required		
7.1.3.3	Worksheet C: Cleaning Specifications in Excel format - Electronic response required		
7.1.3.4	Worksheet D: Cleaning Chemicals in Excel format - Electronic response is not required		
7.1.3.5	Worksheet E: List of site locations in Excel format - Electronic response is not required		
7.1.3.6	Worksheet F: List of site locations in Excel format - Electronic response is not required		
7.1.3.7	Worksheet G: List of site locations in Excel format - Electronic response is not required		
7.1.3.8	Worksheet H: Site Map in Excel format - Electronic response is not required		
7.1.3.9	Worksheet I: Cleaning Inspection Forms in Excel format - Electronic response is not 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 9.3 - Labelling Instructions).		
7.1.7	Bidders' submissions should include page numbers for ease of reference by committee members.		
<b>7.2</b>	<b>SUPPLEMENTAL MATERIAL</b>		
7.2.1	Supplemental material must not be combined with a required componenet of the proposal.		
7.2.2	The proposal may make reference to supplemental materials if submitted. However, the response must be stated in such a way within the proposal that it is not necessary to refer to the supplemental material to evaluate the response. Specifically requested material such as financial statements are okay to include.		
7.2.3	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.2.4	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
7.2.5	Any supplemental material submitted will not have an effect on the independent evaluation process.		
<b>8.0</b>	<b>AWARD</b>		
<b>8.1</b>	<b>EVALUATION PROCESS</b>		
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/LDCSB evaluation committee based on the following evaluation criteria:		
8.1.3.1	Ability to supply the requirements identified in Appendixes and other relevant sections.		
8.1.3.2	Relevant Experience and Performance Bond		
8.1.3.3	References		
8.1.3.4	Company Policies		

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8.1.3.5	Staffing Proposal/Shift Coverage		
8.1.3.6	Prices		
8.1.3.7	Interview, if required		
8.1.3.8	Demonstration, if required		
8.1.3.9	Environmental Inniative		
8.1.3.10	Freedom from potential legal liabilities which would have an impact on the ability of the bidder to complete the agreement.		
8.1.3.11	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.		
8.1.3.12	Lead time, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.3.13	The determination of equal quality will be based on our internal professional opinions.		
<b>8.2</b>	<b>AWARD AND NOTIFICATION OF CONTRACT</b>		
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 → "Purchasing Bids" → "Electronic Bidding Instructions, Bid Download"		
8.2.1.2	Scroll to the end of the document, click "Proceed to inquiry/ download page."		
8.2.1.3	Proceed to the Bid, click "Results" (check mark)		
8.2.1.4	View documents in PDF format.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		

Laura Munding, Buyer  
Purchasing Department

James Stewart  
Chairperson  
Thames Valley District School Board

Loren Demelo  
Chairperson  
London District Catholic School Board

<b>9.0</b>	<b>ELECTRONIC BIDDING INSTRUCTIONS</b>		
<b>9.1</b>	<b>DOWNLOADING BID DOCUMENTS</b>		
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 "CONTRACT CLEANING RFP" 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.		

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<b>9.2</b>	<b>PRINTING COPIES OF BID DOCUMENTS</b>		
9.2.1	To print a working copy of any bid document - Click on "CONTRACT CLEANING RFP" to print documents in PDF format.		
<b>9.3</b>	<b>COMPUTER SYSTEM REQUIREMENTS</b>		
9.3.1	To use the electronic system, bidders <b>must</b> have the following equipment:		
9.3.1.1	Microsoft Windows, version 9.5 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.		
<b>9.4</b>	<b>INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:</b>		
9.4.1	The TVDSB has made every effort to ensure the files are free of any virus and are functional. However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus.		
9.4.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
9.4.3	The bid files are installed into a default directory called C:\LBTENDER. When the installation process is complete, a box will appear with a "Remove Thames Valley District School Board Tender icon"; please close this box. When the setup is complete, click close.		
9.4.4	To begin the Bid Program:		
9.4.4.1	Go to Windows Explorer		
9.4.4.2	Click on C:\ drive		
9.4.4.3	Open the folder "lbtender"		
9.4.4.5	The following files will be installed in the C:\lbtender directory:		
9.4.4.6	terms.xls		
9.4.5	To start the process open the Excel files and complete as instructed.		
<b>9.5</b>	<b>THE RETURN DISKETTE OR CD:</b>		
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.		
<b>9.6</b>	<b>LABELLING OF ENVELOPE AND DISK</b>		
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	EDUCATION CENTRE, BASEMENT		

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9.6.6	1250 Dundas Street,		
9.6.7	LONDON, Ontario		
9.6.8	N5W 5P2		
9.6.9	CONTRACT CLEANING RFP		
9.6.10	Bid #98 - 2009		
9.6.11	Return Date: prior to 12:00:00 local time on Thursday, March 12, 2009		
<b>9.7</b>	<b>PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:</b>		
9.7.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.7.2	CONTRACT CLEANING RFP		
9.7.3	Bid #98 - 2009		
9.7.4	Return Date: 12:00:00 local time on Thursday, March 12, 2009		
9.7.5	Signature:		
9.7.6	Firm Name:		
<b>10.0</b>	<b>SIGNATURE PAGE</b>		
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 <b>must</b> 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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<i>ITEM NO.</i>	<i>TERMS AND CONDITIONS</i>	<i>WILL COMPLY/WILL NOT COMPLY</i>	<i>COMMENT</i>
10.10	If subcontracting, bidders <b>must</b> 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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B1.0	FUNCTIONAL REQUIREMENTS		
B1.1	SPECIFICATIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENTS
B1.1.1	The successful bidder shall provide and maintain sufficient equipment (snowblower, autoscrubber, etc.) in order to expedite all work. The equipment must meet the cleaning level expectations outlined in Worksheet C.		
B1.1.2	All cleaning supplies necessary to execute this contract will be the responsibility of the successful bidder. The specific products to be used are listed on Worksheet D. It is necessary that the successful bidder use the same chemicals that are used throughout the Boards to ensure consistency in all sites. All chemicals listed have been approved by the Board's Health and Safety Committee to ensure there are no health or allergy threats to students. The chemicals can be made available to purchase at the contracted prices with the TVDSB's recommended supplier.		
B1.1.3	The TVDSB/LDCSB will be responsible for providing all toilet tissue, light bulbs/tubes, furnace filters, entrance matting, and boiler chemicals.		
B1.1.4	The successful bidder shall be permitted to use, at no cost, existing water and power facilities at the school.		
B1.1.5	The successful bidder will be required to keep the premises free from accumulation of waste materials, rubbish, tools, equipment and surplus materials.		
B1.1.6	The successful bidder will be responsible for insurance coverage for their own supplies and property.		
B1.1.7	The successful bidder will be responsible for seeing that regular supervision is maintained over all working personnel. It is the successful bidder's responsibility to see that all their activities are properly coordinated with the TVDSB/LDCSB's operation and modify assignments as required.		
B1.1.8	Site evaluations will be completed, at minimum quarterly, by the Facility Manager. The Principal or their designate of each site may also be asked to complete a survey. The survey will be used to determine the level of satisfaction and assist in achieving and or maintaining satisfactory service levels. Examples of evaluation sheets are found on Worksheet I.		
B1.1.9	The Boards have implemented the use of a software program. This system is a web enabled browser based software which is intended to handle custodial and maintenance functions such as e-mail, preventative maintenance and ordering. Additional functions may be added. The TVDSB will offer training (see training below) and provide the equipment for this system to the successful bidder. The successful bidder will be expected to utilize this equipment appropriately, see <a href="http://www.tvdsb.on.ca/policies/index.htm">www.tvdsb.on.ca/policies/index.htm</a> for the TVDSB's computer security procedure.		

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B1.1	SPECIFICATIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENTS
B1.1.10	On occasion, during normal shut down times, the successful bidder may be asked to check the site. This extra site check may be to secure the building in the event of a security breach or to check equipment. This would be additionally billed hours at the "Hourly Rate Call-outs" rate. The rate charged for this service is to be shown on Worksheet E in your return bid under "Hourly Rate Call Outs". The successful bidder may also be asked to provide additional service hours. These additional services would also be additionally billed hours at the "Overtime" rate.		
B1.1.11	At the completion of their daily shift, the on site staff are responsible to complete a perimeter check of the building in preparation to setting the alarm system of the building. The securing of the building will be the responsibility of the successful bidder, UNLESS other authorized TVDSB/LDCSB staff are remaining on the site.		
B1.1.12	If the custodian is on site in an emergency situation, they may be required to assist other TVDSB/LDCSB staff to handle the emergency.		
B1.1.13	In the event that any of the specified sites or portions of the site (ie. wing of the school) shall close temporarily or permanently, the successful bidder shall continue to be bound by this agreement for any other sites where they are the successful bidder. In the event that a site closes permanently, the successful bidder would be given 90 days notice of such closure(s). At the end of such 90 day notice period, the contract shall terminate with respect to such closed site. Bidders may review potential site closures on the TVDSB Accommodation Review Committee website at <a href="http://www.tvdsb.on.ca/areastudy/arc/arc.shtml">http://www.tvdsb.on.ca/areastudy/arc/arc.shtml</a>		
B1.1.14	A schedule of summer cleanup must be submitted for approval to the Facility Manager no later than June 15, each year. The approved schedule must be posted at the site and be adhered to by the successful bidder. The work MUST be completed five working days before school re-opening in September. If the successful bidder does not comply with this requirement, the TVDSB/LDCSB will bring in a third party contractor to complete the necessary work and the costs will be charged back to the successful bidder.		
B1.1.15	The Facility Manager or their designate shall be qualified to request any work or services without a change in the contract price. The work must be within the successful bidder's normal working hours.		
B1.1.16	Prior to contract start-up, the successful bidder will be given a thorough orientation with the Boards staff of the site. This orientation will include Aleier (In-house computer software), HVAC equipment, alarm systems etc. Site specific needs will be addressed at this meeting. Subsequent staff training will be the responsibility of the successful bidder.		

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B1.1	SPECIFICATIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENTS
B1.2	<b>STAFFING</b>		
B1.2.1	The staffing levels are to be determined by each bidder BASED on the attached specifications of what level of service is required.		
B1.2.2	Your staffing levels should be indicated in your return response in the column provided in Worksheet E.		
B1.2.3	Unless prior agreement is made, the schools will be staffed for all of the hours bid for on a twelve month basis. We reserve the right to maintain minimum staffing levels during Christmas, Spring Break, July and August at any of our sites subject to the operational needs of the facility.		
B1.2.4	The successful bidder will perform its services under the contract only as an independent contractor and not as an agent, employee, joint venturer or partner of the Boards and nothing contained herein will be construed to be inconsistent with that relationship of status. The contract will not constitute, create, or in any way be interpreted as a joint venture, partnership or business organization of any kind. The successful bidder's personnel and employees performing services on behalf of the successful bidder pursuant to the contract are not nor will they ever be deemed to be at any time during the term of the contract, employees or agents of the Boards. The successful bidder will have the sole responsibility for all obligations to its personnel and employees. The successful bidder's personnel and employees shall not be eligible for any of the benefits provided to the Board's employees.		
B1.2.5	The successful bidder will cooperate with the Facility Manager, and not interfere with the daily operation of the school. The successful bidder will ensure there is sufficient supervision on all day, afternoon, and night shifts. Good communication skills of all staff servicing each site are a necessity to the smooth daily operation of our facilities.		
B1.2.6	It is important that all staff members of a school play significant role in reinforcing students' attitudes, behaviours and responsibilities. Explain how your firm might contribute.		
B1.2.7	In the event of illness or injury of the staff assigned to a specific site, provide details of your back-up staffing plan:		
B1.2.8	The successful bidder agrees to implement all levels of government relevant legislation, bylaws or policies including Employment Standards Act Section 13.1, Pay Equity & Wage Legislation and Human Rights Legislation. It is the successful bidder's responsibility to implement any relevant future Legislation, bylaws or policies.		
B1.2.9	All company employees must practise good hygiene.		

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B1.1	SPECIFICATIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENTS
B1.2.10	All company employees servicing the site will be required to wear clean, presentable uniforms and carry photo identification at all times while on the site.		
B1.2.11	Bidders must provide a description or photo of the uniform and photo identification.		
B1.2.12	Bidders must state their company policy for screening and reference checking potential employees prior to hiring.		
B1.2.13	The successful bidder will be required to provide shift schedules for each site prior to the commencement of this contract. A work schedule detailing each employee's daily, weekly and monthly routines to achieve the standards outlined in the cleaning specifications, Worksheet C, is to be developed and in place two weeks after the successful bidder is on site. Three copies of this schedule are required: one to be posted in the custodial office, one copy to the Operations Leader and one copy to the Facility Manager.		
B1.2.14	The successful bidder will be required to provide a list of staff who will be servicing the site. This list will be required before the commencement of the contract on July 1st, 2009 and PRIOR to any staff member coming on site. Changes to the staff list must be given to the Operations Zone Leader before the new staff member begins.		
B1.2.15	The TVDSB/LDCSB reserve the right to decline staff of the successful bidder who have previously been dismissed by the TVDSB/LDCSB for just cause or who have worked for a contractor previously with the TVDSB/LDCSB and been dismissed for performance issues.		
B1.2.16	The TVDSB/LDCSB reserve the right to demand the removal of any employees engaged in this contract, if, in the TVDSB/LDCSB's opinion, their conduct has been of an unacceptable nature.		
B1.2.17	The successful bidder will reimburse the TVDSB/LDCSB for any damages through negligence or willful acts of any of the successful bidder's staff.		
B1.2.18	Bidders must state if there is a collective agreement in place between the bidder and its employees.		
B1.2.19	Bidders may be required to provide a copy of the collective agreement for evaluation purposes.		
B1.2.20	At any time during the term of this contract, the Facility Manager may request support documentation outlining the number of hours worked by staff at this site.		
<b>B1.3</b>	<b>TRAINING/SUPPORT</b>		
B1.3.1	Training and support services are a consideration in awarding this bid. Include any and all support and implementation services your company will provide, identifying certification relevant to the support role envisioned.		

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B1.1	SPECIFICATIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENTS
B1.3.2	The successful contractor will be trained for the following facility systems: Life Safety Systems, Building Automation and Control, Preventative Maintenance, Computer Systems (ie. e-mail, work order, supply order, HVAC Operations, and minor maintenance (grease and filters)), security systems, hardwood floor refinishing, and water flushing. The successful bidder will be responsible for subsequent training of any staff that are hired to service the site, at the successful bidders expense, utilizing a training company recognized by the TVDSB/LDCSB.		
B1.3.3	All bidders should include with their return bid a copy of their complete training manual outlining employee training that they would be using with their staff to achieve the cleaning level expectations and specifications as outlined in Worksheet C.		
B1.3.4	We reserve the right to utilize the training manual in the evaluation as part of the process in evaluating company policies. If it is not included with your bid response, points could be deducted from the score in that specific evaluation area.		
B1.3.5	Include any and all support and implementation services and equipment your company will provide relevant to the training, implementation and administration of this contract.		
B1.3.6	Please list the following information for the individual that will be assigned as the Site Services Supervisor, our main contact for this contract:		
B1.3.6.1	Name:		
B1.3.6.2	Telephone number:		
B1.3.6.3	Cell phone number:		
B1.3.6.4	Fax number:		
B1.3.6.5	Email:		
<b>B1.4</b>	<b>HEALTH AND SAFETY</b>		
B1.4.1	The successful bidder must agree to adhere to the TVDSB/LDCSB's policies and procedures related to custodial health and safety as well as all safety regulations. Proof that the appropriate training has been provided to the staff of the successful bidder must be provided to the TVSDB.		
B1.4.2	The successful bidder will provide, at their own expense, medical certification showing suitability for all staff employed. (eg. proof of tuberculin testing.)		
B1.4.3	Please provide detail of your Health and Safety policy.		
B1.4.4	Please indicate if a Health and Safety committee exists within your organization and if minutes from the committee are available.		
<b>B1.5</b>	<b>CHEMICAL SHIPMENTS AND CHEMICAL WASTE HANDLING</b>		

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B1.1	SPECIFICATIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENTS
B1.5.1	Before any shipment of any chemicals or products containing chemicals will be received at this location, the shipment must be accompanied by a Material Safety Data Sheet. All MSDS sheets MUST be kept in a binder on site and MUST be up to date as per the Ministry of Labour.		
B1.5.2	It will be the successful bidder's responsibility to ensure that chemical shipments are accompanied by the appropriate paperwork when they arrive on site.		
B1.5.3	All container labels must list active ingredients along with the application instructions. WHMIS labels must be on containers where applicable, as well as PCB registration on applicable products.		
B1.5.4	Chemicals stored at each site should be kept to a minimum. At no time should more than approximately three to four months' supply be on-site.		
B1.5.5	Please state your policy/procedure for chemical disposal/reuse, and or recovery.		

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NO.	SPECIFICATION	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>C1.0</b>	<b>OFFICES</b>		
C1.1	Expectation: Offices are at an acceptable level of cleanliness when the following conditions apply daily:		
C1.2	Garbage containers free of dirt/dust, debris and marks		
C1.3	Floor is free of dirt/dust, debris or stains. Floor finish has depth and shine		
C1.4	Handsoap and paper dispensers are free of dirt/dust, debris and marks and are filled with appropriate handsoap and paper products		
C1.5	All carpets are free of dirt/dust, debris and stains		
C1.6	Sinks free of all dirt/dust, debris and marks		
C1.7	Baseboards are free of dirt/dust, build up and marks		
C1.8	All glass and mirrors are free of dirt/dust, and marks		
C1.9	Window coverings are free of dirt/dust and marks		
C1.10	Light fixtures and lenses free of all dirt/dust and operating properly		
C1.11	Air diffusers and grates free of dirt/dust, debris and marks		
C1.12	Desks and flat surfaces are free of dirt/dust, debris and stains		
C1.13	Walls, doors, electrical switch plates are free of dirt/dust, debris and marks		
C1.14	Any items as stated in the Annual Cleaning Objective		
<b>C2.0</b>	<b>CLASSROOMS</b>		
C2.1	Expectation: Classrooms are at an acceptable level of cleanliness when the following conditions apply daily:		
C2.2	Garbage containers and pencil sharpeners free of dirt/dust, debris and marks		
C2.3	Floor is free of dirt/dust, debris and stains. Floor finish has depth and shine.		
C2.4	Handsoap and paper dispensers free of dirt/dust, debris and marks and filled with appropriate handsoap and paper products		
C2.5	All carpets are free of dirt/dust, debris and stains		
C2.6	Chalkboard and whiteboard, including ledges, are dry erased and free of dirt/dust and debris		
C2.7	Desks and flat surfaces are free of dirt/dust, debris and stains and sanitized as required.		
C2.8	Desks are to be sanitized on a daily basis if the room is used as a lunch room.		
C2.9	All glass and mirrors are free of dirt/dust and marks		
C2.10	Walls, doors, electrical switchplates are free of dirt/dust, debris and marks		
C2.11	Baseboards are free of dirt/dust, buildups and marks		
C2.12	Air diffusers and grates free of dirt/dust, debris and marks		
C2.13	Light fixtures and lenses free of dirt/dust operating properly		
C2.14	Window coverings are free of dirt/dust and marks		
C2.15	Sinks free of dirt/dust, debris and marks		
C2.16	Any items as stated in the Annual Cleaning Objective		
<b>C3.0</b>	<b>LUNCHROOMS</b>		

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NO.	SPECIFICATION	WILL COMPLY/WILL NOT COMPLY	COMMENT
C3.1	Expectation: Lunchroom is at an acceptable level of cleanliness when the following conditions apply daily:		
C3.2	Garbage containers free of dirt/dust, debris and marks		
C3.3	Floors free of dirt/dust, debris and stains and autoscuffed /damp mopped daily. Floor finish has depth and shine		
C3.4	Handsoap and paper dispensers free of dirt/dust, debris and marks and filled with appropriate handsoap and paper products		
C3.5	Tables, chairs and/or benches are free of dirt/dust, debris, marks and stains after lunch breaks. Table tops are to be sanitized daily in elementary locations.		
C3.6	Carpets are free of dirt/dust, debris and stains		
C3.7	Sinks are free of dirt/dust, debris, marks and stains.		
C3.8	All glass and mirrors are free of dirt/dust and marks		
C3.9	Walls, doors and electrical switchplates are free of dirt/dust, debris and marks		
C3.10	Light fixtures and lenses free of dirt/dust and operating properly		
C3.11	Air diffusers and grates free of dirt/dust, debris and marks		
C3.12	Window coverings are free of dirt/dust and marks		
C3.13	Baseboards are free of dirt/dust, buildups and marks		
C3.14	Any items as stated in the Annual Cleaning Objective		
<b>C4.0</b>	<b>WASHROOMS, CHANGE ROOMS, AND SHOWERS</b>		
C4.1	Expectation: Washrooms, change rooms and showers are at an acceptable level of cleanliness when the following conditions apply daily:		
C4.2	Garbage containers free of dirt/dust, debris and marks		
C4.3	Floor free of dirt/dust, debris and stains and sanitized daily. Floor finish has depth and shine.		
C4.4	Handsoap, feminine hygiene and paper dispensers free of dirt/dust, debris and marks and filled with appropriate handsoap and paper products		
C4.5	Tables, chairs and/or benches are free of dirt/dust, debris, marks and stains		
C4.6	All glass and mirrors are free of dirt/dust and marks		
C4.7	Walls, doors and electrical switchplates are free of dirt/dust, debris and marks		
C4.8	Light fixtures and lenses free of dirt/dust and operating properly		
C4.9	Air diffusers and grates free of dirt/dust, debris and marks		
C4.10	Baseboards are free of dirt/dust, buildups and marks		
C4.11	Handbasins, partitions, piping, toilets, urinals, floor drains, are free of dirt/dust, debris, marks and stains and sanitized daily.		
C4.12	Washrooms are spot checked for cleanliness and vandalism and restocked as needed. Corrections made as needed after each student break		
C4.13	Any items as stated in the Annual Cleaning Objective		

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NO.	SPECIFICATION	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>C5.0</b>	<b>CORRIDORS AND GYMS</b>		
C5.1	Expectation: Corridors and Gyms are an acceptable level of cleanliness when the following conditions apply daily:		
C5.2	Garbage containers free of dirt/dust, debris and marks		
C5.3	Floors free of dirt/dust, debris and stains. Floor finish has depth and shine. Corridors to be swept minimum of twice during day shift and minimum of once each shift after that and auto scrubbed/damp mopped as required.		
C5.4	Tables, chairs and/or benches are free of dirt/dust, debris, marks and stains		
C5.5	All glass and mirrors are free of dirt/dust and marks		
C5.6	Carpets are free of dirt/dust, debris and stains		
C5.7	Drinking fountains free of dirt/dust, debris and stains, sanitized daily including exterior fountains where		
C5.8	Walls, doors, lockers and electrical switchplates are free of dirt/dust, debris and marks		
C5.9	Light fixtures and lenses free of dirt/dust and operating properly		
C5.10	Air diffusers and grates free of dirt/dust, debris and marks		
C5.11	Baseboards are free of dirt/dust, buildups and marks		
C5.12	Gym floors to be swept twice daily		
C5.13	Any item as stated in the Annual Cleaning Objective		
<b>C6.0</b>	<b>AUDITORIUM</b>		
C6.1	Expectation: Auditoriums are at an acceptable level of cleanliness when the following conditions apply daily:		
C6.2	Garbage containers free of dirt/dust, debris and marks		
C6.3	Floors free of dirt/dust, debris and stains. Floor finish has depth and shine.		
C6.4	Programs be addressed as needed, e.g. rentals, school plays, school auditoriums, etc.		
C6.5	Tables, chairs and/or benches are free of dirt/dust, debris, marks and stains		
C6.6	All glass and mirrors are free of dirt/dust and marks		
C6.7	Walls, doors and electrical switchplates are free of dirt/dust, debris and marks		
C6.8	Light fixtures and lenses free of dirt/dust and operating properly		
C6.9	Air diffusers and grates free of dirt/dust, debris and marks		
C6.10	Baseboards are free of dirt/dust, buildups and marks		
C6.11	Carpets are free of dirt/dust, debris and stains		
C6.12	Any items as stated in the Annual Cleaning Objective		
<b>C7.0</b>	<b>LIBRARY</b>		
C7.1	Expectation: Library is at an acceptable level of cleanliness when the following conditions apply daily		
C7.2	Garbage containers and pencil sharpeners free of dirt/dust, debris and marks		
C7.3	Floor free of dust, garbage or stains. The floor finish has depth and shine.		
C7.4	All carpets are free of dirt/dust, debris and stains		

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NO.	SPECIFICATION	WILL COMPLY/WILL NOT COMPLY	COMMENT
C7.5	Chalkboards are dry erased & chalkboards & ledges and free of dirt/dust and debris		
C7.6	Desks and flat surfaces are free of dirt/dust, debris and stains		
C7.7	All glass and mirrors are free of dirt/dust and marks		
C7.8	Walls, doors, electrical switchplates are free of dirt/dust, debris and marks		
C7.9	Baseboards are free of dirt/dust, buildups and marks		
C7.10	Air diffusers and grates free of dirt/dust, debris and marks		
C7.11	Light fixtures and lenses free of dirt/dust operating properly		
C7.12	Window coverings are free of dirt/dust and marks		
C7.13	Sinks free of all dirt/dust, debris and stains		
C7.14	Any items as stated in the Annual Cleaning Objective		
<b>C8.0</b>	<b>ENTRANCES</b>		
C8.1	Expectation: Entrances are at an acceptable level of cleanliness when the following conditions apply daily:		
C8.2	Garbage containers free of dirt/dust, debris and marks		
C8.3	Floors and steps free of dirt/dust, debris and stains. Floor finish has depth and shine. Floors are water free.		
C8.4	Tables, chairs and/or benches are free of dirt/dust, debris, marks and stains		
C8.5	All glass and mirrors are free of dirt/dust and marks		
C8.6	Carpets are free of dirt/dust, debris and stains. Walk-off matting vacuumed for both water and dirt build-up as required at minimum once daily, properly cleaned minimum three times annually.		
C8.7	Light fixtures and lenses free of dirt/dust and operating properly		
C8.8	Air diffusers and grates free of dirt/dust, debris and marks		
C8.9	Baseboards are free of dirt/dust, buildups and marks		
C8.10	Any items as stated in the Annual Cleaning Objective		
<b>C9.0</b>	<b>STAIRWELLS</b>		
C9.1	Expectation: Stairwells are at an acceptable level of cleanliness when the following conditions apply daily:		
C9.2	garbage containers free of dirt/dust, debris and marks		
C9.3	Floors free of dirt/dust, debris & stains and water free. Floor finish has depth and shine.		
C9.4	All glass and mirrors are free of dirt/dust and marks		
C9.5	Carpets are free of dirt/dust, debris and stains		
C9.6	Walls, doors, lockers and electrical switchplates are free of dirt/dust, debris and marks		
C9.7	Light fixtures and lenses free of dirt/dust and operating properly		
C9.8	Air diffusers and grates free of dirt/dust, debris and marks		
C9.9	Baseboards are free of dirt/dust, buildups and marks		
C9.10	Stairs to be swept twice daily, once on the afternoon shift where applicable		

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NO.	SPECIFICATION	WILL COMPLY/WILL NOT COMPLY	COMMENT
C9.11	Stair handrails to be sanitized weekly		
C9.12	Door & Entrance glass free of dirt/dust and marks		
C9.13	Any items as stated in the Annual Cleaning Objective		
<b>C10.0</b>	<b>CAFETERIA AND SERVERY</b>		
	Expectation: Cafeteria and Servery area is at an acceptable level of cleanliness when the following conditions apply daily:		
C10.1	Garbage containers free of dirt/dust, debris and marks		
C10.2	Floor free of dirt/dust, debris and stains. Floors are damp mopped/auto scrubbed daily. Floor finish has depth and shine		
C10.3	Handsoap and paper dispensers free of dirt/dust, debris and marks and filled with appropriate handsoap and paper products		
C10.4	Tables, chairs and/or benches are free of dirt/dust, debris, marks and stains after lunch breaks. Table tops are sanitized daily in elementary locations.		
C10.5	Carpets are free of dirt/dust, debris and stains		
C10.6	Drinking fountains free of dirt/dust, debris and stains and sanitized daily.		
C10.7	All glass and mirrors are free of dirt/dust and marks		
C10.8	Walls, doors and electrical switchplates are free of dirt/dust, debris and marks		
C10.9	Light fixtures and lenses free of dirt/dust and operating properly		
C10.10	Air diffusers and grates free of dirt/dust, debris and marks		
C10.11	Window coverings are free of dirt/dust and marks		
C10.12	Baseboards are free of dirt/dust, buildup and marks		
C10.13	Sinks free of dirt/dust, debris and marks		
C10.14	Any items as stated in the Annual Cleaning Objective		
<b>C11.0</b>	<b>STAFF ROOMS</b>		
	Expectation: Staff rooms are at an acceptable level of cleanliness when the following conditions apply daily:		
C11.1	Garbage containers free of dirt/dust, debris and marks		
C11.2	Floor is free of dirt/dust, debris or stains. Floor finish has depth and shine		
C11.3	Handsoap and paper dispensers free of dirt/dust, debris and marks and filled with appropriate handsoap and paper products		
C11.4	All carpets are free of dirt/dust, debris and stains		
C11.5	Sinks free of all dirt/dust, debris and marks		
C11.6	Baseboards are free of dirt/dust, build up and marks		
C11.7	All glass and mirrors are free of dirt/dust, and marks		
C11.8	Window coverings are free of dirt/dust and marks		
C11.9	Light fixtures and lenses free of all dirt/dust and operating properly		
C11.10			

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD/LONDON DISTRICT CATHOLIC SCHOOL BOARD  
 REQUEST FOR PROPOSAL  
 CONTRACT CLEANING SERVICES 2009  
 APPENDIX C - CLEANING SPECIFICATIONS

NO.	SPECIFICATION	WILL COMPLY/WILL NOT COMPLY	COMMENT
C11.11	Air diffusers and grates free of dirt/dust, debris and marks		
C11.12	Desks and flat surfaces are free of dirt/dust, debris and stains		
C11.13	Walls, doors, electrical switchplates are free of dirt/dust, debris and marks		
C11.14	Any items as stated in Schedule N (Annual Cleaning)		
<b>C12.0</b>	<b>FAMILY STUDIES ROOM</b>		
	Expectation: Food preparation area is at an acceptable level of cleanliness when the following conditions apply daily:		
C12.1	Garbage containers free of dirt/dust, debris and marks		
C12.2	Floor free of dirt/dust, debris and stains. Floors are damp mopped/auto scrubbed daily. Floor finish has depth and shine.		
C12.3	Handsoap and paper dispensers free of dirt/dust, debris and marks. They are filled with appropriate handsoap and paper products		
C12.4	Tables, chairs and/or benches are free of dirt/dust, debris, marks and stains after lunch breaks. Table tops are sanitized daily.		
C12.5	Carpets are free of all dirt/dust, debris and stains		
C12.6	Sinks are free of all dirt/dust, debris and stains		
C12.7	All glass and mirrors are free of dirt/dust and marks		
C12.8	Walls, doors and electrical switchplates are free of dirt/dust, debris and marks		
C12.9	Light fixtures and lenses free of dirt/dust and operating properly		
C12.10	Air diffusers and grates free of dirt/dust, debris and marks		
C12.11	Window coverings are free of dirt/dust and marks		
C12.12	Baseboards are free of dirt/dust, buildup and marks		
C12.13	Any items as stated in the Annual Cleaning Objective		
<b>C12.14</b>	<b>Any items as stated in the Annual Cleaning Objective</b>		
<b>C13.0</b>	<b>BUILDING OPERATIONS RESPONSIBILITIES</b>		
C13.1	Preventative maintenance duties (ie: testing fire alarms/sprinkler alarms monthly; sprinkler pressure and valve check, etc)		
C13.2	Grounds and playground inspections visual daily and hands on weekly.		
C13.3	Emergency lighting and generators weekly, check HVAC equipment as required and change filters as required; hot water boiler water and heat pump loop water treatment test at least every two weeks depending on chemical level, cooling tower water test at least three times per week depending on chemical levels, steam boiler water tests daily, blow down as required. Chemicals will be provided by TVDSB.		
C13.4	Fire extinguishers physically checked monthly, snow removal/sanding/salting performed as required.		
C13.5	Perform water flushing as per site requirement (see attached protocol.)		
C13.6	All of the above duties are to be recorded in the building log book which must be kept on site.		
C13.7	All HVAC equipment is to be maintained and lubricated as per the Preventive Maintenance schedule.		
C13.7	Maintenance requests must be entered on the Aleier Software System.		

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD/LONDON DISTRICT CATHOLIC SCHOOL BOARD  
 REQUEST FOR PROPOSAL  
 CONTRACT CLEANING SERVICES 2009  
 APPENDIX C - CLEANING SPECIFICATIONS

NO.	SPECIFICATION	WILL COMPLY/WILL NOT COMPLY	COMMENT
C13.8	Check heating during opening routine.		
C13.9	Perform water flushing, remove snow and open school prior to normal occupancy (site specific.)		
C13.10	Ensure safe access and egress.		
C13.11	Visual check to ensure a safe school site.		
C13.12	Perform all preventative maintenance duties as outlined in the Facility Services Preventative Maintenance Schedules		
C13.13	Garbage generated from programs to be addressed as needed, i.e. play days, track meets, etc.		
C13.14	Outside garbage removal - daily		
C13.15	Clean custodial work closets, supply room and equipment and maintain in acceptable condition.		
C13.16	Removal of graffiti.		
C13.17	Outside entranceway, porches and landings to be swept.		
C13.18	Mechanical rooms free of dirt, dust and debris.		
C13.19	Changing of burnt out lights in all areas.		
C13.20	Ground maintenance to include inspection of playground for broken glass, catch basin covers, broken exterior lights, etc. - picking up debris, sweeping sidewalks, entrance ways, parking lots, trimming and weeding flower beds		
C13.21	In winter months, shovel snow and remove ice from sidewalks and entrance-ways as deemed necessary for student safety		
C13.22	Apply sand and salt outside as required.		
C13.23	Any items as stated in the Annual Cleaning Objective		
<b>C14.0</b>	<b>ANNUAL CLEANING OBJECTIVES</b>		
C14.1	The following cleaning objectives are scheduled to be met once per year, usually during, but not limited to, non-instructional days. These objectives can be worked on as project work anytime during the school year.		
C14.2	All windows to be cleaned inside and outside annually or as directed		
C14.3	All open wall space, ceiling to floor including baseboards, free of dirt/dust, debris, stains and marks and scrubbed thoroughly annually		
C14.4	Hard surface floors stripped and resurfaced if required to maintain depth and shine.		
C14.5	Resilient floors should be scrubbed, stripped and resurfaced as required, MINIMUM annually or as required to maintain depth and shine.		
C14.6	All wood, including hardwood and composite floors should be screened and resurfaced if required. Prior consultation with the Operations Leader is required.		
C14.7	All furniture completely washed inside & out and gum removed. This washing will include legs and glides. All counters and vertical and horizontal surfaces that are accessible to be free of dirt/dust, debris, stains and marks.		
C14.8	Lockers cleaned inside and outside, and minor repairs completed		

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD/LONDON DISTRICT CATHOLIC SCHOOL BOARD  
 REQUEST FOR PROPOSAL  
 CONTRACT CLEANING SERVICES 2009  
 APPENDIX C - CLEANING SPECIFICATIONS

<b>NO.</b>	<b>SPECIFICATION</b>	<b>WILL COMPLY/WILL NOT COMPLY</b>	<b>COMMENT</b>
C14.9	Ceilings, walls, light fixtures, plumbing fixtures, desk, radiators, etc. shall be cleaned thoroughly. All carpets, including walk off matting, shall be steam extracted three times yearly or when required by the Building Manager.		
C14.10	All gum to be removed on the entrance way and sidewalks.		

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## WORKSHEET D - LIST OF CHEMICALS

ITEM NO.	DESCRIPTION	DISTRIBUTOR
1	Dustless Liquid Dust Control	SWISH MAINTENANCE
2	Deep Scrub & Recoat Cleaner	SWISH MAINTENANCE
3	Enviro Clean Cut Stripper	SWISH MAINTENANCE
4	Ecolab Bright Power Stripper	SWISH MAINTENANCE
5	Ecolab Zinc Free Finish Remover	SWISH MAINTENANCE
6	Clean It Stone and Tile Sealer	SWISH MAINTENANCE
7	First Base Floor Sealer	SWISH MAINTENANCE
8	Poly Lock Ultra Floor Finish	SWISH MAINTENANCE
9	Ecolab Gemstar Femini Finish	SWISH MAINTENANCE
10	Ecolab Zinc Free Floor Finish	SWISH MAINTENANCE
11	Energizer Floor Restorer	SWISH MAINTENANCE
12	Easyglow Restorer	SWISH MAINTENANCE
13	Zenith Burnishing Crème	SWISH MAINTENANCE
14	Enviro Washroom Cleaner	SWISH MAINTENANCE
15	Swish Bowl Cleaner	SWISH MAINTENANCE
16	Lime Remover and Descaler	SWISH MAINTENANCE
17	3M Trouble Shooter	SWISH MAINTENANCE
18	Powerstrip Base Stripper	SWISH MAINTENANCE
19	Clean and Green Lotion Soap	SWISH MAINTENANCE
20	Quik Fill 540 Degreaser	SWISH MAINTENANCE
21	Front Court Wood Floor Fininsh	SWISH MAINTENANCE
22	Hardwood Floor Cleaner	SWISH MAINTENANCE
23	Quik Fill 510E General Purpose Cleaner	SWISH MAINTENANCE
24	Quik Fill 520E Glass Cleaner	SWISH MAINTENANCE
25	Quik Fill 910E Washroom Cleaner	SWISH MAINTENANCE
26	Quik Fill Omega Disinfectant	SWISH MAINTENANCE
27	Distilled Water	SWISH MAINTENANCE
28	Varsol with Plastic Cap	SWISH MAINTENANCE
29	Powershine Liquid Furniture Polish	SWISH MAINTENANCE
30	Clean and Green Cream Cleanser	SWISH MAINTENANCE
31	Clean and Green Spray and Wipe	SWISH MAINTENANCE
32	Soapopular Instant Hand Sanitizer	SWISH MAINTENANCE

THAMES VALLEY DISTRICT SCHOOL BOARD/LONDON DISTRICT CATHOLIC SCHOOL BOARD  
 REQUEST FOR PROPOSAL  
 CONTRACT CLEANING 2009  
 WORKSHEET E - PRICING SHEET

Staff Allocations/hours should be reflective of the operational needs of the facility.

NO.	SITE NAME	APPROX. SQ FT INCLUDES PORTABLES	NO. OF PORTABLES CURRENTLY ON SITE	ANNUAL CLEANING COST	STAFFING LEVELS	HOURS PER SITE PER DAY	OVERTIME RATE PER HOUR	HOURLY CALL OUT CHARGE
1	Strathroy District Collegiate Institute/ Holy Cross Secondary School 361 Second Street Strathroy, Ontario N7G 4J8	247, 011	0					

As indicated in 3.2 [pricing] additions & deletions during this contract will be calculated on a square foot basis from your bid.

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

CONTRACT CLEANING SERVICES 2009  
WORKSHEET F - PRE REGISTRATION SHEET

COMPANY NAME: \_\_\_\_\_

INDIVIDUAL NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

I WILL/WILL NOT (PLEASE CIRCLE ONE) BE ATTENDING THE MANDATORY  
PRE REGISTRATION MEETING ON FRIDAY, FEBRUARY 27, 2009. I  
UNDERSTAND THAT IF A REPRESENTATIVE FROM MY COMPANY DOES  
NOT SHOW UP AT THIS MEETING, OUR COMPANY WILL NOT BE ABLE TO  
SUBMIT A BID.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

This Pre Registration sheet must be faxed back to Laura Munding, Purchasing Services at (519) 452-2399 no later than Monday, February 23, 2009 as per section 2.5.2

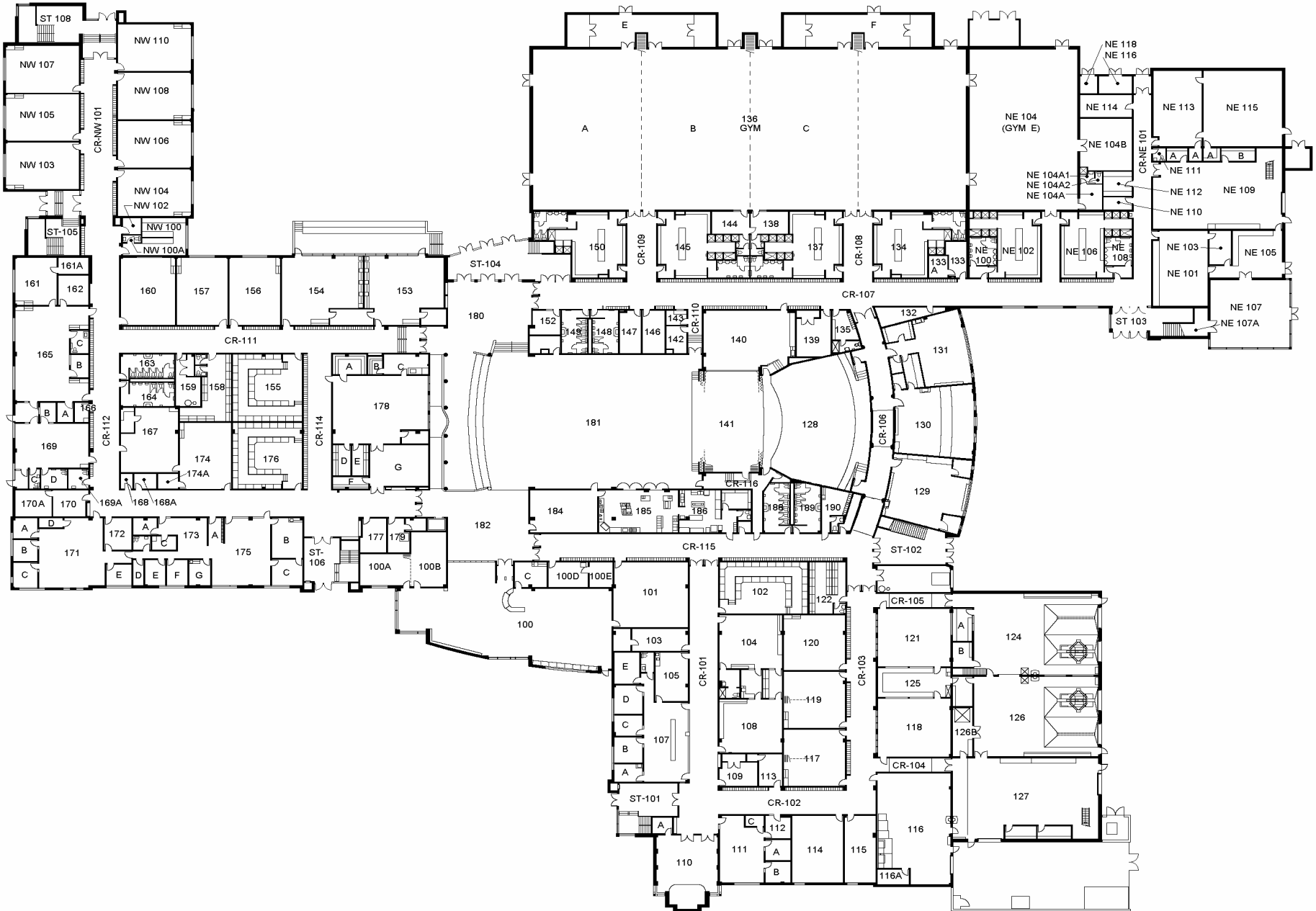
THAMES VALLEY DISTRICT SCHOOL BOARD/LONDON DISTRICT CATHOLIC SCHOOL BOARD  
 CONTRACT CLEANING 2009  
 WORKSHEET H - EMPLOYEE INFORMATION INCLUDING TRAINING

	EMPLOYEE NAME	POSITION	DATE OF PLACEMENT AT THIS LOCATION	HOURS AND LOCATION OF WORK	DATE OF WHMIS TRAINING	DATE OF ASBESTOS AWARENESS	DATE OF WATER FLUSHING	SITE SPECIFIC BUILDING OPERATION	HEALTHY AND SAFETY TRAINING	POLICE CHECK
				<i>in the TVDSB</i>	<i>most current</i>	<i>most current</i>	<i>most current</i>	<i>yes/no with date</i>	<i>yes/no with date</i>	<i>yes/no with date</i>
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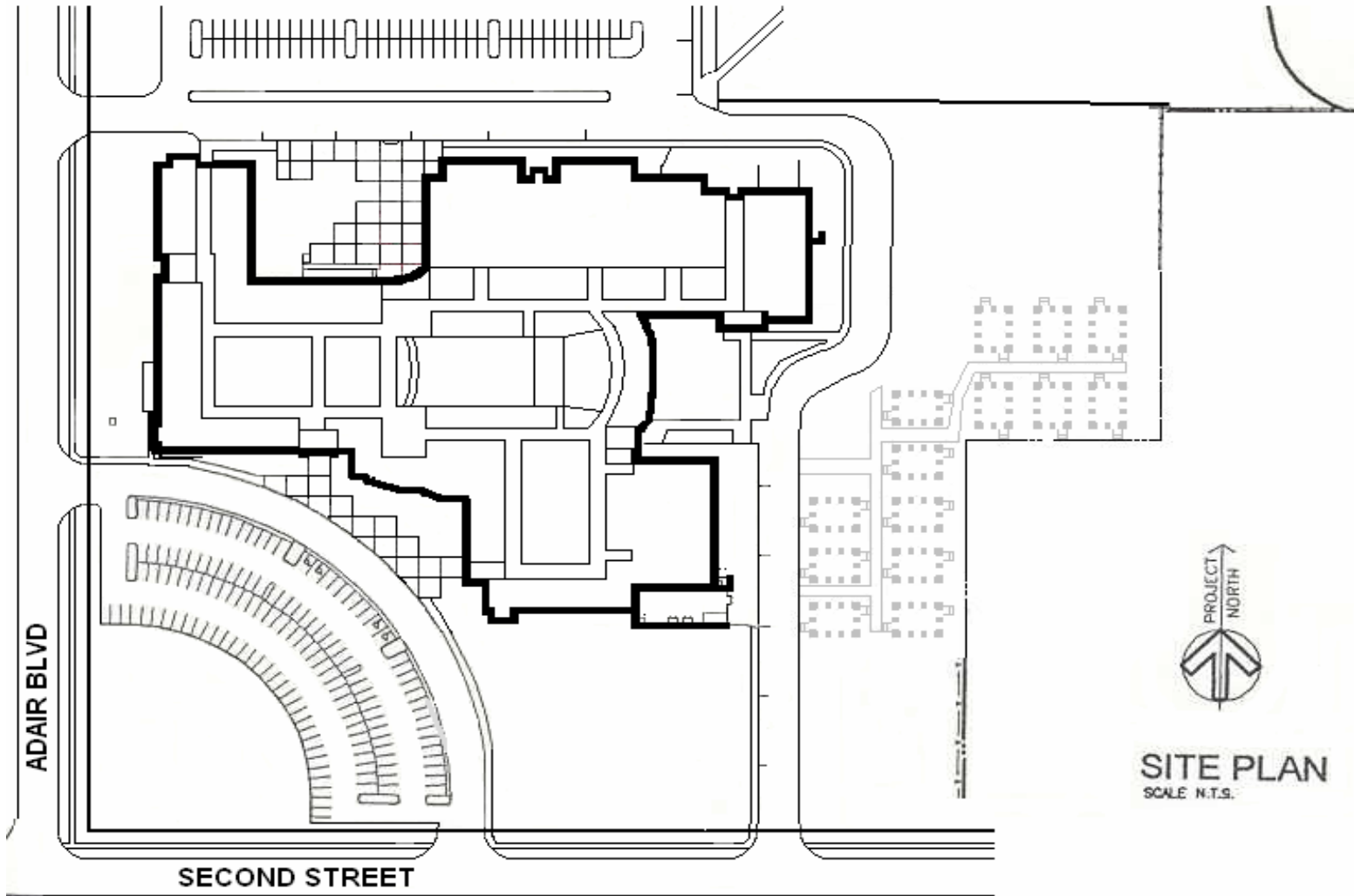
FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD/LONDON DISTRICT CATHOLIC SCHOOL BOARD  
REQUEST FOR PROPOSAL  
CONTRACT CLEANING 2009  
WORKSHEET H - SITE FLOOR PLAN



THAMES VALLEY DISTRICT SCHOOL BOARD/LONDON DISTRICT CATHOLIC SCHOOL BOARD  
REQUEST FOR PROPOSAL  
CONTRACT CLEANING 2009  
WORKSHEET H - SITE FLOOR PLAN



THAMES VALLEY DISTRICT SCHOOL BOARD/LONDON DISTRICT CATHOLIC SCHOOL BOARD  
REQUEST FOR PROPOSAL  
CONTRACT CLEANING 2009  
WORKSHEET H - SITE FLOOR PLAN



## Contract Cleaner Inspection Form

**School:**

**Date:**

A = Acceptable

U = Unacceptable

**1. Main Offices:**

- Floors (Vacuum, Spot Mop)
- Baseboards and Walls
- Ceilings
- Glass
- Wastebaskets
- Washrooms
- Furniture
- Storage

**2. Classrooms: \*Room # \_\_\_\_\_**

- Floors
- Baseboards and Walls
- Ceilings
- Glass
- Wastebaskets
- Pencil Sharpener
- Furniture
- Chalkboards and Erasers

**3. Washrooms:**

- Floors
- Baseboards and Walls
- Ceilings
- Dispensers Full
- Wastebaskets
- Toilets
- Urinals
- Basins & Fixtures
- Mirrors

**4. Outside Grounds:**

- Garbage
- Grass/Trim
- Flower Beds
- Parking Lots
- Lights
- Playground Equipment

**5. Lobby/Entrance:**

- Floors
- Baseboards and Walls
- Ceilings
- Glass
- Wastebaskets
- Lights
- Drapes
- Walk-off Matting

**6. Halls/Stairs:**

- Floors
- Baseboards and Walls
- Ceilings
- Glass
- Wastebaskets
- Lights
- Lockers
- Vending Areas

**7. Shops:**

- Floors
- Baseboards and Walls
- Ceilings
- Glass
- Sinks
- Furniture

**8. Change Rooms:**

- Floors
- Shower Area
- Baseboards and Walls
- Ceilings
- Glass
- Wastebaskets
- Fixtures

\*Minimal check of 3 classrooms

## Contract Cleaner Site Review

**School:**

**Date:**

1. **Employee Information**
  - ▶ Verify content of employee information form
  - ▶ Mechanical
  - ▶ Cleaning knowledge
  - ▶ Building knowledge
  - ▶ Survey existing staff training
2. **Health and Safety**
  - ▶ Review red binder content and process
  - ▶ Confirm committee members and involvement
  - ▶ MSDS sheets
  - ▶ Chemical use, knowledge, storage and labeling
3. **Communications**
  - ▶ Knowledge and review of outstanding work orders
  - ▶ Outstanding PM's
  - ▶ E-mail communication
  - ▶ Posted information on bulletin boards
  - ▶ Pager
  - ▶ Principal meetings
4. **Documentation - Logs**
  - ▶ Boiler Treatment
  - ▶ Snow, Sand and Salt (includes site plan)
  - ▶ Playground Inspection
  - ▶ Fire Alarm/Extinguishers
  - ▶ Emergency Lighting
  - ▶ Asbestos Reports
  - ▶ Water Flushing
  - ▶ Filtration