



REQUEST FOR QUOTATION

RealCare Baby

#139

Issue Date: April 13, 2011
Issued by: The Thames Valley District School Board
#139
Jennifer Wallace, Buyer
Return Date: April 30, 2011

Thames Valley District School Board
Tender #139 - RealCare Baby
Terms and Conditions

ERM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
1.1	Requests for Quotations will be received at the Board Purchasing Department, 1250 Dundas Street East, London, Ontario N6A 5L1 until 4:00 p.m. on April 30, 2011.		
1.2	COPIES OF REQUEST FOR QUOTATION, CONTRACT TERMS AND CONDITIONS MUST BE RETURNED BY FAX 519-452-2399, BY E-MAIL TO: j.wallace@tvdsb.on.ca OR TO THE ADDRESS ABOVE FOR YOUR QUOTATION TO BE ACCEPTED. Delivery of the quotation is the responsibility of the bidder. If you would like an electronic copy of this document please call 519-452-2000 ext. 20469.		
2.0	PURPOSE		
2.1	The purpose of this quotation is to provide interested parties with sufficient information to enable them to prepare and submit bids for consideration by the TVDSB for RealCare Baby products and accessories.		
2.2	STRUCTURE OF THIS BID		
2.2.1	Bidders must use the electronic bidding file Appendices139.xls which contains the following worksheets:		
2.2.1.1	Worksheet A: Terms and Conditions in Excel format, electronic response required		
2.2.1.2	Worksheet B: Requirements/Specifications in Excel format, electronic response required		
2.2.1.3	Worksheet C - List of Locations in Excel format, no response required		
3.0	ELECTRONIC BIDDING INSTRUCTIONS		
3.1	DOWNLOADING BID DOCUMENTS		
3.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
3.1.2	Click "Board"		
3.1.3	Click "Purchasing"		
3.1.4	Click "Bids"		
3.1.5	Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
3.1.6	Click "Proceed to Inquiry/Download page"		
3.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
3.1.8	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
3.1.9	All bid files are available for downloading at no charge from the TVDSB web site.		
3.1.10	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
3.2	INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:		

Firm Name: _____

Signature: _____

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3.2.1	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.		
3.2.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
3.2.3	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.		
3.2.4	To begin the Bid Program:		
3.2.4.1	Go to Windows Explorer		
3.2.4.2	Click on C:\ drive		
3.2.4.3	Open the folder "lbtender"		
3.2.4.5	The following files will be installed in the C:\lbtender directory:		
3.2.4.6	Appendices139.xls		
3.2.4.7	To start the process open the Excel files and complete as instructed.		
3.3	THE RETURN FILES		
3.3.1	Please return the completed file "Appendices139.xls" by e-mail to j.wallace@tvdsb.on.ca		
4.0	CONTRACT TERM		
4.1	The term of this agreement shall be for one (1) year, terminating on April 30, 2012.		
4.1.1	The TVDSB may, at the end of this contract term, extend the contract in one (1) year increments, and will advise the bidder in writing of their intentions.		
5.0	QUANTITY		
5.1	Future purchases are dependant on user requests, program changes and budget approval and may be increased or decreased when orders are placed. All items may not be purchased if costs exceed budget. In no way should the information furnished be considered a guarantee with respect to the future volume of business. The successful bidder(s) will be responsible for supplying the quantities that are actually ordered.		
6.0	PRICING		
6.1	All charges must be included in the cost of the item, and in CANADIAN FUNDS. Prices MUST include delivery/travel time. F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT/TRAVEL TIME EXTRA.		

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6.2	Prices MUST/SHOULD remain in effect for the initial one (1) year term of the contract, ending April 30, 2012.		
6.3	Is there a minimum dollar value per order? Please state minimum.		
6.4	Please see Worksheet B for a list of commodities.		
5.0 CATALOGUES			
5.1	Please state if your company has an illustrative catalogue.		
5.2	If yes, please state discount that applies to the catalogue prices.		
5.3	A copy of the current catalogue should be submitted with your return quotation.		
5.4	Please state if your company can provide a price list of products in Excel format.		
5.5	The unit price in the excel file must reflect the prices stated in this quotation or the discounted price offered to the TVDSB.		
5.6	Please state if your company has an on-line catalogue.		
5.7	Please state if your company has an on-line ordering web site.		
5.7.1	State web site address.		
6.0 SECOND AND THIRD YEAR OPTION			
6.1	Please state if your company would agree to extend this contract with the same terms for a second year ending April 30, 2013.		
6.2	Please state if your company would agree to extend this contract with the same terms for a third year ending April 30, 2014.		
6.3	Please state terms under which a second and/or third year option would be acceptable to you.		
6.4	NOTE: These terms must comply with all other conditions of this contract as printed.		
7.0 ORDERING			
7.1	Delivery dates will be specified on all of our purchase orders. Immediate delivery will be accepted unless otherwise designated on our purchase orders. In case of construction of new schools or major school renovations, the TVDSB shall not accept delivery until the date specified on those purchase orders.		
7.2	The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time must be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		
7.3	Please indicate delivery date from receipt of our order.		
8.0 DELIVERY			
8.1	Please state if your firm offers delivery to all of the locations stated in Worksheet C.		

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8.2	Is there a delivery charge? If so, the delivery charge must be the same for all locations.		
9.0 RETURN OF GOODS			
9.1	The TVDSB will return any shipment collect if, in our opinion, the product supplied does not conform to the specification requested on our orders.		
9.2	Bidders should state if there is a time limit on returning goods.		
9.3	Bidders should state if there is a restocking charge on any returned item and the amount or rate to be charged if goods are returned for any other reason than those stated in 9.1.		
9.4	Bidders should describe their procedure for returned goods with respect to:		
9.4.1	Packaging.		
9.4.2	"Ship To" Addressing (Labeling).		
9.4.3	Location to which returns should be shipped.		
9.4.4	Method of Shipment (Company Truck, Courier, Transport).		
9.4.5	If a return authorization number is required.		
9.4.6	What charges apply and who is responsible for payment.		
10.0 INVOICING/PAYMENT TERMS			
10.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, P.O. 5888, London, Ontario N6A 5L1. Attention: Accounts Payable.		
10.2	Applicable taxes should be shown as separate line items on all invoices.		
10.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
10.4	Bidders should state percentage discount for early payment and net payment terms.		
10.5	Purchase Order numbers should be stated on all invoices. All invoices received without a Purchase Order number will be returned unpaid.		
10.6	Harmonized Sales Tax is extra. Applicable taxes will be shown as a separate line item on all our purchase orders and must be invoiced as separate line items on all invoices.		
11.0 CANCELLATION OF CONTRACT			
11.1	The TVDSB reserves the right to terminate this contract with 30 days written notice if, in our opinion, the successful bidder(s) fails to meet the terms and conditions of this contract.		
12.0 REFERENCES			

Firm Name: _____

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12.1	The TVDSB is concerned with the past performance of a bidder. The successful bidder(s) may be asked to supply references as to their ability to supply the quality of product/service they are bidding on. Please state a minimum of two school boards who have used your service and the name and phone number of the individual that the TVDSB can contact.		
12.1.1	Reference 1		
12.1.2	Reference 2		
13.0	LIABILITY INSURANCE		
13.1	Please include a copy of a certificate stating the amount of your companys liability insurance coverage.		
14.0	MOTOR VEHICLE LIABILITY INSURANCE		
14.1	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.		
14.2	In the event of an affirmative answer to 14.1, 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.		
14.3	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 \$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.		
14.4	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:		
14.4.1	Third Party Liability Coverage in the form of OAP-1		

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14.5	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.		
14.6	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.		
15.0	GENERAL CONDITIONS		
15.1	This bid is IRREVOCABLE for 180 days. The lowest or any quotation may not necessarily be accepted. The TVDSB reserves the right to purchase one or all items on this quotation from one supplier or from multiple suppliers. Delivery, service, performance record and value of overall award will be taken into consideration when awarding this contract.		
16.0	RETURN DATE		
16.1	April 30, 2011.		
16.2	If you have any questions, please call:		
	Jennifer Wallace		
	519-452-2000 extension 20469		
	Buyer, Purchasing Services		
	j.wallace@tvdsb.on.ca		
17.0	SIGNATURE PAGE:		
17.1	I hereby acknowledge that I have read, understand, and agree to the forgoing Contract Terms and Conditions.		
17.2	FIRM NAME:		
17.3	SIGNATURE:		
17.4	NAME:		
17.5	TELEPHONE NO.:		
17.6	FAX NO.:		
17.7	EMAIL ADDRESS:		

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ERM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
17.8	INTERNET ADDRESS:		

Firm Name: _____

Signature: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #139 - REALCARE BABY
WORKSHEET B - PRICING

Item No.	Description	Quantity	Unit Price	Unit of Measure - each/pkg	Total Price	Length of Warranty	Parts/Labour/ On-site Service - Included yes/no	If No, Please Specify	Depot Warranty - yes/no	State Location of Depot	Comments
B1	REALCARE BABY II - FIRST BABY PACKAGE										
B1.1	RealCare Baby II - First Baby Package - African American Male - 2M41RCS Female - 2M42RCS or equivalent	1									
B1.2	RealCare Baby II - First Baby Package - Lt. Skin African American Male - 2M61RCS Female - 2M62RCS or equivalent	1									
B1.3	RealCare Baby II - First Baby Package - Native American Male - 2M71RCS Female - 2M72RCS or equivalent	1									
B1.4	RealCare Baby II - First Baby Package - Caucasian Male - 2M21RCS Female - 2M22RCS or equivalent	1									
B1.5	RealCare Baby II - First Baby Package - Hispanic Male - 2M11RCS Female - 2M12RCS or equivalent	1									
B2	REALCARE BABY II - ADDITIONAL BABY PACKAGE										
B2.1	RealCare Baby II - Additional Baby Package - African American Male - 2M41RCE Female - 2M42RCE or equivalent	1									
B2.2	RealCare Baby II - Additional Baby Package - Lt. Skin African American Male - 2M61RCE Female - 2M62RCE or equivalent	1									

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WORKSHEET B - PRICING

Item No.	Description	Quantity	Unit Price	Unit of Measure - each/pkg	Total Price	Length of Warranty	Parts/Labour/ On-site Service - Included yes/no	If No, Please Specify	Depot Warranty - yes/no	State Location of Depot	Comments
B2.3	RealCare Baby II - Additional Baby Package - Native American Male - 2M71RCE Female - 2M72RCE or equivalent	1									
B2.4	RealCare Baby II - Additional Baby Package - Caucasian Male- 2M21RCE Female - 2M22RCE or equivalent	1									
B2.5	RealCare Baby II - Additional Baby Package - Hispanic Male - 2M11RCE Female - 2M12RCE or equivalent	1									
B3	REALCARE BABY II PLUS - FIRST BABY PACKAGE										
B3.1	RealCare Baby II PLUS- First Baby Package - African American Male - RCB2PSM41 Female - RCB2PSM42 or equivalent	1									
B3.2	RealCare Baby II PLUS- First Baby Package - Lt. Skin African American Male - RCB2PSM61 Female - RCB2PSM62 or equivalent	1									
B3.3	RealCare Baby II PLUS - First Baby Package - Native American Male - RCB2PSM71 Female - RCB2PSM72 or equivalent	1									
B3.4	RealCare Baby II PLUS - First Baby Package - Caucasian Male- RCB2PSM21 Female - RCB2PSM22 or equivalent	1									

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WORKSHEET B - PRICING

Item No.	Description	Quantity	Unit Price	Unit of Measure - each/pkg	Total Price	Length of Warranty	Parts/Labour/ On-site Service - Included yes/no	If No, Please Specify	Depot Warranty - yes/no	State Location of Depot	Comments
B3.5	RealCare Baby II PLUS - First Baby Package - Hispanic Male - RCB2PSM11 Female - RCB2PSM12 or equivalent	1									
B4	REALCARE BABY II PLUS - ADDITIONAL BABY PACKAGE										
B4.1	RealCare Baby II PLUS- Additional Baby Package - African American Male - RCB2PAM41 Female - RCB2PAM42 or equivalent	1									
B4.2	RealCare Baby II PLUS- Additional Baby Package - Lt. Skin African American Male - RCB2PAM61 Female - RCB2PAM62 or equivalent	1									
B4.3	RealCare Baby II PLUS - Additional Baby Package - Native American Male - RCB2PAM71 Female - RCB2PAM72 or equivalent	1									
B4.4	RealCare Baby II PLUS - Additional Baby Package - Caucasian Male- RCB2PAM21 Female - RCB2PAM22 or equivalent	1									
B4.5	RealCare Baby II PLUS - Additional Baby Package - Hispanic Male - RCB2PAM11 Female - RCB2PAM12 or equivalent	1									
B5	REALCARE BABY II AND PLUS ACCESSORIES										
B5.1	RCB2 Nappies, green and yellow D962	1									
B5.2	RealCare II ID D2902	1									

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TENDER #139 - REALCARE BABY
WORKSHEET B - PRICING

Item No.	Description	Quantity	Unit Price	Unit of Measure - each/pkg	Total Price	Length of Warranty	Parts/Labour/ On-site Service - Included yes/no	If No, Please Specify	Depot Warranty - yes/no	State Location of Depot	Comments
B5.3	RealCare II Bottle DBOTT	3									
B5.4	Breastfeeding Device DBD	1									
B5.5	RealCare II Control Unit D920	1									
B5.6	Student Care Card D930	1									
B5.7	RealCare II Manual D933	1									
B5.8	Operating Handbook D932	1									
B5.9	Real Care II Student DVD D961	1									
B5.10	Instructors Key D0003	1									
B5.11	Reporting Software DRSR	1									
B6	ADDITIONAL ACCESSORIES/ITEMS										
B6.1	Shaken Baby Syndrome Simulator C8-105-10-100	2									
B6.2	Wristbands - package of 100 C8-100-60-210	2									
B6.3	RealCare Baby II and II Plus - package of 10 C8-100-40-125	1									
B6.4	The Juggling Act - game C8-109-10-100	1									
B6.5	Infant Health Trio - soft cover book ISBN: C8-110-101-107	1									
B6.6	Pregnancy Profile - 2Pack C8-106-10-105	1									

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List of Schools

SCHOOL/DEPARTMENT	ADDRESS	POSTAL CODE
Annandale Secondary School	60 Tillson Avenue, Tillsonburg, ON	N4G 3A1
Arthur Voaden Secondary School	41 Flora Street, St. Thomas, ON	N5P 2X5
Sir Frederick Banting Secondary School	125 Sherwood Forest, London, ON	N6G 2C3
Central Elgin C. I.	201 Chestnut Street, St. Thomas, ON	N5R 2B5
Central Secondary School	509 Waterloo Street, London, ON	N6B 2P8
Clarke Road Secondary School	300 Clarke Road, London, ON	N5W 5N4
College Avenue Secondary School	700 College Avenue, Woodstock, ON	N4S 2C8
East Elgin Secondary School	362 Talbot Street West, Aylmer, ON	N5H 1K6
Glencoe District Secondary School	3581 Concession Drive, Box 370, Glencoe, ON	N0L 1M0
Glendale Secondary School	37 Glendale Drive, Tillsonburg, ON	N4G 1J6
H.B. Beal Secondary School	525 Dundas Street, London, ON	N6B 1W5
Huron Park Secondary School	900 Cromwell Street, Woodstock, ON	N4S 5B5
Ingersoll District C. I.	37 Alma Street, Ingersoll, ON	N5C 1N1
Sir Wilfrid Laurier Secondary School	450 Millbank Drive, London, ON	N6C 4W7
Lord Dorchester Secondary School	61 Queen Street, Dorchester, ON	N0L 1G0
A.B. Lucas Secondary School	656 Tennent Avenue, London, ON	N5X 1L8
Medway Secondary School	14405 Medway Road, Arva, ON	N0M 1C0
Montcalm Secondary School	1350 Highbury Avenue, London, ON	N5Y 1B5
North Middlesex District Secondary School	100 Main Street, Box 610, Parkhill, ON	N0M 2K0
Oakridge Secondary School	1040 Oxford Street West, London, ON	N6H 1V4
Parkside C. I.	241 Sunset Drive, St. Thomas, ON	N5R 3C2
Sir George Ross Secondary School	365 Belfield Street, London, ON	N5Y 2K3
Saunders Secondary School	941 Viscount Road, London, ON	N6K 1H5
South Secondary School	371 Tecumseh Avenue, London, ON	N6C 1T4
Strathroy District Secondary School	96 Kittredge Avenue, Strathroy, ON	N7G 2A8
Thames Secondary School	785 Trafalgar Street, London, ON	N5Z 1E6
West Elgin Secondary School	139 Graham Street, West Lorne	N0L 2P0
Westminster Secondary School	230 Base Line Road West, London, ON	N6J 1W1
Woodstock, C. I.	35 Riddell Street, Woodstock, ON	N4S 6L9

Firm Name: _____

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