

ITEM NO.	TERMS AND CONDITIONS	RESPONSE OR COMPLIES/WILL NOT COMPLY	COMMENTS
1.1	Quotations addressed to the Thames Valley District School Board (hereafter referred to as the TVDSB), P. O. Box 5888, London, Ontario, N6A 5L1 will be received at the TVDSB Purchasing Services Department, 1250 Dundas Street East, London, Ontario until Monday, June 11, 2012 for supplying any or all of the following subject to the conditions herein. AN EMAIL QUOTE WILL ONLY BE ACCEPTED to Janice Fenn, j.fenn@tvdsb.on.ca.		
1.2	SIGNED COPIES OF QUOTATION, AND THE QUOTE LIST MUST BE RETURNED FOR YOUR QUOTATION TO BE ACCEPTED. Delivery of the foregoing to the Purchasing Services Department is the responsibility of the proponent. If you have any questions, please contact Janice Fenn by email: i.fenn@tvdsb.on.ca.		
1.3	Please quote on the attached pages, the new rate for all equipment currently under Rental or Service Agreement, subject to the following conditions:		
1.4	The lists attached are indicative of the present rental or service agreements. A list of ALL Thames Valley locations is available on the WEB Site at http://www.tvdsb.ca If you have Service Agreements with any Thames Valley District School Board locations not listed with the items on the following pages, please add any locations which may have also purchased these goods and services.		
2.	All Service and Rental Agreements must run from September 01, 2012 to August 31, 2013 to coincide with the District's budget year.		
3.	The rates quoted should hold until August 31, 2013. If rates do not hold until August 31, 2013 we must have 30 days written notice advising of an increase.		
4.	The Board prefers, whenever feasible, to cover equipment under an All-Inclusive Service/Rental Agreement (All labour, parts, and travel/mileage expenses). This is to remain true for all locations descriptions on the attached.		
5.	When stating rates, an All-Inclusive Service Agreement shall include <u>ALL</u> parts, labour and travel/mileage expenses for all service calls (emergency and preventative maintenance). State number of inspections per year:		
5.1	When quoting on Service Agreements for labour only, include travel/mileage expenses. Parts are extra.		
6.	If equipment must be removed from our premises to be repaired, proponents must be prepared to furnish loan equipment, with compatible features, until our equipment is returned.		

Firm Name: _____

Signature: _____

7.	If equipment has not previously been covered by a full service agreement in the past, the number of locations on the pricing sheets may be expanded to others who presently have not taken advantage of a rental or service agreement. Preference will be given to proponents who will offer a full service agreement without evaluating equipment.		
7.1	State if equipment must be evaluated before entering into a service agreement.] YES [] NO		
7.2	If yes, state:		
7.3	Labour Cost \$ _____ / _____		
7.4	or Flat Fee \$ _____		
8.	HARMONIZED SALES TAX is extra. HST must be shown as a separate line item on all invoices. Our current GST Registration Number is R119216331. This is subject to change. All prices must be quoted in Canadian Funds.		
9.	State location and address of your company's support facilities to support/service the TVDSB.		
9.1	Locations		
9.2	Address		
9.3	Number of Service Personnel		
10.	State normal length of time required to respond to a service call:		
11.	Proponents must enclose a copy of their Service or Rental Agreement form. Agreements must be signed by a Purchasing services designate.		
12.	<u>CANCELLATION OF CONTRACT: This contract may be terminated by the TVDSB with 30 days written notice, if, in our opinion, the successful proponent fails to meet the terms or conditions of this contract.</u>		
13.	<u>WORKPLACE INSURANCE: The successful proponent must ensure that all workers are covered by Workplace Insurance for the duration of this contract. A copy of your Certificate of Coverage must be submitted with this quotation.</u>		
14.	<u>LIABILITY INSURANCE:</u> Please include a copy of certificate stating the amount of your company's liability insurance coverage:		
15.	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. Financial stability and past experience of the proponent will be taken into consideration when awarding this quotation.		
15.1	DO NOT SEND any material/software directly to the school(s) without a Purchase Order.		
15.2	Please state phone number :		
15.3	Please state fax number :		
15.4	Please state contact name :		
15.5	Please state e-mail address :		
15.6	Please state web site address :		

Firm Name: _____

Signature: _____

15.7	Please state your HST number or other tax number:		
I hereby acknowledge that I have read, understood and agree to the forgoing Contract Terms and Conditions as listed			

Firm Name: _____

Signature: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 REQUEST FOR QUOTATION -
 SERVICE, RENTAL, LEASE AGREEMENT

Item No.	Description	Hourly Labour Rate	Does This Include Mileage Expenses: Yes/No	If No, Please Specify Mileage Charge:	Is There a Minimum Rate Per Call? If So, Please Specify:	Please state any other makes & models you can repair
1	SEWING MACHINES - all make & models					

Firm Name: _____

Signature: _____