

THIS DOCUMENT CONTAINS

TERMS AND CONDITIONS

INSTRUCTIONS TO DOWNLOAD BIDS

WORKING COPY OF TENDER

LABELLING INFORMATION FOR DISKETTE & ADDRESS

ALL TENDERS/QUOTATIONS MUST BE RECEIVED IN ELECTRONIC FORMAT ON A 3.5" DISKETTE WITH TERMS SHEETS ALONG WITH SIGNED, PRINTED COPY OF BIDS REPORT AND SIGNED DISKETTE MUST BE RETURNED FOR YOUR BID TO BE ACCEPTED. Delivery of the diskette, contract terms and bid report to Supply Management Department is the responsibility of the bidder.

THAMES VALLEY DISTRICT SCHOOL BOARD

ELECTRICAL SUPPLIES QUOTATION 1999

#214-99P

Quotations addressed to the Thames Valley District School Board (hereafter referred to as the Board), P. O. Box 5888, London, Ontario, N6A 5L1 will be received at the Board Supply Management Department, 1250 Dundas Street East, London, Ontario **until Thursday, July 15, 1999** for supplying any or all of the following subject to the conditions herein.

COPIES OF QUOTATION, TERMS SHEET ALONG WITH SIGNED, PRINTED COPY OF BIDS REPORT AND SIGNED DISKETTE MUST BE RETURNED FOR YOUR QUOTATION TO BE ACCEPTED. Delivery to the Supply Management Department is the responsibility of the bidder.

CONTRACT TERMS AND CONDITIONS

QUANTITY: Quantities are subject to user requests and budget approval. All items will not be purchased at one time. In no way should the information furnished be considered a guarantee with respect to the future volume of business. The successful bidder will be responsible for supplying the quantities that are eventually ordered for each item awarded.

The successful bidder(s) must be able to provide three of our Facility Services and Secondary Schools & Departments (approx. 30 locations)) with a current catalogue covering their complete line of supplies. We can supply courier service for catalogue distribution at \$25.00 to all of our schools. One catalogue must be included with your completed proposal. The catalogue should show a product/catalogue order number which must match product/catalogue number quoted in Section B.

The Bidder must be able to supply at least 90% of all items listed on the attached lists in Section B.

QUALITY: Quality and suitability to school use will be the first consideration. Manufacturer's brand names and numbers are used for the guidance of bidders. Alternate items of equal quality will be considered. Manufacturer's name and model number must be indicated in the appropriate field **IN EVERY CASE**.

The Board reserves the right to return any shipment **COLLECT**, if in our opinion the products supplied do not conform to the specifications of this contract.

PRICES, TAXES, F.O.B. POINT: All discount shall be based on "Trade Services Tracer (formerly Henderson Trade Catalogue). All charges must be included in the cost of the item, and in **CANADIAN FUNDS**. Prices **must** include delivery. F.O.B. destination. **NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.**

Goods and Services Tax extra. Provincial Sales Tax extra. Applicable taxes will be shown as a separate line item on all of our orders and must be invoiced as separate line items on all invoices. Prices should remain firm until 1999 July 30.

COMMENT: _____

THAMES VALLEY DISTRICT SCHOOL BOARD

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**SECOND & THIRD
YEAR OPTION:**

Would your company agree to extending this contract with the same terms for a second year ending 2001 July 30?

G YES **G** NO

Would your company agree to extending this contract with the same terms for a third year ending 2002 July 30 ?

G YES **G** NO

COMMENT: _____

Please state terms under which a second and/or third year option would be acceptable to you?

For any price increase to be acceptable under this option, manufacturer's letter of industry increase would be required and ONLY those increases could be charged in the second and/or third year.

NOTE: These terms must comply with all other conditions of this contract as printed.

**DELIVERY &
ORDERING:**

Delivery for all items will be directly to our Schools, Warehouse, or Facility Services..

Delivery dates will be specified on all of our purchase orders. Immediate delivery will be accepted unless otherwise designated on our purchase orders. Due to construction of new schools and major school renovations, we will not accept delivery until the date specified on those purchase order(s).

Please indicate delivery date from receipt of our order: _____ Working Days

N.B. The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. Ensure lead time is kept; it is critical in the decision and award of this contract and for future contracts.

Not all goods will be ordered at one time. Orders will be placed as requests are received from our locations.

COMMENT: _____

BID FORMAT:

PLEASE READ CAREFULLY:

All bidders **MUST** use enclosed diskette labelled Section B - filename "Setup.exe" for their bids. Bidders may input their bids using any of the following software that will retrieve and save as .wk4, .123 or xls (Excel) files .

Catalogue Number should be input into column "B" Supplier Cat. No.
Prices should be input into column "D" Unit Price

Bidders who do not use the file format stated above will not be considered.

THAMES VALLEY DISTRICT SCHOOL BOARD

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**ELECTRONIC
CATALOGUE:**

The successful supplier(s) must be able to provide a flat ASCII file IBM compatible. This file must be on a 3.5" diskette and contain the following information:

File Name: PRICING.DAT

This file contains one record fixed length (74 characters) for each item in the catalogue.

- (a) Field #1 Maximum length of 15 characters (position 1 - 15)
Catalogue Number Unused character can be blank. This field can be alphanumeric (uppercase).

Note: This field must be set up EXACTLY as found in your catalogue, with all prefixes, suffixes, dashes, etc.

- (b) Field #2 Maximum length of 40 characters (position 16 - 55)
Description Unused characters can be blank. This field can be alphanumeric (upper case).

- (c) Field #3 Maximum length of 5 characters (position 56 - 60)
Unit of Measure Unused characters can be blank. This field can be alphanumeric (uppercase).

- (d) Field #4 Maximum length of 10 characters (position 61 - 70)
Unit price The decimal point must be there, maximum 4 decimal places, minimum 2. There can **NOT** be a dollar sign or comma (e.g. 1 100.20 **NOT** \$1,100.20).

Note: Prices must be NET prices for the Board.

- (e) Field # 5 Maximum length of 4 characters (position 71 - 74)
Page number in your catalogue Unused characters can be blank (uppercase)

The items contained in this tender for catalogue number and pricing are only a partial list of what we will be ordering over the term of this contract and are used for comparison and pricing information only. If your company is successful, the catalogue diskette you supply to us must contain **ALL** supply items in your inventory. **These are all items priced \$200.00 or less.**

CATALOGUES:

Successful bidders should be able to provide manufacturer's catalogue(s)/product listing(s) for those products they have bid on.

When will your company be issuing the next illustrated catalogue? _____

COMMENT: _____

Can this literature be obtained direct from the manufacturer via the Internet?

YES _____ NO _____

THAMES VALLEY DISTRICT SCHOOL BOARD

ELECTRICAL SUPPLIES QUOTATION 1999

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CATALOGUES:
(cont'd)

If yes, state Internet site address for EACH manufacturer:

The supplier(s) must be able to provide all Secondary Schools and the Central Administrative Office with a current catalogue covering their complete line.

Please indicate if a numerical reference is available (by the catalogue number):

SPECIAL HEALTH REGULATIONS:

The Ministry of Education and the Ministry of Health provides regulations specifying which substances are not acceptable in products for classroom use. In order for us to comply with their regulations, companies **MUST** provide us with the breakdown of components where we state "MATERIAL SAFETY DATA SHEET REQUIRED". These sheets **MUST** be included with the quotation return.

Upon the awarding of this tender, the successful vendor shall supply on diskette a flat ASCII file IBM compatible of Material Safety Data Sheets. This file shall include all information related to these products, including vendors part numbers, name of product, handling and storing instructions, safety precautions, treatments, clean up instructions, hazards, any special instructions as well as vendors' telephone number and all conditions set forth by federal and provincial legislation.

No Vendor will be awarded any product that needs a Material Safety Data Sheet unless above conditions are conformed to.

Can you meet these requirements: YES **G** NO **G**

SAFETY REQUIREMENTS:

Every person who supplies any machine, device, tool, equipment or service to the Board shall ensure that the machine, device, tool, equipment or service complies with the Occupational Health and Safety Act and Regulations for Industrial Establishments. The "Burden of Proof" rests with the supplier.

APPROVAL:

All equipment must be CSA, UL or Ontario Hydro approved and shall bear labelling showing such approval of the assembly. If not so approved the Board reserves the right to have the equipment modified to meet the approval and the cost will be deducted from the supplier's invoice.

STATISTICAL DATA:

Successful Bidders must be capable of supplying the Board with statistical data/total lists of items purchased for a previous 12 month period.

COMMENT: _____

PAYMENT TERMS:

Cash discounts should be reflected in your bid price. The Board's payment policy is Net 30 days from receipt of invoice.

STATE PAYMENT TERMS: _____% _____ **DAYS; NET** _____ **DAYS**

THAMES VALLEY DISTRICT SCHOOL BOARD

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PAYMENT TERMS: The Board is in the process of introducing Procurement Cards (Charge Cards).
(cont'd)

Would your company accept orders with payment made by VISA?

G Yes **G** No

COMMENT: _____

CANCELLATION OF CONTRACT: The Board 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.

GENERAL CONDITIONS: This bid is IRREVOCABLE. The lowest or any quotation may not necessarily be accepted. The Board reserves the right to purchase one or all items on this quotation from one supplier. Delivery, service, performance record and value of overall award will be taken into consideration when awarding this material.

Your bid must be submitted on a 3.5" diskette. If the diskette is not returned or does not have the bid information on the diskette, your bid will be rejected. The Board will only accept bids received on properly completed and functional diskettes. The Board will not be responsible for bids that are not in compliance with the proper utilization and submission of the diskette.

RETURN DATE: 1999 July 15

THIS DOCUMENT, A 3.5" DISKETTE AND A BIDS REPORT MUST BE COMPLETED, SIGNED AND RETURNED FOR YOUR BID TO BE ACCEPTED.

If you have any questions, please call **Larry Porter**, Buyer, at **(519) 452-2193**.

Larry Porter
Buyer

Patricia J. Smith
Chairperson

1999 June 16

I hereby acknowledge that I have read, understand and agree to the forgoing Contract Terms and Conditions.

NAME: _____
(Please print)

SIGNATURE: _____

FIRM NAME: _____

E-MAIL ADDRESS: _____

ADDRESS: _____

INTERNET ADDRESS: _____

TELEPHONE NO.: _____

FAX NO.: _____

THAMES VALLEY DISTRICT SCHOOL BOARD

ELECTRICAL SUPPLIES QUOTATION 1999

#214-99P

SECTION "B"

PLEASE INSERT YOUR DISCOUNTED PRICING ON LISTING BELOW.
 ALL PRICES AND DISCOUNTS MUST BE BASED ON "TRADE SERVICES
 TRACER" (FORMERLY HENDERSON TRADE CATALOGUE)

PRODUCT DESCRIPTION	PRODUCT % DISCOUNT	UNIT PRICE	QTY PER PACKAGE
Quantities are based on single products. Please state standard packaging for each item.			
<u>WIRE AND CABLE</u>			
BUILDING WIRE			
TECK WIRE			
SERVICE CABLE			
CABTIRE WIRE			
COMPONENT WIRE			
FIRE ALARM WIRE			
CAROL CABLE			
POWER CABLE			
TRAF/SIG/CONTROL			
OTHER WIRE			
WIRE ACCESSORY			
<u>CONDUIT AND ACCESSORIES</u>			
CONDUIT/ACCESS			
FRE/DUCT & ACCESS			
PVC COND/ACCESS			
ALUMCOND/ACCESS			
POLYPIPE			
CONDFIT ROUGHIN			
CROUSE CONSTR			
CONDFITT OTHER			
<u>CONNECTORS AND FASTENERS</u>			
BURNDY			
FASTENING DEV			
IDEAL			
MARR INT MCGILL			
3M PRODUCTS			
PANDUIT			
TYTON			
THOMAS & BETTS			
WELLAND			
BRADY			
WIEDMUELLER			
ILSCO LUGS			

THAMES VALLEY DISTRICT SCHOOL BOARD

ELECTRICAL SUPPLIES QUOTATION 1999

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SECTION "B"

PRODUCT DESCRIPTION	PRODUCT % DISCOUNT	UNIT PRICE	QTY PER PACKAGE
CONNECTORS AND FASTENERS - continued			
TURNER SEYMOR			
TIMER/PHOTO OTHER			
CONNECT OTHER			
<u>DISTRIBUTION</u>			
ASEA CAPACITORS			
CUTLER DISTR			
FPL DISTRIB			
SQUARE DISTR			
SIEMENS DISTRIB			
SWITCH GEAR			
DISTRIB OTHER			
<u>FUSES</u>			
BUSSMANN FUSES			
GOULD FUSES			
GLE NORAM FUSES			
GEC FUSES			
FUSES OTHER			
<u>SIGNAL DEVICES</u>			
EDWARDS			
SIGNAL OTHER			
<u>BOXES AND FITTINGS</u>			
IBERVILLE			
BOXES OTHER			
<u>CONTROL PRODUCTS</u>			
ALB PLC			
INT. PRODUCTS			
ALB DRIVES			
ELECTROMATIC			
CONTROL CONCEPT			
ALB PHOTOSWITCH			
ROCKWELL SOFTWR			
SANDTRON			
TELE PLC			
HIGH TECH OTHER			
ALB DEMO			

THAMES VALLEY DISTRICT SCHOOL BOARD

ELECTRICAL SUPPLIES QUOTATION 1999

#214-99P

SECTION "B"

PRODUCT DESCRIPTION	PRODUCT % DISCOUNT	UNIT PRICE	QTY PER PACKAGE
LIGHTING			
ACCULITE			
PRODEL			
CANLYTE FLUOR			
DESIGN LIGHTING			
EMERGILITE			
POWERLITE			
PRESCOLITE MOLD			
HOLOPHANE			
JUNO			
LITHONIA TRKREC			
LITHONIA OUTDR			
LITHONIA FLOUR			
EXCEL GENERAL			
PEERLESS			
LUMACELL			
SYLVANIA FLOUR			
SOLA BALLASTS			
BALLASTS OTHER			
USS MFG			
CANLYTE HID			
POWCO STEEL			
SYLVANIA OUTDR			
THOMAS LTG			
METALUX COOPER			
HID OUTDRCOOPER			
HALO TRACKRECES			
ADVANCE BALLAST			
LUTRON DIMMERS			
LIGHTOLIER			
LIGHTING OTHER			
MOTOR CONTROL			
ALB I/C MC			
CUTLER HAMMER			
KLOCKNER MOELLR			
SQUARE D			
SIEMENS MC			
TELE MC			
OTHER MC			
CABINETS AND ENCLOSURES			
ENCL & CABINETS			

THAMES VALLEY DISTRICT SCHOOL BOARD

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SECTION "B"

PRODUCT DESCRIPTION	PRODUCT % DISCOUNT	UNIT PRICE	QTY PER PACKAGE
<u>ELECTRONIC PRODUCT</u>			
ELECTRONIC COMP			
<u>TRANSFORMERS</u>			
HAMMOND			
TRANS OTHER			
<u>RACEWAY AND WIRING DUCTS</u>			
NEPCO/WIREMOULD			
RACEWAY			
<u>STRUT AND FITTINGS</u>			
PILGRIM PRODUCT			
OTHER STRUT			
<u>TESTING INSTRUMENTS</u>			
INSTRUMENTS			
<u>UTILITY</u>			
AB CHANCE			
HYDEL			
BLACKBURN			
MICRO			
OTHER UTILITY			
<u>VENTILATION</u>			
BROAN			
NUTONE			
CONSUMER PROD			
VENTIL OTHER			
<u>WIRING DEVICES</u>			
JOY CONNECTORS			
HUBBELL DEVICES			
LEVITON DEVICES			
ARROWHART DEV			
PASS & SYMOUR			
SMITH & STONE DEV			
WOODHEAD DEVICE			
OTHER DEVICES			

SIGNATURE: _____

FIRM NAME: _____

INSTALLING THE TENDER SYSTEM ONTO YOUR IBM COMPATIBLE PC:

We have made every effort to ensure our diskette is free of any virus and is functional. *However, in safe computing practice, you are responsible for checking this diskette on your own virus checker to ensure it is free of any virus.* Please check your diskette upon receipt to ensure it is functional. If diskette is not functional you can download all necessary files related to this proposal from our WEB Site at www.tvdsb.on.ca - click Board Depts.- click Supply Mgt.- click Downloads - follow instructions.

Windows 3.1 users

1. Put the enclosed diskette into diskette drive.
2. Start Windows. In the Program Manager, pull down the File menu and select Run. Type A:\SETUP.EXE then press ENTER.
3. The tender files are installed into a directory called C:\LBTENDER. The installation process also creates a program group called LBTender and an icon labelled Tender.
4. To start the Tender Program double click on the Tender icon.

Windows 95/98 users

1. Start Windows 95/98.
2. Put enclosed diskette into diskette drive. In Windows Explorer, click on "3 ½ Floppy". Double click on setup.exe file.
3. The tender files are installed into a directory called C:\LBTENDER. The installation process will then show the following files in the C:\lbtender directory

SECTIONB.123

SECTIONB.WK4

SECTIONB.XLS

4. To start the Program double click on the file name.

PLEASE AFFIX ADDRESS LABELS BELOW AS FOLLOWS:

From: _____
Firm Name

Address

TOP LEFT HAND CORNER

Thames Valley District School Board
SUPPLY MANAGEMENT DEPARTMENT
EDUCATION CENTRE,
1250 Dundas Street,
LONDON, Ontario
N5W 5P2

MIDDLE OF ENVELOPE

Attention: Larry Porter

THE FOLLOWING INFORMATION MUST BE AFFIXED ON YOUR DISKETTE:

THAMES VALLEY DISTRICT SCHOOL BOARD

Quotation #214-99P
ELECTRICAL SUPPLIES QUOTATION

SECTION "B"

File Name: A:\Setup.exe

Due Date: **1999 July 15**

Signature: _____

Firm Name: _____