

TENDER #240 SUPPLY AND SERVICE OF FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT

WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
1.01	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 184 schools with an estimated enrolment of 77,000 students.		
1.1	PURPOSE		
1.1.1	The purpose of this bid document is to provide interested parties with sufficient information to enable them to prepare and submit bids for consideration by the TVDSB for supply and service of fire extinguishers and fire safety equipment, subject to the conditions herein.		
1.1.2	The TVDSB Facility Services is responsible for maintaining the physical operating environment for all TVDSB facilities. This department is separated into two functional areas: Maintenance and Operations. Operations' function is to provide custodial services and is responsible for the Fire Extinguishers at all TVDSB facilities. Maintenance's function is the repair and maintenance of facilities and equipment and is responsible for the Fire Safety Equipment. During the school year, the hours of work for all Facilities Services departments are 7:30 AM to 4:30 PM. During the summer months of July and August, the TVDSB operates on Summer Hours which consists of : Monday to Thursday 7:00 AM to 3:30 PM and Fridays 7:30 AM to 11:30 AM.		
2.0	BID DEFINITIONS AND INFORMATION		
2.1	DEFINITIONS		
2.1.1	The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission.		
2.1.1.1	The word " MUST " shall mean bidders "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant.		
2.1.1.2	The word " SHOULD " shall mean bidders "should" include the required information in bid submission.		
2.1.1.3	The word " NONCOMPLIANT " shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.		

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2.1.1.4	The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform any portion or all of this bid.		
2.1.1.5	The word "QUALIFIED" shall mean a bidder who is compliant and has included the required information in their bid submission.		
2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		
2.1.1.6.1	Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The TVDSB will reject any bid submission which contains a major irregularity.		
2.1.1.6.2	Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.		
2.2	STRUCTURE OF THIS BID		
2.2.1	Bidders must use the electronic bidding file (setup.exe) which is available on the internet at:		
2.2.1.1	www.tvdsb.on.ca		
2.2.1.2	"Purchasing Bids"		
2.2.1.3	"Electronic Bidding Instructions, Bid Download and Bid Results",		
2.2.1.4	Scroll to the end of the document, click		
2.2.1.5	"Proceed to inquiry/download page".		
2.2.1.6	Proceed to the bid, click		
2.2.1.7	"New" Icon		
2.2.1.8	The setup.exe file contains the following Appendices:		
2.2.1.9	Worksheet A: Terms and Conditions in Excel format - Electronic response required		
2.2.1.10	Worksheet B: Scope of Work in Excel format -		
2.2.1.11	Worksheet C: Price Worksheet in Excel format - Electronic response required		
2.2.1.12	Worksheet D: Contact Information and Listing of Facility Locations by Zones - no response required		

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2.2.1.13	Worksheet E: Zone Map in PDF format - no response required		
2.3	RETURN LOCATION		
2.3.1	Sealed bid submissions must be returned to:		
2.3.2	"Tenders Clerk"		
2.3.3	Tenders Clerk's Box, Main Floor Reception, Education Centre		
2.3.4	Thames Valley District School Board		
2.3.5	1250 Dundas Street		
2.3.6	London, Ontario		
2.3.7	N5W 5P2		
2.3.8	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.9 - Labelling of Envelope and diskette or CD).		
2.3.9	The bid submission must be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.3.10	Delivery to the "Tenders Clerk" is the responsibility of the bidder.		
2.3.11	Submissions received by electronic transmission (i.e. fax or email) will not be accepted.		
2.3.12	Late bids will be returned to the bidder, unopened, if a return address is included on the submission envelope.		
2.4	IMPORTANT DATES		
2.4.1	ISSUE DATE: Friday, August 8, 2008		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon local time Friday, August 29, 2008		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Stacey Shoemaker, by Fax (519) 452-2399 or stacey.shoemaker1@tvdsb.on.ca. The TVDSB reserves the right to distribute a notice of content of any inquiry and the TVDSB's response to all other registered bidders. All questions pertaining to this bid document must be submitted in writing.		
2.5.2	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, render your submission noncompliant. Direct questions in written form only to: Stacey Shoemaker. The TVDSB will only be bound by written answers to questions.		
2.5.3	Answers to all questions will be posted to the TVDSB web site at www.tvdsb.on.ca		
2.5.3.1	"Purchasing Bids"		

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2.5.3.2	"Electronic Bidding Instructions, Bid Download and Bid Results"		
2.5.3.3	Scroll to the end of the document, click		
2.5.3.4	"Proceed to inquiry/download page"		
2.5.3.5	Proceed to the Bid, click		
2.5.3.6	"Answers to Questions"		
2.5.3.7	View documents in PDF format.		
2.5.3.8	All bid files are available for downloading at no charge from the TVDSB web site.		
2.5.4	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site		
3.0	CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for two year, commencing on September 1, 2008 and unless otherwise provided herein, terminating on August 31, 2010.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of two additional years in one (1) year increments and will advise the bidder in writing of their intentions.		
3.1.3	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a third year ending August 31, 2011.		
3.1.4	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a fourth year ending August 31, 2012.		
3.2	PRICING		
3.2.1	Bidders must complete, print and sign Worksheet B & C.		
3.2.2	All charges must be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.3	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.		
3.2.4	Prices must remain in effect for the initial term of the contract, commencing on September 1, 2008 and ending August 31, 2010.		
	Price increases for new equipment during the contract term are subject to the approval of the TVDSB and will be limited to proof of manufacturers' industry increases in written form from the successful vendor.		

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3.3	TAXES		
3.3.1	GST and PST: Where applicable, Goods & Services Tax and Provincial Sales Tax must be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
3.4	DELIVERY & ORDERING		
3.4.1	Delivery for all items will be directly to the location ordering the equipment as specified on the TVDSB Work Order		
3.4.2	Immediate delivery will be accepted unless otherwise designated on our Work Orders.		
3.4.3	Time is of the essence; it is one of our criteria considered in the decision and award of this contract. Future contracts will be based on the contractor's ability to respond to Work Orders as requested or required by Facility Services.		
3.4.4	Work Orders will be issued as required by Facility Services.		
3.4.5	The successful bidder(s) will remove all packaging and shipping debris at no cost to the TVDSB.		
3.4.6	The contractor bears the risk of loss with respect to equipment until delivery and/or installation is complete.		
3.4.7	The contractor bears the cost of repairs to the site and to equipment with respect to damage caused from shipping or installation.		
3.4.8	Invoices for individual sites are to be issued upon completion of all the work specified in the Work Order issued by the Zone Maintenance/Operations Leader. The contractor must receive a sign off from the Charge Custodian (or their designate) for Service Reports.		
3.5	INVOICING/PAYMENT TERMS		
3.5.1	Invoices for fire extinguishers and related services, Fire safety equipment (range hood suppression systems, hood, duct cleaning) and related services must be sent to the appropriate Zone office.		
3.5.2	Applicable taxes must be shown as separate line items on all invoices.		
3.5.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.5.3.1	Bidders should state percentage discount for early payment and net payment terms.		

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3.5.4	<u>All invoices must include: the Work Order Number, the facility/school location name, number and address, the Maintenance/Operations Leader name and Zone office. Costs must be broken down by item per location with supporting reports and documentation.</u>		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	QUALITY		
4.1.1	Unless otherwise specified, supplies must be new, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the TVDSB pertaining to items being rejected is final.		
4.1.2	In addition to price, quality and suitability to school use will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will be also taken into consideration when awarding this contract.		
4.1.3	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications or scope of work must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
4.1.4	The successful bidder(s) must carry out all work to the satisfaction of the TVDSB. All trade work is to be performed by appropriately certified staff.		
4.2	QUANTITY/TERM		
4.2.1	The TVDSB has approximately 4400 fire extinguishers presently located in our 192 schools and buildings. Worksheet C - Pricing lists the various types of extinguishers located in the TVDSB. Quantities for fire extinguishers are estimates only and these figures may vary as needs dictate. TVDSB fire extinguisher inventory consists of 80% Dry Chemical , 19% Carbon Dioxide and 1% Water Pressurized fire extinguishers of various makes and models in 5,10 and 20 pound sizes.		
4.2.2	The quantities indicated are based on historical purchases. Quantities are subject to equipment breakdowns, 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 as a guarantee with respect to the future volume of business. The contractor shall be responsible for supplying the quantities that are eventually ordered for each item awarded during the term of this Tender at the quoted price.		

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4.3	REQUIREMENTS		
4.3.1	The requirements are detailed in Worksheet B - Scope of Work.		
4.3.1.1	For each requirement as described in the Tender bidders must place a response in the appropriate column in Worksheet A: Terms and Conditions. The following definitions are used:		
4.3.1.1.1	Complies: fully meets the requirements.		
4.3.1.1.2	Deviates: partially meets the requirements. For each response, describe specifically how the equipment does not meet the requirements and indicate how the system would achieve the requested functionality. Accessories that are essential to the equipment should be included in the price quoted. If equipment arrives without essential accessories, those accessories will be purchased and deducted from the invoice payment.		
4.3.1.1.3	Non-compliant: no intent or unable to comply with requirements..		
4.4	IMPLEMENTATION		
4.4.1	The contractor will be responsible for seeing that regular supervision is maintained over all working personnel. It is the contractor's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required. On site work by the contractor must be scheduled to minimize any disruption to school activities.		
4.5	SERVICE AND SUPPORT		
4.5.1	Include any and all support and implementation services your company will provide and identify certification relevant to the support role envisioned as defined in Worksheet B - Scope of Work Sections 9 and 12. Limit your response to a two (2) page summary.		
4.6	ENVIRONMENT		
4.6.1	Bidder(s) should include a detailed description of any environmental initiative and how your program would be implemented and benefit the TVDSB.		
4.7	STATISTICAL DATA		
4.7.1	The contractor must supply the TVDSB with statistical data in an Excel spreadsheet (in a soft and hard copy). Copies are to be submitted to Maintenance Coordinator upon completion of all work in each Zone. The data for all devices inspected and/or tested for each TVDSB location must be compiled by Zone and /or Facility location before the anniversary date of each year for the duration of this Tender.		
5.0	TERMS AND CONDITIONS		

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5.1	GENERAL TERMS AND CONDITIONS		
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 must be submitted to the "Tenders Clerk" in the same manner and within the same time constraints as the bid submission.		
5.1.3	A bidder may withdraw the bid at any time up to the official closing time by letter bearing his/her signature as it is in the submission. Withdrawal requests received after the closing date shall not be permitted. Submission withdrawals must be submitted to the "Tenders Clerk" in the same manner and within the same constraints as a bid submission.		
5.1.4	The issuance of this call for bids shall not constitute any obligation on the part of the TVDSB to any firm or individual who submits a bid.		
5.1.5	The bidder should have satisfactorily fulfilled all relevant obligations as required under the terms and conditions of any previous award in order to be considered as an acceptable bidder.		
5.1.6	The laws of the Province of Ontario shall govern in any dispute occasioned as a result of the performance or non-performance and/or workmanship of a contract issued pursuant to the bid and any dispute arising out of the issuance of and response to this bid.		
5.1.7	The TVDSB reserves the right to withdraw the award of the contract to a successful bidder(s) within 30 days of the award if in the opinion of the TVDSB the successful bidder(s) is unable or unwilling to enter into a form of contract satisfactory to the TVDSB. The TVDSB shall be entitled to do so without any liability being incurred by the TVDSB to the bidder.		
5.1.8	The lowest or any bid submission may not necessarily be accepted. The TVDSB reserves the right to decline any or all bid submissions, or to cancel the bid call in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by the TVDSB to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal.		
5.1.9	All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.		
5.1.10	The TVDSB reserves the right to decline or purchase one or all items in this bid from one supplier or from multiple suppliers.		

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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's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between TVDSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.		
5.1.12	The successful bidder(s) must not at any time subcontract any portion of its contract with the TVDSB nor shall it assign the contract without the written permission of the TVDSB. The successful bidder(s) must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		
5.1.13	While the TVDSB has used considerable efforts to ensure an accurate representation of information in this bid document, the information contained herein is contained solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the TVDSB, nor is it necessarily comprehensive or exhaustive. Nothing in this bid document is intended to relieve bidders from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		
5.1.14	The TVDSB may accept or waive a minor irregularity, or where practical to do so the TVDSB may as a condition of bid acceptance request a bidder to correct a minor irregularity with no change in bid price. Items of non compliancy on any bid submissions which do not strictly comply with the provisions, procedures and requirements of this bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TVDSB. All bidders agree to provide all such additional information as, and when requested, at their own expense, provided no bidder in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its bid submission or in any way materially alter or add to the solution originally proposed.		
5.1.15	All TVDSB policies, procedures and regulations must be adhered to by the successful bidder(s). A Contractor acknowledgement form must be signed.		
5.1.15.1	Smoking is prohibited in all TVDSB buildings and on all TVDSB property.		
5.1.15.2	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.15.3	The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by Government, the TVDSB and each school.		

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5.1.16	The successful bidder(s) will reimburse the TVDSB for any damages through negligence or willful acts of any of the successful bidder(s)' employees or contracted staff.		
5.1.17	The successful bidder(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.		
5.1.18	The TVDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		
5.1.19	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.2	5.2 CANCELLATION OF CONTRACT / LOSS OF SERVICE		
5.2.1	The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the contractor shall remain responsible for its obligations under this contract up to the date of termination. The TVDSB reserves the right to commence an action in a court of competent jurisdiction against the contractor for damages that result from the breach of the terms and conditions of the contract, by the contractor.		
5.2.1.1	Deficiencies identified by the Maintenance Leader/Maintenance Coordinator/Operations Leader for Fire Extinguishers and Fire Safety Equipment will be handled as follows:		
5.2.1.1.1	The deficiency will be verbally communicated to the contractor indicating the location, the device that is deficient, the timing to correct this deficiency and the corrective actions required to bring the defective device up to required Standards or Fire Code.		
5.2.1.1.2	If the contractor fails to fulfill the requirements of Section 5.2.1.1.1, the Maintenance Leader/Maintenance Coordinator or the Buyer will provide written notice to the contractor of the deficiency, requesting that the deficiency be corrected by the next business day.		
5.2.1.1.3	If the deficiency has not been corrected by the next business day or the mutually agreed upon repair date, the TVDSB may terminate the contract with the contractor with thirty (30) days written notice.		

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5.2.1.1.4	Deficiencies of any Fire Extinguisher identified by the Operations Leader must be replaced immediately with a fire extinguishers of the appropriate size and type, as specified by Part 6 of the Fire Code. If necessary, the contractor must leave a loaner fire extinguisher on the TVDSB school or facility until the contractor is able to supply and install a new fire extinguisher. The contractor must not compromise the safety of any TVDSB school or facility location by not having a fully functional fire extinguisher in place.		
5.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful bidder(s) under the contract the total outstanding amount from time to time and for all damage claims by the TVDSB or any third parties arising out of this contract which have not been resolved by the successful bidder(s) or its insurer.		
5.2.1	The TVDSB reserves the right to withhold monies owing under a contract to the value of the obligation to a maximum of the monies owing to the successful contractor for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.2	The contractor shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful bidder(s), the TVDSB's staff or third party interruptions.		
5.2.3	In the event that the contractor becomes insolvent, and/or the contractor is unable or unwilling to provide the contracted service for a period of more than 30 consecutive days during the period of the contract, the TVDSB shall have the right to replace the contractor with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this bid.		
5.3	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT		
5.3.1	Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application pursuant to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a bid submission or an addendum may contain a trade secret of the bidder, intellectual property right of the bidder, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		

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5.3.2	<p>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.</p> <p>Notwithstanding the aforesaid, the bidder assigns all right, title and interest that they have in the bid submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.</p>		
5.3.3	<p>All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.</p>		
5.4	HUMAN RIGHTS AND CHILD LABOUR LAWS		
5.4.1	<p>Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Bidders wishing to do business with the TVDSB are asked to promote the purchase of goods from companies that operate in full compliance with the laws of their respective countries and with all applicable child labour laws, rules and regulations related to hiring, wages, hours worked, overtime and working conditions.</p>		
5.4.2	<p>Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.</p>		
5.4.3	<p>For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:</p>		
5.4.3.1	<p>http://www.ilo.org</p>		
5.4.3.2	<p>http://www.ilo.org/public/english/comp/child/policy/towards.htm</p>		
5.5	HEALTH, SAFETY REGULATIONS		
5.5.1	<p>All equipment requiring approval (Hydro One, C.S.A., ULC., NFPA. etc.) must be completely assembled and must bear label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the TVDSB reserves the right to invoice the successful bidder(s) for the cost of certification/replacement.</p>		
5.5.2	<p>Every person who supplies any machine, device, tool, equipment or service to the TVDSB must ensure that the machine, device, tool, equipment or service complies with the Occupational Health and Safety Act and Regulations of Industrial Establishments. The burden of proof rests with the supplier.</p>		

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5.5.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. If applicable, the successful bidder(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.5.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHIMS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.6	WORKPLACE SAFETY AND INSURANCE BOARD		
5.6.1	The successful bidder(s) must ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.		
5.6.2	The successful bidder(s) must furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board. This certification is to be furnished prior to the commencement of this contract. The good standing must be maintained throughout the contract. It is the responsibility of the Contractor to ensure that the Workplace Safety & Insurance Board Certificate is updated every sixty (60) days. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.6.3	All workplace injuries or accidents on TVDSB property must be reported by the successful bidder(s) to the TVDSB's representative within 24 hours.		
5.7	COMMERCIAL LIABILITY INSURANCE		
5.7.1	The successful bidder(s) must be covered by Commercial General Liability Insurance throughout the term of the contract. Each bidder must state if it has Commercial General Liability Insurance Coverage.		

FIRM NAME : _____

SIGNATURE : _____

TENDER #240 SUPPLY AND SERVICE OF FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT

WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.7.2	Each bidder should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$5 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$5 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$5 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.7.2.1	This liability policy shall contain the following coverage:		
5.7.2.2	Personal Injury & Property Damage		
5.7.2.3	Non-Owned Automobile Liability		
5.7.2.4	Owners and Contractors Protective Coverage		
5.7.2.5	Contractual Liability		
5.7.2.6	Broad Form Property Damage		
5.7.2.7	Products & Completed Operation Insurance		
5.7.2.8	Contingent Employees Liability		
5.7.2.9	Cross Liability Clause and Severability of Interest Clause		
5.7.3	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.7.4	The successful bidder(s) agrees to indemnify, hold harmless and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason or injury (including death) or damage to any property arising out of negligent or willful acts on the part of the successful bidder(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
5.8	MOTOR VEHICLE LIABILITY INSURANCE		

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TENDER #240 SUPPLY AND SERVICE OF FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT

WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.8.1	Bidders must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.		
5.8.2	In the event of an affirmative answer to 5.8.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the contract. If the bidder's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.8.3 to subsection 5.8.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.8.3	Bidders should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million for Commercial vehicles 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.		
5.8.3.1	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.8.3.2	Third Party Liability Coverage in the form of OAP-1		
5.8.4	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		

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TENDER #240 SUPPLY AND SERVICE OF FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT

WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.8.5	The successful bidder(s) agrees to indemnify, hold harmless and defend, the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
6.0	BIDDER PROFILE		
6.1	REFERENCES		
6.1.1	New bidders must provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference must contain the following information:		
6.1.1.1	Reference 1 - Company Name:		
6.1.1.2	Reference 1 - Address:		
6.1.1.3	Reference 1 - Contact Name:		
6.1.1.4	Reference 1 - Phone Number:		
6.1.1.5	Reference 1 - Fax Number:		
6.1.1.6	Reference 1 - e-mail address:		
6.1.1.7	Reference 2 - Company Name:		
6.1.1.8	Reference 2 - Address:		
6.1.1.9	Reference 2 - Contact Name:		
6.1.1.10	Reference 2 - Phone Number:		
6.1.1.11	Reference 2 - Fax Number:		
6.1.1.12	Reference 2 - e-mail address:		
6.1.1.13	Reference 3 - Company Name:		
6.1.1.14	Reference 3 - Address:		
6.1.1.15	Reference 3 - Contact Name:		
6.1.1.16	Reference 3 - Phone Number:		
6.1.1.17	Reference 3 - Fax Number:		
6.1.1.18	Reference 3 - e-mail address:		
6.2	ADMINISTRATION & ORGANIZATION		
6.2.1	Bidders should include an organizational chart.		

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TENDER #240 SUPPLY AND SERVICE OF FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
6.2.2	The TVDSB reserves the right at any time after the closing date, to request from any bidder evidence of its financial standing and stability, including that of each of its officers, directors and principals. All bidders agree to provide at their own expense all such above-related information as may be requested by the TVDSB within four (4) days of the date of any such request.		
6.2.3	Bidders are required to list any and all pending or ongoing legal claims or disputes where the bidder could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
6.2.4	Bidders should state location of their distribution centre.		
6.2.5	Bidders should state if their employees service sites wearing uniforms.		
6.2.6	Bidders should state if their employees carry photo identification.		
6.2.7	Bidders should state if they are ISO registered and if so what level.		
6.2.8	Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.		
7.0	BID SUBMISSION		
7.1	BIDDER'S RESPONSE GUIDE		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, bidders should use the same numbering format, as on this bid document.		
7.1.2	The bid submission must include:		
7.1.2.1	Printed and signed copies of all Worksheets		
7.1.3	One Diskette or CD with file names:		
7.1.3.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
7.1.3.2	Worksheet B: Scope of Work in Excel format - completed, printed and signed		
7.1.3.3	Worksheet C: Pricing in Excel format - Electronic response required as well as hard copy completed, printed and signed.		
7.1.3.4	Worksheet D: Contact Information and Listing of Facility Locations by Zones - no response required		
7.1.3.5	Worksheet E: Zone Map in PDF format - no response required		
7.1.4	It is the bidders responsibility to ensure the that the necessary "files" on the diskette or CD.		
7.1.5	Failure to respond in electronic format will deem the bid noncompliant.		

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TENDER #240 SUPPLY AND SERVICE OF FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT

WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
7.1.6	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.9 - Labelling Instructions).		
7.1.7	Bidders' submissions should include page numbers for ease of reference by committee members.		
7.1.8	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.9	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
8.0	8.0 AWARD		
8.1	EVALUATION PROCESS		
8.1.1	An evaluation committee will be established to evaluate bid submissions.		
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
8.1.3	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria:		
8.1.3.1	Price		
8.1.3.2	Compliance with Specifications		
8.1.4	Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.		
8.1.5	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.6	The determination of equal quality will be based on our internal professional opinions.		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	www.tvdsb.on.ca		
8.2.1.2	"Purchasing Bids"		
8.2.1.3	"Electronic Bidding Instructions, Bid Download and Bid Results",		
8.2.1.4	Scroll to the end of the document, click		
8.2.1.5	"Proceed to inquiry/download page".		
8.2.1.6	Proceed to the Bid, click		

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TENDER #240 SUPPLY AND SERVICE OF FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT

WORKSHEET A - TERMS AND CONDITIONS

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8.2.1.7	"Results - Check Mark"		
8.2.1.8	View documents in PDF format.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		
9.0	ELECTRONIC BIDDING INSTRUCTIONS		
9.1	DOWNLOADING BID DOCUMENTS		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.on.ca		
9.1.2	Click "Purchasing - Bids" icon		
9.1.3	Click "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
9.1.4	Read instructions		
9.1.5	Click "Proceed to Inquiry/Download page"		
9.1.6	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.7	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.8	All bid files are available for downloading at no charge from the TVDSB web site.		
9.2	PRINTING COPIES OF BID DOCUMENTS		
9.2.1	To print a working copy of any bid document - Click on the "Name of the Bid" to print documents in PDF format.		
9.3	INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:		
9.3.1	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.		
9.3.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
9.3.3	The bid files are installed into a default directory called C:\LBTENDER.		
9.3.4	To begin the Bid Program:		
9.3.4.1	Go to Windows Explorer		
9.3.4.2	Click on C:\ drive		
9.3.4.3	Open the folder "lbtender"		
9.3.4.4	The following files will be installed in the C:\lbtender directory:		
9.3.4.5	Appendices.xls		
9.3.5	To start the process open the Excel files and complete as instructed.:		
9.4	THE RETURN DISKETTE OR CD:		
9.4.1	After all bids have been entered:		

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TENDER #240 SUPPLY AND SERVICE OF FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT

WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.4.1.1	Copy the all Appendices to either a 3.5" Diskette or CD using your company's standard CD Writing program.		
9.4.1.2	Check to ensure that the "files" are on the diskette or CD. Without these files we will not be able to download your bid.		
9.4.1.3	Be sure to label your diskette or CD with company name and signature.		
9.5	LABELLING OF ENVELOPE AND DISK		
9.5.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.5.2	From - Company Name & Address		
9.5.3	To:OFFICE OF THE TENDERS CLERK		
9.5.4	Thames Valley District School Board		
9.5.5	EDUCATION CENTRE,		
9.5.6	1250 Dundas Street,		
9.5.7	LONDON, Ontario		
9.5.8	N5W 5P2		
9.5.9	Tender #240 - Supply and Service of Fire Extinguishers and Fire Safety Equipment		
9.5.10	Return Date: 12:00:00 noon local time Friday, August 29, 2008		
9.6	PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:		
9.6.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.6.2	Tender #240 - Supply and Service of Fire Extinguishers and Fire Safety Equipment		
9.6.3	Return Date: 12:00:00 noon local time Friday, August 29, 2008		
9.6.4	Signature:		
9.6.5	Firm Name:		
9.7	SIGNATURE PAGE		
9.7.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
9.7.2	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.		
9.7.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
9.7.4	NAME (Please print):		
9.7.5	TITLE:		
9.7.6	SIGNATURE:		
9.7.7	FIRM NAME:		

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TENDER #240 SUPPLY AND SERVICE OF FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT

WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.7.8	State the legal entity that your organization operates under:		
9.7.8.1	Proprietorship		
9.7.8.2	Partnership		
9.7.8.3	Corporation		
9.7.9	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:		
9.7.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		
9.7.9.2	E-MAIL ADDRESS:		
9.7.9.3	ADDRESS:		
9.7.9.4	INTERNET ADDRESS:		
9.7.9.5	TELEPHONE NO.:		
9.7.9.6	FAX NO.:		
9.7.10	If subcontracting, bidders must provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract:		
9.7.10.1	Firm Name:		
9.7.10.2	Firm Address:		
9.7.10.3	Telephone Number:		
9.7.10.4	Fax Number:		
9.7.10.5	E-MAIL ADDRESS:		

FIRM NAME : _____

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THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #240 SUPPLY AND SERVICE OF FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT

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WORKSHEET B - SCOPE OF WORK

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
SECTION 1.0 DEFINITIONS			
1.1	Definitions of the following terms:		
1.1.1	Check (according to the Ontario Fire Code) means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.		
1.1.2	Inspect (according to the Ontario Fire Code) means physical examination to determine that the device or system will perform in accordance with its intended function.		
1.1.3	Test (according to the Ontario Fire Code) means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.		
1.1.4	Preventative Maintenance (PM) means an inspection to ensure that fire safety equipment is available and will operate. It is intended to give reasonable assurance that the fire safety equipment is fully charged and operable. This is done by verifying that it is in its designated place, that it has not been actuated or tampered with, and that there is no obvious or physical damage or condition to prevent its operation as specified by NFPA Standard No. 10.		
1.1.5	Billable work means any work to repair, corrective action or replacement of a defective unit to bring that unit up to all applicable Codes and Standards.		
1.1.6	Preventative Maintenance Work Order (PMWO) means a work order issued by the TVDSB for the testing and inspection of fire extinguishers, fire safety equipment and associated devices.		
1.1.7	Work Orders (WO) means work order to correct or repair a device to bring the device up to current code and/or regulations. The contractor must contact the appropriate Facility Services Leader to obtain an WO before commencing any billable work. WO's may be issued for repairs or installations not included in the scope of this Tender.		
1.1.8	Maintenance Leader means the Maintenance Department Leader for each Zone who is responsible for maintenance and related functions within the schools for that Zone. For the purposes of this Tender, the Fire Safety Equipment are a Maintenance function and includes Cafeteria Range Hood Fire Suppression Hoods, Hood and Duct Cleaning.		

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THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #240 SUPPLY AND SERVICE OF FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT

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WORKSHEET B - SCOPE OF WORK

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.1.9	Operations Leader means the Custodial Operations Leader for a Zone who is responsible for all custodial operations and related functions within that Zone. For the purposes of this Tender, the Fire Extinguishers are an Operations function.		
1.1.10	Zone means the geographical area comprising the TVDSB which has divided up into five different Zones. Each Zone has a separate Zone Office, Maintenance Leader, Operations Leader and Zone Assistant. (Map provided)		
1.1.11	Maintenance Coordinator means Facility Services Leader for all Zones who is responsible for maintenance and related functions within all Zones of the TVDSB.		
SECTION 2.0 LOCATIONS			
2.1	Submit your pricing based on the current list of TVDSB locations in Worksheet D - Contact Information and Listing of Facility Locations by Zone . The TVDSB estimates that there are approximately 4400 fire extinguishers currently located within the TVDSB.		
2.2	The TVDSB will notify the successful bidder(s) of any additions or deletions to locations.		
SECTION 3.0 PRICING			
3.1	Submit pricing on diskette into Appendix C - Pricing .		
3.2	Pricing is based on :		
3.2.1	Annual maintenance, hydrostatic testing and recharging of fire extinguishers.		
3.2.2	Maintenance, repair and recharging of fire extinguishers as authorized by the Operations Leader on a WO.		
3.2.3	Semi-annual preventative maintenance of Cafeteria Range Hood Fire Suppression Systems, Annual Cafeteria Range Hood and Duct Cleaning or as requested by the Maintenance Leader.		
3.2.4	Repairs to Cafeteria Range Hood Fire Suppression Systems as authorized by the Maintenance Leader on a WO.		
3.3	Submit unit pricing for testing/service and replacement of fire extinguisher based upon the fire extinguishers types listed on Worksheet C - Pricing .		
3.4	TVDSB fire extinguisher inventory consists of 80 % Dry Chemical, 19 % Carbon Dioxide and 1 % Water Pressurized fire extinguishers.		
3.5	These unit prices will be used if device quantities vary from that estimated in the Section 2.1 .		

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WORKSHEET B - SCOPE OF WORK

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
3.6	The annual fire extinguisher preventative maintenance and service pricing must include all necessary labour, transportation, equipment and materials necessary to perform the work specified in the Section 5, 6, 7 and 8.		
3.7	Recharge prices must include o-rings, tamper seals, labels, verification of service collars, loaners, etc.		
3.8	Recharge prices submitted for all stored pressure dry chemical fire extinguishers must include the applicable six year maintenance requirements as specified in the applicable Section 4 Standards.		
3.9	All new/replacement fire extinguisher price submissions must include manufacturer's part number, description and unit cost.		
3.10	All new/replacement fire extinguisher prices must include brackets, tags and installation. New/replacements fire extinguishers must conform to all Fire Code and all applicable standards as stated in Section 4 Standards.		
3.11	All new/replacement equipment pricing must include freight, delivery and installation.		
3.12	Periodic service calls for fire extinguishers must charge the normal recharge rate or other applicable service prices submitted.		
3.13	The contractor guarantees all work performed against defects in materials, labour and workmanship for a period of one year.		
SECTION 4.0 STANDARDS			
4.1	Pursuant to clause 25 National Standard of Canada CAN/CSA -B339-88 cylinders, spheres and tubes for the Transportation of Dangerous Goods, services agencies engaged in the re-qualification of cylinders by the hydrostatic water jacket method must possess a valid certificate of registration issued by Transport Canada. This certificate must remain in good standing for the duration of this contract. The contractor must notify the Maintenance Coordinator immediately if the license is suspended or revoked for any reason. Contractors must submit a valid copy of the Transport Canada certificate of registration with your Tender.		
4.2	All maintenance procedures must be done in accordance with the most recent additions of the National Fire Protection Association Standard for portable fire extinguishers; NFPA 10-1998 Edition Chapter 4.		

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THAMES VALLEY DISTRICT SCHOOL BOARD
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WORKSHEET B - SCOPE OF WORK

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
4.3	All recharging and six year maintenance must be done in accordance with the most recent additions of the National Fire Protection Association Standard for portable fire extinguishers; NFPA 10-1998 Edition Chapter 4.		
4.4	All hydrostatic testing must be done in accordance with the most recent additions of the National Fire Protection Association Standard for portable fire extinguishers; NFPA 10-1998 Edition Chapter 5.		
4.5	All maintenance procedures for range-hood fire suppression systems must comply with the most recent National Fire Protection for Ventilation Control and Fire Protection of Commercial Cooking Operations; NFPA 96-1994 Edition Chapter 7 and NFPA 17A Standard for Wet Chemical Extinguishing Systems - 1994 Edition Chapter 5.		
4.6	All subsequent sections detailing the required procedures of each system under contract are minimum requirements.		
4.7	All new equipment supplied and installed by the contractor must comply with the Ontario Fire Code subsections 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5 and 6.2.6.		
4.8	The contractor must apply the appropriate WHMIS label on all new and recharged cylinders.		
4.9	The contractor must inform the Maintenance Coordinator in writing of all major changes in safety code, regulations or requirements that might affect the performance of the work, terms and conditions of this Tender.		
4.1	Contractor must provide to Maintenance Coordinator copies of Certificates that all Technicians are qualified to carry out testing and maintenance of fire extinguishers.		
SECTION 5.0 PREVENTATIVE MAINTENANCE OF FIRE EXTINGUISHERS			
5.1	Each portable fire extinguisher must be subjected to preventative maintenance at one year intervals or when specifically requested by the Zone Operations Leader.		
5.2	All maintenance procedures must be done in accordance with the applicable standards listed in Section 4 Standards .		
5.3	The six year maintenance requirements must begin from the date of the most recent recharge.		
5.4	When fire extinguishers must be removed from a TVDSB school/or facility for off site maintenance or testing, the contractor must provide a loaner extinguisher of the same type and size on a no charge basis. At no time shall portable fire extinguisher coverage be compromised.		

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WORKSHEET B - SCOPE OF WORK

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.5	All fire extinguishers must bear a WHMIS label facing outwards when the fire extinguisher is located in a cabinet, wall recess or shelf.		
5.6	Each fire extinguisher must have a tag supplied by the contractor securely attached that indicates the month and year maintenance and/or recharging was performed and the signature of the person performing the service.		
5.7	Where a fire extinguisher is recharged or hydrostatic tested, a label must be affixed to the extinguisher cylinder that indicates the month and year of the hydrostatic test and/or the six year maintenance was performed, the test pressure used and the name of the individual who performed the test.		
5.8	PMWO for Fire Extinguishers will be issued once a year per location and the contractor must follow the following procedures:		
5.8.1	Contractor receives the PMWO for each facility/location to be inspected.		
5.8.2	For school locations, the contractor must contact the School Principal to agree upon an mutually convenient time for the preventative maintenance and must coordinate the preventative maintenance work so as not to disrupt school activities.		
5.8.3	For closed schools or specialized facilities, the contractor must contact the Zone office to arrange for access to that facility.		
5.8.4	Contractor develops a tentative schedule of work for each Zone or facility location that is submitted to the appropriate Zone Operations Leader for approval.		
5.8.5	During the servicing of the site systems, all devices are to be inspected, tested, identified on a report and the database is to be updated. Additional costs will be added to the contract to capture pre-existing devices not identified by the TVDSB Zone Summary.		
5.8.6	If during the testing and the PM the contractor identifies concerns, deficiencies, problems or repairs outside the Scope of Work as defined in this Tender, the contractor must notify the Operations Leader prior to commencing any work. If when authorized,		
5.8.7	The Operations Leader must issue a WO prior to the contractor commencing any additional billable work.		
5.8.8	No additional billable work will commence without quote from the contractor which describes the location, problem or deficiency in detail and the work required to bring the defective device up to standards or code as specified in Section 4 Standards .		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #240 SUPPLY AND SERVICE OF FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT

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WORKSHEET B - SCOPE OF WORK

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
SECTION 6.0 FIRE SAFETY EQUIPMENT: PREVENTATIVE MAINTENANCE OF CAFETERIA RANGE HOOD FIRE SUPPRESSION SYSTEMS			
6.1	Each hood system must be subjected to preventative maintenance at six month intervals, the date will be specified by the Zone Maintenance Leader.		
6.2	All maintenance, recharging, hydrostatic testing or repairs must comply with the manufacturer's listed inspection and maintenance manuals.		
6.3	No repair, replacement or modification of any hood system shall be made without the authorization of the Maintenance Leader.		
6.4	The contractor must not undertake any work on any hood system which is connected to a fire alarm system that sends an alarm directly to a fire department or a fire alarm monitoring station without, in either case, having first notified the communications division of the appropriate fire department, the charge custodian and the monitoring company (if applicable). It is imperative that the TVDSB does not receive false alarm charges due to the contractor failing to properly communicate to the appropriate parties of any maintenance and/or testing of the hood system. Any false alarm charges resulting from the negligence of the contractor will be deducted from the contractor's invoices with the TVDSB.		
6.5	All hood system preventative maintenance and servicing must be communicated by the Zone Maintenance Leader with sufficient notice to allow the contractor to complete the work required and to eliminate any potential disruption to normal cafeteria operations.		
6.6	Each hood system must have a tag supplied by the contractor securely attached that indicates the month and year maintenance and/or recharging was performed and the signature of the person performing the service.		
6.7	Where a hood system is recharged or hydrostatically tested, a label must be affixed to the system that indicates the month and year of the hydrostatic test and/or the six year maintenance was performed, the test pressure used and the name of the person performing the service.		
6.8	If a deficiency is found, the Maintenance Leader's authorization and a WO is required before repairs are carried out.		

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WORKSHEET B - SCOPE OF WORK

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
6.9	The contractor must supply a service report and Certification of Verification that the system has been inspected, has met all the Standards as per Section 4 Standards and has passed.		
6.1	PMWO for Range Hood Fire Suppression Systems will be issued as required once a year per location for the semi-annual inspection and the contractor must follow the following procedures:		
6.10.1	Contractor receives the PMWO for each location/facility to be inspected.		
6.10.2	Contractor will receive a tentative schedule of work for each Zone or facility location developed by the appropriate Zone Maintenance Leader.		
6.10.3	For school locations, the contractor must contact the School Principal to agree upon an mutually convenient time for the preventative maintenance and must coordinate the preventative maintenance work so as not to disrupt school activities.		
6.10.4	For closed schools or specialized facilities, the contractor must contact the Zone office to arrange for access to that facility.		
6.10.5	During the servicing of the site systems, all devices are to be inspected, tested, identified on a report and the database is to be updated.		
6.10.6	If during the testing and the PM the contractor identifies concerns, deficiencies, problems or repairs outside the Scope of Work as defined in this Tender, the contractor must notify the Maintenance Leader prior to commencing any work. If authorized The Maintenance Leader will issue a WO.		
6.10.7	No additional billable work will commence without quote from the contractor which describes the location, problem or deficiency in detail and the work required to bring the defective device up to standards or code as specified in Section 4 Standards .		
6.10.8	The Maintenance Leader must issue a WO prior to the contractor commencing any additional billable work.		
SECTION 7.0 FIRE SAFETY EQUIPMENT: HOOD AND DUCT CLEANING PROCEDURE			
7.1	The contractor shall gain roof access and examine the exhaust fan system for any problems.		
7.2	The contractor must prep for water control, including covering equipment with plastic. Hot items and fryers need to be covered with sheet planks first.		

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WORKSHEET B - SCOPE OF WORK

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
7.3	Scrape exhaust system. Pay special attention to weights clipped to exhaust fans. DO NOT REMOVE THESE CLIPS. Oil motor and grease fittings. Check fan belt and note condition.		
7.4	Apply appropriate degreaser treatment and allow to soak in. Powerwash exhaust system. Power wash roof fan location and to the drain location.		
7.5	Empty and replace roof grease catch. Replace fan back onto duct. Note anything not normal (if applicable).		
7.6	Return fan to operation and double check to make sure the system is working properly.		
7.7	Replace filters and close all accesses. Make sure tools are removed from remote locations.		
7.8	Clean-up procedures as follows:		
7.8.1	Wipe down exhaust and back wall		
7.8.2	Remove plastic		
7.8.3	Mop down floors		
7.8.4	Wipe down roof access ladders		
7.8.5	Wet vac water and mop out		
7.8.6	Wash down roof		
7.8.7	Wash down drive		
7.8.8	Check grease guard if applicable		
7.9	Final exit walk through procedures as follows:		
7.9.1	Pilot light returned to normal		
7.9.2	Hood light clean and working		
7.9.3	Check dates on firm control system		
7.9.4	Arm alarm system		
7.9.5	Return store key.		
7.9.6	Refer to manufacturer's specifications and/or PMWO as issued.		
7.10	If a deficiency is found, the Maintenance Leader's authorization and a WO is required before repairs are carried out.		
7.11	The contractor must supply a service report and Certification of Verification that the system has been inspected, has met all the Standards as per Section 4 Standards and has passed.		
SECTION 8.0 IMPLEMENTATION			

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THAMES VALLEY DISTRICT SCHOOL BOARD
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WORKSHEET B - SCOPE OF WORK

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.1	The TVDSB shall supply to the contractor a listing by zones of the names, facility number and correct address of all TVDSB facilities that are to be included in this Worksheet D - Contact Information and Listing of Facility Locations by Zone . The contractor will work with the TVDSB Maintenance Coordinator to develop and maintain an equipment database of all fire safety devices located at all TVDSB locations/facilities.		
8.2	The TVDSB Operations and Maintenance Leaders or the Maintenance Coordinator are authorized to issue work orders and will communicate with the contractor in performing the scope of work as detailed in this Tender. <u>Work requested by TVDSB employees other than Operations and Maintenance Leaders or the Maintenance Coordinator does not fall within the scope of this Tender.</u>		
8.3	The contractor must designate a single point of contact for the TVDSB through which all communications will flow with respect to schedules, reporting, updates to the device database, disputes and invoice discrepancies. TVDSB point of contact will be the Maintenance Coordinator. This individual will mediate any problems that the contractor encounters with any TVDSB employee and maintains the integrity of the TVDSB device database.		
8.4	The contractor shall meet with the Maintenance/Operations Leaders as requested or required to evaluate device inventories, device locations, identify problems or review Tender administrative requirements.		
8.5	TVDSB will issue two types of work orders - PMWO and WO .		
8.6	Prior to commencing any work, a PMWO Number will be issued to the contractor indicating the location and scope of work required at that location by the Zone Maintenance/Operations Leader. One PMWO per location will be issued yearly for the testing and inspection.		
8.7	Each location/facility must be invoiced individually after the work has been completed. Invoices must include: the PMWO/WO Number, the facility/school location name, number and address, the Maintenance/Operations Leader and Zone office, and the work/services provided at that location.		
8.8	Invoices are to be submitted to the appropriate Zone Office for reconciliation.		
SECTION 9.0 REPORTING AND RECORD KEEPING			

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WORKSHEET B - SCOPE OF WORK

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.1	The successful Bidder(s) must provide to the TVDSB Maintenance Coordinator written record keeping, maintenance reports and administrative support at no additional cost to the TVDSB .The reports are to be submitted in an Excel spreadsheet (hard and soft copy) within sixty (60) days after the completion of work in each Zone.		
9.2	Detailed work reports must be completed by the contractor and signed by the Charge Custodian or their designate for all work completed during the annual or semi-annual maintenance. One copy of the work report must be left with the charge custodian or their designate and the original attached to the invoice.		
9.3	A detailed preventative maintenance report, by Zone and Location, must be prepared by the contractor and submitted to the Maintenance Coordinator for each location serviced after the completion of PMWO .		
9.4	Reports must include any deficiencies that require corrective action by the TVDSB (i.e: new equipment requirements, hood system modifications or repairs etc.). All handwritten reports must be legible.		
9.5	Each report must indicate the school/facility name, location, location number, the number of devices inspected. The contractor must update the database with devices not identified.		
9.6	Any work that has not been completed by the contractor must be identified on the submitted report with an explanation as to why work was incomplete and the tentative date the work will be completed. The return date must be pre-approved by the Operations / Maintenance Leader prior to the contractor returning to the location.		
9.7	Each fire extinguisher and hood system must have a tag supplied by the contractor securely attached that indicates the month and year maintenance and/or recharging was performed and the signature of the person performing the service.		
9.8	Where a fire extinguisher or hood system is recharged or hydrostatic tested, a label shall be affixed to the extinguisher cylinder that indicates the month and year of the hydrostatic test and/or the six year maintenance was performed, the test pressure used and the name of the person or agency performing the test. The label must indicate the timing of the next required test.		

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WORKSHEET B - SCOPE OF WORK

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.9	If during the service call the contractor identifies concerns, deficiencies, problems or repairs outside the scope of work as defined in this Tender, the contractor must notify the Maintenance/Operation Leader prior to commencing any work.		
9.10	The contractor must provide, for each Zone and facility, the testing and/or inspection reports after they have been completed as per the Scope of Work in this Tender. The reports are to be sent to the Maintenance Coordinator. Failure to complete this requirement will be considered a breach of contract.		
9.11	Success Bidder(s) must provide to Maintenance Coordinator ALL Certificates of Verification.		
9.12	The successful bidder(s) must supply an updated list (electronically) in an Excel Worksheet of all extinguishers by size, make, type, location and Board Asset Tag Number in each of the buildings listed on Worksheet D - Contact Information and Listing of Facility Locations by Zone. The list must be submitted by anniversary date of this Tender every year to the Maintenance Coordinator.		
9.13	Bidder(s) must submit a sample maintenance report as part of their Tender submission.		
SECTION 10.0 PERIODIC SERVICE CALLS			
10.1	The successful bidder(s) must supply an updated list (electronically) in an Excel Worksheet of all extinguishers by size, make, type, location and Board Asset Tag Number in each of the buildings listed on Worksheet D - Contact Information and Listing of Facility Locations by Zone. The list must be submitted by anniversary date of this Tender every year to the Maintenance Coordinator.		
10.2	Detailed service reports must be completed by the contractor itemizing all work completed during such service calls. One copy of the service report must be left with the Charge Custodian or their designate and the original submitted with the invoice.		
10.3	If during the periodic service call the contractor identifies concerns, deficiencies, problems or repairs outside the work order, the contractor must notify the Maintenance/Operation Leader prior to commencing any work.		
SECTION 11.0 SUPPLY AND INSTALLATION OF NEW EQUIPMENT			

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
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WORKSHEET B - SCOPE OF WORK

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
11.1	All new equipment supplied and installed by the contractor must comply with the Ontario Fire Code subsections 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5 and 6.2.6.		
11.2	All new equipment purchased by the TVDSB is subject to prior approval of the Maintenance Coordinator or the Maintenance/Operations Leader.		
SECTION 12.0 CONTRACTOR QUALIFICATIONS			
12.1	Maintenance, servicing, recharging and repairs shall be performed by trained, qualified and licensed personnel as required by NFPA-10, Ontario Fire Code and all other applicable codes and regulations, with at least two (2) years experience in servicing fire extinguishers and range hood fire suppression systems.		
12.2	The contractor must be licensed to work in all municipalities that encompass the TVDSB locations.		
12.3	The contractors shall have available the appropriate servicing manuals, the proper types of tools, recharge materials, lubricants and manufacturers replacement parts or parts specifically listed for use in the equipment being serviced.		

FIRM NAME: _____

SIGNATURE: _____

NOTE: GST AND PST ARE EXTRA

Item No.	FIRE EXTINGUISHERS The TVDSB has approximately 4400 fire extinguishers presently located in our 185 schools and buildings. . Quantities for fire extinguishers are estimates only and thes	Annaul Maintenance of Fire Extinguishers	Hydraulic Testing inclusive of all parts and labour	Recharging inclusive of all parts and labour.	Supply and Install New Fire Extinguishers
1	Flag ABC				
1.1	Flag ABC Dry Chemical 5lb - "G" Model				
1.2	Flag ABC Dry Chemical 10lb - "G" Model				
1.3	Flag ABC Dry Chemical 20lb - "G" Model				
2	Amerex ABC				
2.1	Amerex ABC Dry Chemical 5lb - Model 500				
2.2	Amerex ABC Dry Chemical 5lb - Model 456				
2.3	Amerex ABC Dry Chemical 10lb - Model 500				
2.4	Amerex ABC Dry Chemical 10lb - Model 456				
3	Diamond ABC				
3.1	Diamond ABC Dry Chemical 5lb, - All Models				
3.2	Diamond ABC Dry Chemical 10lb - All Models				
4	Flag Pressurized				
4.1	Flag Pressurized Water 2.5 Gal - "F" Model				
5	General Carbon Dioxide				
5.1	General Carbon Dioxide 5lb - Model 5-R				
5.2	General Carbon Dioxide 5lb - Models 10-R				
5.3	General Carbon Dioxide 10lb - Model 5-R				
5.4	General Carbon Dioxide 10lb - Model 10-R				
6	Amerex Carbon Dioxide				
6.1	Amerex Carbon Dioxide 5lb - Model 322				
6.2	Amerex Carbon Dioxide 5lb - Model 330				
6.3	Amerex Carbon Dioxide 10lb - Model 322				
6.4	Amerex Carbon Dioxide 10lb - Model 330				
7	Flag Carbon Dioxide				
7.1	Flag Carbon Dioxide 5lb - "H" Model				
7.2	Flag Carbon Dioxide 10lb - "H" Model				
7.3	Flag Carbon Dioxide 20lb - "H" Model				

FIRM NAME: _____

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NOTE: GST AND PST ARE EXTRA

Cafeteria Range Hood Cleaning and Maintenance		
Item No.	Types of Service Required	Shop Rate
1	Hood and duct cleaning (approximately 30 systems)	
2	Maintenance of Cafeteria Range Hood Fire Suppression system per unit	
3	Cost per unit fusible links	
4	Standard Shop Rate for Technician for work beyond the scope of work of this Bid	
5	Cost plus materials requested that are beyond the scope of this bid. State the percentage over your cost for materials and parts that are requested	

Pricing			
Item No.	Types of Service Required	Shop Rate	Response Time
1	Standard Shop		
2	On Site		
3	Overtime		
4	Emergency Service Calls		
5	Weekends		
6	Evenings		
7	Statutory Holidays		

Item No.	Warranty and Maintenance	Will Comply/Will Not Comply	Comment
1	Service is an extremely important consideration in the award of this Tender. Bidders must complete length of Warranty for workmanship.		
2	Bidders must state if Warranty includes parts, labour and if warranty is on-site. If not, bidders must indicate the terms of the warranty. Bidders must state their standard hourly shop or on-site rate and clearly state any additional costs that will be charged to the TVDSB in the performance of the service work contracted for in this Tender.		

FIRM NAME: _____

SIGNATURE: _____

NOTE: GST AND PST ARE EXTRA

Item No.	Warranty and Maintenance	Will Comply/Will Not Comply	Comment
3	Bidders must state location of service facilities.		
4	Bidders must state number of service people at each location.		
5	Bidders must state time to respond to service calls.		
6	Bidders must state mean time to repair commitments in the event of service disruption and associated penalties in the event of extended outages.		
7	Bidders must include a statement outlining your company's quality assurance philosophy and program. This statement should detail how your company will respond to:		
8	Service related problems.		
9	Quality problems.		
10	Employee related problems.		
11	All equipment must be guaranteed for the entire period of the contract you are bidding. The successful bidder(s) must be prepared to exchange all equipment that proves defective during this contract without rewriting the agreement. Machines will be replaced if the number of service calls greatly exceeds those recommended in the machines preventive maintenance schedule or when the successful bidder(s) and the TVDSB recommends replacement due to any other conditions upon mutual agreement.		
12	The TVDSB reserves the right to initiate a survey to measure customer satisfaction.		

FIRM NAME: _____

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**THAMES VALLEY DISTRICT SCHOOL BOARD
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WORKSHEET D

2009

CONTACT INFORMATION AND LISTING OF FACILITY LOCATIONS BY ZONE

ZONE 1 - 951 LEATHORNE STREET, LONDON, ONTARIO N5Z 3M7 FAX: (519) 452-2699

MAINTENANCE LEADER: RALF HEEREN (519)452-2000, EXT. 21020 r.heeren@tvdsb.on.ca
 OPERATIONS LEADER: SUSAN SUTHERLAND (519)452-2000, EXT. 21018 s.sutherland@tvdsb.on.ca
 ZONE ASSISTANT: MARLENE STEWART (519)452-2000, EXT. 21062 m.stewart@tvdsb.on.ca

ZONE 1 (LONDON SOUTH)

Arthur Ford P.S. (1035) 617 Viscount Road London, Ontario N6J 2Y4 (519)452-8020	Arthur Stringer P.S. (1040) 43 Shaftesbury Ave. London, Ontario N6C 2Y5 (519)452-8030	Ashley Oaks P. S. (1045) 121 Ashley Crescent London, Ontario N6E 3P8 (519)452-8040	Brick Street P. S. (1075) 393 Commissioners Road, W London, Ontario N6J 1Y4 (519)452-8070
Byron Northview P. S. (1085) 1370 Commissioners Road W. London, Ontario N6K 1E1 (519)452-8080	Byron Somerset P. S. (1090) 175 Whisperwood Avenue London, Ontario N6K 4C6 (519)452-8090	Byron Southwood P. S. (1095) 1379 Lola Street London, Ontario N6K 3R6 (519)452-8100	Cleardale P. S. (1145) 780 Dulaney Drive London, Ontario N6C 3W4 (519)452-8140
Facility Services - Warehouse (5010) 951 Leathorne Street London, Ontario N5Z 3M7 (519)452-2425	G. A. Wheable Centre for Adult Ed. (3050) 70 Jacqueline Street London, Ontario N5Z 3P7 (519)452-2660	Glen Cairn P. S. (1265) 53 Frontenac Road London, Ontario N5Z 3Y5 (519)452-8210	Kensal Park P. S. (<i>French Immersion</i>) (1325) 328 Springbank Drive London, Ontario N6J 1G5 (519)452-8280
Manor & Highland Park P. S. (1385) 77 Tecumseh Avenue London, Ontario N6J 1K8 (519)452-8370	Mountsfield P. S.(1425) 8 Mountsfield Drive London, Ontario N6C 2S4 (519)452-8400	Nicholas Wilson P. S. (1440) 927 Osgoode Drive London, Ontario N6E 1C9 (519)452-8410	Princess Elizabeth P. S. (1565) 247 Thompson Road London, Ontario N5Z 2Z3 (519)452-8490
Rick Hansen P. S. (1575) 70 Ponderosa Crescent London, Ontario N6E 2L7 (519)452-8500	Saunders Secondary School (2280) 941 Viscount Road London, Ontario N6K 1H5 (519)452-2770	Sir Georges Etienne Cartier P. S. (1620) 695 Chiddington Avenue London, Ontario N6C 2W9 (519)452-8550	Sir Isaac Brock P. S. (1615) 80 St. Lawrence Blvd. London, Ontario N6J 2X1 (519)452-8560
Sir Wilfrid Laurier S.S. (2170) 450 Millbank Drive London, Ontario N6C 4W7 (519)452-2840	South Secondary School (2290) 371 Tecumseh Avenue E. London, Ontario N6C 1T4 (519)452-2860	Tecumseh P. S. (1700) 401 Tecumseh Avenue London, Ontario N6C 1T4 (519)452-8600	Victoria P. S. (1740) 130 Wharnccliffe Road S. London, Ontario N6J 2K5 (519)452-8640

**THAMES VALLEY DISTRICT SCHOOL BOARD
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WORKSHEET D

2009

CONTACT INFORMATION AND LISTING OF FACILITY LOCATIONS BY ZONE

W. Sherwood Fox P. S. (1750) 660 Steeplechase Drive London, Ontario N6J 3P4 (519)452-8730	Westminster Secondary School (2370) 230 Baseline Road, West London, Ontario N6J 1W1 (519)452-2900	Westmount P. S. (1780) 1011 Viscount Road London, Ontario N6K 1H5 (519)452-8670	White Oaks P. S. (1785) 1400 Ernest Avenue London, Ontario N6E 2H8 (519)452-8680
Wilton Grove P. S. (1795) 626 Osgoode Drive London, Ontario N6E 1C1 452-8700	Woodland Heights P. S. (1800) 474 Springbank Drive London, Ontario N6J 1G8 (519)452-8710	Wortley Road P. S.(1805) 301 Wortley Road London, Ontario N6C 3R6 (519)452-8720	

ZONE 2 - 951 LEATHORNE STREET, LONDON, ONTARIO N5Z 3M7 FAX: (519)452-2710

MAINTENANCE LEADER: HENRY MUTSAERS (519)452-2000, EXT. 21015 h.mutsaers@tvdsb.on.ca

OPERATIONS LEADER: NICK LIMBRICK (519)452-2000, EXT. 21007 n.limbrick@tvdsb.on.ca

ZONE ASSISTANT: CATHY MUTCH (519)452-2000, EXT. 21014 c.mutch@tvdsb.on.ca

ZONE 2 (LONDON EAST)

Aberdeen P. S. (1015) 580 Grey Street London, Ontario N6B 1H8 (519)452-8010	Bishop Townshend P. S. (1065) 814 Quebec Street London, Ontario N5Y 1X4 (519)452-8050	Bonaventure Meadows P. S. (1070) 141 Bonaventure Drive London, Ontario N5V 4S6 (519)452-8060	C.C. Carrothers P. S. (1100) 360 Chippendale Crescent London, Ontario N5Z 3G2 452-8110
Central (London) Secondary School (2070) 509 Waterloo Street London, Ontario N6B 2P8 (519)452-2620	Chippewa P. S. (1135) 1035 Chippewa Drive London, Ontario N5V 2T6 (519)452-8120	Clarke Road Secondary School (2080) 300 Clarke Road London, Ontario N5W 5N4 (519)452-2640	Ealing P. S. (1180) 840 Hamilton Road London, Ontario N5Z 1V5 452-8150
Evelyn Harrison P. S. (1245) 50 Tewksbury Crescent London, Ontario N5V 2M8 (519)452-8180	F.D. Roosevelt P. S. (1250) 560 Second Street London, Ontario N5V 2B7 (519)452-8190	Fairmont P. S. (1255) 1040 Hamilton Road London, Ontario N5W 1A6 (519)452-8200	H. B. Beal Secondary School (2140) 525 Dundas Street London, Ontario N6B 1W5 (519)452-2700

**THAMES VALLEY DISTRICT SCHOOL BOARD
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WORKSHEET D

2009

CONTACT INFORMATION AND LISTING OF FACILITY LOCATIONS BY ZONE

Hillcrest P. S. (1285) 1231 Fuller Street London, Ontario N5Y 4P7 (519)452-8220	Huron Heights P. S. (<i>French Immersion</i>)(1295) 1245 Michael Street London, Ontario N5V 2H4 (519)452-8230	Jeanne Sauvé P. S. (<i>French Immersion</i>) (1310) 215 Warnclyffe Rd., North London, Ontario N6H 2B6 (519)452-8250	John P. Robarts P. S. (1315) 84 Bow Street London, Ontario N5V 1B1 (519)452-8270
Knollwood Park P. S. (1330) 70 Gammage Street London, Ontario N5Y 2B1 (519)452-8290	Lester B. Pearson School for the Arts (1335) 795 Trafalgar Street London, Ontario N5Z 1E6 (519)452-8300	Lord Elgin P. S. (1355) 1100 Victoria Drive London, Ontario N5Y 4E2 (519)452-8310	Lord Nelson P. S. (1350) 1990 Royal Crescent London, Ontario N5V 1N8 (519)452-8320
Lord Roberts P. S. (<i>French Immersion</i>)(1360) 440 Princess Avenue London, Ontario N6B 2B3 (519)452-8330	Lorne Avenue P. S. (1365) 723 Lorne Avenue London, Ontario N5W 3K7 (519)452-8340	Montcalm Secondary School (2220) 1350 Highbury Avenue London, Ontario N5Y 1B5 (519)452-2730	Northbrae P. S. (1455) 335 Belfield Street London, Ontario N5Y 2K3 (519)452-8420
Prince Charles P. S. (1540) 1601 Wavell Street London, Ontario N5W 2C9 (519)452-8470	Princess Anne P. S. (<i>French Immersion</i>)(1555) 191 Dawn Drive London, Ontario N5W 4W9 (519)452-8480	Ryerson P. S. (1595) 940 Waterloo Street London, Ontario N6A 3X3 (519)452-8520	Sir George Ross Secondary School (2270) 365 Belfield Street London, Ontario N5Y 2K3 (519)452-2820
Sir John A. MacDonald P. S. (1625) 1150 Landor Street London, Ontario N5Y 3W3 (519)452-8570	Sir Winston Churchill P. S. (1610) 1837 Churchill Avenue London, Ontario N5W 2L3 (519)452-8580	St. George's P.S. (1670) 728 Waterloo Street London, Ontario N6A 3W4 (519)452-8530	Thames Secondary School (2340) 785 Trafalgar Street London, Ontario N5Z 1E6 (519) 52-2880
Thames Valley DSB - Education Centre (5120) 1250 Dundas Street London, Ontario N5W 5P2 (519)452-2000	Trafalgar P. S. (1715) 919 Trafalgar Street London, Ontario N5Z 1G3 (519)452-8610	Tweedsmuir P. S. (1720) 349 Tweedsmuir Avenue London, Ontario N5W 1L5 (519)452-8620	

ZONE 3 - 745 HOUNDSFIELD STREET, WOODSTOCK, ONTARIO N4S 1P6 FAX: (519)421-1489

MAINTENANCE LEADER: MITCH KIRBY (519)452-2000, EXT. 24301 m.kirby@tvdsb.on.ca

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ZONE ASSISTANT: KATHY KEERY (519)452-2000, EXT. 24300 k.keery@tvdsb.on.ca

ZONE 3 (EAST)

**THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #240 SUPPLY AND SERVICE OF FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT**

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CONTACT INFORMATION AND LISTING OF FACILITY LOCATIONS BY ZONE

A.J. Baker P. S. (1010) 528 Allen Street Kintore, Ontario N0M 2C0 (519)283-1098	Algonquin P. S. (1030) 59 Algonquin Road Woodstock, Ontario N4T 1R8 (519)421-2219	Annandale P. S. & S. S. (2020) 60 Tillson Ave. Tillsonburg, Ontario N4G 3A1 (519)688-3498	Beachville P. S. (1055) 434804 Zorra Line Beachville, Ontario N0J 1A0 (519)423-1939
Blossom Park Education Centre (3020) 391 Blossom Park Road Woodstock, Ontario N4S 7J3 (519)537-0109	Central P. S. (1125) 410 Hunter Street Woodstock, Ontario N4S 4G4 (519)537-5362	College Avenue Secondary School (2090) 700 College Avenue Woodstock, Ontario N4S 2C8 (519)539-0020	D.M. Sutherland Sr. P. S. (1155) 110 Winchester Street Woodstock, Ontario N4S 7K6 (519)537-3543
Drumbo Central P. S. (1170) 32 Wilmot St. S., Box 129 Drumbo, Ontario N0J 1G0 (519)463-5638	East Oxford Central P. S. (1190) Old Stage Rd. & Cty Rd 14 R.R.#4 Woodstock, Ontario N4S 7V8 (519)467-5243	Eastdale P. S. (1195) 65 Aileen Dr. Woodstock, Ontario N4S 4A2 (519)537-2652	Zone 3 Maintenance Depot. (5325) 745 Hounsfeld Street Woodstock, Ontario N4S 1P6 (519)537-2733
Glendale High School (2130) 37 Glendale Dr. Tillsonburg, Ontario N4G 1J6 (519)842-4207	Harris Heights P. S.(1270) 2 Caffyn Street Ingersoll, Ontario N5C 3M8 (519)845-1600	Hickson Central P. S. (1275) 161 Loveys Street Hickson, Ontario N0J 1L0 (519)462-2415	Hillcrest P. S. (1280) 840 Sloane Street Woodstock, Ontario N4S 7V3 (519)537-2642
Huron Park Secondary School (2150) 900 Cromwell Street Woodstock, Ontario N4S 5B5 (519)537-2347	Ingersoll District Collegiate Institute (2160) 37 Alma Street Ingersoll, Ontario N5C 1N1 (519)485-1200	Innerkip Central P. S. (1300) 180 Coleman Street, Box 40 Innerkip, Ontario N0J 1M0 (519)569-3435	Maple Lane P. S. (1390) 25 Maple Lane Tillsonburg, Ontario N4G 2Y8 (519)688-0810
North Norwich P. S. (1445) 40 Main Street S., Box 40 Burgessville, Ontario N0J 1C0 (519)424-9815	Northdale P. S. (1470) 290 Victoria Street N. Woodstock, Ontario N4S 6W5 (519)537-5761	Norwich District High School (2240) Stover St. & Hwy 59, R.R. #1 Norwich, Ontario N0J 1P0 (519)468-2014	Norwich P. S. (1480) 8 Elgin Street, Box 327 Norwich, Ontario N0J 1P0 (519)863-2741
Oliver Stephens P. S. (1485) 164 Fye Avenue Woodstock, Ontario N4S 3S6 (519)539-2068	Otterville P. S. (1495) 118 Main Street W. Otterville, Ontario N0J 1R0 (519)879-1108	Oxford County Museum School (3170) OPEN R.R. #1, 656 Main Street Burgessville, Ontario N0J 1C0	Plattsville & District P. S. (1520) 112 Mill St. E. Plattsville, Ontario N0J 1S0 (519)684-7436
Princess Anne P. S. (1550) 210 King St. E. Ingersoll, Ontario N5C 1H2 (519)485-4849	Princess Elizabeth P. S. (1560) 37 William Street Ingersoll, Ontario N5C 1M2 (519)485-2560	Princeton Central P. S. (1570) 40 Elgin St. E. Box 427 Princeton, Ontario N0J 1V0 (519)458-4315	Rolph Street P. S. (1590) 83 Rolph Street Tillsonburg, Ontario N4G 3Y2 (519)842-2077

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CONTACT INFORMATION AND LISTING OF FACILITY LOCATIONS BY ZONE

South Ridge P. S. (1635) 391 Quarter Line Rd. Tillsonburg, Ontario N4G 4H1 (519)842-7319	Southside P. S. (1645) 360 Albert Street Woodstock, Ontario N4S 2L4 (519)539-1131	Springbank P. S. (1660) 1060 Sprucedale Road Woodstock, Ontario N4S 4Z9 (519)539-7140	Sweaburg P. S. (1690) Dodge Line, R.R. # 1 Woodstock, Ontario N4S 7V6 (519)456-3024
Tavistock P. S. (1695) 79 Maria Street, Box 370 Tavistock, Ontario N0B 2R0 (519)655-2350	Thamesford P. S. (1705) 130 McCarty Street, Box 250 Thamesford, Ontario N0M 2M0 (519)285-2043	Tillson Ave. Livingston Centre (3040) 90 Tillson Avenue Tillsonburg, Ontario N4G 3A1 (519)842-9000	Tollgate Central P. S. (1710) 744993 Oxford Road 17/Hwy 59 Woodstock, Ontario N4S 7W1 (519)537-7321
Vansittart Woods Environ. Ed. Centre (3120) R.R. #5 Woodstock, Ontario N4S 7V9 (519)467-5468	Victory Memorial P. S. (1745) 210 Thames Street S. Ingersoll, Ontario N5C 2T5 (519)485-2340	Westfield P. S. (1770) 38 Glenn Avenue Ingersoll, Ontario N5C 2C8 (519)485-1360	Woodstock Collegiate Institute (2390) 35 Riddell Street Woodstock, Ontario N4S 6L9 (519)537-1050
Zorra Highland Park P. S. (1810) Cty Road 6, RR#1 Embro, Ontario N0J 1J0 (519)475-4121			

ZONE 4 - 400 SUNSET DRIVE, ST. THOMAS, ONTARIO N5R 3C8 FAX: (519)633-3851

MAINTENANCE LEADER: WAYNE BAER (519)452-2000, EXT. 23004

w.baer@tvdsb.on.ca

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ZONE ASSISTANT: LINDA MCKINNEY (519)452-2000, EXT. 23008

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ZONE 4 (SOUTH)

A.E. Duffield P.S. (1005) 6820 Duffield Street London, Ontario N6P 1A4 (519)652-2050	Aldborough P. S. (1025) 11443 Furnival Road, RR#3 Rodney, Ontario N0L 2C0 (519)785-0811	Arthur Voaden Secondary School (2030) 41 Flora Street St. Thomas, Ontario N5P 2X5 (519)631-3770	Balaclava Street P. S. (1050) 20 Balaclava Street St. Thomas, Ontario N5P 3C2 (519)631-4930
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CONTACT INFORMATION AND LISTING OF FACILITY LOCATIONS BY ZONE

Caradoc Central P. S. (1105) 714 Bowan Street E., Box 244, Mount Brydges, Ontario N0L 1W0 (519)264-1630	Caradoc South P. S. (1110) 611 Peter Street Melbourne, Ontario N0L 1T0 (519)289-2091	Central Elgin Collegiate Institute (2060) 201 Chestnut Street St. Thomas, Ontario N5R 2B5 (519)631-4460	Davenport P. S. (1160) 80 Rutherford Ave. Aylmer, Ontario N5H 2N8 (519)773-9216
Delaware Central P. S. (1165) 14 James Street Box 36 Delaware, Ontario N0L 1E0 (519)652-5371	Dutton-Dunwich P. S. (1175) 239 Main St. Box 40 Dutton, Ontario N0L 1J0 (519)762-2419	East Elgin Secondary School (2100) 362 Talbot Street W. Aylmer, Ontario N5H 1K6 (519)773-3174	Edward Street P. S. (1200) 84 Edward Street St. Thomas, Ontario N5P 1Y7 (519)631-5010
Ekcoe Central P. S. (1205) 3719 Parkhouse Dr. R.R. #3 Glencoe, Ontario N0L 1M0 (519)287-3330	Elgin Court P. S. (1215) 254 First Avenue St. Thomas, Ontario N5R 4P5 (519)631-7118	Elmdale P. S. (1225) 25 Elm Street St. Thomas, Ontario N5R 1H5 (519)631-5070	Zone 4 Maintenance Depot (5310) 400 Sunset Drive St. Thomas, Ontario (519)633-3377
Forest Park (1260) 295 Forest Avenue St. Thomas, Ontario N5R 2K5 (519)631-3563	Glencoe Dist. High School (2120) 3581 Concession Drive, Box 370 Glencoe, Ontario N0L 1M0 (519)287-3310	Homedale P. S. (1290) 112 Churchill Crescent St. Thomas, N5R 1R1 (519)631-7820	Jaffa Environ. Education Centre (3110) 48346 John Wise Rd., R.R.#5 Aylmer, Ontario N5H 2R4 (519)773-5196
Locke's P. S. (1345) 22 South Edgeware Road St. Thomas, Ontario N5P 2H2 (519)631-8890	M. B. McEachren P. S. (1375) 4402 Colonel Talbot Road London, Ontario N6P 1P9 (519)652-3121	Mc Gregor P. S. (1405) 204 John Street S. Aylmer, Ontario N5H 2C8 (519)773-3362	Mosa Central P. S. (1420) 22741 Pratt Siding Road, RR#1 Glencoe, Ontario N0L 1M0 (519)693-4691
Myrtle Street P. S. (1430) 43 Myrtle Street St. Thomas, Ontario N5R 2E6 (519)631-4940	New Sarum P. S. (1435) 9473 Belmont Road, RR# 3 St. Thomas, Ontario N5P 3S7 (519)773-5185	Parkside Collegiate Institute (2260) 241 Sunset Drive St. Thomas, Ontario N5R 3C2 (519)633-0090	Port Burwell P. S. (1530) 30 Strachan, Box 209 Port Burwell, Ontario N0J 1T0 (519)874-4558
Port Stanley P. S. (1535) 350 Carlow Rd. Port Stanley, Ontario N5L 1B6 (519)782-3983	Scott Street P. S. (1600) 50 Scott Street St. Thomas, Ontario N5P 1K6 (519)631-5020	South Dorchester P.S. (1630) 48614 Crossley Hunter Line, R.R.#1 Dorchester, Ontario N0L 1B0 (519)765-4090	Southwold P. S. (1650) 39261 Fingal Line, RR#1 St. Thomas, Ontario N5P 3S5 (519)631-5997
Sparta P. S. (1655) 45885 Sparta Line, Box 60 Sparta, Ontario N0L 2H0 (519)775-2541	Springfield P. S. (1665) 51336 Ron McNeil Line Springfield, Ontario N0L 2J0 (519)765-4162	Straffordville P. S. (1680) 9188 Plank Rd., Box 94 Straffordville, Ontario N0J 1Y0 (519)866-3021	Summers' Corners P. S. (1685) 50576 Talbot Line, R.R.#1 Aylmer, Ontario N5H 2R1 (519)773-8106
Wellington Street P. S. (1755) 50 Wellington Street St. Thomas, Ontario N5R 2P8 (519)631-4950	West Elgin Sr .Elementary (1760) 139 Graham Rd., Box 280 West Lorne, Ontario N0L 2P0 (519)768-1260	West Elgin Secondary School (2360) 139 Graham Street West Lorne, Ontario N0L 2P0 (519)768-1350	Westminster Central P. S. (1775) 2835 Westminster Drive London, Ontario N6N 1L7 (519)452-8660

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CONTACT INFORMATION AND LISTING OF FACILITY LOCATIONS BY ZONE

Mitchell Hepburn P.S. (1900) 95 Raven Ave. St. Thomas, Ontario N5R 5K8 (Under Construction)			
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ZONE 5 - 14766 MEDWAY ROAD, ARVA, ONTARIO N0M 1C0

FAX: (519)660-4656

MAINTENANCE LEADER:

MARK ATKINSON

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k.cunha@tvdsb.on.ca

ZONE 5 (WEST)

A. B. Lucas Secondary School (2190) 656 Tennent Avenue London, Ontario N5X 1L8 (519)452-2600	Adelaide-W.G. MacDonald P. S. (1020) 29059 School Road, RR#5 Strathroy, Ontario N7G 3H6 (519)247-3369	Biddulph P. S. (1060) 34297 Saintebury Line, RR#1 Lucan, Ontario N0M 2J0 (519)227-4891	Caradoc North P. S. (1115) 8041 Scotchmere Dr., R.R.#1 Strathroy, Ontario N7G 3H3 (519)245-2085
Centennial Central P. S. (1120) 14774 Medway Road, RR#1 Arva, Ontario N0M 1C0 (519)660-8193	Clara Brenton P. S. (1140) 1025 St. Croix Avenue London, Ontario N6H 3X8 (519)452-8130	Colborne Street P. S. (1150) 25 Colborne Street Strathroy, Ontario N7G 2M1 (519)245-2044	Eagle Heights P. S. (1505) 284 Oxford Street W. London, Ontario N6H 1S9 (519)452-8460
East Williams Memorial P. S. (1185) 4441 Queen Street, RR#1 Ailsa Craig, Ontario N0M 1A0 (519)232-4505	Emily Carr P. S. (1230) 44 Hawthorne Road London, Ontario N6G 2H5 (519)452-8160	Zone 5 Maintenance Depot (5320) 14766 Medway Road Arva, Ontario (519)660-4946	Jack Chambers P. S. (1305) 1650 Hastings Drive London, Ontario N5X 3E3 (519)452-8240
John Dearness P. S. (1320) 555 Sanatorium Road London, Ontario N6H 3W6 (519)452-8260	Leesboro Central P. S. (1340) 17406 Evelyn Drive, RR#2 Thorndale, Ontario N0M 2P0 (519)461-0510	Lord Dorchester Secondary School (2180) 61 Queen Street Dorchester, Ontario N0L 1G0 (519)268-7351	Lucan P. S. (1370) 270 Main Street Lucan, Ontario N0M 2J0 (519)227-4763

**THAMES VALLEY DISTRICT SCHOOL BOARD
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CONTACT INFORMATION AND LISTING OF FACILITY LOCATIONS BY ZONE

Masonville P. S. (1400) 25 Hillview Boulevard London, Ontario N6G 3A7 (519)452-8390	McGillivray Central P. S. (1410) 34714 Creamery Road, RR#3 Ailsa Craig, Ontario N0M 1A0 (519)293-3342	Medway High School (2210) 14405 Medway Road Arva, Ontario N0M 1C0 (519)660-8418	Metcalf Central P. S. 1415) 6100 Calvert Drive, RR#3 Strathroy, Ontario N7G 3H5 (519)245-1650
North Meadows P. S. (1450) 82 Middlesex Drive Strathroy, Ontario (519)245-7373	North Middlesex District H. S. (2230) 100 Main St., Box 610 Parkhill, Ontario N0M 2K0 (519)468-2014	Northdale P. S. (1465) 655 Tennent Avenue London, Ontario N5X 1L7 (519)452-8430	Northdale Central P. S. (1460) 3860 Catherine Street Dorchester, Ontario N0L 1G0 (519)268-7862
Northridge P. S. (1475) 25 McLean Drive London, Ontario N5X 1Y2 (519)452-8440	Oakridge Secondary School(2250) 1040 Oxford Street W. London, Ontario N6H 1V4 (519)452-2750	Orchard Park P.S. (1490) 50 Wychwood Park London, Ontario N6G 1R6 (519)452-8450	Oxbow P. S. (1500) 13624 Ilderton Road, RR#3 Ilderton, Ontario N0M 2A0 (519)666-0310
Parkhill-West Williams P. S. (1510) 204 McLeod Street, Box 488 Parkhill, Ontario N0M 2K0 (519)294-1117	Parkview P. S. (1515) 10008 Oxbow Drive Komoka, Ontario N0L 1R0 (519)657-3868	Plover Mills P. S. (1525) 17231 Plover Mills Road, RR#3 Thorndale, Ontario N0M 2P0 (519)461-0986	Prince Andrew P. S. (1545) 15237 Thirteen Mile Road, RR#4 Denfield, Ontario N0M 1P0 (519)225-2410
River Heights P. S. (1580) 4269 Hamilton Road Dorchester, Ontario N0L 1G3 (519)268-7884	Riverside P. S. (1585) 550 Pinetree Drive London, Ontario N6H 3N1 (519)452-8510	Sherwood Forest P. S. (1605) 7 Annadale Drive London, Ontario N6G 2B5 452-8540	Sir Frederick Banting S. S. (2040) 125 Sherwood Forest Square London, Ontario N6G 2C3 (519)452-2800
Banting Annex Adult ESL (3070) 127 Sherwood Forest Square London, Ontario N6G 2C3	Southdale P. S. (1640) 248 Keefer Street Strathroy, Ontario N7G 1E2 (519)245-0473	Stoneybrook P. S. (1675) 1460 Stoneybrook Crescent London, Ontario N5X 1C4 (519)452-8590	Strathroy District Collegiate Institute/Holy Cross S. S. (2320) 361 Second Street Strathroy, Ontario N7G 4J8 (519)245-2680 **SEE BELOW**
University Heights P. S. (1725) 27 Ford Crescent London, Ontario N6G 1H8 (519)452-8630	Valleyview Central P. S. (1730) 10339 Ilderton Rd. R.R. #2 Ilderton, Ontario N0M 2A0 (519)666-1417	Westdale P. S. (1765) 1050 Plantation Road London, Ontario N6H 2Y5 (519)452-8650	Wilfrid Jury P. S. (1790) 950 Lawson Road London, Ontario N6G 3M2 (519)452-8690

****SDCI AND HOLY CROSS ONLY - 361 SECOND STREET, STRATHROY ONTARIO, N7G 4J8**

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CONTACT INFORMATION AND LISTING OF FACILITY LOCATIONS BY ZONE

STRATHROY DISTRICT COLLEGIATE INSTITUTE/HOLY CROSS CATHOLIC S.S.
FACILITY MANAGER, PHYLLIS ROBERTSON, (519)245-4991 (SEPARATE BILLING FOR S.D.C.I./HOLY CROSS FACILITY ONLY)

POINT OF CONTACT - 951 LEATHORNE STREET, LONDON ONTARIO, N5Z 3M7 FAX: (519)452-2441

PROJECT SUPERVISOR AYDEN TOWNSEND (519)452-2000, EXT. 21037 a.townsend@tvdsb.on.ca

