



DATA WIRING TENDER - #350

Issue Date: June 3, 2011

Issued by: The Thames Valley District School Board

T#350

Angela McManus, Buyer

RETURN DATE and Time: 12:00:00 noon, Thursday, June 23, 2011

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 178 schools with an estimated enrolment of 72,000 students.		
1.02	The TVDSB may agree to permit other public organizations within Southwestern Ontario to access any contract(s) that may result from this solicitation. The successful bidder(s) shall allow such access with the understanding that the participating organizations be responsible for their own contract management.		
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 data wiring subject to the conditions herein.		
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.		
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.		

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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.ca		
2.2.1.2	"Board"		
2.2.1.3	"Purchasing"		
2.2.1.4	"Bids"		
2.2.1.5	Scroll to the end of the document, click		
2.2.1.6	"Proceed to inquiry/download page".		
2.2.1.7	Proceed to the bid, click		
2.2.1.8	"New" Icon		
2.2.1.9	The setup.exe file contains the following files:		
2.2.1.10	Worksheet A: Terms and Conditions Response in Excel format		
2.2.1.11	Worksheet B: Specifications in Excel format		
2.2.1.12	Worksheet C: Pricing in Excel format		
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, Basement, 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 9.10 - Labeling 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.		

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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, June 3, 2011		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon local time Thursday, June 23, 2011		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Angela McManus, by Fax (519) 452-2399 or angela.mcmanus@tvdsb.on.ca. All questions pertaining to this bid document must be submitted in writing.		
2.5.2	All bid files are available for downloading at no charge from the TVDSB web site.		
2.5.2.1	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site. See Section 2.5.3.		
2.5.3	All Addenda will be issued at least seven days prior to the closing date. If an addendum is issued within seven days of the closing date, the date will be extended accordingly.		
3.0	CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for one year, and unless otherwise provided herein, terminating on July 1, 2012.		
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 second year ending July 1, 2013.		
3.1.4	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a third year ending July 1, 2014		
3.2	PRICING		
3.2.1	Bidders must complete the pricing section which is in Worksheet C.		
3.2.2	Bidders must print and sign all worksheets.		
3.2.3	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.		
3.2.4	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.		

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3.2.5	Prices MUST remain firm for the first year of the contract and thereafter only manufacturer's price increases (supported by documentation) will be allowed.		
3.2.6	The TVDSB expects to order in multiple shipments over the length of this contract.		
3.2.7	It is the intention of the TVDSB to rationalize its supplier base. This contract may be awarded on a per item basis or on the best cost of various groupings. The groupings will be determined by the TVDSB. Each bidder agrees to the award on this basis.		
3.2.8	Bidders must state any further discount, as a percentage, if all items are awarded to your company.		
3.3	TAXES		
3.3.1	GST, HST 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 our Schools, Distribution Centre, Educational Resource Centre or Community Education Centres.		
3.4.2	Delivery dates will be specified on all of our purchase orders. Immediate delivery will be accepted unless otherwise designated on our purchase orders. In case of construction of new schools or major school renovations, the TVDSB shall not accept delivery until the date specified on those purchase orders.		
3.4.3	The successful bidder(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping or installation.		
3.4.4	The successful bidder(s) bears the risk of loss with respect to equipment until delivery and/or installation is complete.		
3.4.5	The successful bidder(s) will remove all packaging and shipping debris at no cost to the TVDSB.		
3.4.6	The TVDSB's purchase order number must appear on all packages, packing slips, correspondences, customs documentation and freight bills of lading.		
3.4.7	The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time must be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		
3.4.8	Not all goods will be ordered at one time; orders will be placed as requests are received from our schools.		
3.4.9	State minimum dollar value per order.		
3.5	INVOICING/PAYMENT TERMS		
3.5.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Accounts Payable.		

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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.		
3.5.4	Purchase order numbers must be stated on all invoices; invoices without the Thames Valley District School Board Purchase Order number will be returned unpaid.		
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	Manufacturers' brand names and numbers are used as guidance for the bidders; alternate items of equal quality will be considered. If bidding on an alternate item, the manufacturer's name and model number must be indicated in the appropriate field in the Worksheet FOR EVERY ALTERNATE ITEM BID.		
4.1.3	The determination of equal quality will be based on our internal professional opinions.		
4.1.4	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 also be taken into consideration when awarding this contract.		
4.1.5	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
4.1.6	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. (Must be included for bids with service and/or warranty component)		
4.2	QUANTITY		
4.2.1	The quantities indicated are based on previous 2010 years' purchases and projected current year capital projects. Quantities are subject to equipment breakdowns, user requests, program changes and budget approval which 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 successful bidder(s) will be responsible for supplying the quantities that are eventually ordered for each item awarded during the term of this bid at the quoted price.		

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4.3	REQUIREMENTS		
4.3.1	The requirements are detailed in Specifications List - Worksheet B.		
4.3.2	For each requirement as described in Worksheet B, bidders must place a response in the appropriate column.		
4.5	RETURN OF GOODS POLICY		
4.5.1	The TVDSB will return any shipment (COLLECT) if, in our opinion, the product supplied does not conform to the specification and/or samples submitted in the bid.		
4.5.2	Bidders must state if there is a time limit on returning goods.		
4.5.3	Bidders should state if there is a "restocking charge" on any returned item and the amount or rate to be charged if goods are returned for any other reason than those stated in 4.5.1.		
4.5.4	Bidders should describe their procedure for returned goods with respect to:		
4.5.4.1	Packaging		
4.5.4.2	"Attention To" labeling		
4.5.4.3	Address to where returns should be shipped		
4.5.4.4	Method of shipment (company truck, courier, transport)		
4.5.4.5	If a return authorization number is required		
4.5.4.6	What charges apply and who is responsible for payment		
4.5.5	The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		
4.7	SUBSTITUTIONS		
4.7.1	In the event that an item ordered becomes discontinued during the contract, all bidders must notify the Purchasing Services Department for authorization before the item is substituted and shipped to the appropriate location. Successful bidders may be required to provide samples of the proposed substitutions before sending shipments. The Board reserves the right to return any shipment COLLECT , if in our opinion the products supplied do not conform to the specifications in this bid document.		
4.8	PARTS LISTING		
4.8.1	All bidders must required to submit a electronic spreadsheet file with their parts listing.		
4.8.2	The file should include the following:		
4.8.2.1	Catalogue Number		
4.8.2.2	Unit of Measure		
4.8.2.3	Unit price		
5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 120 days.		

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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 supersede 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 must 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).		
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 wilful 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	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
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 successful bidder(s) 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 successful bidder(s) for damages that result from the breach of the terms and conditions of the contract, by the successful bidder(s).		
5.2.2	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.		
5.2.3	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 bidder(s) for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful bidder(s) 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.		

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5.2.5	In the event that the successful bidder(s) becomes insolvent, and/or the successful bidder(s) 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 successful bidder(s) 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.		
5.3.2	A bidder specifically consents to the disclosure of any and all information contained in their bid submission or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all rights, titles and interests 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.		
5.3.3	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.		
5.4	HUMAN RIGHTS AND CHILD LABOUR LAWS		
5.4.1	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.		
5.4.2	Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.4.3	For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.4.3.1	http://www.ilo.org		
5.5	HEALTH, SAFETY REGULATIONS		

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5.5.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear a label showing approval of assembly prior to delivery. The TVDSB 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.		
5.5.2	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.		
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 WHMIS 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		

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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.		
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 wilful 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		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	<i>TERMS AND CONDITIONS</i>	<i>WILL COMPLY/WILL NOT COMPLY</i>	<i>COMMENT</i>
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 (Commercial and \$1 million 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.		
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.		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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:		
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 Appendices		
7.1.3	One Diskette, memory stick 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: Specifications in Excel format - Electronic response required		
7.1.3.3	Worksheet C: Pricing in Excel format - Electronic response required		

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ITEM NO.	<i>TERMS AND CONDITIONS</i>	<i>WILL COMPLY/WILL NOT COMPLY</i>	<i>COMMENT</i>
7.1.4	It is the bidders responsibility to ensure that the necessary "files" are on the diskette, memory stick or CD.		
7.1.5	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.6	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.10 - Labeling 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	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.		
8.1.7	In the event of a tie score the TVDSB will resolve the tie by a draw. The names of the tie bidders will be entered into the draw. All parties will have representation when the draw takes place.		
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.ca		
8.2.1.2	"Board"		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.2.1.3	"Purchasing"		
8.2.1.4	"Bids"		
8.2.1.5	"Electronic Bidding Instructions, Bid Download and Bid Results",		
8.2.1.6	Scroll to the end of the document, click		
8.2.1.7	"Proceed to inquiry/download page".		
8.2.1.8	Proceed to the Bid, click		
8.2.1.9	"Results - Check Mark"		
8.2.1.10	View documents in PDF format.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		
Angela McManus Purchasing Department		Tracy Grant Chairperson	
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.ca		
9.1.2	Click "Board"		
9.1.3	Click "Purchasing"		
9.1.4	Click "Bids"		
9.1.5	Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
9.1.6	Click "Proceed to Inquiry/Download page"		
9.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.8	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.9	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	COMPUTER SYSTEM REQUIREMENTS		
9.3.1	To use the electronic system, bidders must have the following equipment:		
9.3.1.1	Microsoft Windows, version 95 or greater		
9.3.1.2	2.5 MB available hard drive space		
9.3.1.3	3 ½ 1.44 MB diskette drive, memory stick or CD Burner.		
9.4	INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:		
9.4.1	The TVDSB has made every effort to ensure the files are free of any virus and are functional. However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus.		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.4.4	To begin the Bid Program:		
9.4.4.1	Go to Windows Explorer		
9.4.4.2	Click on C:\ drive		
9.4.4.3	Open the folder "lbtender"		
9.4.4.4	The following files will be installed in the C:\lbtender directory:		
9.4.4.5	Appendices350.xls		
9.4.5	To start the process open the Excel files and complete as instructed.		
9.9	THE RETURN DISKETTE, MEMORY STICK OR CD:		
9.9.1	After all bids have been entered:		
9.9.1.1	Copy the all Appendices to either a 3.5" Diskette, memory stick or CD using your company's standard CD Writing program.		
9.9.1.2	Check to ensure that the files are on the diskette, memory stick or CD. Without these files we will not be able to download your bid.		
9.9.1.3	Be sure to label your diskette, memory stick or CD with company name and signature.		
9.10	LABELING OF ENVELOPE AND DISK		
9.10.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.10.2	From - Company Name & Address		
9.10.3	To: OFFICE OF THE TENDERS CLERK		
9.10.4	Thames Valley District School Board		
9.10.5	EDUCATION CENTRE,		
9.10.6	1250 Dundas Street,		
9.10.7	LONDON, Ontario		
9.10.8	N5W 5P2		
9.10.9	Data Wiring		
9.10.10	Tender #350		
9.10.11	Return Date: 12:00:00 noon local time Thursday, June 23, 2011		
9.11	PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:		
9.11.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.11.2	Data Wiring		
9.11.3	Tender #350		
9.11.4	Return Date: 12:00:00 noon local time Thursday, June 23, 2011		
9.11.5	Signature:		
9.11.6	Firm Name:		
10.0	SIGNATURE PAGE		
10.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #350 - DATA WIRING
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.		
10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
10.4	NAME (Please print):		
10.5	TITLE:		
10.6	SIGNATURE:		
10.7	FIRM NAME:		
10.8	State the legal entity that your organization operates under:		
10.8.1	Proprietorship		
10.8.2	Partnership		
10.8.3	Corporation		
10.9	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:		
10.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		
10.9.2	E-MAIL ADDRESS:		
10.9.3	ADDRESS:		
10.9.4	INTERNET ADDRESS:		
10.9.5	TELEPHONE NO.:		
10.9.6	FAX NO.:		
10.10	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:		
10.10.1	Firm Name:		
10.10.2	Firm Address:		
10.10.3	Telephone Number:		
10.10.4	Fax Number:		
10.10.5	E-MAIL ADDRESS:		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 TENDER #350 - DATA WIRING
 WORKSHEET B - SPECIFICATIONS

ITEM NO.	DATA WIRING SPECIFICATIONS	VENDOR PROPOSED SPECIFICATION (ANYTHING BELOW THE MINIMUM SPECIFICATION INDICATED WILL NOT BE ACCEPTED)	COMPLY / DOES NOT COMPLY	COMMENTS
B1	Data Communications work as specified will be the responsibility of the Contractor and equipment Vendor to:			
B2	Provide a minimum 15 year complete system performance warranty			
B3	Provide a certified CAT 6 compliant wiring system based on contract documents.			
B4	Perform the pulling of all voice and data system cables.			
B5	ALLOW ONLY qualified technicians directly employed by the contractor and Vendor trained technicians will terminate all cables (at both ends), test and perform cross-connects.			
B6	After completion, provide testing as per ANSI/EIA/TIA-568A Addendum 5 on all cable runs, and documentation of test results;provide and install equipment as specified herein;provide documentation of the installation.			
B7	Provide System Vendor Letter of Certification/Warranty upon completion of job,which will include the notification of a CAT 6 compliant performance level,the Certification / Warranty Number, the identification of the installation by the location and installation date.			
B8	Approved Certified System Vendors are required to provide a complete voice/data system including all cables, fibre optic cables, patch cable, outlet jacks, patches panels Fiber patch panels which meet compliance requirements.			
B9	The Contractor's technicians are to have extensive training by the Certified System Vendor on the installation, terminations, testing and verification of the Vendors complete CAT 6 system.			
B10	The following manufacturers is considered as equal subject to the requirements of Clause "Material and Equipment": AMP NETCONNECT or Belden IBDN (Nordx).			
B11	ELIGIBLE BIDDERS: AMP NETCONNECT Certified System Vendors and/or Belden IBDN Certified System Vendors.			
B12	PRODUCT SPECIFICATIONS			
B3	COPPER CABLING -Horizontal Category 6 cabling must be Category 6 4-Pair UTP Cable, 350 MHz, 24 AWG, 100 Ohm, Plenum (CMP) rated. Individual conductors must be FEP insulated. Cable must meet or exceed requirements of TIA/EIA-568 Category 6 requirements. Cable must be UL listed and CSA certified. Copper Cabling will be used when distances are less than 100 meters.			
B14	Category 6 Cabling - Outdoor Rated - Outdoor rated Category 6 cabling must be used for all outdoor installations and Cable must be shielded and gel filled similar to Superior Essex BBD OSP cable.			

Firm Name: _____

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THAMES VALLEY DISTRICT SCHOOL BOARD
 TENDER #350 - DATA WIRING
 WORKSHEET B - SPECIFICATIONS

ITEM NO.	DATA WIRING SPECIFICATIONS	VENDOR PROPOSED SPECIFICATION (ANYTHING BELOW THE MINIMUM SPECIFICATION INDICATED WILL NOT BE ACCEPTED)	COMPLY / DOES NOT COMPLY	COMMENTS
B15	BACKBONE CABLING			
B16	Copper backbone cabling - will be used when distances are less than 90 meters (295 feet) between closets. Two cables per backbone will be required.			
B17	Fiber backbone cabling -Fiber backbone cabling will be used if distances are greater than 90 meters (295 feet) between closets Fiber backbone cabling must be 62.5 um, 6 fiber, multimode to match existing wiring. All fiber is to be terminated in rack mount trays with SC type connectors All required Fiber patch cables are to be provided as specified by TVDSB.			
B18	HORIZONTAL DISTRIBUTION SYSTEM			
B19	The Horizontal Distribution System delivers connectivity from the Patch Panel in the LAN Room to the work area. Four-pair CMP UTP cables will be used for this purpose. Horizontal cabling will be terminated within the LAN Room and at the Telecommunications outlet, using the products specified herein. Quantities must be determined by the cable system installer after review of the drawings.			
B20	SYSTEM COMPONENTS			
B21	Jacks - Provide suitable Cat 6 components to match the rest of the installed system NOTE: Final jack and faceplate color to be determined by TVDSB.			
B22	Voice and Data Cable - Provide cable solution to meet certification			
B23	Patch Cables - All Patch Cables supplied must be of the same brand as the terminations and horizontal cable used. Patch Cords used at the telecommunication rack and at the workstation must be prefabricated stranded Category Cat 6, 24 AWG, 4-pair assemblies in the wiring closet, 4 foot Cat 6 patch cords must be provided to cross-connect between the patch panels and network equipment. One patch cord per terminated outlet is to be provided. All 4 foot patch cords are to be labeled with Brady style numbers on both ends corresponding to the patch panel port number for which the cable is intended. As well, each workspace outlet must require one 10-foot Cat 6 patch cord.			

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 WORKSHEET B - SPECIFICATIONS

ITEM NO.	DATA WIRING SPECIFICATIONS	VENDOR PROPOSED SPECIFICATION (ANYTHING BELOW THE MINIMUM SPECIFICATION INDICATED WILL NOT BE ACCEPTED)	COMPLY / DOES NOT COMPLY	COMMENTS
B24	<p>Raceway -Surface mount boxes must be "Wiremold" brand, model "V5748". Installed cable must be coiled in wall or surface-mount boxes if adequate space is present to house the cable coil without exceeding the manufacturer's bend radius. Surface mount boxes will be attached to the wall using screws as opposed to adhesive strips. In hollow wall installations where mounting plates are used, excess wire can be stored in the wall. No more than 12" of slack must be stored in an in-wall box, modular furniture raceway, or insulated wall. Approximately 10 feet of cable must be neatly coiled and stored in accessible ceilings above each drop to accommodate moves and repairs.</p>			
	<p>Where it is not possible to place cable in wall cavities, "Wiremold" brand metal raceway is required. Wiremold must be ivory surface mount #500 or if required #700 Wiremold. The Wiremold must be attached securely to the wall and installed in line, level and parallel to the building lines. Where bends are required, the raceway must be bent neatly with a Wiremold bending tool and be kept as close to the wall as possible.</p>			
B25	<p>Routing of horizontal cables must be in ceiling space where it is possible. If the ceiling space is inaccessible then the horizontal cable will be placed in conduit or Wiremold which would be installed below the ceiling line but as close to the ceiling as possible. Mount outlets at the same elevation above finished floor level as duplex receptacles or as noted on the floor plans.</p>			
B26	<p>Patch Panel - All Patch Panels used must be of the same brand as the Cable and Modular Jack used. Patch panels must be installed in a specified location in a wall mounted rack or a wall bracket as required. Patch panels must provide 24 or 48 ports, according to need and be wired to T568A. Patch panels must be augmented with horizontal management panels (front) and rear cable support, to properly dress, terminate and manage the installed cables and provided patch cords. All cabling is to be terminated in numerical order according to the School's room numbering system. (Example: 100, 101, 101A, 101B, 102-1,102-2, 103....). The front of each module must be capable of accepting 9mm to 12mm labels. Patch panels must be UL Listed and CSA certified</p>			

Firm Name: _____

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THAMES VALLEY DISTRICT SCHOOL BOARD
 TENDER #350 - DATA WIRING
 WORKSHEET B - SPECIFICATIONS

ITEM NO.	DATA WIRING SPECIFICATIONS	VENDOR PROPOSED SPECIFICATION (ANYTHING BELOW THE MINIMUM SPECIFICATION INDICATED WILL NOT BE ACCEPTED)	COMPLY / DOES NOT COMPLY	COMMENTS
B27	<p>Racks – Racks must be installed in the specified location and fastened securely to the wall or floor using appropriate fasteners. The rack must accept standard 19" equipment. Wall racks must be a minimum of 24" in height to handle the required patch panels and network equipment. Racks and brackets must be grounded to the nearest ground point connected to the building ground system with a #6 AWG green insulated copper grounding conductor. Grounding must conform to the ANSI/TIA/EIA 607 - Commercial Building Grounding and Bonding Requirements for Telecommunications and manufacturer's grounding requirements as minimum. Brand to be Middle Atlantic or equivalent. Racks must be approved by TVDSB IT Department prior to installation.</p>			
B28	<p>EXECUTION</p>			
B29	<p>INSTALLATION -The Contractor will supply, install, test, document, and certify the cable system according to this specification and must comply with cable plant installation and termination procedures as specified in the CSA T529-95 Standard for horizontal and backbone copper and fiber-optic cabling systems as well as the Manufacturer's CSV cable installation practices. The Contractor will correct deficiencies at no cost to the TVDSB.</p>			
B30	<p>Flat Cabling Placement Labor Rate includes: Please See Worksheet C for more details</p> <ol style="list-style-type: none"> 1. Cable Placement 2. Termination 3. Installation of one 10 foot section of Wiremold and Box 4. Labeling at both ends 5. Documentation 6. Installation Hardware as required 7. Testing and Certification 8. Travel time to any TVDSB site. <p>Additional Labor charges might be applicable for some installations in 0.5 Hour increments. Authorization from TVDSB IT is required prior to any additional work begins.</p> <p>Examples:</p> <ol style="list-style-type: none"> 1. Core Drilling 2. Excessively difficult installations 3. Installations involving Asbestos Procedures 			

Firm Name: _____

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THAMES VALLEY DISTRICT SCHOOL BOARD
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WORKSHEET B - SPECIFICATIONS

ITEM NO.	DATA WIRING SPECIFICATIONS	VENDOR PROPOSED SPECIFICATION (ANYTHING BELOW THE MINIMUM SPECIFICATION INDICATED WILL NOT BE ACCEPTED)	COMPLY / DOES NOT COMPLY	COMMENTS
B31	IMPLEMENTATION			
B32	Horizontal Cabling and Termination			
B33	Within the LAN Room, horizontal cable terminations and rack installation will be as per Drawing Details			
B34	The horizontal data cabling will be terminated on Patch Panels, mounted in 19in standard racks within the LAN Room. Provide one dedicated data cable per telecommunications outlet (or as specified on Drawings). Horizontal data cable length to the farthest outlet will not exceed 90 m (295ft), as specified in CAN/CSA-T529			
B35	Unused ports on faceplates will be filled with the appropriate blank insert			
B36	Each 4-pair cable shall be terminated in an eight position module. Data pin/pair assignment must meet T568A standard.			
B37	All cable runs will be completed without splices			
B38	Support cables using cable clamps or wiring harnesses. Utilize cable trays and/or cable hanger to manage cable in orderly fashion.			
B39	Route all cable in such a way as to ensure maximum separations from sources of EMI as defined in CAN/CSA T529. Do not run cables above light fixtures, motors, speakers, air diffusers or similar locations.			
B40	Designate all data and voice outlets as per Drawings and Specifications			
B41	Place all exposed cabling in a neat and professional manner and route as per Specifications and Drawings. Comb and/or route cabling in such manner as to ensure bundled cabling is neat and parallel to other cables in bundle. Tie-wrap all exposed cable bundles at maximum of every 200 mm (8in).			
B42	Securely mount data and voice outlets at all work area locations using screws as opposed to self adhesive strips.			
B43	LABELLING			
B44	Labeling must conform to these following TVDSB standards			
B45	Brady type labeling within 6" of each end of the horizontal cable to be used to indicate room number behind the patch panel. Brady type labeling within 6" of end of the horizontal cable to be used to indicate patch port number inside the receptacle box.			
B46	Labeling on the front cover plate of the outlet must be as follows: the work "DATA" or "PHONE" in capital letters, patch panel port number and closet number if more than one closet exists in the building.			

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ITEM NO.	DATA WIRING SPECIFICATIONS	VENDOR PROPOSED SPECIFICATION (ANYTHING BELOW THE MINIMUM SPECIFICATION INDICATED WILL NOT BE ACCEPTED)	COMPLY / DOES NOT COMPLY	COMMENTS
B47	Labeling on the label area of the patch panel using manufacturer supplied labeling material must indicate the room number and number of the drop within that room, if there is more than one.			
B48	All other labeling is to be done using mechanically printed labels on permanent self adhesive white Labels with minimum 3/16" height.			
B49	TESTING			
B50	All cables will be tested as per ANSI/EIA/TIA-568B. All test records will be completed by the CSV. All test instrumentation, test records, and labor required for the testing will be supplied by the CSV/Contractor.			
B51	All cable faults will be corrected by the CSV/Contractor at no cost to the Owner. Splicing of cable pairs is not permitted for the repair of any cables. If a cable is found to be defective it must be replaced.			
B52	Carry out testing only after installation and termination / labeling of communications cabling at; floor tiles, surface-mounted telecommunications outlets, wall-mounted telecommunications outlets after substantial completion.			
B53	Installed Cables that do not pass testing will not be accepted.			
B54	All test results will be verified by TVDSB IT staff prior to invoicing.			
B55	The completed installation will be inspected by TVDSB IT staff prior to invoicing.			
B56	DOCUMENTATION			
B57	Provide complete documentation of the installation and testing.			
B58	Provide Vendor Certification upon completion of cable installation.			
B59	Provide records and AutoCAD Drawings complete with all jack locations and numbers (voice and data).			
B60	All documentation will be verified by TVDSB IT Department.			
B61	All Documentation must be provided along with final Invoice.			
B62	WARRANTY AND MAINTENANCE			
B63	Service is an extremely important consideration in the award of this bid. Bidders must complete the Warranty Section.			
B64	Bidders should state length of warranty. Bidders should state if warranty includes parts, labour and if the warranty is on-site. If not, bidders should indicate the terms of the warranty.			
B65	Bidders should state location of service facilities.			
B66	Bidders should state number of service people at each location.			
B67	The TVDSB expects work (labour and workmanship) to be warrantied for a minimum of one year. Bidders should state, if they are willing to warranty work (labour and workmanship) for an additional period.			

Firm Name: _____

Signature: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 TENDER #350 - DATA WIRING
 WORKSHEET B - SPECIFICATIONS

ITEM NO.	DATA WIRING SPECIFICATIONS	VENDOR PROPOSED SPECIFICATION (ANYTHING BELOW THE MINIMUM SPECIFICATION INDICATED WILL NOT BE ACCEPTED)	COMPLY / DOES NOT COMPLY	COMMENTS
B68	Bidders should state time to respond to service calls:			
B69	Less than one half day			
B70	One half day			
B71	One full day			
B72	More than one day			
B73	Other			
B74	Bidders should state, the number of service vehicles available to respond to service calls.			
B75	Bidders should state mean time to repair commitments in the event of service disruption and associated penalties in the event of extended outages.			
B76	Bidders should include a statement outlining your company's quality assurance philosophy and program. This statement should detail how your company will respond to:			
B77	Service related problems			
B78	Quality problems			
B79	Bidders should state the number of service technicians that will be assigned to this contract and their levels of certification.			
B80	Bidders should state if this contract will have a coordinator, and their level of certification.			
B81	The TVDSB reserves the right to initiate a survey to measure customers' satisfaction.			

Firm Name: _____

Signature: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 TENDER #350 - DATA WIRING
 WORKSHEET C - PRICING

	NO.	LEVELS				STATE LENGTH OF WARRANTY ON WORKMANSHIP
C1	Level 1 - 1	Level 1 - Dropped ceiling, easy access to ceiling space, removable ceiling tiles	Add 1-10 drops to existing UTP infrastructure anywhere in one building			
C2	Level 1 - 2	Level 1 - Dropped ceiling, easy access to ceiling space, removable ceiling tiles	Add 10 + drops to existing UTP infrastructure anywhere in one building			
C3	Level 2 - 1	Level 2 - Screw tiles, Crawl spaces - ceiling or sub floor	Add 1-10 drops to existing UTP infrastructure anywhere in one building			
C4	Level 2 - 2	Level 2 - Screw tiles, Crawl spaces - ceiling or sub floor	Add 10+ drops to existing UTP infrastructure anywhere in one building			
C5	Level 3 - 1	Level 3 - Inaccessible ceilings, cable pulled through installed conduit.	Add 1-10 drops to existing UTP infrastructure anywhere in one building			
C6	Level 3 - 2	Level 3 - Inaccessible ceilings, cable pulled through installed conduit.	Add 10+ drops to existing UTP infrastructure anywhere in one building			
C7	Level 4 - 1	Level 4 - Portable Classroom cabling, Outdoor cabling, may include installation of Messenger cables	Add 1-5 drops to existing UTP infrastructure.			
ITEM NO.	NO.	COMPONENTS & PRICING	MANUFACTURER	MAKE & MODEL #	STATE LENGTOF WARRANTY ON WORKMANSHIP	UNIT PRICING
DETAILED PARTS LIST MUST BE INCLUDED SEE WORKSHEET A						
C8	1	24 inch swing - out rack				
C9	2	48 port patch panel				
C10	3	24 port patch panel				
C11	4	Wall box - Wiremold VC5747				
C12	5	Faceplate - single outlet				
C13	6	Insert - Cat 6				
C14	7	Cable - Cat 6 FT 6 indoor / meter				
C15	8	Cable - Cat6 outdoor / meter				
C16	9	Wiremold - V500, installed 10 foot section with installation hardware				
C17	10	Conduit - 2 inch, installed 10 foot section with installation hardware				

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 TENDER #350 - DATA WIRING
 WORKSHEET C - PRICING

	ITEM	TEST EQUIPMENT	MANUFACTURER	MAKE & MODEL #	NUMBER OF UNITS AVAILABLE
C18	a)				
C19	b)				
C20	c)				
C21	d)				
C22	e)				
C23	f)				
C24	g)				
C25	h)				
C26	i)				
C27	j)				

FIRM NAME: _____

SIGNATURE: _____