

**TELEPHONE EQUIPMENT AND SERVICE
WORKSHEET A - TERMS 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 telephone equipment and service, 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		
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.		
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		
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 contain:		
2.2.1.9	Appendices:		
2.2.1.10	Worksheet A - Terms and Conditions: in Excel format an electronic response is required		
2.2.1.11	Worksheet B - Requirements: in Excel format an electronic response is required		
2.2.1.12	Worksheet C - Equipment: in Excel format an electronic response is required		
2.2.1.12	Worksheet D - Price: in Excel format an electronic response is required		
2.2.1.12	Worksheet E - Existing Equipment: in Excel format NO response is required		
2.3	RETURN LOCATION		

FIRM NAME: _____

SIGNATURE: _____

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WORKSHEET A - TERMS CONDITIONS

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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 9.9 - 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.		
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: Thursday, April 16, 2009		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon, local time Monday, May 11, 2009		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Cheryl MacKenzie, by Fax (519) 452-2399 or c.mackenzie@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		
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: Cheryl MacKenzie. The TVDSB will only be bound by written answers to questions.		
2.5.3	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. See Section 2.3		
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, commencing on June 1, 2009 and unless otherwise provided herein, terminating on May 31, 2010.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of 5 years in one (1) year increments and will advise the bidder in writing of their intentions.		
3.1.3	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a second year ending May 31, 2011.		
3.1.4	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a third year ending May 31, 2012.		
3.1.5	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a four year ending May 31, 2013.		
3.1.6	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a five year ending May 31, 2014.		
3.2	PRICING		
3.2.1	Bidders must complete the equipment pricing section - Appendices - Worksheet C - Equipment.		
	Bidders must complete the service pricing section - Appendices - Worksheet D - Service.		
3.2.1	Bidders must print and sign all Worksheets		
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 one year term of the contract, ending May 31, 2010.		
3.2.5	The TVDSB expects to order in multiple shipments over the length of this contract.		

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3.2.6	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.		
3.2.6.1	Bidders should state any further discount, as a percentage, if all items are awarded to your company.		
3.2.7	The TVDSB will not expect any price increases for the exact configuration quoted during the roll out.		
3.2.8	The TVDSB would like to take advantage of any promotions, price decreases, rebates or new technologies available during the term of the contract. Detail your company's strategy related to future pricing, new hardware components or new technologies.		
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 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 should 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	In order to meet any minimum order stipulation, we may combine orders from different sites for delivery to our Distribution Centre at 951 Leathorne Street in London. Those orders would be labeled in the "ship to" portion of our purchase order as "Wrap and Label Care of Distribution Centre". Our expectation is that these shipments will arrive packaged and labeled PER SITE, ready for us to forward directly to the school with no further packaging or resorting required.		
3.4.9.1	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.		
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 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		

FIRM NAME: _____

SIGNATURE: _____

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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 be also 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.		
4.2	QUANTITY/TERM		
4.2.1	These estimations are for a one (1) year period based on our actual usage and will be subject to change depending on our needs and budgets. The balance of items will be dependent on our needs as they arise.		
4.3	REQUIREMENTS		
4.3.1	The requirements are detailed in Specifications List - Worksheet B		
4.3.2	The equipment requirements are detailed in Equipment - Worksheet C		
4.3.3	The existing equipment is detailed in Worksheet E		
4.3.4	For each requirement as described in Worksheet B, C and D, bidders must place a response in the appropriate column. The following definitions are used:		
4.3.4.1	Complies: The system fully meets the requirement.		
4.3.4.2	Deviates: The system partially meets the requirements. For each response, describe what specifically is and is not available. Also indicate how the system would achieve the requested functionality.		
4.3.5	For each requirement as described in Worksheet B, C and D, bidders must place a response in the appropriate column.		
4.3.6	The successful bidder(s) must be a certified dealer/distributor of the manufacturer of the equipment/products they are proposing.		
4.3.7	The successful bidder(s) must have the proprietary right or license to use software being provided or imbedded in the hardware that is being provided.		
4.4	RETURN OF GOODS POLICY		
4.4.1	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.		
4.4.2	Bidders should state if there is a time limit on returning goods.		
4.4.3	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.		
4.4.4	Bidders should describe their procedure for returned goods with respect to:		
4.4.4.1	Packaging		
4.4.4.2	"Attention To" labeling		
4.4.4.3	Address to where returns should be shipped		
4.4.4.4	Method of shipment (company truck, courier, transport)		
4.4.4.5	If a return authorization number is required		
4.4.4.6	What charges apply and who is responsible for payment		
4.4.5	The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		
4.5	SAMPLES/DEMONSTRATION		
4.5.1	Each bidder may be required to submit, at the bidder's own expense, the items which are being bid upon for examination and comparison purposes. This must be done on request and at a time and location chosen by the TVDSB.		
4.6	SUBSTITUTIONS		
4.6.1	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 our Distribution Centre. 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.		

FIRM NAME: _____

SIGNATURE: _____

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WORKSHEET A - TERMS CONDITIONS

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4.7	PRESENTATION/INTERVIEW/DEMONSTRATION		
4.7.1	Qualified bidders may be required to make a presentation or attend an interview at the bidders' own expense or arrange a visit for the evaluation committee to an existing installed location that matches the requirements of the bid. No bid alterations will be allowed. Notification will be given to qualified bidders as to time and place.		
4.8	TRAINING / SUPPORT		
4.8.1	Installation, training and support services are a consideration in awarding this bid. Include any and all support and implementation services your company will provide, identifying certification relevant to the support role envisioned.		
4.10	ENVIRONMENT		
4.10.1	Bidder(s) should include a detailed description of any environmental initiative and how your program would be implemented and benefit TVDSB.		
5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 180 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 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 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		
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.		
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 B195the 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.		

FIRM NAME: _____

SIGNATURE: _____

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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		
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.		
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	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		
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.		
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		

FIRM NAME: _____

SIGNATURE: _____

TELEPHONE EQUIPMENT AND SERVICE
WORKSHEET A - TERMS CONDITIONS

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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 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.		
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		
5.4.3.2	http://www.ilo.org/public/english/comp/child/policy/towards.htm		
5.5	HEALTH, SAFETY REGULATIONS		
5.5.1	All equipment requiring approval (Hydro One, C.S.A., ULC., 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.		
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 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.		
5.5.6	The TVDSB reserves the right to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		
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.		

FIRM NAME: _____

SIGNATURE: _____

TELEPHONE EQUIPMENT AND SERVICE
WORKSHEET A - TERMS CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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.		
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 \$2 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 \$2 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 \$2 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		
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.		

FIRM NAME: _____

SIGNATURE: _____

TELEPHONE EQUIPMENT AND SERVICE
WORKSHEET A - TERMS CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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		
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		
6.2.2	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.		

FIRM NAME: _____

SIGNATURE: _____

**TELEPHONE EQUIPMENT AND SERVICE
WORKSHEET A - TERMS CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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.		
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 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: Requirements in Excel format - Electronic response required		
7.1.3.3	Worksheet C: Equipment including pricing in Excel format - Electronic response required		
7.1.3.4	Worksheet D: Pricing in Excel format - Electronic response required		
7.1.4	It is the bidders responsibility to ensure that the necessary "files" on the diskette 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 9.9 - 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: Choose appropriate items from list below.		
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		
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.		

Cheryl MacKenzie, Supervisor, Purchasing Services

James Stewart

FIRM NAME: _____

SIGNATURE: _____

TELEPHONE EQUIPMENT AND SERVICE
WORKSHEET A - TERMS CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
Purchasing Department		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.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	SECTION 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 9.5 or greater		
9.3.1.2	2.5 MB available hard drive space		
9.3.1.3	3 ½ 1.44 MB diskette drive 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.		
9.4.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
9.4.3	The bid files are installed into a default directory called C:\LBTENDER. When the installation process is complete, a box will appear with a "Remove Thames Valley District School Board Tender icon"; please close this box. When the setup is complete, click		
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	Double click on the "tender.exe file." to open the program		
9.4.4.5	The following files will be installed in the C:\lbtender directory: Appendices		
9.4.5	To start the process open the Excel files and complete as instructed.		
9.5	THE RETURN DISKETTE OR CD:		
9.5.1	After all bids have been entered:		
9.5.1.1	Copy the Appendices to either a 3.5" Diskette or CD using your company's standard CD Writing program.		
9.5.1.2	Check to ensure that the "files" are on the diskette or CD. Without these files we will not be able to download your bid.		
9.5.1.3	Be sure to label your diskette or CD with company name and signature.		
9.6	LABELING OF ENVELOPE AND DISK		
9.6.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.6.2	From - Company Name & Address		
9.6.3	To: OFFICE OF THE TENDERS CLERK		
9.6.4	Thames Valley District School Board		
9.6.5	EDUCATION CENTRE, Basement		
9.6.6	1250 Dundas Street,		
9.6.7	LONDON, Ontario		
9.6.8	N5W 5P2		
9.6.9	Telephone Service and Equipment		

FIRM NAME: _____

SIGNATURE: _____

TELEPHONE EQUIPMENT AND SERVICE
WORKSHEET A - TERMS CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.6.10	Bid #376		
9.6.11	Return Date: 12:00:00 noon, Monday, May 11, 2009		

FIRM NAME: _____

SIGNATURE: _____

TELEPHONE EQUIPMENT AND SERVICE
WORKSHEET A - TERMS CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.70	PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:		
9.7.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.7.2	Telephone Service and Equipment		
9.7.3	Bid #376		
9.7.4	Return Date: 12:00:00 noon, Monday, May 11, 2009		
9.7.5	Signature:		
9.7.6	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.		
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: _____

**TELEPHONE EQUIPMENT AND SERVICE
WORKSHEET B - REQUIREMENTS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
APPENDIX B - REQUIREMENTS			
TELECOM INSTALLATION/WIRING/LABELLING SPECIFICATIONS			
B1	Only bids on new Nortel equipment will be accepted including replacement components in Appendix E . New Equipment shall mean equipment which contains no used parts and which has never been used. The supplier will remove all old equipment from the TVDSB and will replace it with new equipment only.		
B2	This cabling is for Telecom only - No data runs.		
B3	Enhanced Category 5 Cabling - plenum (FT6)		
B4	Horizontal Enhanced Category 5 plenum cabling shall be 24 AWG, 4-pair UTP, UL/NEC CMP rated, with a plenum rated PVC jacket. Individual conductors shall be FEP insulated. Cable shall meet TIA Cat 5 requirements for impedance and attenuation and shall exceed Cat 5 worst pair NEXT by 6dB. Cable shall be UL listed and CSA certified. Cable runs will not be multiple runs.		
B5	All outlets shall be installed in the following manner:		
B6	Cables shall be coiled in the 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 box-eliminators are used, excess wire can be stored in the wall. No more than 12" of slack shall be stored in an in-wall box, modular furniture raceway, or insulated wall. Approximately 10 feet of cable shall be neatly coiled and stored in accessible ceilings above each drop to accommodate moves and repairs.		
B7	Where it is not possible to place cable in wall cavities, "Wiremold" brand metal raceway is required. Wiremold shall 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 shall be bent neatly with a Wiremold bending tool and be kept as close to the wall as possible.		
Labeling and Documentation			
B8	Labeling shall conform to ANSI/TIA/EIA-606 standards. In addition, provide the following labeling:		
B9	Brady type or reasonable facsimile labeling within 6" of each end of the cable to be used to indicate room number behind the patch panel and patch port number inside the receptacle box.		
B10	Labeling on the front cover plate of the outlet shall be as follows: the word "VOICE" in capital letters, patch panel port number and closet number if more than one closet exists in the building.		
B11	Labeling on the label area of the patch panel using Manufacturer supplied labeling material shall indicate the room number and number of the voice line within that room, if there is more than one.		
B12	All labeling is to be done using mechanically printed labels.		
B13	All outlets are to be labeled with a permanent, self-adhesive, white label with minimum 3/16 inch high characters.		
B14	The successful bidder will be required to supply labour, materials (as specified), equipment, hand tools, ladders, scaffolding, etc. necessary to complete all work as specified		

FIRM NAME: _____

SIGNATURE: _____

TELEPHONE EQUIPMENT AND SERVICE
WORKSHEET B - REQUIREMENTS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
B15	Bidders must comply with all the legal requirements of all levels of government.		
B16	The successful bidder shall furnish Certificates for training in: WHIMS, Ladders and Scaffolds, and Asbestos Management for each employee who may be employed by the successful bidder. These certificates are to be furnished prior to the commencement of this contract and on the anniversary date of this contract. The good standing must be maintained throughout the contract.		
B17	All staff and contractors will comply with the Environmental Protection Act, RSO 1990, Section 27 and (Ontario Regulation 347, Section 17) when disposing of asbestos waste.		
B18	Before starting any work in a Thames Valley District School Board facility, check with the Custodian and/or the Principal to view the site's Asbestos Report.		
B19	The successful supplier will be required to sign Pinchin Reports/T.Harris on asbestos at each school when conducting site visits.		
B20	Workplace parties may be required under O.Reg. 654/85 to inspect locations above false ceilings. This guidance note provides the procedure under which these inspections should take place.		
B21	Inspecting a building to find friable asbestos-containing material may require entry into the space above a false ceiling. If sprayed-on insulation has been applied to the building structure, some of the insulating material may have broken free and fallen onto the surface of the false ceiling. Entry into the ceiling space could therefore disturb such fallen material, creating an exposure hazard if the material contains asbestos.		
B22	Since, in conducting an inspection, it is not known whether there is likely to be asbestos-containing material lying on the ceiling surface, it is advisable to assume there is and the ceiling space should only be entered from an unoccupied room; in schools, entry should be carried out only outside of classroom hours. The following procedure is recommended:		
B23	Place a drop sheet of polyethylene or other suitable material beneath the area where the ceiling space is to be entered.		
B24	Carefully raise the edge of a ceiling tile and examine the surface of adjacent tiles for evidence of fallen insulation		
B25	If the surface of the adjacent tiles is clean or very little insulation has fallen the raised tile may be removed by sliding it over an adjacent tile, and the ceiling space entered.		
B26	If a significant amount of insulation has fallen, lower the raised tile and put on protective clothing that is impervious to asbestos and an air-purifying respirator with filters approved for protection against asbestos. The protective clothing should have tight fitting cuffs at the wrists and ankles and should include a head cover. When a respirator is worn, a good fit should be ensured by checking the seal between the face and the respirator. Respirators certified by the U.S. National Institute for Occupational Safety and Health meet this requirement.		
B27	If you encounter suspected or friable Asbestos, stop work immediately and contact the Project Coordinator or Maintenance Leader.		

FIRM NAME: _____

SIGNATURE: _____

**TELEPHONE EQUIPMENT AND SERVICE
WORKSHEET B - REQUIREMENTS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
B28	Always use appropriate Asbestos precautions including cleanup as specified by Regulation.		
SERVICE/WARRANTY			
B29	Service is an extremely important consideration in the award of this bid.		
B30	Describe your service and maintenance program.		
B31	Bidders must state length of warranty. Bidders must state if Warranty includes parts, labour and if the warranty is on-site. If not, bidders must indicate the terms of the warranty.		
B32	Bidders must state location of service facilities.		
B33	Bidders must state number of service people at each location.		
B34	State if your company is a Nortel Authorized Dealer		
B35	Bidders must state the number of qualified Nortel MICS Technicians at each location		
B36	Bidders must state the number of qualified Nortel CICS Technicians at each location		
B37	Bidders must state the number of qualified Nortel BCM50 Technicians at each location		
B38	Bidders must state the number of qualified Nortel BCM400 Technicians at each location		
TYPICAL RESPONSE TIME			
B39	State on site response time for regular service		
B40	State on site response time for emergency service (system down, critical set(s) not operational)		
B41	State response time for moves, adds and changes		
B42	State response time for complete system replacement		
B43	State response time to complete non emergency service calls		
B44	State as a % the number of service calls completed within one visit		

FIRM NAME: _____

SIGNATURE: _____

**TELEPHONE EQUIPMENT AND SERVICE
WORKSHEET B - REQUIREMENTS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
B45	Bidders must state mean time to repair commitments in the event of service disruption and associated penalties in the event of extended outages.		
B46	Bidders must include a statement outlining your company's quality assurance philosophy and program. This statement should detail how your company will respond to:		
B47	Service related problems		
B48	Quality problems		
B49	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.		
B50	Bidders must ensure that sufficient spare components will be maintained to meet service level guarantees.		
B51	The successful bidder must prepare a report stating condition and a list of parts required		
B52	Bidders should state if their employees service sites wearing uniforms.		
B53	Bidders should state if their employees carry photo identification.		
B54	Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.		
REPORTING INFORMATION			
B55	Please State if you can provide the following information on completion of service:		
B55.1	Location of Unit (School Board Address)		
B55.2	Location of service (where was the unit repaired, onsite or depot)		
B55.3	Time taken to service		
B55.4	Problem description (What was the user's complaint?)		
B55.5	Cause of the problem (What was wrong with the unit?)		
B55.6	Problem solution (What was done to rectify the problem?)		
B55.7	What measures have been taken to ensure that the same problem does not reoccur?		
B55.8	Test results (what test(s) were performed and the results?)		
B55.9	Name of the Board's employee verifying that the service was performed		
B56	Can you provide in the above information in an Electronic Format on a monthly basis		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO	DESCRIPTION	QTY.	COMPLIES WITH SPECIFICATIONS YES/NO COMMENT	OUTRIGHT PURCHASE PRICE	LENGTH OF WARRANTY	DOES WARRANTY INCLUDE ALL PARTS, LABOUR & TRAVEL EXPENSE	IF NO, PLEASE SPECIFY	COMMENTS
NEW PARTS AND REPLACEMENT								
C1	Telephone Analogue Terminal Adapter - Adapter converts Norstar digital interface to analog for communication with such analog devices as single line telephones, fax machines, modems and answering machines - Single line sets can interface with Norstar system features such as Call Waiting, Call Forwarding etc. - Provides means ' OF' connecting a single line set to the Norstar system in either a long loop or off-premise extension configuration - Supports data transmission speeds up to and including 28.8 kbps. Norstar ATA2 only	6						
C2	Fax Line Manager, referred to as the "Stick"	6						
C3	Voice Mail Interface - Voice Mail Interface (VMI) allows the connection of a stand alone third party auto attendant/voice mail system to a Norstar telephone system. Each VMI supports two AA/VM (auto attendant/voice mail) ports and uses two station ports on the Norstar Norstar VMI only	1						
C4	Telephone - Single line telephone - For users or areas with low usage requirements, - Provides one programmable memory & feature button - Fully Adjustable Tilt LCD: 16 character - one line - LCD window with soft keys that walk users through features and applications - Intercom - Programmable buttons - Memory buttons - Call log - Hold with tones or music plus a periodic reminder of held calls - Volume control - Automatic set relocation - Selective ringing tones - Wall-mount capability	4						

FIRM NAME: _____

SIGNATURE : _____

**TELEPHONE MAINTENANCE, SERVICE AND EQUIPMENT
APPENDIX C - EQUIPMENT**

ITEM NO	DESCRIPTION	QTY.	COMPLIES WITH SPECIFICATIONS YES/NO COMMENT	OUTRIGHT PURCHASE PRICE	LENGTH OF WARRANTY	DOES WARRANTY INCLUDE ALL PARTS, LABOUR & TRAVEL EXPENSE	IF NO, PLEASE SPECIFY	COMMENTS
NEW PARTS AND REPLACEMENT								
	<ul style="list-style-type: none"> - Built-In Speaker: - Visual Ringing Lamp / Message Waiting Indication - Feature Button: to program or use Norstar or Business Communications Manager features - Hands-free - Mute Button Norstar M7100 only							
C5	Telephone <ul style="list-style-type: none"> - Multi-line telephone - up to 6 lines - Programmable features, and autodial numbers. - Provides up to eight lines & has eight programmable buttons & a one-line by 16-character - Fully Adjustable Tilt LCD: 16 character - one line - High-quality hands free speakerphone built telephone - Intercom - Programmable buttons - Memory buttons - Call log - Hold with tones or music plus a periodic reminder of held calls - Volume control - Automatic set relocation - Selective ringing tones - Headset jack - Audio Control Center with Headset and Mute - Visual Ringing Lamp / Message Waiting Indication - Feature Button: to program or use Norstar or Business Communications Manager features - Hands-free - Mute Button - Wall-mount capability Norstar M7208 only	6						

FIRM NAME: _____

SIGNATURE : _____

**TELEPHONE MAINTENANCE, SERVICE AND EQUIPMENT
APPENDIX C - EQUIPMENT**

ITEM NO	DESCRIPTION	QTY.	COMPLIES WITH SPECIFICATIONS YES/NO COMMENT	OUTRIGHT PURCHASE PRICE	LENGTH OF WARRANTY	DOES WARRANTY INCLUDE ALL PARTS, LABOUR & TRAVEL EXPENSE	IF NO, PLEASE SPECIFY	COMMENTS
NEW PARTS AND REPLACEMENT								
C6	Handset for Nortel M7208 telephone	4						
C7	Telephone - Multi-line telephone - Two-line by 16-character LCD Window, and softkeys - Hands free speakerphone built into each telephone - Intercom - Programmable buttons - Memory buttons - Call log - Hold with tones or music plus a periodic reminder of held calls - Volume control - Automatic set relocation - Selective ringing tones - Headset jack - Audio Control Center with Headset and Mute - Visual Ringing Lamp / Message Waiting Indication - Feature Button: to program or use Norstar or Business Communications Manager features - Hands-free - Mute Button - Wall-mount capability Norstar M7310 only	10						
C8	Telephone - Expanded (and expandable) telephone - access to a combination of 24 lines, features & auto-dial numbers - 48 programmable buttons for lines, features, and autodial numbers - Two-line by 16-character LCD Window and softkeys - Hands free speakerphone built into each telephone - Intercom - Programmable buttons - Memory buttons	10						

FIRM NAME: _____

SIGNATURE : _____

**TELEPHONE MAINTENANCE, SERVICE AND EQUIPMENT
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ITEM NO	DESCRIPTION	QTY.	COMPLIES WITH SPECIFICATIONS YES/NO COMMENT	OUTRIGHT PURCHASE PRICE	LENGTH OF WARRANTY	DOES WARRANTY INCLUDE ALL PARTS, LABOUR & TRAVEL EXPENSE	IF NO, PLEASE SPECIFY	COMMENTS
NEW PARTS AND REPLACEMENT								
	<ul style="list-style-type: none"> - Call log - Hold with tones or music plus a periodic reminder of held calls - Volume control - Automatic set relocation - Selective ringing tones - Headset jack - Wall-mount capability - Audio Control Center with Headset and Mute - Visual Ringing Lamp / Message Waiting Indication - Feature Button: to program or use Norstar or Business Communications Manager features - Hands-free - Mute Button Norstar M7324 only							
C9	Central Answering Position User Card Nortel C.A.P. or equivalent	1						
C10	Norstar Compact Intergraded Communication System Software	2						
C11	Norstar Modular Intergraded Communication System Software - Release 4.1	2						
C12	Norstar Modular Integrated Communication System Software - Software upgrade 2.0 to 4.1	2						
C13	Analog Trunk Cartridge - LS/DS - Provides access for up to four Central Office analog lines - All LS (loop Start)/DS (Disconnect Supervision Trunk Cartridges have Disconnect Supervision capability and are labelled with "DS" on the faceplate	2						
C14	Caller Identification Analog Trunk Cartridge - The Caller Identification (CI) Trunk Cartridge has the same functionality as the LS/DS Trunk Cartridge but with the added capability to detect and translate incoming CMS/CLASS information for display on Norstar sets - Provides access for up to four Central Office analog line	4						
C15	Caller Identification Interface	2						

FIRM NAME: _____

SIGNATURE : _____

**TELEPHONE MAINTENANCE, SERVICE AND EQUIPMENT
APPENDIX C - EQUIPMENT**

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NEW PARTS AND REPLACEMENT								
	- Caller Identification Interface detects and converts incoming call information to a message on the Norstar messaging channel When used with the DR5 software, it provides call display information and associated features designated telephones in the system including CO Voice Mail Message indication - The CII M8 works well with the MICS core system Norstar CII M8 only							
C16	Uninterrupted Power Supply - capable of running system loaded with 6 lines 10 sets for 2 hours fully loaded - True online design ensures continuous, clean power. - Cell Saver Technology reduces battery replacement costs - Additional Battery Packs available to extend backup times - External Battery Packs available are hot-swappable to simplify maintenance - Versatile, Modular Design provides easy setup and service - FailSafe III and LanSafe III power management software included to ensure data integrity - Engine Generator Compatible - Ten-Year Pro-rated Warranty - Automatic Internal Bypass adds redundant power path. - Optional Powerpass Modules provide galvanic isolation and external maintenance bypass switch for easy serviceability	4						
C17	Uninterrupted Power Supply - capable of running system loaded with 12 lines 20 sets for 2 hours fully loaded - True online design ensures continuous, clean power. - Cell Saver Technology reduces battery replacement costs - Additional Battery Packs available to extend backup times - External Battery Packs available are hot-swappable to simplify maintenance - Versatile, Modular Design provides easy setup and service - FailSafe III and LanSafe III power management software included to ensure data integrity	4						

FIRM NAME: _____

SIGNATURE : _____

ITEM NO	DESCRIPTION	QTY.	COMPLIES WITH SPECIFICATIONS YES/NO COMMENT	OUTRIGHT PURCHASE PRICE	LENGTH OF WARRANTY	DOES WARRANTY INCLUDE ALL PARTS, LABOUR & TRAVEL EXPENSE	IF NO, PLEASE SPECIFY	COMMENTS
NEW PARTS AND REPLACEMENT								
	<ul style="list-style-type: none"> - Engine Generator Compatible - Ten-Year Pro-rated Warranty - Automatic Internal Bypass adds redundant power path. - Optional Powerpass Modules provide galvanic isolation and external maintenance bypass switch for easy serviceability 							
C18	<ul style="list-style-type: none"> Uninterrupted Power Supply - capable of running system loaded with 18 lines 40 sets for 2 hours fully loaded - True online design ensures continuous, clean power. - Cell Saver Technology reduces battery replacement costs - Additional Battery Packs available to extend backup times - External Battery Packs available are hot-swappable to simplify maintenance - Versatile, Modular Design provides easy setup and service - FailSafe III and LanSafe III power management software included to ensure data integrity - Engine Generator Compatible - Ten-Year Pro-rated Warranty - Automatic Internal Bypass adds redundant power path. Optional Powerpass Modules provide galvanic isolation and external maintenance bypass switch for easy serviceability 	4						
C19	Two Port Fibre Expansion Cartridges connects additional Fibre Trunk, Fibre Station or Analog Station Modules to expand core Modular ICS capacity.	2						
C20	Six Port Fibre Expansion Cartridges connects additional Fibre Trunk, Fibre Station or Analog Station Modules to expand core Modular ICS capacity.	2						
C21	Two Port Copper Expansion Cartridges connects existing Copper Trunk and Station Modules to the Modular ICS.	2						
C22	Six Port Copper Expansion Cartridges connects existing Copper Trunk and Station Modules to the Modular ICS.	2						
C23	Fibre Trunk Module - to add trunk interfaces to the core Modular ICS, Fibre Trunk Modules may be connected to the Modular ICS by a fibre cable. Each Fibre Trunk Module holds up to three Trunk Cartridges.	2						

FIRM NAME: _____

SIGNATURE : _____

ITEM NO	DESCRIPTION	QTY.	COMPLIES WITH SPECIFICATIONS YES/NO COMMENT	OUTRIGHT PURCHASE PRICE	LENGTH OF WARRANTY	DOES WARRANTY INCLUDE ALL PARTS, LABOUR & TRAVEL EXPENSE	IF NO, PLEASE SPECIFY	COMMENTS
NEW PARTS AND REPLACEMENT								
C24	Fibre Station Module - to add additional station ports to the Modular ICS core, Fibre Station Modules may be connected by a fibre cable. Each Fibre Station Module expands the core Modular ICS system by up to 16 station ports.	2						
C25	Product Type VoIP phone Compatible Platforms Business Communications Manager (BCM) Body Color Charcoal Phone Features Dialer Type Keypad Dialer Location Base Conference Call Capability Yes Intercom Yes Speakerphone Yes (digital duplex) Caller ID Yes Voice Mail Capability Yes Call Forwarding Yes Call Hold Yes Menu Operation Yes Function Buttons Voice mail button, speakerphone button, directory button, goodbye button, headset button , mute button, hold button Programmable Buttons Qty 12 Volume Control Yes Ringer Control Yes Indicators Visual ringer light, voice message waiting indicator Firmware Upgradable Yes Additional Features Compatible with Bluetooth headsets IP Telephony Main Features Multiline support, integrated Ethernet switch, Power over Ethernet (PoE) support Voice Codecs G.723.1, G.729ab, G.711u, G.711a Quality of Service IEEE 802.1Q (VLAN), Differentiated Services (DiffServ), IEEE 802.1p	48						

FIRM NAME: _____

SIGNATURE : _____

ITEM NO	DESCRIPTION	QTY.	COMPLIES WITH SPECIFICATIONS YES/NO COMMENT	OUTRIGHT PURCHASE PRICE	LENGTH OF WARRANTY	DOES WARRANTY INCLUDE ALL PARTS, LABOUR & TRAVEL EXPENSE	IF NO, PLEASE SPECIFY	COMMENTS
NEW PARTS AND REPLACEMENT								
	IP Address Assignment DHCP, static Security 128 bit AES, WPA-PSK Network Protocols TFTP Network Ports Qty 2 x Ethernet 10Base-T/100Base-TX Display Type LCD display - monochrome Display Location Base Line Qty 8 Character Qty 24 Miscellaneous Connections 1 x headset jack Hearing Aid Compatible Yes Placing / Mounting Wall-mountable, table-top Compliant Standards VCCI, EN 61000-3-2, EN 61000-3-3, EN55024, UL 60950, CSA 22.2 No. 60950, EN55022 Class B, ICES-003 Class B, IC CS-03, DR PTC220, AS/NZS 60950-1, AS/ACIF S004, FCC Part 68, EMC, ADA, AS/NZS 3548, RoHS, IEC 60950-1, EN 60950-1, FCC CFR47 Part 15 B Dimensions & Weight (Base) Width 11.3 in Depth 6.8 in Height 6.6 in Weight 2.6 lbs Nortel IP Phone 2004 VoIP phone, 2002, and 2001							
C26	Handset for Nortel IP 2004 phone	5						
C27	Cord for Nortel IP 2004 VoIP phone	1						
C28	Buttons for Nortel IP 2004 VoIP phone							
C29	Headsets Wireless 10 hours of continuous talk time 300 foot range	12						

FIRM NAME: _____

SIGNATURE : _____

**TELEPHONE MAINTENANCE, SERVICE AND EQUIPMENT
APPENDIX C - EQUIPMENT**

ITEM NO	DESCRIPTION	QTY.	COMPLIES WITH SPECIFICATIONS YES/NO COMMENT	OUTRIGHT PURCHASE PRICE	LENGTH OF WARRANTY	DOES WARRANTY INCLUDE ALL PARTS, LABOUR & TRAVEL EXPENSE	IF NO, PLEASE SPECIFY	COMMENTS
NEW PARTS AND REPLACEMENT								
	- Answer your ringing line with the touch of a button NEW 1.9 GHz DECT Technology for clearer calls Noise-cancelling headset - comes with a padded-leatherette earpiece Convertible headset Platronics CS55							
C30	Battery for Headset CS50/CS55 Replacement Battery. Provides up to 8-10 hours of continuous talk time	12						
C31	Headset Type Wireless Wearing Style On-the-Ear Range of Motion 300-ft./90m Connector Type (view connectors) RJ9 Weight 0.8 oz. Lines: (telephone products only) Not Applicable Compatibility Works with your existing single- or multi-line phone Microphone Noise-cancelling Earpiece Gel Color Silver & Black Special Technologies 1.9 GHz, DECT 6.0 Frequency Warranty 1 Year Replacement Battery Life 6-hour talk time Reversible Yes Handset Lifter Compatible Yes Busy Light Compatible Quick Disconnect Not Applicable DC Adapter Compatible Yes Digital Encryption Yes	10						

FIRM NAME: _____

SIGNATURE : _____

TELEPHONE MAINTENANCE, SERVICE AND EQUIPMENT
APPENDIX C - EQUIPMENT

ITEM NO	DESCRIPTION	QTY.	COMPLIES WITH SPECIFICATIONS YES/NO COMMENT	OUTRIGHT PURCHASE PRICE	LENGTH OF WARRANTY	DOES WARRANTY INCLUDE ALL PARTS, LABOUR & TRAVEL EXPENSE	IF NO, PLEASE SPECIFY	COMMENTS
NEW PARTS AND REPLACEMENT								
	Platronics CS70N or equivalent							
ADDITIONAL ITEMS								
C32	Handset Lifter Unit that Lifts and lowers handset while away from your desk to take or hang up calls - Plantronics HL10 or equivalent	10						
C33	Elevator phone with dialer	1						
MINIMUM INVENTORY QTY (State in No. of Units)								
C34	Bidders must state location of their distribution centre.							
C35	State typical stock levels for all Telephones Norstar M7100							
C36	State typical stock levels for all Telephones Norstar M7208							
C37	State typical stock levels for all Telephones Norstar M7310							
C38	State typical stock levels for all Telephones Norstar M7324							
C39	State typical stock levels for LS/DS cards (Loop Start/Disconnect Supervision)							
C40	State typical stock levels for CI software cards							
C41	State typical stock levels for two port fibre expansion cartridges							
C42	State typical stock levels for six port fibre expansion cartridges							
C43	State typical stock levels for two port copper expansion cartridges							
C44	State typical stock levels for six port fibre expansion cartridges							
C45	State typical stock levels for software card - Version 2.0							
C46	State typical stock levels for software card - Version 4.1							
C47	State typical stock levels of complete working MICS cabinet							
C48	State stock levels for a working BCM50 configured for 4 lines and 8 sets							
C49	State stock levels for a working BCM400 configured for 6 lines and 20 sets							
C50	State stock levels for "Stick" fax line manager							
C51	State stock levels for elevator phone with dialer							

FIRM NAME: _____

SIGNATURE : _____

ITEM NO.	DESCRIPTION	QTY	WILL COMPLY/WILL NOT COMPLY	UNIT PRICE	COMMENT
SERVICE AND INSTALLATION COSTS					
D1	Labour Rate - State Cost Per Hour. State cost from arrival and completion at our premises.				
D2	State Travel/Mileage Costs (The TVDSB prefer all costs to be included in hourly rate)				
D3	Is there a Minimum Charge for Service Calls/Visits? In number of hours/minutes				
D4	What is the billing increment? (15 Minute/half hour etc)				
D5	Would your company be able to provide this service to all of our locations?				
ADDING NEW OUTLETS					
D6	Cost of New Phone Outlet - Including 150 feet of cable, 10ft Wiremold, Box, Cross Connect, Face Plate, Jack, Labeling and Programming. All costs except the headset must be included in the price quoted.				

Firm Name: _____

Signature: _____

School	Address	Main	Line 2,3,4	Fax	Elevator	Independent	Equipment	# of Sets	# of Trunks	# VoIP License
32 Lester B. Pearson	795 Trafalgar Street	452-8300	452-8301	452-8309			BCM50	24	4	4
33 Lord Elgin	1100 Victoria Drive	452-8310	452-8311	452-8319			BCM50	12 Dg/2 An	4	3
34 Lord Nelson	1990 Royal Crescent	452-8320	452-8321	452-8329			BCM50	28	4	6
35 Lord Roberts	440 Princess Avenue	452-8330	452-8331	452-8339			BCM50	12	4	3
36 Lorne Ave	723 Lorne Avenue	452-8340	452-8341	452-8349			BCM50	28 Dg/2 An	8	6
37 M.B. McEachern	4402 Colonel Talbot Road	652-3121	652-3121	652-1126			BCM50	12	4	4
38 Manor Highland	77 Tecumseh Avenue West	452-8370	452-8371	452-8379			BCM50	12	4	3
39 Masonville	25 Hillview Boulevard	452-8390	452-8391	452-8399			BCM50	12	4	4
40 Mountsfield	8 Mountsfield Drive	452-8400	452-8401	452-8409			BCM50	12	4	3
41 Nicholas Wilson	927 Osgoode Drive	452-8410	452-8411	452-8419			BCM50	24	4	5
42 Northbrae London	335 Belfield Street	452-8420	452-8421	452-8429			BCM50	24	4	5
43 Northdale London	655 Tennent Avenue	452-8430	452-8431	452-8439			BCM50	8	4	3
44 Northridge	25 McLean Drive	452-8440	452-8441	452-8449			BCM50	12	4	4
45 Orchard Park	50 Wychwood Park	452-8450	452-8451	452-8459			BCM50	12	4	3
46 Prince Charles	1601 Wavell Street	452-8470	452-8471	452-8479			BCM50	24	4	4
47 Princess Anne London	191 Dawn Drive	452-8480	452-8481	452-8489			BCM50	12	4	4
48 Princess Elizabeth London	247 Thompson Road	452-8490	452-8491	452-8499			BCM50	24	4	6
49 Rick Hansen	70 Ponderosa Crescent	452-8500	452-8501	452-8509	5194528508		BCM50	24	4	6
50 Riverside	550 Pinetree Drive	452-8510	452-8511	452-8519			BCM50	12	4	4
51 Ryerson	940 Waterloo Street	452-8520	452-8521	452-8529			BCM50	12	4	4
52 Sherwood Forest	7 Annadale Drive	452-8540	452-8541	452-8549			BCM50	8	4	3
53 Sir George Cartier	695 Chiddington Avenue	452-8550	452-8551	452-8559			BCM50	8	4	3
54 Sir Isaac Brock	80 St. Lawrence Boulevard	452-8560	452-8561	452-8569			BCM50	12	4	4
55 Sir JA MacDonald	1150 Landor Street	452-8570	452-8571	452-8579			BCM50	24	4	4
56 Sir Winston Churchill	1837 Churchill Avenue	452-8580	452-8581	452-8589			BCM50	12 Dg/2 An	4	4
57 St. Georges	782 Waterloo Street	452-8530	452-8531	452-8539			BCM50	24	4	4
58 Stoneybrook	1460 Stoneybrook Crescent	452-8590	452-8591	452-8599			BCM50	24	4	4
59 Tecumseh	401 Tecumseh Avenue	452-8600	452-8601	452-8609			BCM50	8	4	3
60 Trafalgar	919 Trafalgar Street	452-8610	452-8611	452-8619			BCM50	24	4	5
61 Tweedsmuir	349 Tweedsmuir Avenue	452-8620	452-8621	452-8629			BCM50	24	4	4
62 University Heights	27 Ford Crescent	452-8630	452-8631	452-8639			BCM50	12	4	4
63 Victoria London	130 Wharnccliffe Road S.	452-8640	452-8641	452-8649			BCM50	8	4	3
64 W Sherwood Fox	660 Steeplechase Drive	452-8730	452-8731	452-8739			BCM50	24	4	5
65 Wesminster Central	2835 Westminster Drive	452-8660	452-8661	452-8669			BCM50	8	4	3
66 Westdale	1050 Plantation Road	452-8650	452-8651	452-8659			BCM50	8	4	3
67 Westmount	1011 Viscount Road	452-8670	452-8671	452-8679			BCM50	28	4	6
68 Whiteoaks	565 Bradley Avenue	452-8680	452-8681	452-8689			BCM50	44	4	12
69 Wilfrid Jury	950 Lawson Road	452-8690	452-8691	452-8699	5194528694		BCM50	44	4	12
70 Wilton Grove	626 Osgoode Drive	452-8700	452-8701	452-8709			BCM50	24	4	5
71 Woodland Heights	474 Springbank Drive	452-8710	452-8711	452-8729			BCM50	24	4	5
72 Wortley	301 Wortley Road	452-8720	452-8721	452-8729			BCM50	8	4	3

Sub Total Lines

72

72

72

Elgin Secondary Schools
School
St. Thomas

Address

Main

Line 2,3,4

Fax

Independent

73 Arthur Voaden

41 Flora St.

631-3770

3771, 4946, 3017

633-8097

BCM400

64 Dg/ 2 An

12

14

School	Address	Main	Line 2,3,4	Fax	Elevator	Independant	Equipment	# of Sets	# of Trunks	# VoIP License
74 Central Elgin Collegiate	201 Chestnut St.	631-4460	4463, 3195, 8881	631-4344			BCM50	32 Dg/2 An	8	12
75 East Elgin (Amtelecom)	362 Talbot St. W	773-3174	3175, 3262, 3831	765-1943			BCM400	64	8	20
76 Glencoe District	3581 Concession St	287-3310	3782, 3768, 3769	287-3889			BCM50	24 Dg/2 An	8	8
77 Parkside Collegiate	241 Sunset Dr.	633-0090	0091, 7633, 0085	633-4887			BCM400	48 Dg/1 An	8	20
78 West Elgin Secondary	139 Graham St	768-1350	1351, 1356	768-0534			BCM50	24 Dg/2 An	8	12

Sub Total Lines

5 14 14

Amtelecom (Dialtone Provider)

1 3 1 6

Elgin Elementary Schools

School	Address	Main	Line 2	Fax	Independant	Equipment	# of Sets	# of Trunks	# VoIP License
St. Thomas									
79 Aldborough	11443 Furnival Rd., R.R. # 3, Rodni	785-0811	785-0814	785-2143		BCM50	8	4	3
80 Balaclava	20 Balaclava St.	631-4930	631-1345	631-1006		BCM50	8	4	3
81 Caradoc South	611 Peter St.	289-2091	289-0527	289-0522		BCM50			
82 Dunwich-Dutton	239 Main St., Dutton	762-2419	762-3812	762-5267		BCM50	8	4	3
83 Eckoe Central	3719 Parkhouse Dr., R.R.#3, Glenc	287-3330	287-3463	287-3559		BCM50	12	4	3
84 Edward Street	84 Edward St.	631-5010	631-4866	631-7756		BCM50	8	4	3
85 Elgin Court	254 First Ave.	631-7118	631-1597	631-3515		BCM50	12	4	4
86 Elmdale	25 Elm St.	631-5070	631-5966	631-4610		MICS 4.0	8	4	
87 Forest Park	295 Forest Ave.	631-3563	631-4823	631-3630		BCM50	28	4	5
88 Homedale	112 Churchill Cres.	631-7820	631-1641	631-7997		BCM50	12	4	4
89 Lockes	22 S. Edgeware Rd.	631-8890	631-0120	631-3229		BCM50	12	4	4
90 Mitch Hepburn	95 Raven Ave	631-3370	631-3109	631-1976		BCM50	12	4	4
91 Mosa Central	22741 Pratt Siding Rd., R.R.#1	693-4691	693-4865	693-4575		BCM50	8	4	3
92 Myrtle Street	43 Myrtle St.	631-4940	631-7518	631-4375		BCM50	12	4	3
93 Port Stanley	350 Carlow Rd. Port Stanley	782-3983	782-3053	782-5508		BCM50	8	4	3
94 Scott Street	50 Scott St.	631-5020	631-4501	631-1382		BCM50	12	4	3
95 Southwold	39261 Fingal Line, R.R.#1, St. Tho	631-5997	631-7495	631-5625		BCM50	12	4	5
96 Sparta	45885 Sparta Line, Sparta	775-2541	775-0173	775-0172		BCM50	8	4	3
97 Wellington Street	50 Wellington St.	631-4950	631-4185	631-3352		BCM50	8	4	3
98 West Elgin Sr. Elementary	139 Graham Rd., West Lorne	768-1260	768-0619	768-1778		BCM50	8	4	3

Sub Total Lines

20 20 20

99 Davenport (Amtelecom)	80 Rutherford Ave, Aylmer	773-9216	773-9372	765-2934		BCM50	8 Dg/2 An	4	4
100 McGregor (Amtelecom)	204 John St. S, Aylmer	773-3362	765-3862	765-2844		BCM50	8	4	4
101 New Sarum (Amtelecom)	9473 Belmont Road, R.R.#3, St. Th	773-5185	773-3042	773-5708		BCM50	12	4	3
102 Port Burwell (Amtelecom)	30 Strachan, Port Burwell	874-4558	874-4802	874-4326		BCM50	28	4	5
103 South Dorchester (Amtelecom)	48614 Crossley Hunter Line, R.R.#1	765-4090	765-4171	765-4547		BCM50	8	4	3
104 Springfield (Amtelecom)	51336 Ron McNeil Line, Springfielc	765-4162	773-9691	765-4247		BCM50	8	4	3
105 Straffordville (Amtelecom)	9188 Plank Road, Straffordville	866-3021	866-3900	866-3268		BCM50	12	4	3
106 Summers Corners (Amtelecom)	50576 Talbot Line, R.R.#1, Aylmer	773-8106	773-8234	765-8244		BCM50	12 Dg/2 An	4	4

Amtelecom (Dialtone Provider)

8 8 8 32

Oxford County Schools

School	Address	Main	Line 2, 3, 4	Fax	Independant	Equipment	# of Sets	# of Trunks	# VoIP License
Tillsonburg Secondary									
107 Annandale	60 Tillson Ave	688-3498	4858, 4658, 0898	842-9828	5196884856	BCM50	24 Dg/2 An	8	12
108 Glendale	37 Glendale Dr.	842-4207	4208, 3805, 3306	842-4551		BCM50	32 Dg/2 An	8	10

School	Address	Main	Line 2,3,4	Fax	Elevator	Independant	Equipment	# of Sets	# of Trunks	# VoIP License
Sub Total Lines			2	6	2					
Tillsonburg Elementary		Main	Line 2	Fax						
109 Maple Lane	25 Maple Lane	688-0810	688-0596	688-0197			BCM50	12	4	3
110 Rolph Street	83 Rolph St	842-2077	842-3877	842-4323			BCM50	8	4	3
111 South Ridge	10 Southridge Road	842-7319	842-4350	842-7310			BCM50	8	4	3
Sub Total Lines			3	3	3					
Ingersoll Secondary		Main	Line 2, 3, 4	Fax						
112 Ingersoll District	37 Alma St	485-1200	1201, 1202, 1209	425-0142			BCM50	36 Dg/2 An	8	12
Sub Total Lines			1	3	1					
Ingersoll Elementary		Main	Line 2	Fax						
A.J. Baker		283-1098	283-1117	283-1095			BCM50	12 Dg/2 An	4	3
113 Harris Heights	2 Caffyn St.	485-1600	485-1608	485-4256			BCM50	12	4	4
114 Princess Anne	210 King St. E.	485-4849	485-4603	485-5848			BCM50	8	4	3
115 Princess Elizabeth	37 William St.	485-2560	485-4265	485-4280			BCM50	12	4	3
116 Thamesford	130 McCarty St.	285-2043	285-3592	285-3738	5182853738		BCM50	8	4	3
117 Victory Memorial	210 Thames St. S.	485-2340	485-4240	485-5721			BCM50	24	8	4
118 Westfield	38 Glenn Ave	485-1360	485-1390	485-4178			BCM50	12 Dg/2 An	4	3
119 Zorra Highland	Cty. Rd. 6,	475-4121	475-4084	475-4922			BCM50	8	4	3
Sub Total Lines			7	7	7					
Woodstock Secondary		Main	Line 2, 3, 4	Fax						
120 College Avenue	700 College Ave	539-0020	5372, 1707, 1981	539-0793			BCM50	32 Dg/2 An	8	12
121 Huron Park	900 Cromwell St	537-2347	5675, 5398, 3923	537-5741			BCM50	44 Dg/2 An	8	12
122 Woodstock Collegiate	35 Riddell St	537-1050	3708, 5246, N/A	537-3668	5195373982		BCM50	24	8	9
Woodstock Collegiate					5195373027					
Sub Total Lines			3	8	3					
Norwich Secondary (Execulink)		Main	Line 2, 3, 4	Fax						
123 Norwich District Collegiate	Stover St. & Hwy 59, R.R.#1	468-2014	2015, 2016, 3222	468-2015			5 BCM50	20	4	8
Oxford County Schools										
School	Address	Main	Line 2, 3, 4	Fax		Independant				
Woodstock Elementary										
124 Algonquin	59 Algonquin Rd.	421-2219	421-1542	421-0347	5194210347		BCM50	24	8	9
125 Beachville	434804 Zorra Line	423-1939	423-1941	423-1924			BCM50	12 Dg/2 An	4	3
126 Central Sr	410 Hunter St.	537-5362	537-8586	537-5514	5195375514		BCM50	12	4	4
127 D.M. Sutherland	110 Winchester St.	537-3543	537-5100	537-7244			BCM50	8	4	4
128 Drumbo	32 Wilmot St. S	463-5638	463-5044	463-5639			BCM50	8	4	3
129 East Oxford	Old Stage Rd. & Cty Rd. 14, R.R.#4	467-5243	467-5056	467-5536			BCM50	8	4	4
130 Eastdale	65 Aileen Dr, Woodstock	537-2652	537-2693	537-3695			BCM50	8	4	3
131 Hickson Central	161 Loveys St.	462-2415	462-1995	462-1931			BCM50	12	4	3
132 Hillcrest	840 Sloane St.	537-2642	537-3331	537-8478			BCM50	8	4	3
133 Innerkip Central	180 Coleman St.	469-3435	469-3011	469-3088			BCM50	8	4	3
134 Northdale	290 Victoria St. N.	537-5761	537-5714	537-1088			BCM50	8	4	3

School	Address	Main	Line 2,3,4	Fax	Elevator	Independent	Equipment	# of Sets	# of Trunks	# VoIP License
170 Valleyview	10339 Ilderton Rd., R.R.#2, Ilderton	666-1417	666-1598	666-2795			BCM50	8	4	3
Sub Total Lines			21	21	21					
Quadro Telecom										
171 Prince Andrew (Quaddro)	15237 Thirteen Mile Rd., R.R.#4	225-2410	225-2486	225-2220			BCM50	8	4	3
Sub Total Lines			1	1	1	4				
London Adult Education School										
School	Address	Main Line	Line 2, 3, 4	Fax		Independent				
172 GA Wheable	70 Jacqueline Street, London	452-2660	2661, 2662, 2663	452-2689	452-2682		BCM400	128	16	32
173 Blossom Park	391 Blossom Park Road	537-0109	537-0194	537-0135			BCM50	8	4	3
174 St. Thomas Adult Ed Centre Other Site Programs	10 Ontario Street	633-3242		633-4296			CICS			
Sub Total Lines			3	4	3					
Total Schools Lines			198	244	207	25	50			

Address	Main	Purpose	Circuit / Copper	Bell
1250 Dundas	5194522000	Main number	Megalink Circuit	
	5194522005	IT Help Desk	Megalink Circuit	
	5194528255	Auto Attendant	Megalink Circuit	
	5194522001	Director	Megalink Circuit	
	5194522012	HR	Megalink Circuit	
	5194522033	Program Svc	Megalink Circuit	
	5194522102	Printshop	Megalink Circuit	
	5194522105	Cafeteria	Megalink Circuit	
	5194522409	Student Help Line	Megalink Circuit	
	5194522479	Bill Bryce	Megalink Circuit	
	5194522514	Purchasing	Megalink Circuit	
	5194522521	Payroll	Megalink Circuit	
	5194522545	Trustees	Megalink Circuit	
	5194523393	TVARRIS	Megalink Circuit	
	5194528740	WDSutton	Megalink Circuit	
	5194528933	TVARRIS	Megalink Circuit	
	5194522329	LDN_FAX 3rd	Direct Copper Line	
	5194522399	LDN_FAX 3rd	Direct Copper Line	
	5194522398	LDN_FAX 3rd	Direct Copper Line	
	5194522201	LDN_FAX 2nd	Direct Copper Line	
	5194522358	LDN_FAX 2nd	Direct Copper Line	
	5194522256	LDN_FAX 2nd	Direct Copper Line	
	5194522692	LDN_FAX 2nd	Direct Copper Line	
	5194522396	LDN_FAX 2nd	Direct Copper Line	
	5194522478	LDN_FAX 2nd	Direct Copper Line	
	5194522569	LDN_FAX 2nd	Direct Copper Line	
	5194522606	LDN_FAX 2nd	Direct Copper Line	
	5194522917	LDN_FAX 2nd	Direct Copper Line	
	5194522254	LDN_FAX 2nd	Direct Copper Line	
	5194522298	LDN_FAX 2nd	Direct Copper Line	
	5194522534	LDN_FAX 1st	Direct Copper Line	
	5194522485	LDN_FAX 1st	Direct Copper Line	
	5194528749	LDN_FAX 1st	Direct Copper Line	
	5194522578	LDN_FAX 1st	Direct Copper Line	
	5194522395	LDN_FAX Bsmt	Direct Copper Line	
	5194528932	LDN_MODEM	Direct Copper Line	
	5194522757	LDN_FAX	Direct Copper Line	

School	Address	Main	Line 2,3,4	Fax	Elevator	Independent	Equipment	# of Sets	# of Trunks	# VoIP License
	5194522538	LDN_MODEM	Direct Copper Line							
	5194522199	LDN_FAX	Direct Copper Line							
	5194522615	LDN_FAX	Direct Copper Line							
	5194520329	Overflow Powrefail 91	Direct Copper Line							
	5194520894	Overflow Powrefail 91	Direct Copper Line							
	5194521791	Overflow Powrefail 91	Direct Copper Line							
	5194522178	Elevator	Direct Copper Line							
	5194522179	Elevator	Direct Copper Line							
951 Leathorne London	5194522550		Megalink Circuit							
	5194522648		Megalink Circuit							
	5194522573	Media Services	Megalink Circuit							
	5194522424		Megalink Circuit							
	5194522444	Facility Services	Megalink Circuit							
	5194523368		Megalink Circuit							
	5194522555	Retain as Centrex	Direct Copper Line							
	5194522678	Retain as Centrex	Direct Copper Line							
	5194522327	Retain as Centrex	Direct Copper Line							
	5194522421	Retain as Centrex	Direct Copper Line							
	5194522710	Retain as Centrex	Direct Copper Line							
	5194522411	Retain as Centrex	Direct Copper Line							
	5194522587	Retain as Centrex	Direct Copper Line							
	5194522429	Retain as Centrex	Direct Copper Line							
	5194522476	Retain as Centrex	Direct Copper Line							
	5194523601	Overflow Powrefail 91	Direct Copper Line							
	5194527619	Overflow Powrefail 91	Direct Copper Line							
70 Jacqueline Street	5194522117	Retain as Centrex	Direct Copper Line							
	5194522118	Retain as Centrex	Direct Copper Line							
	5194522057	Retain as Centrex	Direct Copper Line							
400 Sunset Drive St. Thomas	5196337278	Main Number	Megalink Circuit							
	5196333503		Megalink Circuit							
	5196632023	Retain as Centrex	Direct Copper Line							
	5196332023	Retain as Centrex	Direct Copper Line							
	5196333851	Retain as Centrex	Direct Copper Line							
	5196337796	Retain as Centrex	Direct Copper Line							
	5196336748	Retain as Centrex	Direct Copper Line							
	5196330087	Retain as Centrex	Direct Copper Line							
	5196330289	Retain as Centrex	Direct Copper Line							
	5196334276	Retain as Centrex	Direct Copper Line							
	5196634635	Overflow Powrefail 91	Direct Copper Line							
	5196636997	Overflow Powrefail 91	Direct Copper Line							
35 Riddell Street Woodstock	5195394821	Main Number	Megalink Circuit							
	5195393340		Megalink Circuit							
	5195372733		Megalink Circuit							
	5195396307	Retain as Centrex	Direct Copper Line							
	5195371905	Retain as Centrex	Direct Copper Line							
	5195390893	Overflow Powrefail 91	Direct Copper Line							
	5195373681	Overflow Powrefail 91	Direct Copper Line							
Arva	5196604946	Main Number	Megalink Circuit							
	5196604656		Megalink Circuit							
	5196662560	Overflow Powrefail 91	Direct Copper Line							
	5196663848	Overflow Powrefail 91	Direct Copper Line							

PSTNs		
Center	Total PSTNs	Exchange

School	Address	Main	Line 2,3,4	Fax	Elevator	Independant	Equipment	# of Sets	# of Trunks	# VoIP License
Woostock		52	539, 537, 421							
St. Thomas		45	631, 633							
London 47		10	Southdale							
London 16		20	Hyde Park							
London 14		10	Clarence							
London 14		15	Clarence							
London 15		15	Whitney							