

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>1.0</b>	<b>INTRODUCTION</b>		
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.		
1.02	Agreement has been reached to include the London District Catholic School Board (hereafter referred to as the LDCSB) and the Municipality of Strathroy Caradoc (hereafter referred to as the Municipality) in this bid. The TVDSB accepts no liability for acts of, decisions by, and information about the LDCSB or Municipality members. The decision to participate within the terms of the bid document is strictly the decision of the LDCSB and Municipality members.		
<b>1.1</b>	<b>PURPOSE</b>		
1.1.1	This Request for Proposal is called by the TVDSB, the LDCSB, and the Municipality (hereafter referred to as the "Joint Use Partnership") to establish a contract for the provision of Grounds Maintenance Service.		
<b>1.2</b>	<b>BACKGROUND</b>		
1.2.1	The LDCSB and the TVDSB have constructed a secondary school facility sharing a site with the Municipality at the intersections of Second Street and Adair Boulevard in Strathroy Ontario.		
1.2.2	The two secondary schools; Holy Cross Catholic Secondary School and Strathroy District Collegiate Institute, along with the Municipality are operated independently by their respective boards but share common areas on the site.		
1.2.3	The Facility is heavily used by both the schools and the community, before and after regular school hours, inside and outside, on weekends and on "non-school" days.		
<b>2.0</b>	<b>BID DEFINITIONS AND INFORMATION</b>		
<b>2.1</b>	<b>DEFINITIONS</b>		
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 "Joint Use Partnership" - refers to the London District Catholic School Board (LDCSB), the Thames Valley District School Board (TVDSB), and the Municipality of Strathroy Caradoc (Municipality).		
2.1.1.4	The word "Facility" - refers to the entire property owned and operated by the partnership; built, landscaped, equipped and furnished.		
2.1.1.5	The word "Facility Manager" - refers to the Facility Manager retained by both school boards who is managing this tender and will manage the Contract on behalf of the Joint Use Partnership.		

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2.1.1.6	The term "Bidder" - will be understood to mean respondents offering and submits for acceptance, a price for service as proposed and called for in this tender and subsequently contemplates entering into a contract based on their offer.		
2.1.1.7	The term "Contractor" - will be understood to mean the successful respondent to whom the contract for Grounds Maintenance Services is awarded.		
2.1.1.8	The word "NONCOMPLIANT" shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.1.9	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.		
2.1.1.10	The word "QUALIFIED" shall mean a bidder who is compliant and has included the required information in their bid submission.		
2.1.1.11	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 Joint Use Partnership.		
2.1.1.11.1	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 Joint Use Partnership will reject any bid submission which contains a major irregularity.		
2.1.1.11.2	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 Joint Use Partnership may permit the bidder to correct a minor irregularity.		
<b>2.2</b>	<b>STRUCTURE OF THIS BID</b>		
2.2.1	Bidders <b>must</b> use the electronic bidding file (setup.exe) which is available on the internet at:		
2.2.2	<a href="http://www.tvdsb.on.ca">www.tvdsb.on.ca</a>		
2.2.3	"Purchasing Bids"		
2.2.4	"Electronic Bidding Instructions, Bid Download and Bid Results",		
2.2.5	Scroll to the end of the document, click "Proceed to inquiry/download page"		
2.2.6	Proceed to the bid, click "New" icon		
2.2.7	The setup.exe file contains an appendices file with the following worksheets:		
2.2.7.1	Worksheet A: Terms and Conditions in Excel format		
2.2.7.2	Worksheet B: Specifications in Excel format		
2.2.7.3	Worksheet C: Employee Information in Excel format		
2.2.7.4	Worksheet D: List of equipment in Excel format		
2.2.7.5	Worksheet E: Pricing information in Excel format		
2.2.7.6	Worksheet F: Site Plan in Excel format		
<b>2.3</b>	<b>RETURN LOCATION</b>		
2.3.1	Sealed bid submissions <b>must</b> be returned to:		

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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 9.5 - Labeling of Envelope.)		
2.3.9	The bid submission <b>must</b> 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.		
<b>2.4</b>	<b>IMPORTANT DATES</b>		
2.4.1	ISSUE DATE: Monday, May 4, 2009		
2.4.2	<b>MANDATORY SITE VISIT: Monday, May 11 2009 at 1:00pm.</b>		
2.4.3	RETURN DATE and TIME: prior to 12:00:00 local time Tuesday, May 26, 2009		
<b>2.5</b>	<b>SITE VISIT</b>		
2.5.1	A mandatory site visit is required. Bidders <b>must</b> attend the site visit on Monday, May 11th, 2009 at 1:00pm. Bidders are asked to meet at the front doors of SDCI, 361 Second Street, Strathroy, Ontario.		
<b>2.6</b>	<b>QUESTIONS</b>		
2.6.1	All questions pertaining to this bid document are to be addressed to: Laura Munding, by Fax (519) 452-2399 or email l.munding@tvdsb.on.ca. All questions pertaining to this bid document <b>must</b> be submitted in writing.		
2.6.2	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 Joint Use Partnership, render your submission noncompliant. Direct questions in written form only to: Laura Munding. The Joint Use Partnership will only be bound by written answers to questions .		
2.6.3	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site.		
<b>3.0</b>	<b>CONTRACT TERM/PRICING/TAXES/DELIVERY/PAYMENT</b>		
<b>3.1</b>	<b>CONTRACT TERM</b>		
3.1.1	The term of this agreement shall be for one growing season, commencing on June 1, 2009 and unless otherwise provided herein, terminating on October 31, 2009.		
3.1.2	The Joint Use Partnership may, at the end of this contract term, extend the contract for a period of three years, in one (1) year increments and will advise the bidder in writing of their intentions.		
3.1.3	Bidders <b>must</b> state if your company would agree to extending this contract with the same terms and conditions for a second year ending October 31, 2010.		

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3.1.4	Bidders <b>must</b> state if your company would agree to extending this contract with the same terms and conditions for a third year ending October 31, 2011.		
3.1.5	Bidders <b>must</b> state if your company would agree to extending this contract with the same terms and conditions for a third year ending October 31, 2012.		
<b>3.2</b>	<b>PRICING</b>		
3.2.1	Bidders <b>must</b> print and sign all Worksheets.		
3.2.2	All charges <b>must</b> 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 <b>must</b> include travel time to the site. <b>NO AWARDS WILL BE MADE TO FIRMS QUOTING TRAVEL TIME OR FUEL EXTRA.</b>		
3.2.4	Prices <b>must</b> remain in effect for the initial one year growing season.		
3.2.5	This contract will be awarded to one supplier. Each bidder agrees to the award on this basis.		
3.2.6	The Joint Use Partnership 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.		
<b>3.3</b>	<b>TAXES</b>		
3.3.1	GST and PST: Where applicable, Goods & Services Tax and Provincial Sales Tax <b>must</b> be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
<b>3.4</b>	<b>INVOICING/PAYMENT TERMS</b>		
3.4.1	Invoices are to be submitted once per month referencing "Strathroy Multi-Use Facility" and this tender number.		
3.4.2	Invoices are to be sent to: SDCI/Holy Cross Secondary School. Attention: Facility Manager. 367 Second Street, Strathroy, ON N7G 4J8.		
3.4.3	The Facility Manager will receive, collect, authorize and forward invoices <i>once monthly</i> to the TVDSB for payment.		
3.4.4	Payment will be issued by the TVDSB.		
3.4.5	Invoices must be received by August 30, 2009 (our year end) for work completed on or before August 30, 2009.		
3.4.6	A copy of a completed WORK ORDER for work above and beyond the scope of the contract must be attached to the original invoice.		
3.4.7	Applicable taxes <b>must</b> be shown as separate line items on all invoices.		
3.4.8	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.4.8.1	Bidders should state percentage discount for early payment and net payment terms.		
<b>4.0</b>	<b>SPECIFICATIONS/REQUIREMENTS</b>		
<b>4.1</b>	<b>QUALITY</b>		

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4.1.1	Any service or work ordered which, in the opinion of the Joint Use Partnership, does not completely fulfill the specifications <b>must</b> immediately be completed to the specifications at the expense of the successful bidder.		
4.1.2	The successful bidder <b>must</b> carry out all work to the satisfaction of the Joint Use Partnership. All trade work is to be performed by appropriately certified staff.		
<b>4.2</b>	<b>PRESENTATION/INTERVIEW/</b>		
4.2.1	Qualified bidders may be required to make a presentation/attend an interview at the bidders' own expense or arrange a visit for the evaluation committee to an existing 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.		
<b>4.3</b>	<b>TRAINING/SUPPORT</b>		
4.3.1	All bidders should include with their return bid a copy of their complete training program manual outlining employee training that they would be using with their staff to achieve the expectations and specifications outlined. Please attach additional sheets if necessary.		
<b>4.4</b>	<b>ENVIRONMENT</b>		
4.4.1	Bidders should include a detailed description of any environmental initiative and how your program would be implemented and benefit the Joint Use Partnership.		
<b>5.0</b>	<b>TERMS AND CONDITIONS</b>		
<b>5.1</b>	<b>GENERAL TERMS AND CONDITIONS</b>		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 120 days.		
5.1.2	A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. No facsimiles shall be accepted. The last submission shall supersede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda <b>must</b> 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 <b>must</b> 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 Joint Use Partnership 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.		

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5.1.7	The Joint Use Partnership reserves the right to withdraw the award of the contract to the successful bidder within 30 days of the award if in the opinion of the Joint Use Partnership the successful bidder is unable or unwilling to enter into a form of contract satisfactory to the Joint Use Partnership. The Joint Use Partnership shall be entitled to do so without any liability being incurred by the Joint Use Partnership to the bidder		
5.1.8	The lowest or any bid submission may not necessarily be accepted. The Joint Use Partnership 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 Joint Use Partnership 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 Joint Use Partnership 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 Joint Use Partnership'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 Joint Use Partnership and the successful bidder. 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 Joint Use Partnership and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.		
5.1.12	The successful bidder <b>must</b> not at any time subcontract any portion of this contract nor shall it assign the contract without the written permission of the Joint Use Partnership. The successful bidder must not, at any time, change subcontractors approved by the Joint Use Partnership without written permission.		
5.1.13	While the Joint Use Partnership 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 Joint Use Partnership, 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.		

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5.1.14	The Joint Use Partnership may accept or waive a minor irregularity, or where practical to do so, 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 Joint Use Partnership. 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 Joint Use Partnership policies, procedures and regulations <b>must</b> be adhered to by the successful bidder.		
5.1.15.1	Smoking is prohibited in all buildings and on all property of the Joint Use Partnership.		
5.1.15.2	The Joint Use Partnership is equipped with video surveillance cameras.		
5.1.15.3	The successful bidder is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, and the Joint Use Partnership.		
5.1.16	The successful bidder will reimburse the Joint Use Partnership 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 Joint Use Partnership employees and shall not represent themselves as an agent of the Joint Use Partnership nor be eligible for any of the benefits provided to the Joint Use Partnership employees.		
5.1.18	The Joint Use Partnership reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in our opinion, their conduct has been of an unacceptable nature.		
5.1.19	The successful bidder 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 Joint Use Partnership's operations and modify assignments as required.		
5.1.19.1	Bidder's must designate a site supervisor for the duration of this contract and provide contact information such as cell phone number and 24 hour emergency phone number.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures and the Joint Use Partnership agreement.		
<b>5.2</b>	<b>CANCELLATION OF CONTRACT/LOSS OF SERVICE</b>		
5.2.1	The Joint Use Partnership reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder shall remain responsible for its obligations under this contract up to the date of termination. The Joint Use Partnership reserves the right to commence an action in a court of competent jurisdiction against the successful bidder for damages that result from the breach of the terms and conditions of the contract, by the successful bidder.		

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5.2.2	The Joint Use Partnership shall have the right to retain and set off from any monies payable to the successful bidder under the contract the total outstanding amount from time to time and for all damage claims by the Joint Use Partnership or any third parties arising out of this contract which have not been resolved by the successful bidder or its insurer.		
5.2.3	The Joint Use Partnership 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 for any indebtedness of the supplier that may impact on the Joint Use Partnership.		
5.2.4	The successful bidder shall be responsible for ensuring continuous service in the event of a labour disruption by either the successful bidder, the Joint Use Partnership's staff or third party interruptions.		
5.2.5	In the event that the successful bidder becomes insolvent, and/or the successful bidder 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 Joint Use Partnership shall have the right to replace the successful bidder with another service provider suitable to the Joint Use Partnership in addition to all of its other rights pursuant to the term of this bid.		
5.2.6	The Joint Use Partnership reserves the right to terminate this contract immediately should the successful bidder execute a serious breach or misconduct of this contract.		
<b>5.3</b>	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT</b>		
5.3.1	Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the Joint Use Partnership 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 Joint Use Partnership, including the right to copy and/or publish the same as the Joint Use Partnership 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 Joint Use Partnership in this bid document to any third party without the written consent of the Joint Use Partnership.		
<b>5.4</b>	<b>HUMAN RIGHTS AND CHILD LABOUR LAWS</b>		

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5.4.1	Any infringement on human rights, but namely those of children, is of considerable concern to the Joint Use Partnership. Bidders wishing to do business with the Joint Use Partnership 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	<a href="http://www.ilo.org">http://www.ilo.org</a>		
5.4.3.2	<a href="http://www.ilo.org/public/english/comp/child/policy/towards.htm">http://www.ilo.org/public/english/comp/child/policy/towards.htm</a>		
<b>5.5</b>	<b>HEALTH, SAFETY REGULATIONS</b>		
5.5.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) <b>must</b> be completely assembled and must bear label showing approval of assembly prior to delivery. The Joint Use Partnership shall not accept any equipment that has not been inspected and approved. If not so approved, the Joint Use Partnership reserves the right to invoice the successful bidder for the cost of certification/replacement.		
5.5.2	Every person who supplies any machine, device, tool, equipment or service to the Joint Use Partnership <b>must</b> 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 <b>must</b> 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 Joint Use Partnership 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 <b>must</b> adhere to all of the Joint Use Partnership's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.5.5	Bidders are asked to describe their company's Health and Safety Program. Please attach additional sheets if necessary.		
5.5.6	The Joint Use Partnership reserves the right to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		
<b>5.6</b>	<b>WORKPLACE SAFETY AND INSURANCE BOARD</b>		
5.6.1	The successful bidder <b>must</b> ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.		

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5.6.2	The successful bidder <b>must</b> 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 Facility Manager 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 <b>must</b> be reported by the successful bidder to the Facility Manager within 24 hours.		
<b>5.7</b>	<b>COMMERCIAL LIABILITY INSURANCE</b>		
5.7.1	The successful bidder <b>must</b> 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 further agrees to maintain good standing throughout the term of the contract. The Joint Use Partnership 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 by the Joint Use Partnership, the successful bidder shall be required to submit certification in a form satisfactory to the Joint Use Partnership of the above-mentioned coverage to protect the Joint Use Partnership against claims for property damages and personal injuries, including accidental death, caused by the successful bidder or its employees or subcontractors during the performance of its obligations under the contract.		

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5.7.4	The successful bidder agrees to indemnify, hold harmless and defend the Joint Use Partnership from and against any and all liability for loss, damage and expense, which the Joint Use Partnership may suffer or for which the Joint Use Partnership 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 or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
<b>5.8</b>	<b>MOTOR VEHICLE LIABILITY INSURANCE</b>		
5.8.1	Bidders <b>must</b> state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the Joint Use Partnership.		
5.8.2	In the event of an affirmative answer to 5.8.1, the successful bidder <b>must</b> 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 Joint Use Partnership.		
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 \$1million on all personally owned vehicles)per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder further agrees to maintain that good standing throughout the term of the contract.		
5.8.3.1	The Joint Use Partnership 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 by the Joint Use Partnership, the successful bidder shall be required to submit certification in a form satisfactory to the Joint Use Partnership of the above-mentioned coverage to protect the Joint Use Partnership against claims for property damage and personal injuries, including accidental death, caused by the successful bidder or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		

FIRM NAME : \_\_\_\_\_

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.8.5	The successful bidder agrees to indemnify, hold harmless, and defend the Joint Use Partnership from and against any and all liability for loss, damage and expense, which the Joint Use Partnership may suffer or for which the Joint Use Partnership 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 or any of its representatives or employees by way of the ownership or operation of an automobile.		
<b>6.0</b>	<b>BIDDER PROFILE</b>		
<b>6.1</b>	<b>REFERENCES</b>		
6.1.1	New bidders <b>must</b> provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference <b>must</b> contain the following information:		
6.1.1.1	Reference 1 - Company name:		
6.1.1.2	Reference 1 - Scope of service provided:		
6.1.1.3	Reference 1 - Address:		
6.1.1.4	Reference 1 - Contact name:		
6.1.1.5	Reference 1 - Phone number:		
6.1.1.6	Reference 1 - Fax number:		
6.1.1.7	Reference 1 - e-mail address:		
6.1.1.8	Reference 2 - Company name:		
6.1.1.9	Reference 2 - Scope of service provided:		
6.1.1.10	Reference 2 - Address:		
6.1.1.11	Reference 2 - Contact name:		
6.1.1.12	Reference 2 - Phone number:		
6.1.1.13	Reference 2 - Fax number:		
6.1.1.14	Reference 2 - e-mail address:		
6.1.1.15	Reference 3 - Company name:		
6.1.1.16	Reference 3 - Scope of service provided:		
6.1.1.17	Reference 3 - Address:		
6.1.1.18	Reference 3 - Contact name:		
6.1.1.19	Reference 3 - Phone number:		
6.1.1.20	Reference 3 - Fax number:		
6.1.1.21	Reference 3 - e-mail address:		
<b>6.2</b>	<b>ADMINISTRATION &amp; ORGANIZATION</b>		
6.2.1	The Joint Use Partnership 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 Joint Use Partnership within four (4) days of the date of any such request.		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
6.2.2	Bidders are required to list any and all pending or ongoing legal claims or disputes where the bidder could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
6.2.3	Bidders should state location of their main service centre.		
6.2.4	Bidders should state if their employees service sites wearing uniforms.		
6.2.5	Bidders should state if their employees carry photo identification.		
6.2.6	Bidders should state if they are ISO registered and if so what level.		
6.2.7	Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.		
<b>7.0</b>	<b>BID SUBMISSION</b>		
<b>7.1</b>	<b>BIDDER'S RESPONSE GUIDE</b>		
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 <b>must</b> include:		
7.1.2.1	Printed and signed copies of all worksheets		
7.1.3	One Diskette or CD with file names: (optional)		
7.1.3.1	Worksheet A: Terms and Conditions in Excel format - Electronic response is preferred		
7.1.3.2	Worksheet B: Specifications in Excel format - Electronic response is preferred		
7.1.3.3	Worksheet C: Employee information in Excel format - Electronic response is preferred		
7.1.3.4	Worksheet D: List of equipment in Excel format - Electronic response is preferred		
7.1.3.5	Worksheet E: Pricing Information in Excel format - Electronic reresponse is preferred		
7.1.3.6	Worksheet F: Site Plan in Excel format - no response required		
7.1.4	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.5 - Labeling Instructions).		
7.1.5	Bidders' submissions should include page numbers for ease of reference by committee members.		
7.1.6	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.7	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
<b>8.0</b>	<b>AWARD</b>		
<b>8.1</b>	<b>EVALUATION PROCESS</b>		
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 Joint Use Partnership evaluation committee based on the following evaluation criteria:		
8.1.3.1	Price		
8.1.3.2	Compliance with specifications		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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	Service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
<b>8.2</b>	<b>AWARD AND NOTIFICATION OF CONTRACT</b>		
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.		
	<b>Laura Munding</b> <b>Purchasing Department</b> <b>TVDSB</b>	<b>James Stewart</b> <b>Chairperson</b> <b>TVDSB</b>	<b>Loren Demelo</b> <b>Chairperson</b> <b>LDCSB</b>

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>9.0</b>	<b>ELECTRONIC BIDDING INSTRUCTIONS</b>		
<b>9.1</b>	<b>DOWNLOADING BID DOCUMENTS</b>		
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.		
<b>9.2</b>	<b>PRINTING COPIES OF BID DOCUMENTS</b>		
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.		
<b>9.3</b>	<b>COMPUTER SYSTEM REQUIREMENTS</b>		
9.3.1	To use the electronic system, bidders <b>must</b> 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.		
<b>9.4</b>	<b>INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:</b>		
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 close.		
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	terms.xls		
9.4.5	To start the process open the Excel files and complete as instructed.		
<b>9.5</b>	<b>LABELING OF ENVELOPE AND DISK</b>		
9.5.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.5.2	From - Company Name & Address		
9.5.3	To:OFFICE OF THE TENDERS CLERK		

FIRM NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.5.4	Thames Valley District School Board		
9.5.5	EDUCATION CENTRE, Basement		
9.5.6	1250 Dundas Street,		
9.5.7	LONDON, Ontario		
9.5.8	N5W 5P2		
9.5.9	Grounds Maintenance Services - SDCI/Holy Cross		
9.5.10	Bid #464		
9.5.11	Return Date: 12:00:00 local time May 26, 2009		
<b>9.6</b>	<b>PLEASE AFFIX LABEL ON DISKETTE OR CD AS SHOWN BELOW:</b>		
9.6.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.6.2	Grounds Maintenance Services - SDCI/Holy Cross		
9.6.3	Bid #464		
9.6.4	Return Date: 12:00:00 local time May 26, 2009		
9.6.5	Signature:		
9.6.6	Firm Name:		
<b>10.0</b>	<b>SIGNATURE PAGE</b>		
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 <b>must</b> 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.:		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
10.10	If subcontracting, bidders <b>must</b> 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:		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>B1.0</b>	<b>GENERAL</b>		
B1.1	The Joint Use Partnership is looking for a company that is recognized as professional and proficient in the field, and is able to provide the type and magnitude of service called for in this tender.		
B1.2	Please state the number of years your company has been in business.		
<b>B2.0</b>	<b>STAFFING AND FUNCTIONING</b>		
B2.1	<u>COOPERATION</u> The Contractor and it's employees shall cooperate with the school Principals and Facility Manager, Representatives of the Partnership, the general public or other patrons at the Facility and not interfere with the daily operation of either school.		
B2.2	Good communication skills of all staff is essential.		
<b>B3.0</b>	<b>SCOPE OF WORK</b>		
B3.1	See Worksheet D for an overview of the areas to be maintained.		
B3.2	Exempt areas; the following are <b>not</b> to be included in the bid:		
B3.3	The area confined by the fence around the Storm Water Management facility		
B3.4	The grass apron along the North, West and South sides of the Gemini Sportsplex		
B3.5	The oblong island directly in front of the Gemini Sportsplex		
B3.6	The maintenance of the Gemini Sportsplex front flowerbeds.		
B3.7	The site is to be reviewed with the Facility Manager, upon award of contract and before the first cut, in order to fully familiarize the Contractor with the ground's conditions and ascertain the location of obstacles such as, but not limited to, irrigation systems. All contractors must review the scope of work with the Facility Manager as well as the procedures and instructions pertinent to the school.		
B3.8	The contractor will remove all garbage and debris from entire site prior to and during each cut.		
B3.9	There are three components to this tender:		
B3.9.1	Spring Clean Up		
B3.9.2	Playing Fields Maintenance including Topdressing and Reseeding		
B3.9.3	Mowing/Cutting/Trimming		
<b>B4.0</b>	<b>GENERAL</b>		
B4.1	The bidder must provide any necessary permits, licenses, etc. at the bidder's expense.		
B4.2	Student and public safety must be observed at all times. Do not perform work in any location or manner that may endanger the health and safety of the public.		
B4.3	Provide all the labor, materials, equipment, and supervision necessary for the fulfillment of all the requirements described within the entire Request for Proposal and the following specific requirements.		
B4.4	Make every effort, select equipment, provide additional protection and precaution as necessary so as not to damage the rubberized running track at the main playing field. Cost to repair such damage will be the responsibility of the contractor.		
<b>B5.0</b>	<b>PERSONNEL</b>		

FIRM NAME: \_\_\_\_\_

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
B5.1	EMPLOY: Contractor shall employ personnel with appropriate qualifications and experience in sufficient numbers and time periods, trained to provide all appropriate services contemplated by this Request for Proposal.		
B5.2	BEHAVIOUR: The contractor's employees having regular contact with the general public or other patrons at the Facility shall behave in a courteous, considerate, efficient manner befitting good customer service practices. The Contractor shall discipline any person who shall use improper language or who acts in an inappropriate manner.		
B5.3	RIGHT TO APPROVE & REMOVE: The Partnership shall have the right to approve any and all contractor personnel, including contractor management staff, and the Partnership shall have the right to have any of them reassigned from the Facility and replaced in a timely manner, provided the Partnership articulates a reasonable basis for such request.		
<b>B6.0 MATERIALS &amp; EQUIPMENT</b>			
B6.1	Refer also to Terms and Conditions Worksheet A section 5.5 and 5.6, W.S.I.B. & W.H.M.I.S.		
B6.2	The Joint Use Partnership has strict policies against PESTICIDE/HERBICIDE use. No pesticide or herbicide will be permitted at the facility without express written permission and strict adherence to partnership requirements and governing authorities. Contractors must adhere to Bill 64, the Cosmetic Pesticides Ban Act.		
B6.3	The Contractor shall be solely responsible for loss of or damage to their own equipment and for any materials delivered to the site on behalf the Contractor from whatever source.		
B6.4	SHARING OF PRODUCTS & EQUIPMENT: At no time should any product or equipment be given or loaned to or used by anyone other than the Contractor's employees.		
B6.5	EQUIPMENT & TOOLS: Supply sufficient equipment and tools, in good state of repair, in the quantities and magnitude required to provide all appropriate services contemplated by this bid. Inspect, enhance and replace equipment and tools as necessary to enable efficient work and to ensure that grass is not torn or left with ragged leaf edges.		
B6.6	Turf damaged by dull blades or inappropriate tires is unacceptable and will be made good at the Contractor's expense.		
<b>B7.0 SPRING CLEAN UP</b>			
B7.1	Rake, clean and remove litter, dead vegetation, leaves, debris, and snow mould as required from all grassed areas, planting beds, roads and walkways.		
B7.2	Sensitive to the proper time of the year for each species of plant, prune to remove deadwood, clip, shape and straighten as necessary, all shrubs, bushes and trees according to their species to promote healthy growth and appearance. Remove and dispose of all clippings, branches, fallen limbs, debris, dead vegetation.		
B7.3	Loosen and lightly cultivate soil and edge grass, without disturbing roots, at all tree wells, shrub and planting beds to aerate soil and present a clean-cut appearance.		
<b>B8.0 PLAYING FIELDS MAINTENANCE</b>			
B8.1	Rake, clean and remove litter, dead vegetation, leaves, debris as required from all grassed areas.		

FIRM NAME: \_\_\_\_\_

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
B8.2	TOPDRESSING AND RESEEDING: Topdress and reseed only areas which show root growth failure, deterioration, bare or thin spots. (Areas which have been damaged by winter maintenance are the responsibility of the winter maintenance Contractor.) Spread fertile topsoil to maximum thickness of 15 mm, filling in low areas and bare spots, rake level with finish grade. Overseed areas with seed mixture equivalent to existing grasses and approved by Facility Manager at rate of 3 kg/100 m2. Rake seed into topsoil. Roll lightly.		
<b>B9.0</b>	<b>GRASS CUTTING, MOWING, TRIMMING</b>		
B9.1	This tender anticipates a maximum of twenty (20) cuts per growing season, and allows for approximately one cut every week between mid-May and the end of October. The minimum number of cuts per season shall be sixteen (16).		
B9.1.2	After twenty (20) cuts, the successful contractor must have approval from the Facility Manager before cutting the site.		
B9.2	Cut grass, on a REGULARLY SCHEDULED weekly basis, preferably when dry, but such that not more than one-third of the grass leaf blade is removed during a single cutting. Maintain grass height between 3 and 4 inches.		
B9.3	Irrigated fields are to be cut once per week for the entire season or as otherwise directed by the Facility Manager.		
B9.4	The successful contractor must submit their schedule for the season and it must be approved by the Facility Manager before the commencement of the contract.		
B9.5	When WEATHER CONDITIONS hamper serviceability or when service will adversely affect turf conditions, modify service as reasonably required and as follows:		
B9.6	After periods of EXTENDED MOISTURE and EXCESSIVE GRASS GROWTH increase frequency and make two cuts; the first cut with the mower blade height set so as not to remove more than one-third of the grass leaf. Allow clippings to dry, lower blade height to original height, then cut a second time.		
B9.7	During extended periods of HOT DRY WEATHER, and STAGNATION decrease cutting frequency and/or increase cutting height. Cut during early morning or late evening. Avoid cutting during extreme heat.		
B9.8	Before starting cutting operations, remove rocks and litter especially hard litter such as bottles and cans. During each cutting operation, temporarily relocate and replace movable site furnishings and objects such as but not limited to waste bins, field markers, nets.		
B9.9	Change direction of cut with each mowing, where practical, to avoid soil compaction and turf wear or ruts from mower wheels.		
B9.10	Trim all grassed areas adjacent to fences, patios, walls, fire hydrants, walkways, tree, shrub and flowerbeds, light standards, curbs, posts and building so as to present a neat, clean-cut appearance, using care not to scalp turf and trees.		
B9.10.1	It is the Joint Use Partnership's expectation that trimming is to be done with every cut.		
B9.11	Edge where sidewalks and roadways abut grassed areas to inhibit grass creepage into paved surface and to maintain a neat clean-cut appearance.		

FIRM NAME: \_\_\_\_\_

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
B9.12	Remove excessive clippings that shade and smother the turf and present an unsightly appearance. The formation of windrows is not acceptable and it is the responsibility of the contractor to ensure compliance.		
B9.13	Sweep clean rake or blow and remove excessive clippings from all lawn areas, patios, sidewalks, curb lines, roadways, parking lots, windows and buildings.		
B9.14	All ruts and vehicle damage to grass shall be filled with topsoil and seeded where and when observed by the contractor. All damage not caused by contractor shall be repaired at an additional cost to the contract.		
B9.15	WINTERIZATION: Cut lawns low before freeze-up. Cut grass the last three times before Winter gradually lower than normal so that grass is cut approximately 1 inch lower than regular height before freeze-up to prevent winter kill, snow mould grass matting, small rodents nesting in lawns over Winter and to accommodate easier Spring cleanup the next year.		

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<i>ITEM NO.</i>	<i>TERMS AND CONDITIONS</i>	<i>WILL COMPLY/WILL NOT COMPLY</i>	<i>COMMENT</i>
<b>C1.0</b>	<b>EMPLOYEE INFORMATION</b>		
C1.1	Bidders must state the number of employees that will be assigned to this contract and their appropriate qualifications.		
<b>EMPLOYEE NO.</b>	<b>NUMBER OF YEARS OF EXPERIENCE AND TYPE OF SERVICE</b>	<b>LIST OF QUALIFICATIONS</b>	<b>COMMENT</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

<i>ITEM NO.</i>	<i>TERMS AND CONDITIONS</i>	<i>WILL COMPLY/WILL NOT COMPLY</i>	<i>COMMENT</i>
<b>D1.0</b>	<b>LIST OF EQUIPMENT</b>		
D1.1	Bidders must indicate all equipment that will be used on this site, including availability.		
<b>NO.</b>	<b>TYPE/NAME OF EQUIPMENT</b>	<b>NUMBER AVAILABLE</b>	<b>COMMENT</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

WORKSHEET E  
 - PRICING INFORMATION

ITEM NO.	TERMS AND CONDITIONS	UNIT PRICE (BEFORE TAX)	COMMENT
<b>E1.0</b>	<b>SPRING CLEAN UP:</b>		
E1.1	As specified under Section B7.0, entire site clean up.		
<b>E2.0</b>	<b>PLAYING FIELD MAINTENANCE:</b>		
E2.1	As specified under Section B7.0, playing field maintenance.		
E2.2	Indicate your price per single playing field for Topdressing and Reseeding.		

(Indicate below your prices for grass cutting in each of the respective areas)

	Approx. % area	Approx. m2	Approx. acres	2009 Pre-tax Price per cut
Area A	20.96%	41,602	10.28	
Area B	32.53%	64,560	15.95	
Area C	28.47%	56,506	13.95	
Area D	7.80%	15,476	3.82	
Area E 1	2.61%	5,171	1.28	
Area E 2	2.20%	4,372	1.07	
Area E 3	1.47%	2,910	0.72	
Area E 4	0.53%	1,045	0.26	
Area E 5	0.53%	1,061	0.26	
Area E 6	0.35%	695	0.17	
Area F 1	1.38%	2,735	0.67	
Area F 2	1.17%	2,318	0.57	
<b>TOTAL SITE</b>				
	<b>100.00%</b>	<b>198,451</b>	<b>49.00</b>	

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD/LONDON DISTRICT CATHOLIC SCHOOL BOARD/MUNICIPALITY OF STRATHROY CARADOC  
TENDER FOR GROUNDS MAINTENANCE SERVICES - SDCI/HOLY CROSS  
WORKSHEET F - SITE PLAN

