

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 Graffiti Removal, subject to the conditions herein.		
2.0	BID DEFINITIONS AND INFORMATION		
2.1	DEFINITIONS		
2.1.1	The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission.		
2.1.1.1	The word "MUST" shall mean bidders "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant.		
2.1.1.2	The word "SHOULD" shall mean bidders "should" include the required information in bid submission.		
2.1.1.3	The word "NONCOMPLIANT" shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.1.4	The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform any portion or all of this bid.		
2.1.1.5	The word "QUALIFIED" shall mean a bidder who is compliant and has included the required information in their bid submission.		
2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		
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.		

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2.2	STRUCTURE OF THIS BID		
2.2.1	Bidders must use the electronic bidding file (setup.exe) which is available on the internet at:		
2.2.1.1	www.tvdsb.on.ca		
2.2.1.2	"Purchasing Bids"		
2.2.1.3	"Electronic Bidding Instructions, Bid Download and Bid Results",		
2.2.1.4	Scroll to the end of the document, click		
2.2.1.5	"Proceed to inquiry/download page".		
2.2.1.6	Proceed to the bid, click		
2.2.1.7	"New" Icon		
2.2.1.8	The setup.exe file contains an Appendices file with the following worksheets:		
2.2.1.9	Worksheet A: Terms and Conditions in Excel format - completed, printed and signed.		
2.2.1.10	Worksheet B: Specifications in Excel format - Electronic response required		
2.2.1.11	Worksheet C: Equipment List in Excel format - Electronic response required		
2.2.1.12	Worksheet D: Graffiti Removal Products List in Excel format - Electronic response required		
2.2.1.13	Worksheet E: Methodologies and Techniques in Excel format - Electronic response required		
2.2.1.14	Worksheet F: Pricing in Excel format - Electronic response required		
2.2.1.15	Worksheet G: Staff in Excel format - Electronic response required		
2.2.1.16	Worksheet H: List of TVDSB Schools, Facilities and Education Centres in Excel format		
2.2.1.17	Worksheet I: High Graffiti Area - Zone One List of Schools in Excel format		
2.3	RETURN LOCATION		
2.3.1	Sealed bid submissions must be returned to:		
2.3.2	"Tenders Clerk"		
2.3.3	Tenders Clerk's box, Basement, Education Centre		
2.3.4	Thames Valley District School Board		
2.3.5	1250 Dundas Street		
2.3.6	London, Ontario		
2.3.7	N5W 5P2		
2.3.8	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.6 - 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: Friday, 2009 September 11		

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2.4.2	RETURN DATE and TIME: prior to 12:00:00 local time Monday, 2009 October 5,		
2.4.3.	All questions pertaining to this bid document are to be addressed to: Barbara Murch, by Fax (519)452 2399 or b.murch@tvdsb.on.ca no later than September 18, 2009. After this date no further inquiries, concerns or questions may be submitted. The TVDSB reserves the right to distribute a notice of content of any inquiry and the TVDSB's response to all other registered bidders. All questions pertaining to this bid document must be submitted in writing.		
2.4.4	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: Barbara Murch, Buyer. The TVDSB will only be bound by written answers to questions .		
2.4.5	Answers to all questions will be posted to the TVDSB web site at www.tvdsb.on.ca		
2.4.5.1	"Purchasing Bids"		
2.4.5.2	"Electronic Bidding Instructions, Bid Download and Bid Results"		
2.4.5.3	Scroll to the end of the document, click		
2.4.5.4	"Proceed to inquiry/download page"		
2.4.5.5	Proceed to the Bid, click		
2.4.5.6	"Answers to Questions" will be posted to the TVDSB Web Site by Monday, September 21, 2009.		
2.4.5.7	View documents in PDF format.		
2.4.5.8	All bid files are available for downloading at no charge from the TVDSB web site.		
2.4.5.9	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 2.4.4.		
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, terminating on September 30, 2010.		
3.1.2	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a second year ending September 30, 2011.		
3.1.3	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a third year ending September 30, 2012.		
3.2	PRICING		
3.2.1	Bidders must print and sign Appendices.		
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.		

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3.2.4	Prices must remain in effect for the initial first year term of the contract ending September 30, 2010.		
3.2.5	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.		
3.2.5.1	Bidders must state any further discount, as a percentage, if all items are awarded to your company.		
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	INVOICING/PAYMENT TERMS		
3.4.1	Invoices for service must be sent to the appropriate Zone office.		
3.4.2	Applicable taxes should be shown as separate line items on all invoices.		
3.4.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.4.3.1	Bidders should state percentage discount for early payment and net payment terms.		
3.4.4	Goods and Services Tax and Provincial Sales Tax are extra. Applicable taxes will be shown as a separate line item on all our invoices.		
3.4.5	All invoices must include: the Work Order Number, the facility/school location name, number and address, the Maintenance/Operations Leader's name and Zone office. Costs must be broken down by item per location with supporting reports and documentation.		
3.4.6	Invoices for individual sites are to be issued upon completion of all the work specified in the Work Order issued by the Zone Maintenance/Operations Leader. The contractor must receive a sign-off from the Charge Custodian (or their designate) for Service Reports.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	QUALITY		
4.1.1	Any service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications, must immediately be completed by the successful bidder to the specifications herein stated.		
4.1.2	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.		
4.1.3	Time is of the essence; it is one of our criteria considered in the decision and award of this contract. Future contracts will be based on the contractor's ability to respond to Work Orders as requested or required by Facility Services.		
4.2	CONTRACT VOLUME		

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4.2.1	The annual estimated value of this contract is between \$100,000 -125,000 based on service orders for 2009.		
4.3	REQUIREMENTS		
4.3.1	For each requirement as described in Appendix B, bidders must place a response in the appropriate column.		
4.3.2	The successful bidder(s) should be a certified dealer/distributor of the manufacturer of the equipment/products they are proposing.		
4.4	ENVIRONMENT		
4.4.1	Bidder(s) should include a detailed description of any environmental initiative and how your program would be implemented and benefit TVDSB.		
4.4.2	Bidders must submit manufacturer's descriptive literature and specifications of the products offered. This literature is to be submitted with the tender documents. Material Safety Data Sheets (MSDS) must be provided where applicable in accordance with the Ontario Occupational Health and Safety and Safety Act and operate in compliance with the Workplace Hazardous Material Information System (WHISM).		
5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 120 days.		
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.		

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5.1.7	The TVDSB reserves the right to withdraw the award of the contract to a successful bidder(s) within 30 days of the award if in the opinion of the TVDSB the successful bidder(s) is unable or unwilling to enter into a form of contract satisfactory to the TVDSB. The TVDSB shall be entitled to do so without any liability being incurred by the TVDSB to the bidder		
5.1.8	The lowest or any bid submission may not necessarily be accepted. The TVDSB reserves the right to decline any or all bid submissions, or to cancel the bid call in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by the TVDSB to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal.		
5.1.9	All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.		
5.1.10	All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between TVDSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.		
5.1.11	The successful bidder(s) must not at any time subcontract any portion of its contract with the TVDSB nor shall it assign the contract without the written permission of the TVDSB. The successful bidder(s) must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		
5.1.12	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.		

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5.1.13	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-compliance on any bid submissions which do not strictly comply with the provisions, procedures and requirements of this bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TVDSB. All bidders agree to provide all such additional information as, and when requested, at their own expense, provided no bidder in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its bid submission or in any way materially alter or add to the solution originally proposed.		
5.1.14	All TVDSB policies, procedures and regulations must be adhered to by the successful bidder(s).		
5.1.14.1	Smoking is prohibited in all TVDSB buildings and on all TVDSB property.		
5.1.14.2	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.14.3	The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		
5.1.15	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.		
5.1.16	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.		
5.1.17	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.		
5.1.18	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.19	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).		

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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		
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		

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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	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.		
5.5.2	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.		
5.5.3	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.		
5.5.4	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.		

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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 \$5 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$5 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$5 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.7.2.1	This liability policy shall contain the following coverage:		
5.7.2.2	Personal Injury & Property Damage		
5.7.2.3	Non-Owned Automobile Liability		
5.7.2.4	Owners and Contractors Protective Coverage		
5.7.2.5	Contractual Liability		
5.7.2.6	Broad Form Property Damage		
5.7.2.7	Products & Completed Operation Insurance		
5.7.2.8	Contingent Employees Liability		
5.7.2.9	Cross Liability Clause and Severability of Interest Clause		

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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.		
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(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		

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5.8.4	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		
5.8.5	The successful bidder(s) agrees to indemnify, hold harmless, and defend, the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
6.0	BIDDER PROFILE		
6.1	REFERENCES		
6.1.1	New bidders must provide a minimum of three references where you have successfully provided goods and/or services similar to this bid document. The reference must contain the following information:		
6.1.1.1	Reference 1 - Company Name:		
6.1.1.2	Reference 1 - Address:		
6.1.1.3	Reference 1 - Contact Name:		
6.1.1.4	Reference 1 - Phone Number:		
6.1.1.5	Reference 1 - Fax Number:		
6.1.1.6	Reference 1 - e-mail address:		
6.1.1.7	Reference 2 - Company Name:		
6.1.1.8	Reference 2 - Address:		
6.1.1.9	Reference 2 - Contact Name:		
6.1.1.10	Reference 2 - Phone Number:		
6.1.1.11	Reference 2 - Fax Number:		
6.1.1.12	Reference 2 - e-mail address:		
6.1.1.13	Reference 3 - Company Name:		
6.1.1.14	Reference 3 - Address:		
6.1.1.15	Reference 3 - Contact Name:		
6.1.1.16	Reference 3 - Phone Number:		
6.1.1.17	Reference 3 - Fax Number:		
6.1.1.18	Reference 3 - e-mail address:		
6.2	ADMINISTRATION & ORGANIZATION		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
6.2.1	The TVDSB reserves the right at any time after the closing date, to request from any bidder evidence of its financial standing and stability, including that of each of its officers, directors and principals. All bidders agree to provide at their own expense all such above-related information as may be requested by the TVDSB within four (4) days of the date of any such request.		
6.2.2	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.		
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: Appendices containing the following worksheets:		
7.1.3.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
7.1.3.2	Worksheet B: Specifications in Excel format - Electronic response required		
7.1.3.3	Worksheet C: Equipment List in Excel format - Electronic response required		
7.1.3.4	Worksheet D: Graffiti Removal Products List in Excel format - Electronic response required		
7.1.3.5	Worksheet E: Methodologies and Techniques in Excel format - Electronic response required		
7.1.3.6	Worksheet F: Pricing in Excel format - Electronic response required		
7.1.3.7	Worksheet G: Staff in Excel format - Electronic response required		
7.1.3.8	Worksheet H: List of TVDSB Schools, Facilities and Education Centres in Excel format		
7.1.3.9	Worksheet I: High Graffiti Area - Zone One List of Schools in Excel format		
7.1.4	It is the bidder's responsibility to ensure that the necessary "files" are 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 9.6 - 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		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
8.1.3	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria:		
8.1.3.1	Price		
8.1.3.2	Compliance with Specifications		
8.1.4	Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.		
8.1.5	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.6	The determination of equal quality will be based on our internal professional opinions.		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	www.tvdsb.on.ca		
8.2.1.2	"Purchasing Bids"		
8.2.1.3	"Electronic Bidding Instructions, Bid Download and Bid Results",		
8.2.1.4	Scroll to the end of the document, click		
8.2.1.5	"Proceed to inquiry/download page".		
8.2.1.6	Proceed to the Bid, click		
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.		

Barbara Murch
Purchasing Department

James Stewart
Chairperson

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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	COMPUTER SYSTEM REQUIREMENTS		
9.3.1	To use the electronic system, bidders must have the following equipment:		
9.3.1.1	Microsoft Windows, version 95 or greater		
9.3.1.2	2.5 MB available hard drive space		
9.3.1.3	3 ½ 1.44 MB diskette drive 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 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"		
9.4.4.5	An Appendices File will be installed in the C:\lbtender directory with the following worksheets:		
9.4.4.6	Worksheet A: Terms and Conditions in Excel format - completed, printed and signed.		
9.4.4.7	Worksheet B: Specifications in Excel format - Electronic response required		
9.4.4.8	Worksheet C: Equipment List in Excel format - Electronic response required		
9.4.4.9	Worksheet D: Graffiti Removal Products in Excel format - Electronic response required.		
9.4.4.10	Worksheet E: Methodologies and Techniques in Excel format - Electronic response required		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.4.4.11	Worksheet F: Pricing in Excel format - Electronic response required		
9.4.4.12	Worksheet G: Staff in Excel format - Electronic response required		
9.4.4.13	Worksheet H: List of TVDSB Schools, Facilities and Education Centres in Excel format		
9.4.4.14	Worksheet I: High Graffiti Area - Zone One List of Schools in Excel format		
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 all Appendixes 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 DISKETTE:		
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,		
9.6.6	1250 Dundas Street,		
9.6.7	LONDON, Ontario		
9.6.8	N5W 5P2		
9.6.9	Graffiti Removal Service Tender		
9.6.10	Bid #473 - 2010		
9.6.11	Return Date: 12:00:00 local time, Monday, October 5, 2009		
9.7	PLEASE AFFIX LABEL ON DISKETTE OR CD AS SHOWN BELOW:		
9.7.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.7.2	Graffiti Removal Service Tender		
9.7.3	Bid #473 - 2010		
9.7.4	Return Date: 12:00:00 local time, Monday, October 5, 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.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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 : _____

ITEM NO.	SPECIFICATIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
B	SCOPE OF WORK:		
B.1	GRAFFITI REMOVAL SPECIFICATIONS:		
B.1.1	The standard of graffiti removal and surface re-coating described in this tender and detailed herein, are the minimum acceptable levels within which all areas shall be maintained. The contractor shall be required to use environmentally preferred products for the removal of graffiti. Any items referred to generally which may require more specialized consideration will be interpreted on an individual basis by and to the satisfaction of the TVDSB. Any, and all work performed by the contractor shall be subject to inspection and approval of the TVDSB.		
B.2	REQUIREMENTS:		
B.2.1	The removal method shall not harm, deface or mark the surface.		
B.2.2	The contractor shall determine which method of removal is best suited for the location and surface. The removal shall not leave shadows or ghosts and shall not follow the pattern of the graffiti such that letters or similar shapes remain apparent on the surface after the paint, marker or similar graffiti markings have been removed.		
B.2.3	The contractor shall ensure that all work sites are swept clean of any debris resulting from the graffiti removal work.		
B.2.4	The contractor may be called at anytime by the TVDSB when the existence of graffiti occurs. Such graffiti shall be removed within 36 hours of being notified. The contractor shall maintain a 24 hour emergency call-in telephone number for this purpose.		
B.2.5	Graffiti Removal Service may be required for our Schools, Distribution Centre, Educational Resource Centre, Community Education Centres, Facilities Offices and Zone Offices. The Zone Leader will contact the contractor on an "As Needed" basis when graffiti removal service is required for any of the schools listed in Worksheet H.		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	SPECIFICATIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
B.2.6	Zone One is a high graffiti area (see Worksheet I) and the schools in Zone One ONLY will require a different service level.		
B.2.7	Weekly graffiti inspection of each school in Zone One (see Worksheet I) is required.		
B.2.8	Removal of all graffiti up to three metres (10 feet) from the ground level for all schools in Zone One - this will include but is not limited to the exterior of each school.		
B.2.9	The contractor will be required to inspect and remove graffiti from playground equipment, basketball nets, fences, and any other property on the premises of the schools in Zone One.		
B.2.10	The contractor will be required to provide emergency removals as detailed by the Zone Leader.		
B.2.11	The contractor understands and accepts that the locations included are subject to increase graffiti activity throughout the term of the contract and no additional compensation may be claimed for such increase.		
B.3	PHOTOGRAPHY		
B.3.1	Prior to the removal of any graffiti, the contractor shall take photographs of said graffiti and make available these photographs by e-mail. Pictures are digital summary in spreadsheet format, including dates and times of removal, locations, and method of technique employed.		
B.4	LABOUR/EQUIPMENT/MATERIALS:		
B.4.1	The contractor shall provide responsible, competent, and experienced staff to perform the work. Staff shall have special training in removal procedures and work in a professional manner with a minimum of interference to the public and TVDSB Staff. All removal, spray and other equipment utilized by the proponent shall be maintained in a safe and mechanically sound condition.		
B.5	QUALITY CONTROL:		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	SPECIFICATIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
B.5.1	It will be the responsibility of the contractor to ensure that product quality is maintained to specification requirements. Products may be randomly tested at the expense of the TVDSB. Should a product fail to meet the specified standards, the contractor will be responsible for all expenses incurred in the testing and return of defective material.		
B.6	INVOICING:		
B.6.1	The contractor shall include the following detail for each invoice submitted to the TVDSB:		
B.6.2	For all work invoiced, pictures are to be a digital summary in spreadsheet format including dates and times of removals, locations, method or technique employed and digital photographs of the specified removal.		
B.6.3	For all work that may fall outside the contract such as graffiti inside schools, or above the 10 feet level, must also be accompanied by a Digital Summary in Spreadsheet Format including dates and times of removals, number of hours, and method or technique employed.		
B.6.4	CONTRACTOR APPEARANCE:		
B.6.4.1	Employees, equipment and vehicles of the contractor shall be neat. Vehicle identification shall consist of at least the company's name and telephone number.		
B.7	ENVIRONMENTAL ISSUES:		
B.7.1	The contractor is responsible for providing water when performing removals away from available water taps. i.e. a lock-up at the back corner of a field.		
B.7.2	The contractor is responsible for ensuring that the cleaning techniques and methodologies are environmentally safe.		
B.7.3	The contractor shall handle, store and dispose of hazardous materials and hazardous waste in accordance with all Municipal, Provincial and Federal regulations. The contractor will prevent the discharge of hazardous materials or hazardous waste into the environment in concentrations that violate government regulations.		

FIRM NAME: _____

SIGNATURE: _____

<i>ITEM NO.</i>	<i>SPECIFICATIONS</i>	<i>WILL COMPLY/WILL NOT COMPLY</i>	<i>COMMENT</i>
B.7.4	The contractor shall not wash down any of its equipment on any TVDSB property unless it has been granted permission and/or where it is lawful to do so.		
B.7.5	The contractor shall provide the TVDSB with all applicable Material Safety Data Sheets (MSDS) for the products intended to be used.		
B.8	ADDITIONAL SERVICES:		
B.8.1	Describe any additional service(s) that could provide not otherwise set out herein.		
B.8.2	Describe if and how graffiti removal can be done with your own power and water supply.		
B.9	STAFF:		
B.9.1	State staff requirements and training. (See Worksheet G - Staff).		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	DESCRIPTION	UNIT PRICE	WILL COMPLY/WILL NOT COMPLY	COMMENT
GRAFFITI REMOVAL SERVICE COSTS				
F1	RATE: Hourly Rate based on time at school: State cost from arrival and completion at our premises. Cost for materials and products should be included in rate.			
F1.1	If materials and product costs are not included in the rate, please state cost for these items:			
F2	Rate: If graffiti is above 3 metres (10 feet): Is it hourly?			
F3	Is there a minimum charge for service calls/visits? In number of hours/minutes.			
F4	State travel/mileage costs (the TVDSB prefers all costs to be included in the hourly rate):			
F5	Please state Inspection Rate (Weekly Inspection) for Zone One:			
F6	Inspection Rate if outside of Zone One:			

FIRM NAME _____

SIGNATURE _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 GRAFFITI REMOVAL TENDER #473
 WORKSHEET G - STAFF

ITEM NO.	REQUIREMENT	COMMENT
1	<p>STAFF: State the minimum number of experienced staff and technicians that the contractor will assign to this contract.</p>	
2	<p>TRAINING: Describe the scope and length of graffiti removal training and safety training the technicians have had (or will have had) prior to being assigned to this contract.</p>	

FIRM NAME _____

SIGNATURE _____

THAMES VALLEY DISTRICT SCHOOL BOARD
GRAFFITI REMOVAL TENDER #473
WORKSHEET H - LIST OF TVDSB SCHOOLS FACILITES

ZONE	SCHOOL	LOCATION CODE	ADDRESS	POSTAL CODE	PHONE NUMBER	FAX NUMBER
1	Arthur Ford Public School	1035	617 Viscount Road, London	N6J 2Y4	452-8020	452-8029
1	Arthur Stringer Public School	1040	43 Shaftsbury Avenue, London	N6C 2Y5	452-8030	452-8039
1	Ashley Oaks Public School	1045	121 Ashley Crescent, London	N6E 3P8	452-8040	452-8049
1	Brick Street Public School	1075	393 Commissioners Road West, London, ON	N6J 1Y4	452-8070	452-8079
1	Byron Northview Public School	1085	1370 Commissioners Road West, London, ON	N6K 1E1	452-8080	452-8089
1	Byron Somerset Public School	1090	175 Whisperwood Cres., London, ON	N6K 4C6	452-8090	452-8099
1	Byron Southwood Public School	1095	1379 Lola Street, London, ON	N6K 3R6	452-8100	452-8109
1	Cleardale Public School	1145	780 Dulaney Drive, London, ON	N6C 3W4	452-8140	452-8149
1	Glen Cairn Public School	1265	53 Frontenac Road, London, ON	N5Z 3Y5	452-8210	452-8219
1	Kensal Park Public School	1325	328 Springbank Drive, London, ON	N6J 1G5	452-8280	452-8289
1	Manor & Highland Park Public School	1385	77 Tecumseh Avenue West, London, ON	N6J 1K8	452-8370	452-8379
1	Mountsfield Public School	1425	8 Mountsfield Drive, London, ON	N6C 2S4	452-8400	452-8409
1	Nicholas Wilson Public School	1440	927 Osgoode Drive, London, ON	N6E 1C9	452-8410	452-8419
1	Princess Elizabeth Public School	1565	247 Thompson Road, London, ON	N5Z 2Z3	452-8490	485-4280
1	Rick Hansen Public School	1575	70 Ponderosa Cresent, London, ON	N6E 2L7	452-8500	452-8509
1	Saunders Secondary School	2280	941 Viscount Road, London, ON	N6K 1H5	452-2770	452-2859
1	Sir G.E. Cartier Public School	1620	695 Chiddington Avenue, London, ON	N6C 2W9	452-8550	452-8559
1	Sir Isaac Brock Public School	1615	80 St. Lawrence Boulevard, London, ON	N6J 2X1	452-8560	452-8569
1	Sir Wilfrid Laurier Secondary School	2170	450 Millbank Drive, London, ON	N6C 4W7	452-2840	268-3772
1	South Secondary School	2290	371 Tecumseh Avenue, London, ON	N6C 1T4	452-2860	452-2879
1	Tecumseh Public School	1700	401 Tecumseh Avenue, London, ON	N6C 1T4	452-8600	452-8609
1	Victoria Public School	1740	130 Wharnccliffe Road South, London, ON	N6J 2K5	452-8640	452-8649
1	W. Sherwood Fox Public School	1750	660 Steeplechase Drive, London, ON	N6J 3P4	452-8730	452-8739
1	Westminster Secondary School	2370	230 Base Line Road West, London, ON	N6J 1W1	452-2900	452-2919
1	Westmount Public School	1780	1011 Viscount Road, London, ON	N6K 1H5	452-8670	452-8679
1	White Oaks Public School	1785	1400 Ernest Avenue, London, ON	N6E 2H8	452-8680	452-8689
1	Wilton Grove Public School	1795	626 Osgoode Drive, London, ON	N6E 1C1	452-8700	452-8709
1	Woodland Heights Public School	1800	474 Springbank Drive, London, ON	N6J 1G8	452-8710	452-8719
1	Wortley Road Public School	1805	301 Wortley Road, London, ON	N6C 3R6	452-8720	452-8729

FIRM NAME _____

SIGNATURE _____

THAMES VALLEY DISTRICT SCHOOL BOARD
GRAFFITI REMOVAL TENDER #473
WORKSHEET H - LIST OF TVDSB SCHOOLS FACILITES

ZONE	SCHOOL	LOCATION CODE	ADDRESS	POSTAL CODE	PHONE NUMBER	FAX NUMBER
2	Aberdeen Public School	1015	580 Grey Street, London, ON	N6B 1H8	452-8010	452-8019
2	Bishop Townshend Public School	1065	814 Quebec Street, London, ON	N5Y 1X4	452-8050	452-8059
2	Bonaventure Meadows Public School	1070	141 Bonaventure Drive, London, ON	N5V 4S6	452-8060	452-8069
2	C.C. Carrothers Public School	1100	360 Chippendale Crescent, London, ON	N5Z 3G2	452-8110	452-8119
2	Central Secondary School	2070	509 Waterloo Street, London, ON	N6B 2P8	452-2620	452-2659
2	Chippewa Public School	1135	1035 Chippewa Drive, London, ON	N5V 2T6	452-8120	452-8129
2	Clarke Road Secondary School	2080	300 Clarke Road, London, ON	N5W 5N4	452-2640	452-2659
2	Ealing Public School	1180	840 Hamilton Road, London, ON	N5Z 1V5	452-8150	452-8159
2	Evelyn Harrison Public School	1245	50 Tewksbury Crescent, London, ON	N5V 2M8	452-8180	452-8189
2	F.D. Roosevelt Public School	1250	560 Second Street, London, ON	N5V 2B7	452-8190	452-8199
2	Fairmont Public School	1255	1040 Hamilton Road, London, ON	N5W 1A6	452-8200	452-8209
2	H.B. Beal Secondary School	2140	525 Dundas Street, London, ON	N6B 1W5	452-2700	452-2729
2	Hillcrest Public School (Central)	1285	1231 Fuller Street, London, ON	N5Y 4P7	452-8220	452-8229
2	Huron Heights Public School	1295	1245 Michael Street, London, ON	N5V 2H4	452-8230	452-8239
2	Jeanne Sauve Public School	1310	127 Sherwood Forest Sq., London, ON	N6G 2C3	452-8250	452-8259
2	John P. Robarts Public School	1315	84 Bow Street, London, ON	N5V 1B1	452-8270	452-8279
2	Knollwood Park Public School	1330	70 Gammage Street, London, ON	N5Y 2B1	452-8290	452-8299
2	Lester B. Pearson School for Arts	1335	795 Trafalgar Street, London, ON	N5Z 1E6	434-2124	452-8309
2	Lord Elgin Public School	1355	1100 Victoria Street, London, ON	N5Y 4E2	452-8310	452-8319
2	Lord Nelson Public School	1350	1990 Royal Crescent, London, ON	N5V 1N8	452-8320	452-8329
2	Lord Roberts Public School	1360	440 Princess Avenue, London, ON	N6B 2B3	452-8330	452-8339
2	Lorne Avenue Public School	1365	723 Lorne Avenue, London, ON	N5W 3K7	452-8340	452-8349
2	Montcalm Secondary School	2220	1350 Highbury Avenue, London, ON	N5Y 1B5	452-2730	468-2015
2	Northbrae Public School	1455	335 Belfield Street, London, ON	N5Y 2K3	452-8420	452-8429
2	Prince Charles Public School	1540	1601 Wavell Street, London, ON	N5W 2C9	452-8470	452-8479
2	Princess Anne Public School (French Imm	1555	191 Dawn Dr., London, ON	N5W 4W9	452-8480	452-8489
2	Ryerson Public School	1595	940 Waterloo Street, London, ON	N6A 3X3	452-8520	452-8529
2	Sir George Ross Secondary School	2270	365 Belfield Street, London, ON	N5Y 2K3	452-2820	452-2839
2	Sir John A. MacDonald Public School	1625	1150 Landor Street, London, ON	N5Y 3W3	452-8570	452-8579
2	Sir Winston Churchill Public School	1610	1837 Churchill Street, London, ON	N5W 2L3	452-8580	452-8589
2	St. George's Public School	1670	782 Waterloo Street, London, ON	N6A 3W4	452-8530	452-8539
2	Thames Secondary School	2340	785 Trafalgar Street, London, ON	N5Z 1E6	452-2880	452-2899
2	Trafalgar Public School	1715	919 Trafalgar Street, London, ON	N5Z 1G3	452-8610	452-8619
2	Tweedsmuir Public School	1720	349 Tweedsmuir Avenue, London, ON	N5W 1L5	452-8620	452-8629

FIRM NAME _____

SIGNATURE _____

THAMES VALLEY DISTRICT SCHOOL BOARD
GRAFFITI REMOVAL TENDER #473
WORKSHEET H - LIST OF TVDSB SCHOOLS FACILITES

ZONE	SCHOOL	LOCATION CODE	ADDRESS	POSTAL CODE	PHONE NUMBER	FAX NUMBER
3	A. J. Baker Public School	1010	528 Allen Street, Kintore	N0M 2C0	283-6461	283-1095
3	Algonquin Public School	1030	59 Algonquin Road, Woodstock, ON	N4T 1R8	421-2219	421-0347
3	Annandale Secondary School	2020	60 Tillson Avenue, Tillsonburg, ON	N4G 3A1	688-2171	688-4839
3	Beachville Public School	1055	23 Zorra Street, Beachville, ON	N0J 1A0	423-6222	423-1924
3	Blenheim District Public School	1925	32 Wilmot Street South, Drumbo, ON	N0J 1G0		
3	Central Senior Public School	1125	410 Hunter Street, Woodstock, ON	N4S 4G4	537-5362	537-5514
3	College Avenue Secondary School	2090	700 College Avenue, Woodstock, ON	N4S 2C8	539-9873	539-0793
3	D. M. Sutherland Senior Public School	1155	110 Winchester Street, Woodstock, ON	N4S 7K6	537-3543	537-7244
3	Drumbo Central Public School	1170	Box 129, 32 Wilmot Street South, Drumbo, ON	N0J 1G0	463-5638	463-5639
3	East Oxford Central Public School	1190	R.R.#4 Old Stage Rd. & Cty. R. 14, Woodstock, ON	N4S 7V8	467-5243	467-5536
3	Eastdale Public School	1195	65 Aileen Drive, Woodstock, ON	N4S 4A2	537-2652	537-3695
3	Glendale Secondary School	2130	37 Glendale Drive, Tillsonburg, ON	N4G 1J6	842-4207	842-4551
3	Harris Heights Public School	1270	2 Caffyn Street, Ingersoll, ON	N5C 3Y5	485-1600	485-4256
3	Hickson Central Public School	1275	161 Loveys Street, Hickson, ON	N0J 1L0	462-2415	462-1931
3	Hillcrest Public School (East)	1280	840 Sloan Street, Woodstock, ON	N4S 7V3	537-2642	537-8478
3	Huron Park Secondary School	2150	900 Cromwell Street, Woodstock, ON	N4S 5B5	537-2347	537-5741
3	Ingersoll District C. I.	2160	37 Alma Street, Ingersoll, ON	N5C 1N1	485-1200	425-0142
3	Innerkip Central Public School	1300	Box 40, 180 Coleman St., Innerkip, ON	N0J 1M0	469-3698	469-3008
3	Maple Lane Public School	1390	25 Maple Lane, Tillsonburg, ON	N4G 2Y8	688-0810	688-0197
3	North Norwich Public School	1445	Box 40, 40 Main Street South, Burgessville, ON	N0J 1C0	424-9815	424-2855
3	Northdale Public School (East)	1470	290 Victoria Street North, Woodstock, ON	N4S 6W5	537-5761	537-1088
3	Norwich District Secondary School	2240	R.R. 1 Stove St. & Hwy 59, Norwich, ON	N0J 1P0	468-2014	633-4887
3	Norwich Public School	1480	Box 327, 8 Elgin Street, Norwich, ON	N0J 1P0	863-2741	863-3128
3	Oliver Stephens Senior Public School	1485	164 Fyfe Avenue, Woodstock, ON	N4S 3S6	539-2068	539-3528
3	Otterville Public School	1495	118 Main Street West, Otterville, ON	N0J 1R0	879-6546	879-1109
3	Plattsville & District Public School	1520	112 Mill Street East, Plattsville, ON	N0J 1S0	684-7436	684-7194
3	Princess Anne Public School (East)	1550	210 King Street, Ingersoll, ON	N5C 1L8	485-2640	485-5848
3	Princess Elizabeth Public School (East)	1560	37 William Street, Ingersoll, ON	N5C 1M2	485-2560	452-8499
3	Princeton Central Public School	1570	Box 427, 40 Elgin Street East, Princeton, ON	N0J 1V0	458-4315	458-4186
3	Rolph Street Public School	1590	83 Rolph Street, Tillsonburg, ON	N4G 3Y2	842-2077	842-4323
3	South Ridge Public School	1635	R. R. 7/391 Quarter Line Road, Tillsonburg, ON	N4G 4H1	842-7319	842-7310
3	Southside Public School	1645	360 Albert Street, Woodstock, ON	N4S 2L4	539-1131	539-1193
3	Springbank Public School	1660	1060 Sprucedale Road, Woodstock, ON	N4S 4Z9	539-9732	539-0351
3	Sweaburg Public School	1690	474465 Dodge Line, R.R. #1, Woodstock, ON	N4S 2R1	456-3024	456-3023
3	Tavistock Public School	1695	Box 370, 79 Maria Street, Tavistock, ON	N0B 2R0	655-2350	655-3431
3	Thamesford Public School	1705	Box 250, 130 McCarty Street, Thamesford, ON	N0M 2M0	285-2043	285-3738
3	Tollgate Central Public School	1710	744993 Oxford Rd.17 & Hwy 59, Woodstock, ON	N4S 7W1	537-7321	537-7729
3	Victory Memorial Public School	1745	210 Thames Street South, Ingersoll, ON	N5C 2T5	485-2340	485-5721
3	Westfield Public School	1770	38 Glenn Avenue, Ingersoll, ON	N5C 2C8	485-1360	485-4178
3	Woodstock, C. I.	2390	35 Riddell Street, Woodstock, ON	N4S 6L9	537-6241	537-3668
3	Zorra Highland Park Public School	1810	R.R.#1 County Rd. 6 Embro, ON	N0J 1J0	475-4121	475-4922

FIRM NAME _____

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THAMES VALLEY DISTRICT SCHOOL BOARD
GRAFFITI REMOVAL TENDER #473
WORKSHEET H - LIST OF TVDSB SCHOOLS FACILITES

ZONE	SCHOOL	LOCATION CODE	ADDRESS	POSTAL CODE	PHONE NUMBER	FAX NUMBER
4	A.E. Duffield Public School	1005	6820 Duffield Street, London, ON	N0L 1S1	652-2050	652-1372
4	Aldborough Public School	1025	11443 Furnival Road, Box 400, R. R. 3, Rodney, ON, ON	N0L 2C0	785-0811	785-2143
4	Arthur Voaden Secondary School	2030	41 Flora Street, St. Thomas, ON	N5P 2X5	631-3770	633-8097
4	Balaclava Street Public School	1050	20 Balaclava Street, St. Thomas, ON	N5P 3C2	631-4930	631-1006
4	Caradoc Central Public School	1105	714 Bowan Street East, Box 244, Mount Brydges, ON	N0L 1W0	264-1630	264-2097
4	Caradoc South Public School	1110	611 Peter Street, Melbourne, ON	N0L 1T0	289-2091	245-5606
4	Central Elgin C. I.	2060	201 Chestnut Street, St. Thomas, ON	N5R 2B5	631-4460	633-0793
4	Davenport Public School	1160	80 Rutherford Avenue, Aylmer, ON	N5H 2N8	773-9216	765-2941
4	Delaware Central Public School	1165	14 James Street, Box 36, Delaware, ON	N0L 1E0	652-5371	652-3578
4	Dunwich-Dutton Public School	1175	239 Main Street, Box 40, Dutton, ON	N0L 1J0	762-2419	762-5267
4	East Elgin Secondary School	2100	362 Talbot Street West, Aylmer, ON	N5H 1K6	773-3174	765-1943
4	Edward Street Public School	1200	84 Edward Street, St. Thomas, ON	N5P 1Y7	631-5010	631-7756
4	Ekcoe Central Public School	1205	3719 Parkhouse Drive, R. R. 3, Glencoe, ON	N0L 1M0	287-3330	287-3559
4	Elgin Court Public School	1215	254 First Avenue, St. Thomas, ON	N5R 4S7	631-1360	842-3004
4	Elmdale Public School	1225	25 Elm Street, St. Thomas, ON	N5R 1H5	631-5070	452-8169
4	Forest Park Public School	1260	295 Forest Avenue, St. Thomas, ON	N5R 2K5	631-9750	631-3630
4	Glencoe District Secondary School	2120	3581 Concession Drive, Box 370, Glencoe, ON	N0L 1M0	287-3310	287-3889
4	Homedale Public School	1290	112 Churchill Crescent, St. Thomas, ON	N5R 1R1	631-7820	631-7997
4	John Wise Public School	1905	100 Parkside Drive, St. Thomas, ON	N5R 3T9	633-1611	633-8902
4	Locke's Public School	1345	22 South Edgeware Road, St. Thomas, ON	N5P 2H2	631-8890	631-3229
4	M.B. McEachren Public School	1375	4402 Colonel Talbot Road, Box 70, London, ON	N0L 1S0	652-3121	652-1126
4	McGregor Public School	1405	204 John Street South, Aylmer, ON	N5H 2C8	773-3362	765-2844
4	Mitchell Hepburn Public School	1900	95 Raven Avenue, St. Thomas, ON	N5R 0C2	631-3370	631-1976
4	Mosa Central Public School	1420	22741Pratt Siding Road, R. R. 1, Glencoe, ON	N0L 1M0	693-4691	693-4575
4	Myrtle Street Public School	1430	43 Myrtle Street, St. Thomas, ON	N5R 2E6	631-4940	631-5625
4	New Sarum Public School	1435	9473 Belmont Road, R. R. 3, St. Thomas, ON	N5P 3S7	773-5185	773-5755
4	Parkside C. I.	2260	241 Sunset Drive, St. Thomas, ON	N5R 3C2	633-0090	452-2819
4	Pierre Elliot Trudeau Public School	1290	112 Churchill Crescent, St. Thomas, ON	N5R 1R1		
4	Port Burwell Public School	1530	Box 209, 30 Strachan, Port Burwell, ON	N0J 1T0	874-4558	874-4326
4	Port Stanley Public School	1535	Box 490 Carlow Road, Port Stanley, ON	N5L 1B6	782-3983	782-5508
4	Scott Street Public School	1600	50 Scott Street, St. Thomas, ON	N5P 1K6	631-5020	631-1382
4	South Dorchester Public School	1630	48614 Crossley Hunter Line, R.R.1, Belmont, ON	N0L 1B0	765-4090	765-4547
4	Southwold Public School	1650	R. R. 1/39261 Fingal Line, St. Thomas, ON	N5P 3S5	631-5997	631-5625
4	Sparta Public School	1655	Box 60/45885 Sparta Line, Sparta, ON	N0L 2H0	775-2541	775-0172
4	Springfield Public School	1665	133 Main Street, Springfield, ON	N0L 2J0	765-4225	765-4247
4	Straffordville Public School	1680	Box 94,9188 Plank Road, Staffordville, ON	N0J 1Y0	866-3021	866-3268
4	Summers' Corners Public School	1685	50576 Talbot Line, RR 1, Aylmer, ON	N5H 2R1	773-8110	765-2775
4	Wellington Street Public School	1755	50 Wellington Street, St. Thomas, ON	N5R 2P8	631-4950	631-3352
4	West Elgin Secondary School	2360	139 Graham Street, West Lorne	N0L 2P0	768-1260	768-0534
4	West Elgin Senior Elementary School	1760	Box 280, 139 Graham Street, West Lorne, ON	N0L 2P0	768-1260	768-1778
4	Westminster Central Public School	1775	2835 Westminster Drive, London, ON	N6N 1L7	452-8660	452-8669

FIRM NAME _____

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THAMES VALLEY DISTRICT SCHOOL BOARD
GRAFFITI REMOVAL TENDER #473
WORKSHEET H - LIST OF TVDSB SCHOOLS FACILITES

ZONE	SCHOOL	LOCATION CODE	ADDRESS	POSTAL CODE	PHONE NUMBER	FAX NUMBER
5	A.B. Lucas Secondary School	2190	656 Tennent Avenue, London, ON	N5X 1L8	452-2600	452-2749
5	Adelaide-W. G. MacDonald Public School	1020	29059 School Road, R. R. 5, Strathroy, ON, ON	N7G 3H6	247-3369	247-3030
5	Biddulph Public School	1060	34297 Saintsbury Line, R. R. 1, Lucan, ON	N0M 2J0	227-4891	227-0038
5	Caradoc North Public School	1115	8041 Scotchmere Drive, R. R. 1, Strathroy, ON	N7G 3H3	245-2085	289-0522
5	Centennial Central Public School	1120	14774 Medway Road, R. R. 1, Arva, ON	N0M 1C0	660-8193	660-1466
5	Clara Brenton Public School	1140	1025 St. Croix Avenue, London, ON	N6H 3X8	452-8130	452-8139
5	Colborne Street Public School	1150	25 Colborne Street, Strathroy, ON	N7G 2M1	245-2044	245-4225
5	Eagle Heights Public School	1505	284 Oxford Street West, London, ON	N6H 1S9	452-8460	452-8469
5	East Williams Memorial Public School	1185	4441 Queen Street, R. R. 1, Ailsa Craig, ON	N0M 1A0	232-4505	232-4497
5	Emily Carr Public School	1230	44 Hawthorne Road, London, ON	N6G 2H5	452-8160	452-8179
5	Jack Chambers Public School	1305	1650 Hastings Drive, London, ON	N5X 3E3	452-8240	452-8249
5	John Dearness Public School	1320	555 Sanatorium Road, London, ON	N6H 3W6	452-8260	452-8269
5	Leesboro Central	1340	17400 Evelyn Drive, R. R. 2, Thorndale, ON	N0M 2P0	461-0510	461-1355
5	Lord Dorchester Secondary School	2180	61 Queen Street, Dorchester, ON	N0L 1G0	268-7351	660-0506
5	Lucan Public School	1370	270 Main Street, Box 219, Lucan, ON	N0M 2J0	227-4763	227-0037
5	Masonville Public School	1400	25 Hillview Boulevard, London, ON	N6G 3A7	452-8390	452-8399
5	McGillivray Central Public School	1410	34714 Creamery Road, R. R. 3, Ailsa Craig, ON	N0M 1A0	293-3342	293-3944
5	Medway Secondary School	2210	14405 Medway Road, Arva, ON	N0M 1C0	660-8418	294-0096
5	Metcalfe Central Public School	1415	6100 Calvert Drive, R. R. 3, Strathroy, ON	N7G 3H5	245-1650	245-1127
5	North Meadows Public School	1450	82 Middlesex Drive, Strathroy, ON	N7G 4G5	245-7373	245-7303
5	North Middlesex District Secondary Schoo	2230	100 Main Street, Box 610, Parkhill, ON	N0M 2K0	294-6236	452-2769
5	Northdale Central Public School	1460	3860 Catherine Street, Dorchester, ON	N0L 1G0	268-7862	268-7941
5	Northdale Public School	1465	655 Tennent Avenue, London, ON	N5X 1L7	452-8430	452-8439
5	Northridge Public School	1475	25 McLean Drive, London, ON	N5X 1Y2	452-8440	452-8449
5	Oakridge Secondary School	2250	1040 Oxford Street West, London, ON	N6H 1V4	452-2750	452-2799
5	Orchard Park Public School	1490	50 Wychwood Park, London, ON	N6G 1R6	452-8450	452-8459
5	Oxbow Public School	1500	13624 Ilderton Road, R. R. 3, Ilderton, ON	N0M 2A0	666-0310	666-0365
5	Parkhill-West Williams Public School	1510	204 McLeod Street, Box 488, Prkhill, ON	N0M 2K0	294-6274	294-1124
5	Parkview Public School	1515	10008 Oxbow Drive, Komoka, ON	N0L 1R0	657-3868	657-2503
5	Plover Mills Public School	1525	17231 Plover Mills Road, R. R. 3, Thorndale, ON	NOM 2P0	461-0986	461-1814
5	River Heights Public School	1580	4269 Hamilton Road, Dorchester, ON	N0L 1G3	268-7884	268-7951
5	Riverside Public School	1585	550 Pinetree Drive, London, ON	N6H 3N1	452-8510	452-8519
5	Sherwood Forest Public School	1605	7 Annadale Drive, London, ON	N6G 2B5	452-8540	452-8549
5	Sir Frederick Banting Secondary School	2040	125 Sherwood Forest, London, ON	N6G 2C3	452-2800	452-2639
5	Southdale Public School	1640	248 Keefer Street, Strathroy, ON	N7G 1E2	245-0473	245-5074
5	Stoneybrook Public School	1675	1460 Stoneybrook Crescent, London, ON	N5X 1C4	452-8590	452-8599
5	Strathroy District Secondary School	2320	96 Kittredge Avenue, Strathroy, ON	N7G 2A8	245-2680	245-5498
5	University Heights Public School	1725	27 Ford Crescent, London, ON	N6G 1H8	452-8630	452-8639
5	Valleyview Public School	1730	10339 Ilderton Road, R. R. 2, Ilderton, ON	N0M 2A0	666-1417	666-2795
5	West Nissouri Public School	1920	37 Elliot Trail, Thorndale, ON	N0M 2P0		
5	Westdale Public School	1765	1050 Plantation Road, London, ON	N6H 2Y5	452-8650	452-8659
5	Wilberforce Public School	1910	340 Beech Street, Lucan, ON	N0M 2J0		
5	Wilfrid Jury Public School	1790	950 Lawson Road, London, ON	N6G 3M7	452-8690	452-8699

FIRM NAME _____

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APPENDIX I - HIGH GRAFFITI AREA - ZONE ONE LIST OF SCHOOLS

ZONE	LOCATION
1	Arthur Ford Public School
1	Arthur Stringer Public School
1	Ashley Oaks Public School
1	Brick Street Public School
1	Byron Northview Public School
1	Byron Somerset Public School
1	Byron Southwood Public School
1	Cleardale Public School
1	Glen Cairn Public School
1	Kensal Park Public School
1	Manor & Highland Park Public School
1	Mountsfield Public School
1	Nicholas Wilson Public School
1	Princess Elizabeth Public School, London
1	Rick Hansen Public School
1	Sir Georges E. Cartier Public School
1	Sir Isaac Brock Public School
1	Tecumseh Public School
1	Victoria Public School
1	W. Sherwood Fox Public School .
1	Westmount Public School
1	White Oaks Public School
1	Wilton Grove Public School
1	Woodland Heights Public School
1	Wortley Road Public School
1	G.A. Wheable Adult Education Centre
1	Saunders Secondary School
1	Sir Wilfrid Laurier Secondary School
1	South Secondary School
1	Westminster Secondary School
1	Zone 1-Facility Services
1	Westminster Ponds
1	Pond Mills Environmental Education Centre

FIRM NAME: _____

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