



***REQUEST FOR PROPOSAL #477 -
EQUIPMENT FOR VISION IMPAIRED STUDENTS***

THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL
VISION IMPAIRED EQUIPMENT
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
1.0	INTRODUCTION		
1.01	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 178 schools with an estimated enrolment of 74,000 students.		
1.1	PURPOSE		
1.1.1	The TVDSB is issuing a request for proposal in an effort to provide Sight Enhancement (low vision) and Sight Substitution (braille and alternate format) equipment including consulting, demonstrations/trials, total solution system designs, install, on-site set-up, support and training.		
2.0	DEFINITIONS / STRUCTURE OF THIS BID / RETURN LOCATION / IMPORTANT DATES / QUESTIONS		
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.		

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2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		
2.1.1.6.1	Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The TVDSB will reject any bid submission which contains a major irregularity.		
2.1.1.6.2	Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.		
2.2	STRUCTURE OF THIS BID		
2.2.1	Bidders must use the electronic bidding file (setup.exe) which is available on the internet at:		
2.2.1.1	http://www.tvdsb.ca		
2.2.1.2	"Board"		
2.2.1.3	"Purchasing"		
2.2.1.4	"Bid"		
2.2.1.5	Scroll to the end of the document, click		
2.2.1.6	"Proceed to inquiry/download page".		
2.2.1.7	Proceed to the bid, click		
2.2.1.8	"New" Icon		
2.2.1.9	The setup.exe file includes an Appendices.xls file with the following Worksheets:		
2.2.1.10	Worksheet A: Terms and Conditions Response in Excel format		
2.2.1.11	Worksheet B: Requirements in Excel format		
2.2.1.12	Worksheet C: Specifications in Excel format		
2.2.1.13	Worksheet D: Technical Skills and Qualifications in Excel format		
2.2.1.14	Worksheet E: Criteria & Weighting		
2.3	RETURN LOCATION		
2.3.1	Sealed bid submissions must be returned to:		
2.3.2	"Tenders Clerk"		

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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 9.7 - 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: Wednesday, May 19, 2010		
2.4.2	QUESTIONS: Wednesday, May 26, 2010		
2.4.3	ANSWERS to QUESTIONS: Friday, May 28, 2010		
2.4.4	RETURN DATE and TIME: prior to 12:00:00 noon local time Tuesday June 15, 2010.		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Cheryl MacKenzie, by Fax (519) 452-2399 or e-mail - c.mackenzie@tvdsb.on.ca no later than Wednesday, May 26, 2010 . 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.		
2.5.2	Questions concerning the terms and conditions of the bid document, whether made orally or in writing, to any individual other than indicated above may, at the sole discretion of the TVDSB, render your submission noncompliant. Direct questions in written form only to: Cheryl MacKenzie, Buyer. The TVDSB will only be bound by written answers to questions .		

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2.5.3	Answers to all questions will be posted to the TVDSB web site at www.tvdsb.ca no later than Friday, May 28, 2010		
2.5.3.1	"Board"		
2.5.3.2	"Purchasing Department"		
2.5.3.3	"Bid"		
2.5.3.4	Scroll to the end of the document, click		
2.5.3.5	"Proceed to inquiry/download page"		
2.5.3.6	Proceed to the Bid, click		
2.5.3.7	"Answers to Questions"		
2.5.3.8	View documents in PDF format.		
2.5.3.9	All bid files are available for downloading at no charge from the TVDSB web site.		
2.5.4	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB website.		
2.5.5	All Addenda will be issued at least seven days prior to the closing date. If an addendum is issued within seven days of the closing date, the date will be extended accordingly.		
3.0	CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for approximately one year, terminating on April 30, 2011.		
3.1.2	The TVDSB 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 must state if your company would agree to extending this contract with the same terms and conditions for a second year ending April 30, 2012		
3.1.4	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a third year ending April 30, 2013		
3.2	PRICING		
3.2.1	Pricing must be entered in Worksheet C.		
3.2.2	Bidders must print and sign all Worksheets.		
3.2.3	All charges must be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		

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3.2.4	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.		
3.2.5	The contract will be for a one year term ending April 30, 2011. Prices MUST remain firm for the first year of the contract and thereafter only manufacturer's price increases (supported by documentation) will be allowed.		
3.2.8	The TVDSB expects to order in multiple shipments over the length of this contract. The TVDSB will not expect any price increases for the exact configuration quoted during the roll out.		
3.2.9	The TVDSB would like to take advantage of any promotions, price decreases, rebates or new technologies available during the term of the contract. Detail your company's strategy related to future pricing, new hardware components or new technologies.		
3.2.10	All hardware, software and miscellaneous must be priced separately as students configurations are different from one another.		
3.3	TAXES		
3.3.1	GST and PST and HST: Where applicable, Goods & Services Tax and Provincial Sales Tax must be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
3.4	DELIVERY & ORDERING		
3.4.1	Delivery for all items will be directly to our Schools, Distribution Centre, Educational Resource Centre or Community Education Centres.		
3.4.2	Delivery dates will be specified on all of our purchase orders. Immediate delivery will be accepted unless otherwise designated on our purchase orders. In case of construction of new schools or major school renovations, the TVDSB shall not accept delivery until the date specified on those purchase orders.		
3.4.3	The successful bidder(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping or installation.		
3.4.4	The successful bidder(s) bears the risk of loss with respect to equipment until delivery and/or installation is complete.		
3.4.5	The successful bidder(s) will remove all packaging and shipping debris at no cost to the TVDSB.		
3.4.6	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of lading.		

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3.4.7	The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time must be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		
3.4.8	Not all goods will be ordered at one time; orders will be placed as requests are received from our schools.		
3.4.9	In order to meet any minimum order stipulation, we may combine orders from different sites for delivery to our Distribution Centre at 951 Leathorne Street in London. Those orders would be labeled in the "ship to" portion of our purchase order as "Wrap and Label Care of Distribution Centre". Our expectation is that these shipments will arrive packaged and labeled PER SITE, ready for us to forward directly to the school with no further packaging or resorting required.		
3.4.9.1	State minimum dollar value per order.		
3.5	INVOICING/PAYMENT TERMS		
3.5.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Accounts Payable.		
3.5.2	Applicable taxes must be shown as separate line items on all invoices.		
3.5.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.5.4	Bidders should state percentage discount for early payment and net payment terms.		
3.5.5	Purchase order numbers must be stated on all invoices; invoices without will be returned unpaid.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	SPECIFICATIONS/REQUIREMENTS		
4.1.1	The requirements are detailed on Worksheet B - Requirements and Worksheet D - Staffing		
4.1.2	Bidders must complete and sign all worksheets		
4.1.3	The determination of equal quality will be based on our internal professional opinions.		
4.1.4	In addition to price, quality and suitability to school use will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will be also taken into consideration when awarding this contract.		

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4.1.5	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
4.1.6	The successful bidder(s) must carry out all work to the satisfaction of the TVDSB. All trade work is to be performed by appropriately certified staff.		
4.1.7	The TVDSB's intent is to order from one vendor. Vendors must be able to provide 90% of all products for the programs needs.		
4.2	QUANTITY/TERM		
4.2.1	The quantities indicated are based on previous one year purchases. Quantities are subject to equipment breakdowns, user requests, program changes and budget approval which may be increased or decreased when orders are placed. All items may not be purchased if costs exceed budget. In no way should the information furnished be considered as a guarantee with respect to the future volume of business. The successful bidder(s) will be responsible for supplying the quantities that are eventually ordered for each item awarded during the term of this bid at the quoted price.		
4.3	RETURN OF GOODS POLICY		
4.3.1	The TVDSB will return any shipment (COLLECT) if, in our opinion, the product supplied does not conform to the specification and/or samples submitted in the bid.		
4.3.2	Bidders must state if there is a time limit on returning goods.		
4.3.3	Bidders should state if there is a "restocking charge" on any returned item and the amount or rate to be charged if goods are returned for any other reason than those stated in 4.3.1.		
4.3.4	Bidders should describe their procedure for returned goods with respect to:		
4.3.4.1	Packaging		
4.3.4.2	"Attention To" labeling		
4.3.4.3	Address to where returns should be shipped		
4.3.4.4	Method of shipment (company truck, courier, transport)		
4.3.4.5	If a return authorization number is required		
4.3.4.6	What charges apply and who is responsible for payment		
4.3.5	The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		
4.4	SAMPLES/DEMONSTRATION		

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4.4.1	Each bidder may be required to submit, at the bidder's own expense, the items which are being bid upon for examination and comparison purposes. If this is required, the Buyer, will inform all Vendors in writing that the samples are required by a specified date. All samples must be sent to 1250 Dundas St., London, Ontario, N6A5L1, Attn: Cheryl MacKenzie.		
4.4.1.1	PLEASE AFFIX A LABEL ON PACKAGE sent, to read SAMPLE. All samples submitted must have proper labeling of companies name, on EACH PIECE of equipment sent for identification purposes.		
4.4.1.2	Bidders who do not submit the samples by the date required, will be considered noncompliant.		
4.4.2	Not all samples will be returned immediately. Those retained for quality control purposes or testing will be purchased and any item tested that proves defective will be returned		
4.4.3	Bidders should provide return instructions (i.e. address and authorization number) if required, for sample returns.		
4.5	SUBSTITUTIONS		
4.5.1	In the event that an item ordered becomes discontinued during the contract, all bidders must notify the Purchasing Services Department for authorization before the item is substituted and shipped to our Distribution Centre. Successful bidders may be required to provide samples of the proposed substitutions before sending shipments. The Board reserves the right to return any shipment COLLECT , if in our opinion the products supplied do not conform to the specifications in this bid document.		
4.6	PRESENTATION/INTERVIEW/DEMONSTRATION		
4.6.1	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 installed location that matches the requirements of the bid. No bid alterations will be allowed. Notification will be given to qualified bidders as to time and place.		
5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 180 days.		

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

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5.1.8	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.		
5.1.9	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.		
5.1.10	While the TVDSB has used considerable efforts to ensure an accurate representation of information in this bid document, the information contained herein is contained solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the TVDSB, nor is it necessarily comprehensive or exhaustive. Nothing in this bid document is intended to relieve bidders from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		
5.1.11	The TVDSB may accept or waive a minor irregularity, or where practical to do so the TVDSB may as a condition of bid acceptance request a bidder to correct a minor irregularity with no change in bid price. Items of non compliancy on any bid submissions which do not strictly comply with the provisions, procedures and requirements of this bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TVDSB. All bidders agree to provide all such additional information as, and when requested, at their own expense, provided no bidder in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its bid submission or in any way materially alter or add to the solution originally proposed.		
5.1.12	All TVDSB policies, procedures and regulations must be adhered to by the successful bidder(s).		

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5.1.13	Smoking is prohibited in all TVDSB buildings and on all TVDSB property.		
5.1.14	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.15	The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		
5.1.16	The successful bidder(s) will reimburse the TVDSB for any damages through negligence or willful acts of any of the successful bidder(s)' employees or contracted staff.		
5.1.17	The successful bidder(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.		
5.1.18	The TVDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		
5.1.19	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.1.21	The acceptance of the bid by the successful bidder and the award of the contract contemplated by this bid document is subject to approval of the Board of Trustees.		
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.		

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5.3.2	A bidder specifically consents to the disclosure of any and all information contained in their bid submission or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all right, title and interest that they have in the bid submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.		
5.3.3	All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.		
5.4	HUMAN RIGHTS AND CHILD LABOUR LAWS		
5.4.1	Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Bidders wishing to do business with the TVDSB are asked to promote the purchase of goods from companies that operate in full compliance with the laws of their respective countries and with all applicable child labour laws, rules and regulations related to hiring, wages, hours worked, overtime and working conditions.		
5.4.2	Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.4.3	For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.4.3.1	http://www.ilo.org		
5.4.3.2	http://www.ilo.org/public/english/comp/child/policy/towards.htm		
5.5	HEALTH, SAFETY REGULATIONS		
5.5.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the TVDSB reserves the right to invoice the successful bidder(s) for the cost of certification/replacement.		

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5.5.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB must ensure that the machine, device, tool, equipment or service complies with the Occupational Health and Safety Act and Regulations of Industrial Establishments. The burden of proof rests with the supplier.		
5.5.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. If applicable, the successful bidder(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.5.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHIMS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.5.6	The TVDSB reserves the right to request to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		
5.6	COMMERCIAL LIABILITY INSURANCE		
5.6.1	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.		

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**THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL
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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
5.6.2	Each bidder should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$2 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$2 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.6.2.1	This liability policy shall contain the following coverage:		
5.6.2.2	Personal Injury & Property Damage		
5.6.2.3	Non-Owned Automobile Liability		
5.6.2.4	Owners and Contractors Protective Coverage		
5.6.2.5	Contractual Liability		
5.6.2.6	Broad Form Property Damage		
5.6.2.7	Products & Completed Operation Insurance		
5.6.2.8	Contingent Employees Liability		
5.6.2.9	Cross Liability Clause and Severability of Interest Clause		
5.6.3	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.		

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THAMES VALLEY DISTRICT SCHOOL BOARD
 REQUEST FOR PROPOSAL
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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
5.6.4	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.		
5.7	MOTOR VEHICLE LIABILITY INSURANCE		
5.7.1	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.		
5.7.2	In the event of an affirmative answer to 5.7.1, 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.		
5.7.3	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.		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
5.7.3.1	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:		
5.7.3.2	Third Party Liability Coverage in the form of OAP-1		
5.7.4	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.		
5.7.5	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.		
5.8	CRIMINAL BACKGROUND CHECKS		
5.8.1	Bidders must agree that if it becomes the recommended successful bidder(s), pursuant to this bid, subject to approval of the TVDSB, that it shall comply with Ontario Regulation 521/01, made under the Education Act, in relation to the Collection of Personal Information. The recommended successful bidder(s) agrees to provide, at the bidder's expense, the criminal background checks of all employees and of all employees of all subcontractor(s) hired by the successful bidder(s) who may regularly come into direct contact with pupils. This agreement shall be enforced prior to any attendance by the recommended successful bidder(s) or its subcontractors at a school site of the TVDSB who may regularly come into direct contact with pupils during the duration of the contract and until the expiry of this contract.		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
5.8.2	The successful bidder(s) shall further agree to provide, at the bidder's expense, an Offence Declaration as defined by the said Regulation for each of the above employees of the successful bidder(s), whether employed by the successful bidder(s) at the time of the Response and of each employee of all subcontractor personnel, whether employed by the contractor at the time of the bid submission or becoming employed at a later time, by September 1st each year during the term of the agreement contemplated by this bid.		
5.8.3	The successful bidder(s) shall further agree that in the event that the terms of the agreement contemplated by the bid in the future becomes applicable to a school site other than those contemplated by the bid, that the successful bidder(s) shall provide, at the bidder's expense, an Offence Declaration as defined by the said Regulation for each employee of the successful bidder(s) and for each employee of all subcontractor personnel, whether employed by the contractor at the time of the bid submission prior to any attendance by the successful bidder(s) at the said school site.		
5.8.4	The recommended successful bidder(s) agrees that during the term of the agreement contemplated by this bid, not to permit any employee or the employee of any subcontractor deemed by the TVDSB to be not eligible to attend on a school site of the TVDSB as defined by the Regulation.		
5.8.5	It is deemed to be a breach of the contract for the service provider to allow anyone who has not provided a criminal background check or Offence Declaration as required by the contract and the contract can be terminated for just cause.		
6.0	BIDDER PROFILE		
6.1	REFERENCES		
6.1.1	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:		

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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:		
6.1.2	Bidders must supply references for whom the bidder has provided image stability for.		
6.1.2.1	Reference - Company Name:		
6.1.2.2	Reference - Address:		
6.1.2.3	Reference - Contact Name:		
6.1.2.4	Reference - Phone Number:		
6.1.2.5	Reference - Fax Number:		
6.1.2.6	Reference - e-mail address:		
6.2	ADMINISTRATION & ORGANIZATION		
6.2.2	The TVDSB reserves the right at any time after the closing date, to request from any bidder evidence of its financial standing and stability, including that of each of its officers, directors and principals. All bidders agree to provide at their own expense all such above-related information as may be requested by the TVDSB within four (4) days of the date of any such request.		
6.2.3	Bidders are required to list any and all pending or ongoing legal claims or disputes where the bidder could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
7.0	BID SUBMISSION		
7.1	BIDDER'S RESPONSE GUIDE		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, bidders should use the same numbering format, as on this bid document.		
7.1.2	The bid submission must include:		
7.1.2.1	Printed and signed copies of Worksheets		

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7.1.2.2	One Diskette or CD with file name Appendices477.xls including the following worksheets:		
7.1.2.3	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
7.1.2.4	Worksheet B: Requirements in Excel format - Electronic response required		
7.1.2.5	Worksheet C: Pricing in Excel format - Electronic response required		
7.1.2.6	Worksheet D: Technical Skills and Qualifications		
7.1.3	It is the bidders responsibility to ensure that the necessary "files" are on the diskette or CD		
7.1.4	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.5	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).		
7.1.6	Bidders' submissions should include page numbers for ease of reference by committee members.		
7.1.7	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.8	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
8.0	AWARD		
8.1	EVALUATION PROCESS		
8.1.1	An evaluation committee will be established to evaluate bid submissions.		
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
8.1.3	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on Worksheet E: Criteria & Weighting		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	www.tvdsb.ca		
8.2.1.2	"Board"		
8.2.1.3	"Purchasing"		
8.2.1.4	"Bids"		
8.2.1.5	Scroll to the end of the document, click		
8.2.1.6	"Proceed to inquiry/download page".		
8.2.1.7	Proceed to the Bid, click		
8.2.1.8	"Results - Check Mark"		

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8.2.1.9	View documents in PDF format.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		
8.3	DEBRIEFING		
8.3.1	Not later than 60 Days following the date of posting of a contract award notification in respect of the RFP, a Bidder may contact the Buyer requesting a debriefing from the TVDSB, and the TVDSB shall conduct such debriefing in accordance with the requirements of the Ontario Supply Chain Guideline.		
8.3.1.2	Any request that is not timely received will not be considered and the Bidder will be notified in writing.		
8.3.1.3	Bidders should note that, regardless of the time of submission of a request by a Proponent, debriefings will not be provided until such time as a contract award notification has been posted.		
8.4	BID PROTEST PROCEDURE		
8.4.1	In the event that a Bidder wishes to review the decision of the TVDSB in respect of any material aspect of the RFP process, and subject to having attended a debriefing, the Bidder shall submit a protest in writing to the TVDSB within 10 Days from such a debriefing.		
8.4.2	Any protest in writing that is not timely received will not be considered and the Bidder will be notified in writing.		
8.4.2.2	A protest in writing shall include the following:		
8.4.2.3	A specific identification of the provision and/or procurement procedure that is alleged to have been breached;		
8.4.2.4	A specific description of each act alleged to have breached the procurement process;		
8.4.2.5	A precise statement of the relevant facts;		
8.4.2.6	An identification of the issues to be resolved;		
8.4.2.7	The Bidder's arguments and supporting documentation; and		
8.4.2.8	The Bidder's requested remedy.		
	Cheryl MacKenzie	Terry Roberts	
	Purchasing Services	Chairperson	
9.0	ELECTRONIC BIDDING INSTRUCTIONS		
9.1	DOWNLOADING BID DOCUMENTS		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		

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THAMES VALLEY DISTRICT SCHOOL BOARD
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9.1.2	"Board"		
9.1.3	"Purchasing"		
9.1.4	"Bids"		
9.1.5	Read instructions		
9.1.6	Click "Proceed to Inquiry/Download page"		
9.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.8	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.9	All bid files are available for downloading at no charge from the TVDSB web site.		
9.2	PRINTING COPIES OF BID DOCUMENTS		
9.2.1	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
9.3	COMPUTER SYSTEM REQUIREMENTS		
9.3.1	To use the electronic system, bidders must have the following equipment:		
9.3.1.1	Microsoft Windows, version 9.5 or greater		
9.3.1.2	2.5 MB available hard drive space		
9.3.1.3	3 ½ 1.44 MB diskette drive or CD Burner.		
9.4	INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:		
9.4.1	The TVDSB has made every effort to ensure the files are free of any virus and are functional. However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus.		
9.4.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
9.4.3	The bid files are installed into a default directory called C:\LBTENDER. When the installation process is complete, a box will appear with a "Remove Thames Valley District School Board Tender icon"; please close this box. When the setup is complete, click 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 file will be installed in the C:\lbtender directory:		
9.4.4.5	Appendices477.xls		
9.4.5	The Appendices477.xls file contains the following Worksheets:		

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VISION IMPAIRED EQUIPMENT
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
9.4.5.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
9.4.5.2	Worksheet B: Requirements in Excel format - Electronic response required		
9.4.5.3	Worksheet C: Specifications - Electronic response required		
9.4.5.5	Worksheet D: Technical Skills and Qualifications		
9.4.5.6	Worksheet E: Criteria & Weighting		
9.4.6	To start the process open the Excel file and complete as instructed.		
9.5	THE RETURN DISKETTE OR CD:		
9.5.1	After all bids have been entered:		
9.5.1.1	Copy the all Worksheets 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	Vision Impaired Equipment RFP		
9.6.10	#477		
9.6.11	Return Date: 12:00:00 noon local time, Tuesday, June 15, 2010		
9.7	PLEASE AFFIX LABEL ON DISKETTE OR CD AS SHOWN BELOW:		
9.7.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.7.2	Vision Impaired Equipment RFP		
9.7.3	#477		
9.7.4	Return Date: 12:00:00 noon local time, Tuesday, June 15, 2010		
9.7.5	Signature:		
9.7.6	Firm Name:		
10.0	SIGNATURE SECTION		
10.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		

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THAMES VALLEY DISTRICT SCHOOL BOARD
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 WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Worksheets. All required Worksheets are included in our bid submission.		
10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
10.4	NAME (Please print):		
10.5	TITLE:		
10.6	SIGNATURE:		
10.7	FIRM NAME:		
10.8	State the legal entity that your organization operates under:		
10.8.1	Proprietorship		
10.8.2	Partnership		
10.8.3	Corporation		
10.9	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:		
10.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		
10.9.2	E-MAIL ADDRESS:		
10.9.3	ADDRESS:		
10.9.4	INTERNET ADDRESS:		
10.9.5	TELEPHONE NO.:		
10.9.6	FAX NO.:		
10.10	If subcontracting , bidders must provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract:		
10.10.1	Firm Name:		
10.10.2	Firm Address:		
10.10.3	Telephone Number:		
10.10.4	Fax Number:		
10.10.5	E-MAIL ADDRESS:		

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THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL
VISION IMPAIRED STUDENTS EQUIPMENT
WORKSHEET B -REQUIREMENTS

ITEM NO.	REQUIREMENTS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
B1.0	REQUIREMENTS		
B1.1	The successful bidder must be able to meet the needs of individuals, and provide solutions for individual students (visually impaired), sites or board departments.		
B1.2	The successful bidder must have experience with the educational challenges faced by students who are Blind/Low Vision in the school setting is required. Students may have other needs to take into consideration.		
B1.3	The successful bidder must work collaboratively with Purchasing Services and the Vision Resource Teachers and other applicable professionals to design individual packages to meet each student's unique equipment needs.		
B1.4	There are three parts to this bid; Supplying new equipment, service on existing equipment and training on new and existing equipment.		
B1.5	In addition to the requirements shown in Worksheet C the successful bidder must be able to provide sales and service for a wide range of applicable products from a variety of sources.		
B1.6	The successful bidder should be able to provide 90% of comprehensive support for Sight Enhancement (low vision) and Sight Substitution (Braille and alternate format) equipment requirements in one complete package including: consulting, demonstration/trials, total solution system designs, installations including on-site set-up, service and support, training.		
B1.7	Bidders must be able to guarantee access to, and information about new assistive technology in the field of visual impairment including equipment updates, upgrades, and new available technology as it becomes available.		
B1.8	Bidders must notify Purchasing of advancements in relevant assistive technology as it becomes available and provide new product demonstrations/trials to individual students, staff or Vision Resource Services (VRS) as applicable.		
B1.9	Bidders must be able to provide demonstrations/trials on a wide variety of makes and models of each type of device in order to find the best fit for a student's needs.		
B2.0	EQUIPMENT		
B2.1	Bidder's must be able to provide the equipment listed in Worksheet C.		
B2.2	TVDSB will supply the base image with our settings, which include Windows XP, Internet Explorer, Antivirus program, service pack and Windows Updates.		
B2.3	Bidders must create a populated Ghost machine image, and provide a final copy of the image for TVDSB.		

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THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL
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WORKSHEET B -REQUIREMENTS

ITEM NO.	REQUIREMENTS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
B2.4	Bidders must state their ability, methodology and tools to maintain the same image for the contract period on reliability for image stability on all models.		
B2.5	Bidders must outline any additional strategies that your company would recommend that would aid and assist the TVDSB's ITS department in managing software images		
B3.0	WARRANTY AND SUPPORT		
B3.1	Service is an extremely important consideration in the award of this bid.		
B3.2	WARRANTY: All equipment must be guaranteed for the entire three year warranty period. The successful bidder must be prepared to exchange all equipment that proves to be defective or dead on arrival (DOA) during this contract.		
B3.3	Bidders must guarantee that all warranties will not start until the product has been delivered to, and set up at the specified site.		
B3.4	All items found to be Defective or DOA must be serviced on-site. Pick-up and delivery costs for DOA and defective equipment requiring warranty work are to be incurred by the successful bidder.		
B3.5	The successful bidder must identify all equipment (computer and monitor), in a prominent location, with a label on the back of desktop computer and the bottom of a laptop computer. A label containing only bar coding is not acceptable. The label must be clear and have the following information: Company Name, Serial Number, Service Telephone Number, and Expiry date of warranty.		
B3.6	Bidders must provide on-site and/or remote access trouble shooting.		
B3.7	Bidders must state location and Company information of service facilities.		
B3.8	Bidders must state number of service people at each location.		
B3.9	Bidders must state if they have a Help Desk and its operating hours.		
B3.10	Bidders should state procedure for Trouble Reporting System.		
B3.11	Bidders must state location of their distribution centre.		
B3.12	Bidders should state the name of a dedicated customer service representative.		
B3.13	Deployment issues may prevent the TVDSB from determining if a machine is defective or DOA for upwards of 15 business days. If in this time the item is determined to be defective or DOA the TVDSB will return the item at the successful bidders expense.		
B3.14	If equipment repairs must be made off site, comparable equipment must be available in the event repairs cannot be completed within the time frame.		
B3.15	Bidder must provide replacement within two business days from time of reporting.		

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WORKSHEET B -REQUIREMENTS

ITEM NO.	REQUIREMENTS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
B3.16	The equipment in this tender must be repaired within two business days after receiving the warranty work call. All calls for service will be made directly from the		
B3.17	Bidders must state time to respond to service calls.		
B3.18	Bidders must provide spare machines in the event repairs are cannot made within two business days.		
B3.19	Bidders must state mean time to repair commitments in the event of service disruption and associated penalties in the event of extended outages.		
B3.20	Bidders must disclose their policy of loan machines in the event repairs are not made on-site.		
B3.21	Bidders must include a statement outlining your company's quality assurance philosophy and program. This statement should detail how your company will		
B3.22	Service related problems		
B3.23	Quality problems		
B3.24	All equipment must be guaranteed for the entire period of the contract you are bidding. The successful bidder must be prepared to exchange all equipment that proves defective during this contract without rewriting the agreement. Machines will be replaced if the number of service calls greatly exceeds those recommended in the machines preventive maintenance schedule or when the successful bidder's) and the TVDSB recommends replacement due to any other conditions upon mutual agreement.		
B3.25	Bidders must submit sample log sheet for all service/repairs.		
B3.26	The TVDSB reserves the right to initiate a survey to measure customers' satisfaction.		
B4.0	Training		
B4.1	Bidders effectively provide training to visually impaired/multi needs students (grade K-12), as well as support staff and teachers—individually or small group setting according to the student's program.		
B4.2	Bidders must provide tutorials and reference materials along with remote access to programs.		
B4.3	The successful bidder must develop a training plan in coordination with the Vision Resource Teacher (and student/additional staff as applicable).		
B4.4	Training will be per student/group of students with staff member(s).		
B4.5	The successful bidder will have expertise training on all equipment listed in Worksheet C.		
B4.6	The successful bidder must be able to facilitate integration of the equipment listed in		
B4.7	Bidder must deliver on site training in three hour segments unless otherwise arranged.		

FIRM NAME: _____

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THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL
VISION IMPAIRED STUDENTS EQUIPMENT
WORKSHEET B -REQUIREMENTS

ITEM NO.	REQUIREMENTS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
B4.8	The successful bidder must maintain records of training provided, progress and hours used/remaining. Any unused training hours are to be allocated by TVDSB.		
B4.9	Installation, training and support services are mandatory in awarding this bid. Include any and all support and implementation services your company will provide, identifying certification relevant to the support role envisioned.		
B4.10	Bidders must identify staff qualifications and certifications relevant to the support role envisioned in Worksheet D		
B4.11	One trainer is preferred for each student if student requires multiple sessions		
B4.12	Bidders must submit sample log sheet for all training hours.		
B5.0	ENVIRONMENT		
B5.1	Bidder must include a detailed description of any environmental initiative and how your program would be implemented and benefit TVDSB.		
B5.2	The successful bidder should provide EPEAT (Electronic Product Environmental Assessment Tool) certification and Energy Star rating.		
B5.3	Each bidder must have EPEAT Certification. Bidder's without EPEAT Certification will not be considered.		
B6.0	REPORTING		
B6.1	The successful bidder must maintain database on items for each student including serial numbers and product key and provide to TVDSB as requested. The successful bidder must provide a quarterly report of this database to the TVDSB. This report must be available in Microsoft Excel format. A sample report/log must be submitted.		
B6.2	The successful bidder must register and track warranties and upgrades notify TVDSB, and provide service/installs as applicable.		
B6.3	The successful bidder must provide a quarterly report to the TVDSB for all units serviced. This report must be available in Microsoft Excel format and should include the following:		
B6.4	Date of service (both start and complete dates)		
B6.5	Model and serial number of the unit serviced		
B6.6	Location of unit (address of location)		
B6.7	Location of service (repaired on-site or depot)		
B6.8	Time taken to service		
B6.9	Description of problem (What was the user's complaint)		
B6.10	Cause of the problem		
B6.11	Solution		

FIRM NAME: _____

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THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL
VISION IMPAIRED STUDENTS EQUIPMENT
WORKSHEET B -REQUIREMENTS

ITEM NO.	REQUIREMENTS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
B6.12	What measures have been taken to ensure that the same problem does not reoccur		
B6.13	Test results (What test's) were performed and the results)		
B6.14	Name of the TVDSB employee verifying that the service was performed		
B6.15	Any charges (not covered by the warranty)		

FIRM NAME: _____

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THAMES VALLEY DISTRICT SCHOOL BOARD
 REQUEST FOR PROPOSAL
 VISION IMPAIRED STUDENTS EQUIPMENT
 WORKSHEET C - PRICING

ITEM #	DESCRIPTION	QTY. EACH	UNIT PRICE	YOUR MAKE/MODEL OR EACH COMPONENT	LENGTH OF WARRANTY	COMMENTS
C1.0	NOTEBOOK COMPUTER					
C1.1	PROCESSOR: Minimum Intel Core 2 Duo P8600 (2.4 GHz, 3MB L2 Cache, 1066MHZ FSB)	10 EACH				
C1.2	DISPLAY: Minimum 15.4 inch WXGA Anti-Glare LED Display					
C1.3	MEMORY: Minimum 4 GB DDR2 SDRAM at 800MHz, 2 DIMM					
C1.4	HARD DRIVE: Minimum 250GB 7200RPM Hard Drive with Free Fall Sensor OR Anti-shock technology					
C1.5	VIDEO CONTROLLER: Minimum Intel Integrated Graphics Media Accelerator 4500MHD					
C1.6	DVD: 8x DVD+/-RW with double-layer DVD+/-R write capability					
C1.7	WIRELESS ADAPTER: 802.11 a/g/n Intel WiFi Link 5300 series or equivalent					
C1.8	- Minimum Bluetooth 2.1 XP					
C1.9	NETWORK CONTROLLER : 10/100/1000 MB Ethernet					
C1.10	USB Ports: Minimum 4 - 2.0 or better					
C1.11	CARD READER: Multi-media					
C1.12	VIDEO CONNECTOR: Minimum 1 external (VGA, DVI and/or Display Port)					
C1.13	MICROPHONE JACK : Minimum 1					
C1.14	HEADPHONE JACK : Minimum 1					
C1.15	PORTS: IEEE - 1394 (optional) and eSATA (optional)					
C1.16	BATTERY: Minimum 6-cell Lithium Ion Primary Battery or equivalent					
C1.17	OPERATING SYSTEM: Microsoft Windows XP Pro Only Regulated computer models must be Energy Star 5.0 and/or EPAT Gold compliant					
C1.18	CASE: 15.4: Targus Trademark Standard Notebook Case, Dell Part #A0043260 or equivalent					
C1.19	KEYPAD: Targus USB Mobile Mini Numeric Keypad with Calculator or equivalent					
C1.20	- Notebook Security Cable Lock					
C1.21	WARRANTY: c/w a three year on-site warranty					
C1.22	The notebook must support the software listed below					
C1.23	PLEASE STATE TOTAL COST, MODEL AND WARRANTY OF NOTEBOOH					
C1.24	State cost to upgrade to 320GB 7200RPM Hard Drive with Free Fall Sensor OR Anti-shock technology					
C2.0	COMPUTER WORKSTATION - MINI MID TOWER	EACH				
C2.1	PROCESSOR: Minimum Intel Dual Core 2 Duo , 2.0GHz	3 EACH				
C2.2	MEMORY: Min 2GB RAM - with option to upgrade to 4GB RAM					
C2.3	HARD DRIVE: 160GB					
C2.4	DVD: 8x DVD+/-RW with double-layer DVD+/-R write capability					
C2.5	USB PORTS: 12					
C2.6	EXPANSION SLOT: Minimum of 1					
C2.7	NETWORK CONTROLLER : 10/100/1000 MB Ethernet					
C2.8	KEYBOARD: USB					
C2.9	MOUSE : USB Optical					
C2.10	AUDIO: On board (built into motherboard) multi-channels					
C2.11	MICROPHONE JACK : Min 1 on the front cover					
C2.12	HEADPHONE JACK : Min 1 on the front cover					
C2.13	VIDEO: On board, 256MB Shared					
C2.14	LCD MONITOR: 19" external					
C2.15	OPERATING SYSTEM: Microsoft Windows XP Pro Regulated computer models must be Energy Star 5.0 and/or EPAT Gold compliant					
C2.16						
C2.17	WARRANTY: c/w a three year on-site warranty					
C2.18	The Desktop Computer must support the software listed below					
C2.19	PLEASE STATE TOTAL COST, MODEL AND WARRANTY OF DESKTOF					
C3.0	PERIPHERAL DEVICES	EACH				
C3.1	Microsoft Wired Desktop 600 Keyboard and Mouse	1 EACH				
C3.2	Viewplus Audio Graphing Calculator	3 EACH				
C3.3	Next Generation Perkins Braille	2 EACH				
C3.4	PIAF, Pictures in a flash, Tactile Graphics maker	1 EACH				
C3.5	Perkins Standard Braille	1 EACH				

SIGNATURE: _____

FIRM NAME: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 REQUEST FOR PROPOSAL
 VISION IMPAIRED STUDENTS EQUIPMENT
 WORKSHEET C - PRICING

ITEM #	DESCRIPTION	QTY.	UNIT PRICE	YOUR MAKE/MODEL OR EACH COMPONENT	LENGTH OF WARRANTY	COMMENTS
C4.0	Existing Equipment Requiring Support	EACH	State Cost of Yearly On-site Service Agreement (including all parts, labour and mileage/travel expenses)			
C4.1	Wat-Cam	6 EACH				
C4.2	Victor Stream	6 EACH				
C4.3	My Reader	5 EACH				
C4.4	Emprint Spot Dot Embosser	1 EACH				
C4.5	Focus 40 Braille Display	1 EACH				
C4.6	IVEO touchpad	2 EACH				
C5.0	Training (Bidders must submit log sheet for training sessions)	EACH	State Hourly Rate including mileage/travel based on time at school	State Minimum Rate		
C5.1	Training sessions	Depends on number of students, equipment required and number of software programs				
C6.0	Installation and Setup of System including all necessary software and peripheral devices. (Bidders must submit log sheet for all setup/installation hours)	EACH	State Hourly Rate including mileage/travel based on time at school	State Minimum Rate		
	Installation and setup of systems	Depends on number of students, equipment required and number of software programs				
C7.0	Software/Products					
C7.1	Notebook and Desktop Computers must support the hardware and software listed below. Combinations will vary between students.					
C7.2	Lexmark E360dn Printer					
C7.3	Emprint SpotDot Embosser					
C7.4	MathType 6.5					
C7.5	Kurzweil 1000					
C7.6	Kurzweil 3000					
C7.7	OmniPage Professional					
C7.8	JAWS Professional v.10					
C7.9	Victor Soft for PC					
C7.10	Victor Reader Stream					
C7.11	Scientific Notebook					
C7.12	Duxbury					
C7.13	Tiger Software Suite					
C7.14	Zoom Twxt					
C7.15	Smartview Graduate					
C7.16	FOCUS 40 Braille Display for use in Windows Environment					
C7.17	Math Flash CD Rom D-19910-01 Software					
C7.18	Daisy reader					
C7.19	Mega Dots					
C7.20	Zoom Text					
C7.21	Epson Perfection 4490 Photo Scanner					

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL
TECHNICAL SKILLS AND QUALIFICATIONS
WORKSHEET D**

NO.	NAME	TITLE	EDUCATION	PROFESSIONAL DESIGNATION	NO. OF YEARS OF EXPERIENCE	Technical Skills and Qualifications
D1						
D2						
D3						
D4						
D5						
D6						
D7						
D8						
D9						
D10						
D11						
D12						
D13						
D14						
D15						
D16						
D17						
D18						
D19						
D20						

FIRST NAME: _____

SIGNATURE: _____

		<i>POSSIBLE</i>	
	<i>CRITERIA</i>	<i>POINTS</i>	<i>SUB-POINTS</i>
1.0	Exceeding Product Specifications	5	5
2.0	Supplier Requirements	55	
2.1	References		30
2.2	Technical Skills and Experience of Staff		10
2.3	TVDSB previous experience with bidder		5
2.4	Additional Value-added Services		5
2.5	Board Resources/Facilities		5
3.0	Bid Submission	3	3
4.0	Financial Stability	5	5
5.0	Freedom from Legal Liabilities	5	5
6.0	Pricing	90	90
	Total	163	163

COMMITTEE MEMBER: _____

SIGNATURE: _____