



Security Guard Services for Special Events #614

Issue Date: Monday, August 22, 2011

Stacey Shoemaker

Issued by: The Thames Valley District School Board

Return Date: Monday, September 12, 2011 by 12:00:00 noon, local time,

**THAMES VALLEY DISTRICT SCHOOL BOARD
2012 TENDER - SECURITY GUARD SERVICES FOR SPECIAL EVENTS
WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
1.01	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 165 schools with an estimated enrolment of 72,000 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 security guard services for special occasions, 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.		

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2.1.1.6.2	Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.		
2.2	STRUCTURE OF THIS BID		
2.2.1	Bidders must use the electronic bidding file (setup.exe) which is available on the internet at:		
2.2.1.1	www.tvdsb.ca		
2.2.1.2	"Board"		
2.2.1.3	"Purchasing"		
2.2.1.4	"Bids"		
2.2.1.5	Scroll to the end of the document, click		
2.2.1.6	"Proceed to inquiry/download page".		
2.2.1.7	Proceed to the bid, click		
2.2.1.8	"New" Icon		
2.2.1.9	The setup.exe file contains Appendices614.xls with the following files:		
2.2.1.10	Worksheet A: Terms and Conditions in Excel format		
2.2.1.11	Worksheet B: Requirements in Excel format		
2.2.1.12	Worksheet C: Pricing in Excel format		
2.2.1.13	Worksheet D: List of Locations in Excel format		
2.3	RETURN LOCATION		
2.3.1	Sealed bid submissions must be returned to:		
2.3.2	"Tenders Clerk"		
2.3.3	Tenders Clerk's box, Basement, Education Centre		
2.3.4	Thames Valley District School Board		
2.3.5	1250 Dundas Street		
2.3.6	London, Ontario		
2.3.7	N5W 5P2		
2.3.8	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.10 - Labeling of Envelope and diskette, memory stick 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		

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2.4.1	ISSUE DATE: Monday, August 22, 2011		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon local time Monday, September 12, 2011.		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Stacey Shoemaer, Buyer, by Fax (519) 452-2399 or stacey.shoemaker1@tvdsb.on.ca. The TVDSB reserves the right to distribute a notice of content of any inquiry and the TVDSB's response to all other registered bidders. All questions pertaining to this bid document must be submitted in writing.		
2.5.2	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site.		
2.5.3	All Addenda will be issued at least seven days prior to the closing date. If an addendum is issued within seven days of the closing date, the date will be extended accordingly.		
3.0	CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for one (1) year, commencing on September 1, 2011 and unless otherwise provided herein, terminating on August 31, 2012.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of two (2) 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 August 31, 2013.		
3.1.4	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a third year ending August 31, 2014.		
3.2	PRICING		
3.2.1	Bidders must complete the pricing section which is installed using the setup.exe file - Appendices614.xls - Worksheet C - Pricing (see Section 9.0 - Installation Instructions).		
3.2.1	Bidders must print and sign all Worksheets.		
3.2.2	All charges must be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.3	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.		
3.2.4	The contract will be for a one year term ending August 31, 2012. Prices MUST remain firm for the first year of the contract and thereafter only manufacturer's price increases (supported by documentation) will be allowed.		
3.2.5	It is the intention of the TVDSB to rationalize its supplier base. This contract may be awarded on a per school 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.		

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3.3	TAXES		
3.3.1	HST: Where applicable, Harmonized Sales Tax and must be shown separately as extra on all invoices in accordance with Canadian and Provincial Government regulations.		
3.4	INVOICING/PAYMENT TERMS		
3.4.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Accounts Payable.		
3.4.2	Applicable taxes must 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	Purchase order numbers must be stated on all invoices; invoices without the Thames Valley District School Board Purchase Order number will be returned unpaid.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	REQUIREMENTS		
4.1.1	The requirements are detailed in Specifications List - Appendices614.xls - Worksheet B - Requirements.		
4.1.2	The successful vendor will supply all staff necessary to complete the duties of this contract, will carry out all work in a professional manner and to the satisfaction of the TVDSB, and will have all services performed by appropriately qualified staff.		
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.		

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5.1.6	The laws of the Province of Ontario shall govern in any dispute occasioned as a result of the performance or non-performance and/or workmanship of a contract issued pursuant to the bid and any dispute arising out of the issuance of and response to this bid.		
5.1.7	The TVDSB reserves the right to withdraw the award of the contract to a successful bidder(s) within 30 days of the award if in the opinion of the TVDSB the successful bidder(s) is unable or unwilling to enter into a form of contract satisfactory to the TVDSB. The TVDSB shall be entitled to do so without any liability being incurred by the TVDSB to the bidder		
5.1.8	The lowest or any bid submission may not necessarily be accepted. The TVDSB reserves the right to decline any or all bid submissions, or to cancel the bid call in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by the TVDSB to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal.		
5.1.9	All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.		
5.1.10	The TVDSB reserves the right to decline or purchase one or all items in this bid from one supplier or from multiple suppliers.		
5.1.11	All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between TVDSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.		
5.1.12	The successful bidder(s) must not at any time subcontract any portion of its contract with the TVDSB nor shall it assign the contract without the written permission of the TVDSB. The successful bidder(s) must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		
5.1.13	While the TVDSB has used considerable efforts to ensure an accurate representation of information in this bid document, the information contained herein is contained solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the TVDSB, nor is it necessarily comprehensive or exhaustive. Nothing in this bid document is intended to relieve bidders from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		

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5.1.14	The TVDSB may accept or waive a minor irregularity, or where practical to do so the TVDSB may as a condition of bid acceptance request a bidder to correct a minor irregularity with no change in bid price. Items of non compliancy on any bid submissions which do not strictly comply with the provisions, procedures and requirements of this bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TVDSB. All bidders agree to provide all such additional information as, and when requested, at their own expense, provided no bidder in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its bid submission or in any way materially alter or add to the solution originally proposed.		
5.1.15	All TVDSB policies, procedures and regulations must be adhered to by the successful bidder(s).		
5.1.15.1	Smoking is prohibited in all TVDSB buildings and on all TVDSB property.		
5.1.15.2	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.15.3	The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		
5.1.16	The successful bidder(s) will reimburse the TVDSB for any damages through negligence or wilful acts of any of the successful bidder(s)' employees or contracted staff.		
5.1.17	The successful bidder(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.		
5.1.18	The TVDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		
5.1.19	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.2	CANCELLATION OF CONTRACT / LOSS OF SERVICE		

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5.2.1	The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder(s) shall remain responsible for its obligations under this contract up to the date of termination. The TVDSB reserves the right to commence an action in a court of competent jurisdiction against the successful bidder(s) for damages that result from the breach of the terms and conditions of the contract, by the successful bidder(s).		
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful bidder(s) under the contract the total outstanding amount from time to time and for all damage claims by the TVDSB or any third parties arising out of this contract which have not been resolved by the successful bidder(s) or its insurer.		
5.2.3	The TVDSB reserves the right to withhold monies owing under a contract to the value of the obligation to a maximum of the monies owing to the successful bidder(s) for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful bidder(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful bidder(s), the TVDSB's staff or third party interruptions.		
5.2.5	In the event that the successful bidder(s) becomes insolvent, and/or the successful bidder(s) is unable or unwilling to provide the contracted service for a period of more than 30 consecutive days during the period of the contract, the TVDSB shall have the right to replace the successful bidder(s) with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this bid.		
5.3	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT		
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 rights, titles and interests that they have in the bid submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.		
5.3.3	All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.		
5.4	PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT		
5.4.1	The Bidder represents and warrants that if the bidder is or becomes subject to any private sector privacy legislation in responding hereto, or in carrying out its obligations under any subsequent agreement, the Bidder will be solely responsible for compliance with such legislation. Without limitation, the Bidders represents and warrants that if the Bidder is subject to the Personal Information protection and Electronics Act, S.C. 2000, c.5, including any amendments thereto ("PIPEDA"), the Bidders shall ensure PIPEDA compliance of:		
5.4.2	All PIPEDA Protected Information the Bidders collects directly from the individual or indirectly from the Board or others		
5.4.3	All PIPEDA Protected Information the Bidders uses or discloses in the course of responding hereto or in performing its obligation under any subsequent agreement and,		
5.4.4	All PIPEDA Protected Information the Bidder transfers or discloses to the Board		
5.4.5	For the purposes hereof, "PIPEDA Protected Information" means any "Personal Information" or "Personal Health Information" as such terms are defined in PIPEDA.		
5.5	HUMAN RIGHTS AND CHILD LABOUR LAWS		
5.5.1	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.		
5.5.2	Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.5.3	For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.5.3.1	http://www.ilo.org		
5.6	HEALTH, SAFETY REGULATIONS		

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5.6.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear a label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the TVDSB reserves the right to invoice the successful bidder(s) for the cost of certification/replacement.		
5.6.2	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.		
5.6.3	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.		
5.6.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHMIS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.7	WORKPLACE SAFETY AND INSURANCE BOARD		
5.7.1	The successful bidder(s) must ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.		
5.7.2	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.		
5.7.3	All workplace injuries or accidents on TVDSB property must be reported by the successful bidder(s) to the TVDSB's representative within 24 hours.		
5.8	COMMERCIAL LIABILITY INSURANCE		

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5.8.1	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.		
5.8.2	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.		
5.8.2.1	This liability policy shall contain the following coverage:		
5.8.2.2	Personal Injury & Property Damage		
5.8.2.3	Non-Owned Automobile Liability		
5.8.2.4	Owners and Contractors Protective Coverage		
5.8.2.5	Contractual Liability		
5.8.2.6	Broad Form Property Damage		
5.8.2.7	Products & Completed Operation Insurance		
5.8.2.8	Contingent Employees Liability		
5.8.2.9	Cross Liability Clause and Severability of Interest Clause		
5.8.3	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.		
5.8.4	The successful bidder(s) agrees to indemnify, hold harmless and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason or injury (including death) or damage to any property arising out of negligent or wilful acts on the part of the successful bidder(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
5.9	MOTOR VEHICLE LIABILITY INSURANCE		

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5.9.1	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.		
5.9.2	In the event of an affirmative answer to 5.9.1, 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 5.9.3 to subsection 5.9.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.9.3	Bidders should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1 million on all personally owned vehicles) per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract.		
5.9.3.1	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:		
5.9.3.2	Third Party Liability Coverage in the form of OAP-1		
5.9.4	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.		
5.9.5	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.		
5.10	BONDING		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.10.1	The successful bidder(s) should secure a bonding company which is willing to be bound with the TVDSB in the amount of fifty thousand dollars (\$50,000) for due performance and fulfillment of this contract. The bonding shall be for each security guard. The bonding shall be for one year commencing from September 1, 2011.		
5.10.2	The Surety Company must be a Guarantee Company, satisfactory to the TVDSB and authorized to operate in the Province of Ontario.		
5.10.3	All costs for this bonding will be the responsibility of the successful bidder(s).		
5.11	CRIMINAL BACKGROUND CHECKS		
5.11.1	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.		
5.11.2	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.		
5.11.3	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.		
5.11.4	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.		

FIRM NAME : _____

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**THAMES VALLEY DISTRICT SCHOOL BOARD
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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.11.5	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	New bidders must provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference must contain the following information:		
6.1.1.1	Reference 1 - Company Name:		
6.1.1.2	Reference 1 - Address:		
6.1.1.3	Reference 1 - Contact Name:		
6.1.1.4	Reference 1 - Phone Number:		
6.1.1.5	Reference 1 - Fax Number:		
6.1.1.6	Reference 1 - e-mail address:		
6.1.1.7	Reference 2 - Company Name:		
6.1.1.8	Reference 2 - Address:		
6.1.1.9	Reference 2 - Contact Name:		
6.1.1.10	Reference 2 - Phone Number:		
6.1.1.11	Reference 2 - Fax Number:		
6.1.1.12	Reference 2 - e-mail address:		
6.1.1.13	Reference 3 - Company Name:		
6.1.1.14	Reference 3 - Address:		
6.1.1.15	Reference 3 - Contact Name:		
6.1.1.16	Reference 3 - Phone Number:		
6.1.1.17	Reference 3 - Fax Number:		
6.1.1.18	Reference 3 - e-mail address:		
6.2	ADMINISTRATION & ORGANIZATION		
6.2.1	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.		
6.2.3	Bidders should state location of their central office.		

FIRM NAME : _____

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**THAMES VALLEY DISTRICT SCHOOL BOARD
2012 TENDER - SECURITY GUARD SERVICES FOR SPECIAL EVENTS
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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
6.2.4	Bidders should state if their employees service sites wearing uniforms.		
6.2.5	Bidders should state if their employees carry photo identification.		
6.2.7	Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.		
7.0	BID SUBMISSION		
7.1	BIDDER'S RESPONSE GUIDE		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, bidders should use the same numbering format, as on this bid document.		
7.1.2	The bid submission must include:		
7.1.2.1	Printed and signed copies of all Appendices		
7.1.3	One Diskette, memory stick or CD with file names:		
7.1.3.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
7.1.3.2	Worksheet B: Specifications in Excel format - Electronic response required		
7.1.3.3	Worksheet C: Pricing in Excel format - Electronic response required		
7.1.3.4	Worksheet D: List of Locations in Excel format - No response required		
7.1.4	It is the bidders responsibility to ensure that the necessary "files" are on the disk, memory stick or CD.		
7.1.5	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.6	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.10 - Labeling Instructions).		
7.1.7	Bidders' submissions should include page numbers for ease of reference by committee members.		
7.1.8	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.9	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
8.0	AWARD		
8.1	EVALUATION PROCESS		
8.1.1	An evaluation committee will be established to evaluate bid submissions.		
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
8.1.3	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria:		
8.1.3.1	Price		
8.1.3.2	Compliance with Specifications		

FIRM NAME : _____

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**THAMES VALLEY DISTRICT SCHOOL BOARD
2012 TENDER - SECURITY GUARD SERVICES FOR SPECIAL EVENTS
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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.1.4	Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.		
8.1.5	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.6	The determination of equal quality will be based on our internal professional opinions.		
8.1.7	In the event of a tie score the TVDSB will resolve the tie by a draw. The names of the tie bidders will be entered into the draw. All parties will have representation when the draw takes place.		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	www.tvdsb.ca		
8.2.1.2	"Board"		
8.2.1.3	"Purchasing"		
8.2.1.4	"Bids"		
8.2.1.5	"Electronic Bidding Instructions, Bid Download and Bid Results",		
8.2.1.6	Scroll to the end of the document, click		
8.2.1.7	"Proceed to inquiry/download page".		
8.2.1.8	Proceed to the Bid, click		
8.2.1.9	"Results - Check Mark"		
8.2.1.10	View documents in PDF format.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		

Stacey Shoemaker
Purchasing Department

Tracy Grant
Chairperson

FIRM NAME : _____

SIGNATURE : _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2012 TENDER - SECURITY GUARD SERVICES FOR SPECIAL EVENTS
WORKSHEET A - TERMS AND CONDITIONS**

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.ca		
9.1.2	Click "Board"		
9.1.3	Click "Purchasing"		
9.1.4	Click "Bids"		
9.1.5	Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
9.1.6	Click "Proceed to Inquiry/Download page"		
9.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.8	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.9	All bid files are available for downloading at no charge from the TVDSB web site.		
9.2	PRINTING COPIES OF BID DOCUMENTS		
9.2.1	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
9.3	COMPUTER SYSTEM REQUIREMENTS		
9.3.1	To use the electronic system, bidders must have the following equipment:		
9.3.1.1	Microsoft Windows, version 95 or greater		
9.3.1.2	2.5 MB available hard drive space		
9.3.1.3	3 ½ 1.44 MB diskette drive, CD Burner or USB port.		
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	Double click on the "tender.exe file." to open the program		
9.4.4.5	The following files will be installed in the C:\lbtender directory:		
9.4.4.6	Appendices614.xls		

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**THAMES VALLEY DISTRICT SCHOOL BOARD
2012 TENDER - SECURITY GUARD SERVICES FOR SPECIAL EVENTS
WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.4.5	To start the process open the Excel files and complete as instructed.		
9.9	THE RETURN DISKETTE, MEMORY STICK OR CD:		
9.9.1	After all bids have been entered:		
9.9.1.1	Copy Appendices.614.xls to either a 3.5" Diskette, memory stick or CD using your company's standard CD Writing program.		
9.9.1.2	Check to ensure that the "files" are on the diskette, memory stick or CD. Without these files we will not be able to download your bid.		
9.9.1.3	Be sure to label your diskette or CD with company name and signature.		
9.10	LABELING OF ENVELOPE AND DISK		
9.10.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.10.2	From - Company Name & Address		
9.10.3	To:OFFICE OF THE TENDERS CLERK		
9.10.4	Thames Valley District School Board		
9.10.5	EDUCATION CENTRE,		
9.10.6	1250 Dundas Street,		
9.10.7	LONDON, Ontario		
9.10.8	N5W 5P2		
9.10.9	Security Guard Services for Special Events		
9.10.10	Bid #614		
9.10.11	Return Date: Monday, September 12, 2011 prior to 12:00:00 noon local time		
9.11	PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:		
9.11.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.11.2	Security Guard Services for Special Events		
9.11.3	Bid #614		
9.11.4	Return Date: Monday, September 12, 2011 prior to 12:00:00 noon local time		
9.11.5	Signature:		
9.11.6	Firm Name:		
10.0	SIGNATURE PAGE		
10.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.		
10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
10.4	NAME (Please print):		
10.5	TITLE:		

FIRM NAME : _____

SIGNATURE : _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2012 TENDER - SECURITY GUARD SERVICES FOR SPECIAL EVENTS
WORKSHEET A - TERMS AND CONDITIONS**

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

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ITEM NO	DESCRIPTION	COMPLY/WILL NOT COMPLY	COMMENTS
	Functional Requirements		
	The TVDSB requires uniformed and trained personnel to provide a safe and secure event for students and staff.		
B1	The successful bidder(s) agrees that Principal or delegate has the right to request the removal of a Security Guard if, in their opinion, their conduct has been of an unacceptable nature.		
B2	TVDSB will not be held responsible for unwarranted actions taken on the part of security personnel assigned to duties at the TVDSB. The successful bidder(s) agrees to accept full responsibility for legal or civil action taken against TVDSB, if it is determined the actions occurred because of unwarranted action on the part of an employee of the successful bidder(s).		
B3	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel by taking action on and responding to performance concerns. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operation and modify assignments as required.		
B4	The successful bidder(s) is required to ensure a safe event in a setting that has a strict no alcohol, drugs and weapons policy.		
B5	The successful bidder(s) strategy is to focus on prevention, conflict resolution and negotiation in a friendly and approachable manner.		
B6	The successful bidder(s) will be responsible for searching students for alcohol, drugs and weapons when the event advertising informs students that they are subject to a search.		
B7	The successful bidder(s) must be able to supply male and female security guards for each special event.		
B8	Other duties to include monitoring of halls, washrooms and school perimeter. The general area where the event is taking place.		
B9	Each location/school will direct the security guard's responsibilities.		
	Staffing Qualifications		
B10	All Security Guards assigned to the Board must be physically fit and in good health, without physical/mental challenges which could interfere with the performance of his/her duties including good vision without colour blindness. Duties will, from time to time, include high levels of stress.		
B11	Security Guards assigned to the TVDSB must have strong social skills, experience in resolving conflict and experience in a school setting.		

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B12	All property furnished by TVDSB for use by Security personnel remains the property of TVDSB. On commencement and termination of the Contract, the successful bidder(s) must submit a statement of account of property under his jurisdiction by way of the Contract.		
B13	All Security Guards assigned to the Board must be bonded in the amount of fifty thousand dollars (\$50,000).		
B14	The successful bidder(s) must comply with the Private Security and Investigative Services Act, 2005, S.O. 2005, CHAPTER 34.		
B15	The successful bidder(s) shall ensure that each guard is in possession of a valid Security Guard licence.		
B16	The successful bidder(s) shall ensure all guards are provided with the appropriate uniform and identification (including licence card from above). The cost of supplying uniforms & identification is the responsibility of the successful bidder(s). The successful bidder(s) shall ensure that guards are neat in appearance and are in proper uniform at all times while on duty. The successful bidder(s) shall issue all employees identical uniforms including coats and hats. A picture of the uniform your staff will wear must be submitted with this submission.		
	Equipment		
B17	Bidder(s) must provide a list of standard equipment that would be provided to the staff servicing our account.		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	WORKSHEET C - PRICING	
	Rate per Hour	Comment
C1	Hourly rate - Daytime	
C2	Hourly rate - Evenings	
C3	Overtime rate	
C4	Statutory Holiday	
C5	What is considered overtime?	

Please advise the minimum hours security guards are required to work.	
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FIRM NAME: _____

SIGNATURE: _____

SCHOOL/DEPARTMENT	ADDRESS
<u>ELEMENTARY SCHOOLS</u>	
A. J. Baker Public School	528 Allen Street, Kintore
Aberdeen Public School	580 Grey Street, London, ON
Adelaide-W. G. MacDonald Public School	29059 School Road, R. R. 5, Strathroy, ON, ON
Aldborough Public School	11443 Furnival Road, Box 400, R. R. 3, Rodney, ON, ON
Algonquin Public School	59 Algonquin Road, Woodstock, ON
Annandale School	60 Tillson Avenue, Tillsonburg, ON
Arthur Ford Public School	617 Viscount Road, London
Arthur Stringer Public School	43 Shaftsbury Avenue, London
Ashley Oaks Public School	121 Ashley Crescent, London
Balaclava Street Public School	20 Balaclava Street, St. Thomas, ON
Beachville Public School	23 Zorra Street, Beachville, ON
Bishop Townshend Public School	814 Quebec Street, London, ON
Blenheim District P.S.	32 Wilmot St. S., Drumbo, Ontario
Bonaventure Meadows Public School	141 Bonaventure Drive, London, ON
Byron Northview Public School	1370 Commissioners Road West, London, ON
Byron Somerset Public School	175 Whisperwood Cres., London, ON
Byron Southwood Public School	1379 Lola Street, London, ON
C.C. Carrothers Public School	360 Chippendale Crescent, London, ON
Caradoc North Public School	8041 Scotchmere Drive, R. R. 1, Strathroy, ON
Caradoc Public School	714 Bowan Street East, Box 244, Mount Brydges, ON
Centennial Central Public School	14774 Medway Road, R. R. 1, Arva, ON
Central Public School	410 Hunter Street, Woodstock, ON
Chippewa Public School	1035 Chippewa Drive, London, ON
Clara Brenton Public School	1025 St. Croix Avenue, London, ON
Cleardale Public School	780 Dulaney Drive, London, ON
Colborne Street Public School	25 Colborne Street, Strathroy, ON
Davenport Public School	80 Rutherford Avenue, Aylmer, ON
Delaware Central Public School	14 James Street, Box 36, Delaware, ON
Dunwich-Dutton Public School	239 Main Street, Box 40, Dutton, ON
Eagle Heights P.S.	284 Oxford Street West, London, ON
Ealing Public School	840 Hamilton Road, London, ON
East Oxford Central Public School	R.R.#4 Old Stage Rd. & Cty. R. 14, Woodstock, ON
East Williams Memorial Public School	4441 Queen Street, R. R. 1, Ailsa Craig, ON
Eastdale Public School	65 Aileen Drive, Woodstock, ON

SCHOOL/DEPARTMENT	ADDRESS
Ekcoe Central Public School	3719 Parkhouse Drive, R. R. 3, Glencoe, ON
Elgin Court Public School	254 First Avenue, St. Thomas, ON
Emily Carr Public School	44 Hawthorne Road, London, ON
Evelyn Harrison Public School	50 Tewksbury Crescent, London, ON
F.D. Roosevelt Public School	560 Second Street, London, ON
Fairmont Public School	1040 Hamilton Road, London, ON
Forest Park Public School	295 Forest Avenue, St. Thomas, ON
Glen Cairn Public School	53 Frontenac Road, London, ON
Harrisfield Public School	2 Caffyn Street, Ingersoll, ON
Hickson Central Public School	161 Loveys Street, Hickson, ON
Hillcrest Public School	1231 Fuller Street, London, ON
Huron Heights Public School	1245 Michael Street, London, ON
Innerkip Central Public School	Box 40, 180 Coleman St., Innerkip, ON
Jack Chambers Public School	1650 Hastings Drive, London, ON
Jeanne Sauve Public School	127 Sherwood Forest Sq., London, ON
John Dearness Public School	555 Sanatorium Road, London, ON
John P. Robarts Public School	84 Bow Street, London, ON
John Wise P.S.	100 Parkside Dr. St. Thomas, ON
June Rose Callwood Public School	84 Edward Street, St. Thomas, ON
Kensal Park French Immersion Public School	328 Springbank Drive, London, ON
Knollwood Park Public School	70 Gammage Street, London, ON
Lambeth P.S. (formerly AE Duffield & MB McEachern)	6820 Duffield Road, London, ON
Lester B. Pearson School for Arts	795 Trafalgar Street, London, ON
Locke's Public School	22 South Edgeware Road, St. Thomas, ON
Lord Elgin Public School	1100 Victoria Street, London, ON
Lord Nelson Public School	1990 Royal Crescent, London, ON
Lord Roberts Public School	440 Princess Avenue, London, ON
Lorne Avenue Public School	723 Lorne Avenue, London, ON
Maple Lane Public School	25 Maple Lane, Tillsonburg, ON
Masonville Public School	25 Hillview Boulevard, London, ON
McGillivray Central Public School	34714 Creamery Road, R. R. 3, Ailsa Craig, ON
McGregor Public School	204 John Street South, Aylmer, ON
Mitchell Hepburn P.S.	95 Raven Ave. St. Thomas, ON
Mosa Central Public School	22741 Pratt Siding Road, R. R. 1, Glencoe, ON
Mountsfield Public School	8 Mountsfield Drive, London, ON
New Sarum Public School	9473 Belmont Road, R. R. 3, St. Thomas, ON

SCHOOL/DEPARTMENT	ADDRESS
Nicholas Wilson Public School	927 Osgoode Drive, London, ON
North Meadows Public School	82 Middlesex Drive, Strathroy, ON
North Norwich Public School	Box 40, 40 Main Street South, Burgessville, ON
Northbrae Public School	335 Belfield Street, London, ON
Northdale Central Public School	3860 Catherine Street, Dorchester, ON
Northdale Public School	290 Victoria Street North, Woodstock, ON
Northridge Public School	25 McLean Drive, London, ON
Norwich Public School	Box 327, 8 Elgin Street, Norwich, ON
Oliver Stephens Senior Public School	164 Fyfe Avenue, Woodstock, ON
Orchard Park Public School	50 Wychwood Park, London, ON
Otterville Public School	118 Main Street West, Otterville, ON
Oxbow Public School	13624 Ilderton Road, R. R. 3, Ilderton, ON
Parkhill-West Williams Public School	204 McLeod Street, Box 488, Prkhill, ON
Parkview Public School	10008 Oxbow Drive, Komoka, ON
Pierre Elliot Trudeau F.I.PS.	112 Churchill Crescent, St. Thomas, ON
Plattsville & District Public School	112 Mill Street East, Plattsville, ON
Port Burwell Public School	Box 209, 30 Strachan, Port Burwell, ON
Port Stanley Public School	Box 490 Carlow Road, Port Stanley, ON
Prince Charles Public School	1601 Wavell Street, London, ON
Princess Anne French Immersion Public School	191 Dawn Dr., London, ON
Princess Elizabeth Public School	247 Thompson Road, London, ON
Rick Hansen Public School	70 Ponderosa Crescent, London, ON
River Heights Public School	4269 Hamilton Road, Dorchester, ON
Riverside Public School	550 Pinetree Drive, London, ON
Roch Carrier Frebcg Immersion Public School	840 Sloan Street, Woodstock, ON
Rolph Street Public School	83 Rolph Street, Tillsonburg, ON
Royal Roads Public School	210 King Street, Ingersoll, ON
Ryerson Public School	940 Waterloo Street, London, ON
Sherwood Forest Public School	7 Annadale Drive, London, ON
Sir G.E. Cartier Public School	695 Chiddington Avenue, London, ON
Sir Isaac Brock Public School	80 St. Lawrence Boulevard, London, ON
Sir John A. MacDonald Public School	1150 Landor Street, London, ON
Sir Winston Churchill Public School	1837 Churchill Street, London, ON
South Dorchester Public School	48614 Crossley Hunter Line, R.R.1, Belmont, ON
South Ridge Public School	R. R. 7/391 Quarter Line Road, Tillsonburg, ON
Southdale Public School	248 Keefer Street, Strathroy, ON

SCHOOL/DEPARTMENT	ADDRESS
Southside Public School	360 Albert Street, Woodstock, ON
Southwold Public School	R. R. 1/39261 Fingal Line, St. Thomas, ON
Sparta Public School	Box 60/45885 Sparta Line, Sparta, ON
Springbank Public School	1060 Sprucedale Road, Woodstock, ON
Springfield Public School	133 Main Street, Springfield, ON
St. George's Public School	782 Waterloo Street, London, ON
Stoney Creek Public School	1335 Nicole Ave., London, ON
Stoneybrook Public School	1460 Stoneybrook Crescent, London, ON
Straffordville Public School	Box 94,9188 Plank Road, Staffordville, ON
Summers' Corners Public School	50576 Talbot Line, RR 1, Aylmer, ON
Tavistock Public School	Box 370, 79 Maria Street, Tavistock, ON
Tecumseh Public School	401 Tecumseh Avenue, London, ON
Thamesford Public School	Box 250, 130 McCarty Street, Thamesford, ON
Trafalgar Public School	919 Trafalgar Street, London, ON
Tweedsmuir Public School	349 Tweedsmuir Avenue, London, ON
University Heights Public School	27 Ford Crescent, London, ON
Valleyview Public School	10339 Ilderton Road, R. R. 2, Ilderton, ON
Victoria Public School	130 Wharncliffe Road South, London, ON
Victory Memorial	210 Thames Street South, Ingersoll, ON
W. Sherwood Fox Public School	660 Steeplechase Drive, London, ON
West Elgin Senior Elementary School	Box 280, 139 Graham Street, West Lorne, ON
West Nissouri P.S.	37 Elliott Trail, Thorndale, ON
West Oaks French Immersion Public School	1050 Plantation Road, London, ON
Westminster Central Public School	2835 Westminster Drive, London, ON
Westmount Public School	1011 Viscount Road, London, ON
White Oaks Public School	1400 Ernest Avenue, London, ON
Wilberforce P.S.	340 Beech St., Lucan, ON
Wilfrid Jury Public School	950 Lawson Road, London, ON
Wilton Grove Public School	626 Osgoode Drive, London, ON
Winchester Street Public School	110 Winchester Street, Woodstock, ON
Woodland Heights Public School	474 Springbank Drive, London, ON
Wortley Road Public School	301 Wortley Road, London, ON
Zorra Highland Park Public School	R.R.#1 County Rd. 6 Embro, ON
SECONDARY SCHOOLS	
A.B. Lucas Secondary School	656 Tennent Avenue, London, ON

SCHOOL/DEPARTMENT	ADDRESS
Arthur Voaden Secondary School	41 Flora Street, St. Thomas, ON
Central Elgin C. I.	201 Chestnut Street, St. Thomas, ON
Central Secondary School	509 Waterloo Street, London, ON
Clarke Road Secondary School	300 Clarke Road, London, ON
College Avenue Secondary School	700 College Avenue, Woodstock, ON
East Elgin Secondary School	362 Talbot Street West, Aylmer, ON
Glencoe District Secondary School	3581 Concession Drive, Box 370, Glencoe, ON
Glendale Secondary School	37 Glendale Drive, Tillsonburg, ON
H.B. Beal Secondary School	525 Dundas Street, London, ON
Huron Park Secondary School	900 Cromwell Street, Woodstock, ON
Ingersoll District C. I.	37 Alma Street, Ingersoll, ON
Lord Dorchester Secondary School	61 Queen Street, Dorchester, ON
Medway Secondary School	14405 Medway Road, Arva, ON
Montcalm Secondary School	1350 Highbury Avenue, London, ON
North Middlesex District Secondary School	100 Main Street, Box 610, Parkhill, ON
Oakridge Secondary School	1040 Oxford Street West, London, ON
Parkside Collegiate Institute	241 Sunset Drive, St. Thomas, ON
Saunders Secondary School	941 Viscount Road, London, ON
Sir Frederick Banting Secondary School	125 Sherwood Forest, London, ON
Sir George Ross Secondary School	365 Belfield Street, London, ON
Sir Wilfrid Laurier Secondary School	450 Millbank Drive, London, ON
South Secondary School	371 Tecumseh Avenue, London, ON
Strathroy District Secondary School	361 Second Street, Strathroy, ON
Thames Secondary School	785 Trafalgar Street, London, ON
West Elgin Secondary School	139 Graham Street, West Lorne
Westminster Secondary School	230 Base Line Road West, London, ON
Woodstock Collegiate Institute.	35 Riddell Street, Woodstock, ON
ADULT, ALTERNATIVE AND CONTINUING EDUCATION	
Blossom Park Education Centre	391 Blossom Park Road, Woodstock, ON
G.A. Wheable Centre for Adult Education	70 Jacqueline Street, London, ON
St. Thomas Adult Learning Centre	10 Ontario Rd., St. Thomas, ON
Strathroy Adult Learning Centre	51 Front Street East, Strathroy, ON
Tillson Avenue Education Centre	90 Tillson Avenue, Tillsonburg, ON
Adult, Alternative and Continuing Education	70 Jacqueline Street, London, ON
Anishnaabe Skiniiw	2213 Elm Ave., Southwold, ON

SCHOOL/DEPARTMENT	ADDRESS
Continuous Intake Cooperative Education for Alternative Ed	41 Mondamin Street, Unit 7, St. Thomas, ON
East London Centre	1090 Highbury Ave. N, London, ON
Ingersoll Centre	121 Thames St. N., Ingersoll, ON
St. Thomas Alternative School	41 Mondamin Street, Unit 7, St. Thomas, ON
Springbank Centre	360 Springbank Drive, London, ON
Merrymount Centre	1064 Colborne Drive, London, ON
Richmond Centre	240 Richmond Street, London, ON
Tillsonburg Alternative Education	90 Tillson Avenue, Tillsonburg, ON
U-Turn Suspension and Expulsion Program	405 Dundas Street, London, ON
U-Turn Suspension and Expulsion Program	41 Mondamin Street, Unit 7, St. Thomas, ON
Waterloo Centre	580 Waterloo St., Suite 101, London, ON
Wiingashk at N'Amerind Centre	260 Colborne Street, London, ON
Woodstock Transition School	95 Huron Street, Woodstock, ON
<u>SECTION 23 PROGRAMS</u>	
Madeline Hardy	600 Sanitorium Road, London, ON
W.D. Sutton	1350 Highbury Avenue, London, ON
Anago Girls' Home	258 Hastings Street, Parkhill, ON
Children's Aid Society Receiving Home	52 Argyle Street, London, ON
Children's Hospital of Western Ontario	800 Commissioners Road East, London, ON
W.A.Y.S. Adelaide Street	1517 Adelaide Street North, London, ON
W.A.Y.S. Sylvan Street	345 Sylvan Street, London, ON
Craigwood Youth Services - Ailsa Craig	RR# 1 Ailsa Craig, ON
Craigwood Youth Services - London	520 Hamilton Rd., London, ON
Genest Detention Centre for Youth	1670 Oxford Street East, London, ON
King Street Detention Centre	583 King Street, London, ON
Regional Mental Health Care London	850 Highbury Avenue, London, ON
Madame Vanier Children's Services	871 Trafalgar Street, London, ON
Raoul Wallenburg Centre	1233 Dundas Street East, London, ON
Salvation Army Bethesda Centre	54 Riverview Avenue, London, ON
W.A.Y.S. - Belton House	70 Riverside Dr., London, ON
W.A.Y.S. - Hardy Geddes House	507 Queens Avenue, London, ON
W.A.Y.S. - Maitland Street	372 Maitland Street, London, ON
<u>ENVIRONMENTAL CENTRES</u>	
London Environmental Ed Centre	1095 Pond View Rd., London, ON

SCHOOL/DEPARTMENT	ADDRESS
Jaffa Environmental Ed Centre	48346 John Wise Line, Alymer, ON
Vansittart Woods Environmental Ed Centre	775275 Blandford Road, Woodstock, ON
<u>DEPARTMENTS</u>	
Facility Service - East	745 Hounsfeld Street, Woodstock, ON
Education Centre	1250 Dundas Street, P.O. Box 5888, London, ON
Records Management	951 Leathorne Street, London, ON
Facility Services - Corporate Off.	951 Leathorne Street, London, ON
Facility Services-London South	951 Leathorne Street, London, ON
Facility Services London East	951 Leathorne Street, London, ON
Warehouse	951 Leathorne Street, London, ON
Information Technology - Leathorne	951 Leathorne Street, London, ON
Media Serv-Wheab	70 Jacqueline Street, London, ON
Facility Services - West	14766 Medway Rd., Arva, ON
Facility Services - South	259 Edward Street, St. Thomas, ON