



## **REVISED REQUEST FOR PROPOSAL #007 - CUSTODIAL SUPPLIES**

Issue Date: Friday, April 6, 2018

Buyer: Angela McManus

Issued by The Thames Valley District School Board

**Return Date: 12:00:00 noon Friday, May 4, 2018**

THAMES VALLEY DISTRICT SCHOOL BOARD  
2019 - REQUEST FOR PROPOSAL - CUSTODIAL SUPPLIES  
WORKSHEET A - TERMS CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>1.0</b>	<b>INTRODUCTION</b>		
1.0.1	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 160 schools with an estimated enrolment of 75,000 students.		
<b>1.1</b>	<b>PURPOSE</b>		
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 <b>Custodial Supplies</b> , subject to the conditions herein.		
1.1.2	To keep our staff up to date and knowledgeable in current cleaning practices and standards relating to green cleaning.		
1.1.3	Our goal is to improve the health and safety of all staff and students through the use of environmentally friendly Green Seal or Environmental Choice certified products. This will be accomplished by adopting a Green Housekeeping Program that focuses on "best practices" for environmentally friendly cleaning products and methods, enhanced custodial training to care for the environment, and the utilization of standardized cleaning products that are non-hazardous and have low environmental impact.		
1.1.4	The TVDSB may agree to permit other public organizations within Ontario to access any contract(s) that may result from this solicitation. The successful proponent(s) shall allow such access with the understanding that the participating organizations be responsible for their own contract management. After the award of this contract, the London District School Board may opt to 'piggyback' on this contract. Their estimated annual spend for the 2017 budget year is \$330,000.		
<b>2.0</b>	<b>BID DEFINITIONS AND INFORMATION</b>		
<b>2.1</b>	<b>DEFINITIONS</b>		
2.1.1	The following words are used throughout this bid document and proponents should note these conditions when completing their bid submission.		
2.1.1.1	The word "MUST" shall mean proponents "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 proponents "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.		

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2.1.1.4	The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the proponent(s) or the successful proponent(s) to perform any portion or all of this bid.		
2.1.1.5	The word "QUALIFIED" shall mean a proponent 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 proponent 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 proponent would not gain an unfair advantage over competitors. The TVDSB may permit the proponent to correct a minor irregularity.		
<b>2.2</b>	<b>STRUCTURE OF THIS BID</b>		
2.2.1	Proponents must use the online bidding system which is available on the internet at:		
2.2.1.1	www.tvdsb.ca		
2.2.1.2	click on "I'D LIKE TO"		
2.2.1.3	click on "Go to Purchasing"		
2.2.1.4	click on "Bids"		
2.2.1.5	click on "Proceed to inquiry/download page".		
2.2.1.6	Proceed to the bid, click "New" icon		
2.2.1.7	You will be directed to the "TVDSB Client Portal"		
2.2.1.7.1	Proponents that already have a TVDSB Client Portal account:		
2.2.1.7.1.1	Click "TVDSB Login".		
2.2.1.7.1.2	Login using TVDSB Client Portal account and password.		
2.2.1.7.2	Proponents that do not already have a TVDSB Client Portal account:		
2.2.1.7.2.1	Click "Sign up now".		
2.2.1.7.2.2	Read TVDSB Client Portal Disclaimer, scroll to bottom and click "I agree" or "I do not agree".		
2.2.1.7.2.3	If "I do not agree" was clicked, you will not be able to proceed. If "I agree" was clicked, you will be taken to "New Account Application".		
2.2.1.7.2.4	Complete account information and click "Create My Account"		

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2.2.1.7.2.5	Click "TVDSB Login".		
2.2.1.7.2.6	Login using new TVDSB Client Portal account and password.		
2.2.1.8	Within the Client Portal click "Open to Bid"		
2.2.1.9	Click on the "New" icon for the bid upon which you will be bidding.		
2.2.1.10	Download the 2019Appendices007.xlsx file to your hard drive.		
2.2.1.10.1	The file contains the following worksheets:		
2.2.1.10.1.1	Worksheet A: Terms and Conditions in Excel format - Electronic response required		
2.2.1.10.1.2	Worksheet B: Requirements in Excel format - Electronic response required		
2.2.1.10.1.3	Worksheet C: Pricing in Excel format - Electronic response required		
2.2.1.10.1.4	Worksheet D: Criteria & Weighting - response not required		
2.2.1.10.1.5	Appendix A - Contractors Acknowledgement Form - signed response required - Can be found electronically : <a href="https://www.tvdsb.ca/en/our-board/contractor-acknowledgement-form.aspx">https://www.tvdsb.ca/en/our-board/contractor-acknowledgement-form.aspx</a>		
<b>2.3</b>	<b>IMPORTANT DATES</b>		
2.3.1	<b>ISSUE DATE: Friday, April 6, 2018</b>		
2.3.2	<b>QUESTIONS: Wednesday, April 18, 2018</b>		
2.3.3	<b>ANSWERS TO QUESTIONS: Friday, April 20, 2018</b>		
2.3.5	<b>RETURN DATE and TIME: prior to 12:00:00 noon Friday, May 4, 2018</b>		
2.3.6	<b>SAMPLES: prior to 12:00:00 noon Friday, April 27, 2018</b>		
<b>2.4</b>	<b>RETURN LOCATION</b>		
2.4.1	Sealed bid submissions <b>must</b> be returned to:		
2.4.2	"Tenders Clerk"		
2.4.3	Tenders Clerk's box, Basement, Education Centre		
2.4.4	Thames Valley District School Board		
2.4.5	1250 Dundas Street		
2.4.6	London, Ontario		
2.4.7	N5W 5P2		
2.4.8	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.5 - Labeling of Envelope).		
2.4.9	The bid submission <b>must</b> be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.4.10	Delivery to the "Tenders Clerk" is the responsibility of the proponent.		
2.4.11	Submissions received by electronic transmission (i.e. fax or email) will not be accepted.		
2.4.12	Late bids will be returned to the proponent, unopened, if a return address is included on the submission envelope.		
<b>2.5</b>	<b>QUESTIONS</b>		

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2.5.1	All questions pertaining to this bid document are to be addressed to: Angela McManus, by Fax (519) 452-2399 or email <a href="mailto:angela.mcmanus@tvdsb.ca">angela.mcmanus@tvdsb.ca</a> no later than <b>Wednesday, April 18, 2018</b> . 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 proponents. 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: <b>Angela McManus</b> . The TVDSB will only be bound by written answers to questions.		
2.5.3	Answers to all questions will be posted to the TVDSB web site at <a href="http://www.tvdsb.ca">www.tvdsb.ca</a> :		
2.5.3.1	<a href="http://www.tvdsb.ca">www.tvdsb.ca</a>		
2.5.3.2	click on "I'D LIKE TO"		
2.5.3.3	click on "Go to Purchasing"		
2.5.3.4	click on "Bids"		
2.5.3.5	click on "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 proponent necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site. See Section 2.5.3.		
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.		
<b>3.0</b>	<b>CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT</b>		
<b>3.1</b>	<b>CONTRACT TERM</b>		
3.1.1	The term of this agreement shall be for three years, commencing on January 1, 2019 and unless otherwise provided herein, terminating on December 31, 2021.		
3.1.2	The TVDSB may at the end of the contract term, extend the contract for a period of two additional years, in one year increments, and will advise the Proponent in writing of their intentions.		
3.1.3	Proponents <b>must</b> state if your company would agree to extending this contract with the same terms and conditions for a fourth year ending December 31, 2022.		
3.1.4	Proponents <b>must</b> state if your company would agree to extending this contract with the same terms and conditions for a fifth year ending December 31, 2023.		

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<b>3.2</b>	<b>PRICING</b>		
3.2.1	Proponents must complete the pricing section - Worksheet C - Pricing.		
3.2.2	All charges <b>must</b> be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.3	Prices <b>must</b> include delivery, F.O.B. destination. <b><u>NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.</u></b>		
3.2.4	Prices <b>must</b> remain in effect for the term of the contract, commencing on January 1, 2019 and ending December 31, 2019.		
3.2.5	Proponents should state any further discount, as a percentage, if all items are awarded to your company.		
3.2.6	The TVDSB will not expect any price increases for the initial contract term.		
3.2.7	The TVDSB would like to take advantage of any promotions, price decreases, or new products that become available during the term of the contract. Detail your company's strategy related to future pricing, new products, etc.		
<b>3.3</b>	<b>TAXES</b>		
3.3.1	HST: Where applicable, Harmonized Sales Tax <b>must</b> be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
<b>3.4</b>	<b>INVOICING/PAYMENT TERMS</b>		
3.4.1	All invoices must be sent to the Thames Valley District School Board, P.O. Box 5888, London, ON N6A 5L1. Attention: Accounts Payable.		
3.4.2	Applicable taxes <b>must</b> be shown as separate line items on all invoices.		
3.4.3	Proponents should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.4.3.1	Proponents should state percentage discount for early payment and net payment terms.		
3.4.4	Purchase order numbers <b>must</b> be stated on all invoices; invoices without will be returned unpaid.		
<b>4.0</b>	<b>SPECIFICATIONS/REQUIREMENTS</b>		
<b>4.1</b>	<b>QUALITY</b>		
4.1.1	Unless otherwise specified, supplies must be new, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the TVDSB pertaining to items being rejected is final.		
4.1.2	Manufacturers' brand names and numbers are used as guidance for the proponents; alternate items of equal quality will be considered. If bidding on an alternate item, the manufacturer's name and model number must be indicated in the appropriate field in the <b>Worksheet C FOR EVERY ALTERNATE ITEM BID.</b>		
4.1.3	The determination of equal quality will be based on our internal professional opinions.		

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4.1.4	In addition to price, quality and suitability to school use will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will be also taken into consideration when awarding this contract.		
4.1.5	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful proponent.		
4.1.6	The successful proponent(s) <b>must</b> carry out all work to the satisfaction of the TVDSB. All trade work is to be performed by appropriately certified staff.		
<b>4.2</b>	<b>QUANTITY/TERM</b>		
4.2.1	The quantities indicated are based on previous 1 years' purchases and projected current year capital projects. 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 proponent(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.		
<b>4.3</b>	<b>REQUIREMENTS</b>		
4.3.1	The requirements are detailed in <b>Worksheet B - Requirements</b> .		
4.3.2	For each requirement as described in Worksheet B, Proponents <b>must</b> place a response in the appropriate column.		
<b>4.4</b>	<b>RETURN OF GOODS POLICY</b>		
4.4.1	The TVDSB will return any shipment (COLLECT) if, in our opinion, the product supplied does not conform to the specification and/or samples submitted in the bid.		
4.4.2	Proponents <b>must</b> state if there is a time limit on returning goods.		
4.4.3	Proponents 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 4.4.1.		
4.4.4	Proponents should describe their procedure for returned goods with respect to:		
4.4.4.1	Packaging		
4.4.4.2	"Attention To" labeling		
4.4.4.3	Address to where returns should be shipped		
4.4.4.4	Method of shipment (company truck, courier, transport)		
4.4.4.5	If a return authorization number is required		
4.4.4.6	What charges apply and who is responsible for payment		

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4.4.5	The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		
<b>4.5</b>	<b>SAMPLES</b>		
4.5.1	Samples <b>must</b> be submitted for any equivalent item being bid on. Proponents who are bidding <b>EXACTLY</b> as specified do not need to submit samples. The sample product <b>must</b> match the bid response. No alteration of the bid will be allowed. Samples are not required for any of the "Lamp" products listed in Worksheet C.		
4.5.2	Samples <b>must</b> be received <b>prior to 12:00:00 noon Friday, April 27, 2018</b>		
4.5.3	<b>Samples requested must be clearly marked with the name of the Proponent and the bid item number.</b>		
4.5.4	<b>Samples must be sent to our Distribution Centre, 951 Leathorne Street, London, ON, N5Z 3M7.</b>		
4.5.5	<b>Proponents who do not submit the required samples will be considered noncompliant.</b>		
4.5.6	Proponents may be requested to install sample dispensers and chemicals at a specific given site. The Proponents will be notified one week prior to the installation needing to be completed. Proponents must provide training to on-site staff regarding the use of the dispensers and chemicals.		
4.5.7	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.		
4.5.8	<b>Proponents should provide return instructions (i.e. address and authorization number) if required, for sample returns.</b>		
<b>4.6</b>	<b>SUBSTITUTIONS</b>		
4.6.1	In the event that an item ordered becomes discontinued during the contract, all proponents must notify the <b>Purchasing Services Department</b> for authorization before the item is substituted and shipped to our Distribution Centre. Successful proponents may be required to provide samples of the proposed substitutions before sending shipments. The Board reserves the right to return any shipment <u>COLLECT</u> , if in our opinion the products supplied do not conform to the specifications in this bid document.		
<b>4.7</b>	<b>CONTRACT PERFORMANCE EVALUATION</b>		
4.7.1	The TVDSB reserves the right at any time during the contract period to evaluate the successful proponents service based on their contract performance.		
4.7.2	The successful proponent will be evaluated based on the evaluation form - Facility Services - Contract Performance Evaluation (available upon request).		
4.7.3	Failure to meet the evaluation criteria may result in termination if performance is deemed unsatisfactory (as set out in Section 5.2.1 - Cancellation of contract / loss of service).		
<b>4.8</b>	<b>ENVIRONMENT</b>		

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4.8.1	Proponent(s) <b>should</b> include a detailed description of any environmental initiative and how your program would be implemented and benefit TVDSB.		
<b>5.0</b>	<b>TERMS AND CONDITIONS</b>		
<b>5.1</b>	<b>GENERAL TERMS AND CONDITIONS</b>		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 120 days.		
5.1.2	A proponent who has already submitted a bid may submit an addendum in writing and signed by the proponent 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 proponent 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 proponent 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 proponent must 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 proponent.		
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 proponent(s) within 30 days of the award if in the opinion of the TVDSB the successful proponent(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 proponent		
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 proponent for any expense, cost, loss or damage incurred or suffered by the proponent 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 proponent.		
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.		

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5.1.11	All of the terms and conditions of this bid are deemed to be accepted by the proponent and incorporated into the proponent's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful proponent's response to this bid will form the contract between TVDSB and the successful proponent(s). Any conflict in the wording of the proponent'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 proponent's invoice and/or sales agreement.		
5.1.12	The successful proponent(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 proponent(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 proponents. 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 proponents from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		
5.1.14	The TVDSB may accept or waive a minor irregularity, or where practical to do so the TVDSB may as a condition of bid acceptance request a proponent 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 proponents agree to provide all such additional information as, and when requested, at their own expense, provided no proponent 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 proponent(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 proponent(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		

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5.1.16	The successful proponent(s) will reimburse the TVDSB for any damages through negligence or willful acts of any of the successful proponent(s)' employees or contracted staff.		
5.1.17	The successful proponent(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 proponent'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 proponent(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the proponent'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 proponent and the award of the contract contemplated by this bid document is subject to approval of the Board of Trustees.		
<b>5.2</b>	<b>CANCELLATION OF CONTRACT / LOSS OF SERVICE</b>		
5.2.1	The TVDSB reserves the right to terminate this contract with 30 days written notice if, in its opinion, the successful proponent(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful proponent(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 proponent(s) for damages that result from the breach of the terms and conditions of the contract, by the successful proponent(s).		
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful proponent(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 proponent(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 proponent(s) for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful proponent(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful proponent(s), the TVDSB's staff or third party interruptions.		

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5.2.5	In the event that the successful proponent(s) becomes insolvent, and/or the successful proponent(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 proponent(s) with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this bid.		
<b>5.3</b>	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT</b>		
5.3.1	Proponents 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 proponent, intellectual property right of the proponent, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		
5.3.2	A proponent 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 proponent 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 proponents 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.		
<b>5.4</b>	<b>ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES</b>		
5.4.1	The successful proponent shall comply with the provisions of the Accessibility for Ontarians with Disabilities Act, 2005, and the regulations thereunder with regard to the provision of its goods or service to persons with disabilities. The proponents acknowledge that pursuant to the Accessibility for Ontarians with Disabilities Act, 2005, the Board must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services. This legislation can be accessed through the following link to the Government of Ontario's website: <a href="http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm">http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm</a>		
<b>5.5</b>	<b>HUMAN RIGHTS AND CHILD LABOUR LAWS</b>		

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5.5.1	Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Proponents 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	Proponents should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.5.3	For proponents information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.5.3.1	<a href="http://www.ilo.org">http://www.ilo.org</a>		
<b>5.6</b>	<b>HEALTH, SAFETY REGULATIONS</b>		
5.6.1	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 proponent(s) for the cost of certification/replacement.		
5.6.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB <b>must</b> ensure that the machine, device, tool, equipment or service complies with the Occupational Health and Safety Act and Regulations of Industrial Establishments. The burden of proof rests with the supplier.		
5.6.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. If applicable, the successful proponent(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 WHIMS in accordance with Occupational Health and Safety Act Regulations. They <b>must</b> adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		

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5.6.5	Upon award, the successful proponent shall supply on a disk or by e-mail a flat ASCII file of Material Safety Data Sheets. This file shall include all information related to these products, including suppliers part number, name of the product, handling and storage instructions, safety precautions, treatments, clean up instructions, hazards, any special instructions as well as suppliers' telephone number and all conditions set forth by federal and provincial legislation.		
5.6.6	No supplier will be awarded any product that requires a Material Safety Data Sheet unless the proponent complies with the conditions above.		
5.6.7	The TVDSB reserves the right to request a copy of a proponent's Health and Safety Policy, Procedures and Guidelines.		
5.6.8	Where applicable, the TVDSB will give preference to products made with non-natural rubber latex (synthetic rubber latex).		
<b>5.7</b>	<b>COMMERCIAL LIABILITY INSURANCE</b>		
5.7.1	The successful proponent(s) must be covered by Commercial General Liability Insurance throughout the term of the contract. Each proponent must state if it has Commercial General Liability Insurance Coverage.		
5.7.2	Each proponent 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 \$1 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 proponent does not presently have \$1 million per occurrence of Commercial Liability Insurance coverage, the proponent shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$5 million per occurrence from the commencement of the contract should the contract be awarded to the proponent. The successful proponent(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.7.2.1	This liability policy shall contain the following coverage:		
5.7.2.2	Personal Injury and Property Damage		
5.7.2.3	Non-Owned Automobile Liability		
5.7.2.4	Owners and Contractors Protective Coverage		
5.7.2.5	Contractual Liability		
5.7.2.6	Broad Form Property Damage		
5.7.2.7	Products and Completed Operation Insurance		
5.7.2.8	Contingent Employees Liability		
5.7.2.9	Cross Liability Clause and Severability of Interest Clause		

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5.7.3	Upon an award to the successful proponent(s) by the TVDSB, the successful proponent(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 proponent(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.7.4	The successful proponent(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 proponent(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
<b>5.8</b>	<b>MOTOR VEHICLE LIABILITY INSURANCE</b>		
5.8.1	Proponents <b>must</b> state if their own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.		
5.8.2	In the event of an affirmative answer to 5.8.1, the successful proponents must be covered by Automobile Liability Insurance through the term of the Contract. If the proponent's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the proponent. Each proponent must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses 5.8.3 to 5.8.4 also apply to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.8.3	Proponents 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 proponent does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the proponent 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 for 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 proponent. The successful proponent(s) further agrees to maintain that good standing throughout the term of the contract.		
5.8.3.1	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.8.3.2	Third Party Liability Coverage in the form of OAP-1		

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5.8.4	Upon an award to the successful proponent(s) by the TVDSB, the successful proponent(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 proponent(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		
5.8.5	The successful proponent(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 part of the successful proponent(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
<b>5.9</b>	<b>CANADA'S ANTISPAM LEGISLATION</b>		
5.9.1	Please note that vendors are required to comply with all applicable laws, including CASL, in providing goods or services to the TVDSB. This also extends to communications sent on the TVDSB's behalf. The successful proponent(s) will be required to indemnify the TVDSB for any failure by the successful proponent(s) to comply with CASL, to the extent that the successful proponent(s) action, or inaction, could expose the TVDSB to liability.		
<b>6.0</b>	<b>PROPONENT PROFILE</b>		
<b>6.1</b>	<b>REFERENCES</b>		
6.1.1	Proponent <b>must</b> provide a minimum of three commercial references where you have successfully provided goods and or services similar to this bid document. The reference <b>must</b> contain the following information:		
6.1.1.1	Reference 1 - Company Name:		
6.1.1.2	Reference 1 - 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:		

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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:		
<b>6.2</b>	<b>ADMINISTRATION and ORGANIZATION</b>		
6.2.1	Proponents <b>should</b> include an organizational chart.		
6.2.2	The TVDSB reserves the right at any time after the closing date, to request from any proponent evidence of its financial standing and stability, including that of each of its officers, directors and principals. All proponents 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	Proponents are required to list any and all pending or ongoing legal claims or disputes where the proponent could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
6.2.4	Proponents <b>must</b> state location of their distribution centre.		
6.2.5	Proponents should state if the staff involved in the execution of this contract are employees or sub-contractors.		

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<b>7.0</b>	<b>BID SUBMISSION</b>		
<b>7.1</b>	<b>PROPOSERS' RESPONSE GUIDE</b>		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, proponents should use the same numbering format, as on this bid document.		
7.1.2	The bid submission <b>must</b> include:		
7.1.2.1	Printed and signed copies of all Worksheets.		
7.1.3	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.4	All bid documents <b>must</b> be submitted in an envelope marked with the bid name and number (as set out in Section 9.5 - Labeling of Envelope).		
7.1.5	Proponents' submissions should include page numbers for ease of reference by committee members.		
7.1.6	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.7	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
<b>8.0</b>	<b>AWARD</b>		
<b>8.1</b>	<b>EVALUATION PROCESS</b>		
8.1.1	An evaluation committee will be established to evaluate bid submissions.		
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
8.1.3	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the evaluation criteria shown in Worksheet D - Criteria and Weighting.		
8.1.4	Compliant proponents 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 proponents as to the time and place. The presentation shall be at the expense of the proponent.		
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 proponents will be entered into the draw. All parties will have representation when the draw takes place.		
<b>8.2</b>	<b>AWARD AND NOTIFICATION OF CONTRACT</b>		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	<a href="http://www.tvdsb.ca">www.tvdsb.ca</a>		

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8.2.1.2	click on "I'D LIKE TO"		
8.2.1.3	click on "Go to Purchasing"		
8.2.1.4	click on "Bids"		
8.2.1.5	click on "Proceed to inquiry/download page".		
8.2.1.6	Proceed to the Bid, click		
8.2.1.7	"Results - Check Mark"		
8.2.1.8	View documents in PDF format.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		
<b>8.3</b>	<b>DEBRIEFING</b>		
8.3.1	Not later than 60 Days following the date of posting of a contract award notification in respect of the RFP, a Proponent 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 Broader Public Sector Procurement Directive.		
8.3.2	Any request that is not timely received will not be considered and the Proponent will be notified in writing.		
8.3.3	Proponents 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.		
<b>8.4</b>	<b>BID PROTEST PROCEDURE</b>		
8.4.1	In the event that a Proponent 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 Proponent 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 Proponent will be notified in writing.		
8.4.3	A protest in writing shall include the following:		
8.4.3.1	A specific identification of the provision and/or procurement procedure that is alleged to have been breached;		
8.4.3.2	A specific description of each act alleged to have breached the procurement process;		
8.4.3.3	A precise statement of the relevant facts;		
8.4.3.4	An identification of the issues to be resolved;		
8.4.3.5	The Proponent's arguments and supporting documentation; and		
8.4.3.6	The Proponent's requested remedy.		

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8.4.3.7	In the event of any dispute or claim arising between the Board and any proponent as to their respective rights and obligations under the Contract, either party may give the other written notice of such dispute or claim within fourteen (14) calendar days of dispute or cause of action arising. The parties agree that they will first work together in good faith to resolve the matter internally by escalating it to higher levels of management and then if necessary, use mutually agreeable alternative dispute resolution prior to resorting to litigation. Each party shall continue performing its obligations during the resolution of any dispute.		
<b>Angela McManus Purchasing Services</b>		Matthew Reid Chairperson	
<b>9.0</b>	<b>ELECTRONIC BIDDING INSTRUCTIONS</b>		
<b>9.1</b>	<b>DOWNLOADING BID DOCUMENTS</b>		
9.1.1	All documents are available from the TVDSB Web Site at <a href="http://www.tvdsb.ca">www.tvdsb.ca</a>		
9.1.2	click on "I'D LIKE TO"		
9.1.3	click on "Go to Purchasing"		
9.1.4	click on "Bids"		
9.1.5	Read "Electronic Bidding Instructions, Inquiry Instructions, Bid Document Download Instructions".		
9.1.6	click on "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 be directed to the TVDSB Client Portal.		
9.1.9	Follow log in instructions beginning with item 2.2.1.7.		
<b>9.2</b>	<b>COMPUTER SYSTEM REQUIREMENTS</b>		
9.2.1	To use the electronic system, proponents must be using Microsoft Internet Explorer.		
<b>9.3</b>	<b>BID WORKSHEETS</b>		
9.3.1	Download the file "2019Appendices007.xlsx from the Associated Files.		
9.3.1.1	The file contains the following worksheets:		
7.1.3.1	Worksheet A: Terms and Conditions in Excel format - Electronic response required		
7.1.3.2	Worksheet B: Requirements in Excel format - Electronic response required		
7.1.3.3	Worksheet C: Pricing in Excel format - Electronic response required		
7.1.3.4	Worksheet D: Criteria & Weighting - response not required		
7.1.3.5	Appendix A - Contractors Acknowledgement Form - signed response required - Can be found electronically : <a href="https://www.tvdsb.ca/en/our-board/contractor-acknowledgement-form.aspx">https://www.tvdsb.ca/en/our-board/contractor-acknowledgement-form.aspx</a>		
9.3.2	Complete the worksheets.		
9.3.2.1	Do not convert the worksheets to a different file format (i.e. Word, .pdf, etc.). They must be uploaded to us in Excel format.		

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9.3.2.2	Do not modify the Excel files by adding or deleting rows or columns, etc.		
9.3.3	Print and sign all worksheets. The printed and signed copies must be returned as hard copies.		
9.3.4	Upload files back to the TVDSB using the "Your Uploaded Files for this Tender" area.		
<b>9.4</b>	<b>BID REPORT</b>		
9.4.1	The "Bid Report" button must be clicked to initiate the transfer of any uploaded files into our system.		
<b>9.5</b>	<b>LABELING OF ENVELOPE</b>		
9.5.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.5.2	From - Company Name and Address		
9.5.3	To: OFFICE OF THE TENDERS CLERK		
9.5.4	Thames Valley District School Board		
9.5.5	EDUCATION CENTRE,		
9.5.6	1250 Dundas Street,		
9.5.7	LONDON, Ontario		
9.5.8	N5W 5P2		
9.5.9	<b>Custodial Supplies</b>		
9.5.10	<b>Bid #007/2019/AM</b>		
9.5.11	<b>Return Date: 12:00:00 noon Friday, May 4, 2018</b>		
<b>10.0</b>	<b>SIGNATURE PAGE</b>		
10.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.		
10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
10.4	NAME (Please print):		
10.5	TITLE:		
10.6	SIGNATURE:		
10.7	FIRM NAME:		
10.8	State the legal entity that your organization operates under:		
10.8.1	Proprietorship		
10.8.2	Partnership		
10.8.3	Corporation		
10.9	If your organization is incorporated, proponents <b>must</b> state the jurisdiction in which the corporation was originally incorporated in:		
10.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		

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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 , proponents <b>must</b> provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the proponent 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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WORKSHEET B - REQUIREMENTS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>B1.0</b>	<b>DELIVERY &amp; ORDERING</b>		
B1.1	All goods delivered must be unloaded by an adequate number of the supplier's staff to the designated receiving area within each site. Mail delivery will be not be acceptable. The safety of the students during delivery is a concern. Proponents should state the protocol your company has in place to ensure delivery is as safe as possible.		
B1.2	Protection from freezing or chilling of liquid material during delivery will be the successful Proponent(s) responsibility.		
B1.3	Delivery for all items will be directly to our Schools, Distribution Centre, Educational Resource Centre, Facility Services Offices or Community Education Centres, as stated at <a href="https://www.tvdsb.ca/Modules/Facilities/Index.aspx">https://www.tvdsb.ca/Modules/Facilities/Index.aspx</a> .		
B1.4	Orders are placed as needed and it is expected that delivery will commence no later than two weeks after orders have been placed, unless otherwise stated on our purchase orders. The two week time line <b>must</b> be met.		
B1.5	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 <b>must</b> be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		
B1.6	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.		
B1.7	Proponents must state number of days for delivery from receipt of order for 'regular orders'.		
B1.7.1	Proponents <b>must</b> state locations and sizes of retail outlets.		
B1.7.2	Proponents must indicate delivery times and procedures for Urgent Orders outside of regular orders.		
B1.8	Orders are to be delivered to the address stated on the purchase order. If delivery is made to an incorrect location, it will be the responsibility of the successful proponent to pick up and deliver to the correct location.		
B1.9	The successful proponent(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping or installation.		
B1.10	The successful proponent(s) bears the risk of loss with respect to equipment until delivery and/or installation is complete.		
B1.11	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of lading.		
B1.12	Not all goods will be ordered at one time; orders will be placed as requests are received from our schools.		
B1.13	The TVDSB prefers a no minimum dollar order policy.		
B1.13.1	Proponents should state if there is a minimum dollar value for delivery of orders.		

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THAMES VALLEY DISTRICT SCHOOL BOARD  
2019 - REQUEST FOR PROPOSAL - CUSTODIAL SUPPLIES  
WORKSHEET B - REQUIREMENTS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>B2.0</b>	<b>QUALITY</b>		
B2.1	Green products must comply with a clear set of performance standards such as Green Seal Standards GS-37 & GS-40 or Environmental Choice. If there is no applicable Green Seal Standard or Environmental Choice, use products that comply with another set of stringent environmental performance standards such as California Code of Regulations, Title 17, Section 94509. Proponent must supply Certification details.		
B2.2	Green products will be among the first in consideration by the TVDSB. Where Green products are not available, a non Green alternative will be evaluated.		
B2.2.1	Preference will be given to cleaning products that are scent and dye free.		
B2.2.2	Concentrated cleaning products should be used when available to reduce packaging.		
B2.3	Proponents must state their health and safety procedure.		
<b>B3.0</b>	<b>DISPENSING SYSTEM</b>		
B3.1	The TVDSB currently has approximately 400 chemical dispensing systems in our schools.		
B3.2	The successful Proponent will be required to remove all existing chemical dispensers off site and recycle them properly. Proponents must recognize appropriate designated substance procedures.		
B3.3	The successful Proponent will be required to replace all existing chemical dispensers with new systems. This is to be a graduated transition scheduled with TVDSB representatives.		
B3.3.1	Dispensing systems are to be serviced and tested annually for: a) Backflow prevention b) Proper dilution rate. Dispensing testing to be at the cost of the successful vendor. Vendor <b>must</b> provide a detailed procedure from this testing and servicing.		
B3.4	All paper dispensers are owned by the TVDSB. Pricing requested is to be for paper product only. Pricing for dispensers is to be separate as per Worksheet "C". Dispensers purchased during the term of this contract will become the property of the TVDSB.		
B3.5	All soap dispensers are owned by the TVDSB. Pricing requested is to be for soap product only. Pricing for dispensers is to be separate as per Worksheet "C". Dispensers purchased during the term of this contract will become the property of the TVDSB.		
<b>B4.0</b>	<b>CONTRACT CLEANERS</b>		
B4.1	It is the expectation that the successful Proponent will negotiate pricing for bid items with contract cleaning providers for the servicing of TVDSB sites, exclusively.		
<b>B5.0</b>	<b>REPORTS</b>		
B5.1	The successful Proponent will be required to provide quarterly detailed reports or as requested.		
B5.2	The reports are to be set up in Excel format and to include: (1) product quantity (2) dollar value by Location/Zone/Boardwide.		
<b>B6.0</b>	<b>RELEVANT CUSTOMERS</b>		
B6.1	Preference will be given to those proponents that have had large institutional clients (minimum 50 sites).		

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WORKSHEET B - REQUIREMENTS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
B6.1.1	Proponent <b>must</b> provide a list of these institutional clients and the number of sites per institution that you have successfully provided goods and or services similar to this bid document.		
<b>B7.0</b>	<b>QUALITY OF SERVICE</b>		
B7.1	It is the intention of the TVDSB to rationalize its supplier base. This contract may be awarded on a per item basis or on the best cost of various groupings. The groupings will be determined by the TVDSB. Each proponent agrees to the award on this basis.		
B7.1.1	The successful Proponent must have the ability to service all TVDSB sites if entire contract is awarded based on these groupings.		
<b>B8.0</b>	<b>ADDED VALUE</b>		
B8.1	Please provide your company's program that would include Training, Support Services, or any added value to support the TVDSB in this proposal.		
B8.2	Note: It is expected the successful Proponent will participate in the TVDSB's jointly run Product Review Committee.		

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THAMES VALLEY DISTRICT SCHOOL BOARD  
2019 - REQUEST FOR PROPOSAL - CUSTODIAL SUPPLIES  
WORKSHEET C - PRICING

SWISH Catalogue No.	CatalogueText	Sum of Quantity	Equivalent Make and Model - if not SWISH #	Vendor Proposed Specification	Unit Price	Comments
100000	DUSTER - LAMBSWOOL - 28 S#1008A	158				
100100	DUSTER - LAMBSWOOL - 40 S#0311	85				
100200	DUSTER - POLYWOOL - 80 S#3120	114				
100300	SPRAY BOTTLE -BLANK -no sprayer - 24 OZ S#9126B	216				
	ITEMS REMOVED					
100400	FLIP CAP FOR 16, 22 , 24 & 32 OZ SPRAY BOTTLE S#11F	174				
100500	FOAMING TRIGGER SPRAYER S#AK1190	536				
100600	FUNNEL - 28 OZ CAPACITY HD POLYPROPYLENE S#FUNNEL	4				
100700	SAFETY SCRAPER S#ST50	474				
100725	HAND TROWEL W/HANDLE #NFHT08BLEA	27				
100750	MICROFIBER PAD - WHITE FOR TROWEL #NFPD10WHEA	9				
100775	MICROFIBER PAD - BLUE FOR TROWEL #NFPD10BLEA	47				
100780	GRITTY FOAM CARTRIDGE 2CS #GPF3LNA	72				
100790	GRITTY FOAM DISPENSER #GPF3LDQ	6				
100800	SCRAPER BLADES 100/BOX #ST01	26				
100900	PUTTY KNIFE - 1 1/4 - STIFF HEAVY DUTY S#ST114	181				
101000	NIFTY NABBER REACHER - 40 S#NN36	0				
101100	BUCKET PAIL - ROUND BRUTE - GREY -12 QT S#2962	47				
101200	PLASTIC DOUBLE PAIL 17 QT RUBBERMAID or equivalent	25				
101300	SQUEEGEE - RUBBER SOFT -12 - REPLACEMENT BLADE	58				
101400	SQUEEGEE - BRASS C/W HDLE COMPLETE 12 S#PUT30012	51				
101500	SQUEEGEE - SWIVEL 12 COMPLETE S#PUT83012 MARINO	29				
101600	SQUEEGEE - SWIVEL HANDLE S#PUT86000 MARINO	3				
101700	MICROFIBRE CLOTH BLUE 14X14 S#MCLOTHB	1676				
101800	MICROFIBRE CLOTH RED 14X14 S#MCLOTHR	1191				
101900	MICROFIBRE CLOTH GREEN 14X14 S#MCLOTHG	1232				
101950	MICROFIBRE CLOTH YELLOW 14X14 S#MCLOTHY	1226				

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THAMES VALLEY DISTRICT SCHOOL BOARD  
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WORKSHEET C - PRICING

SWISH Catalogue No.	CatalogueText	Sum of Quantity	Equivalent Make and Model - if not SWISH #	Vendor Proposed Specification	Unit Price	Comments
102000	TERRY WIPER WHITE - 10LB/BOX S#7824-10	222				
102100	CHAIR GLIDE WHITE POLYETHELENE CAP,1-1/8 S#1097	20				
102200	CHAIR GLIDE ANGLE, 7/8 GREY S#1408709	50				
102300	CHAIR GLIDE SWIVEL, 5/8 BEIGE S#1767062	8				
102400	CHAIR GLIDE DOME, 1 GREY S#22510009	20				
102500	CHAIR GLIDE DOME, 5/8 GREY S#225062	428				
102600	CHAIR GLIDE 3/4 BLACK S#225075	0				
102700	CHAIR GLIDE 7/8 BLACK S#225087	20				
102800	CHAIR GLIDE DOME, 1/2 GREY S#225050"	50				
102900	CHAIR GLIDE 3/4 BLACK S#240075	0				
103000	CHAIR GLIDE 7/8 BLACK S#240087	140				
103100	CHAIR GLIDE SWIVEL, 5/8 S#5523062	1370				
103200	CHAIR GLIDE SWIVEL,7/8C/W 1-1/8BS S#753	66				
103300	CHAIR GLIDE 1 BLACK S#9-100	170				
103400	CHAIR GLIDE - SWIVEL 19MM - FLEXI-FELT 6325 S#6325 (ORDER	10				
103500	CHAIR GLIDE - STRAIGHT - 31MM - FLEXI-FELT 6231 S#6231	1				
103550	FLEXI-FELT ULTIMATE HEATSHRINK GLIDE #6328	35				
103600	WASTEBASKET 28 QT BLACK S#2956-BK	178				
103700	WASTEBASKET 41 QT BLACK S#2957-BK	156				
103800	TRASH CONTAINER - BRUTE 20 GAL ROUND BASE S#2620-G	25				
103825	TRASH CONTAINER - BRUTE 44 GAL BLUE	12				
103850	LID FOR BRUTE TRASH CAN - 20G S#2619-G	4				
103900	TRASH CONTAINER - BRUTE 32 GAL ROUND BASE S#2632-G	96				
104000	DOLLY TO FIT 20, 32, 44, AND 55 GAL CONTAINER S#2640	122				
104100	PADLOCK MASTER #1 KEYED ALIKE,2261 S#1KA	19				
104200	PADLOCK MASTER #5 KEYED ALIKE, A383 S#5KA	37				
128703	DEB INSTANT FOAM HAND SANITIZER 1L x 6/CASE S#IFS1L	42				
128708	DEB MICROSAN ANTIBACTERIAL GEL W/ALCOHOL 1L #20107	3				
128723	DEB INSTANT FOAM HAND SANITIZER BOTTLE 400ML S#IFS400ML	61				
	ITEMS REMOVED					

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SWISH Catalogue No.	CatalogueText	Sum of Quantity	Equivalent Make and Model - if not SWISH #	Vendor Proposed Specification	Unit Price	Comments
200950	LABEL - #ES256H WORK LABEL 2/SHEET (ENVIRO DISINFECTANT	97				
201000	LABEL - WORK PLACE BLUE (6/SHEET) S#WORK	44				
201150	D-VOUR ABSORBENT 450 GM S#34870	238				
201200	DISTILLED WATER 4/LTR S#954586	202				
201225	VARSOL (H) 4L W/PLASTIC CAP S#13-374	1				
201300	CLEAN & GREEN CREAM CLEANSER 946ML S#65312-1	502				
201325	CLEAN & GREEN SPRAY & WIPE 1L S#65301-1	1486				
201400	MEASURING CUP - WET/DRY 1 CUP S#2418	3				
201425	MEASURING CUP 16 OZ S#CUP-16	9				
201450	OIL - MOTOR 5W30, 1L S#5W30	18				
201500	OIL - MOTOR 10W30, 1L S#10W30	31				
201525	OIL - MOTOR 2 CYCLE LITRE S#2425	22				
201550	OIL - NON DETERGENT SAE 30 1 LTR S#OIL-NON30	13				
201600	OIL - HEAVY DUTY DET 1 LT S#OIL-SAE30	2				
201625	WD40 PENETRATING LUBRICANT 311G S#30785	60				
201650	LITHIUM HI-TEMP GREASE 400GR S#GREASE	26				
201675	SANITIZER RINSE 4L FOODSERVICE2000 S#2001-4	85				
201700	HAND DISHWASHING SOAP 1 GAL S#4708-4	72				
201725	DISHWASHER LIQUID HAND SOAP 740ML	42				
201750	CLEAN&GREEN HE LIQUID LAUNDRY SOAP 1LJUG #65329-8	75				
201775	PCS MICROFIBER LAUNDRY DETERGENT 3L	7				
201800	CLEAN-IT DISHWASHER DETERGENT 3.5KG	9				
201825	SANITIZER TEST STRIPS #QT-10 (QUAT 0-400)	12				
201850	QUAT TEST PAPER QC-1001(0-1000ppm)	0				
201875	INDIGO QAC TEST STRIP 0-1500 PPM	1				
23780	Cascade dish tabs pkg/90	0				
2964	BUCKET PAIL - ROUND BRUTE - RED -12 QT	13				
300000	BRUSH - HAND WOOD BLOCK W/POLY FIL - 9 S#AB229P	0				
300100	BRUSH - COUNTER - GENERAL PURPOSE S#0157	30				
300200	BRUSH - HAND SCRUB - IRON STYLE S#229RP	51				

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SWISH Catalogue No.	CatalogueText	Sum of Quantity	Equivalent Make and Model - if not SWISH #	Vendor Proposed Specification	Unit Price	Comments
300300	BRUSH - BASIN HAND SCRUB S#0007	19				
300400	BROOM - CORN - HEAVY DUTY - FOR WET OR TOUGH SWEEPING	12				
300500	BROOM - PLASTIC CORN STIFF S#CB111	15				
300550	BROOM - OSKAR RED W/DUSTPAN SET S#126213	251				
300600	BROOM - ANGLE WITH HANDLE S#6385	103				
300700	BROOM HEAD - TAMPICO FILL 14 S#0514	2				
300800	BROOM HEAD - TAMPICO FILL 18 S#0518	8				
300900	BROOM HEAD - TAMPICO FILL 24 S#0524	3				
301000	BROOM HEAD - GARAGE CONCRETE - 18 S#0618	4				
301100	BROOM HEAD - GARAGE CONCRETE - 24 S#224G24	9				
301200	SQUEEGEE - RED POLY FLOOR - 18 S#8020030	28				
301300	SQUEEGEE - FLOOR MOSS - 24 S#FS22SB	28				
301400	3M BLACK DOODLEBUG PAD S#9102-3M	472				
301500	3M BLUE DOODLEBUG PAD S#9103-3M	146				
301600	3M SWIVEL DOODLEBUG HOLDER S#9100-3M	43				
301700	HANDLE - THREADED WOOD - 54 S#0354	49				
301800	HANDLE - METAL TIP - 60 S#0061	69				
301900	V BROOM BRACE S#0152	6				
302000	PLASTIC DUSTPAN - 12 S#2006	24				
302100	METAL DUST PAN - 12 S#0166	27				
302200	LOBBY DUSTPAN S#2007	129				
302300	DRY COTTON DUST MOP TIE-ON STYLE - 18 S#518C	27				
302400	DRY COTTON DUST MOP TIE-ON STYLE - 24 S#524C	54				
302500	DRY COTTON DUST MOP TIE-ON STYLE - 48 S#548C	15				
302600	DRY COTTON DUST MOP TIE-ON STYLE - 60 S#560C	4				
302700	HIGH STATIC 18 DUST MOP W/ DEBRIS CHANNEL #MDUSTMOP18	153				
302800	HIGH STATIC 24 DUST MOP W/ DEBRIS CHANNEL #MDUSTMOP24	457				
302850	HIGH STATIC BLUE 36 DUST REFILL #536N-B	8				
302900	HIGH STATIC 48 DUST MOP W/ DEBRIS CHANNEL #MDUSTMOP48	165				
303000	HIGH STATIC 60 DUST MOP W/ DEBRIS CHANNEL #MDUSTMOP60	28				
303100	SNAP ON DUST MOP FRAME 18 (FRAME ONLY) S#M252	35				

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SWISH Catalogue No.	CatalogueText	Sum of Quantity	Equivalent Make and Model - if not SWISH #	Vendor Proposed Specification	Unit Price	Comments
303200	SNAP ON DUST MOP FRAME 24 (FRAME ONLY) S#M253	41				
303300	SNAP ON DUST MOP FRAME 48 (FRAME ONLY) S#M257	27				
303400	SNAP ON DUST MOP FRAME 60 (FRAME ONLY) S#M258	8				
303500	SNAP ON DUST MOP HANDLE WOOD (HANDLE ONLY) S#M116	102				
304600	WET MICROFIBER TUBE MOP HEAD 16OZ #MOPSBLU	333				
304700	WET MICROFIBER TUBE MOP HEAD 20OZ #MOPMGRN	763				
304800	WET MICROFIBER TUBE MOP HEAD 24OZ #MOPLBLU	816				
304900	MEDIUM FINISH MOP BLUE/WHITE S#20202	166				
305000	LARGE FINISH MOP BLUE/WHITE S#MPLMCSL	28				
305100	SNAP-N-GO HIGH IMPACT PLASTIC MOP HANDLE 60	135				
305200	MOP BUCKET 26-30QT W/3 CASTER RUBBERMAID DOWNPRESS	20				
305300	DOWN PRESSWRINGER RUBBERMAID ONLY S#1410	35				
305500	RUBBERMAID WAVEBREAK BUCKET/DOWNPRESSWRINGER COMBO	19				
305600	WAVEBREAK DIRTY WATER BUCKET S#9C74	1				
305700	WET FLOOR SIGN - YELLOW S#6109	93				
305800	3M SCOTCH BRITE PAD 6X9 GREEN S#97	1709				
305900	3M GREENSCOUR PAD W/SPONGE S#9174-3M	2436				
306000	3M 16 HI PRO BLACK STRIP PAD S#3965-16	3				
306100	3M 19 HI PRO BLACK STRIP PAD S#3965-19	161				
306200	3M 12 BLACK FLOOR PAD S#3970-12-B	155				
306300	3M 13 BLACK FLOOR PAD S#3970-13-B	20				
306400	3M 14 BLACK FLOOR PAD S#3970-14-B	21				
306500	3M 15 BLACK FLOOR PAD S#3970-15-B	9				
306600	3M 17 BLACK FLOOR PAD S#3970-17-B	64				
306700	3M 19 BLACK FLOOR PAD S#3970-19-B	456				
306800	3M 20 BLACK FLOOR PAD S#3970-20-B	334				
306900	3M 12 BLUE FLOOR PAD S#3970-12-BL	43				
307000	3M 13 BLUE FLOOR PAD S#3970-13-BL	6				
307100	3M 14 BLUE FLOOR PAD S#3970-14-BL	10				
307200	3M 15 BLUE FLOOR PAD S#3970-15-BL	0				
307300	3M 17 BLUE FLOOR PAD S#3970-17-BL	3				

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WORKSHEET C - PRICING

SWISH Catalogue No.	CatalogueText	Sum of Quantity	Equivalent Make and Model - if not SWISH #	Vendor Proposed Specification	Unit Price	Comments
307400	3M 19 BLUE FLOOR PAD S#3970-19-BL	34				
307500	3M 20 BLUE FLOOR PAD S#3970-20-BL	35				
307600	3M 12 RED FLOOR PAD S#3970-12-R	592				
307700	3M 13 RED FLOOR PAD S#3970-13-R	64				
307800	3M 14 RED FLOOR PAD S#3970-14-R	167				
307900	3M 15 RED FLOOR PAD S#3970-15-R	7				
308000	3M 17 RED FLOOR PAD S#3970-17-R	11				
308100	3M 19 RED FLOOR PAD S#3970-19-R	61				
308200	3M 20 RED FLOOR PAD S#3970-20-R	131				
308300	3M 15 WHITE FLOOR PAD S#3970-15-W	0				
308400	3M 17 WHITE FLOOR PAD S#3970-17-W	0				
308500	3M 19 WHITE FLOOR PAD S#3970-19-W	1				
308600	3M 20 WHITE FLOOR PADS S#3970-20-W	10				
308700	3M 14X 20 BOOST RED FLOOR PAD S#5100-14X20	25				
308800	3M 20 ERASER FLOOR PAD S#25858	10				
308900	20 AQUA ULTRA H/S PADS 3M S#10055	2				
308901	14 SIENNA DIAMOND PADS (SP45898)	0				
308902	14 PURPLE DIAMOND PADS (SP45905)	4				
308903	20 SIENNA DIAMOND PADS (SP45195)	1				
308904	20 PURPLE DIAMOND PADS (SP47464)	4				
309000	3M 20 NATURAL BLEND WHITE PAD S#90107	28				
309200	DUSTLESSLIQUID DUST CONTROL (COTTON DUST MOP TREATMENT)	156				
309300	DEEPCSRUB & RECOAT CLEANER 1GAL S#4080-4	696				
309400	ENVIRO CLEAN CUT STRIPPER 1L (CERTIFIED GREEN STRIPPER)	93				
309525	HD LOW ODOR FLOOR FINISH REMOVER 18.9L	134				
309550	CLEAN-IT STONE & TILE SEALER 4L (USE WITH POLYLOCK)	9				
309600	CLEAN-IT STONE & TILE SEALER 18.9L (USE WITH POLYLOCK)	65				
309650	POLYLOCK ULTRA FLOOR FINISH 4L S#2081-4	14				
309700	POLYLOCK ULTRA FLOOR FINISH 18.9L S#8021-20	380				
309750	CLEAN AND GREEN CRYSTAL FLOOR FINISH 65338-20	880				
309800	C&G HIGH TRACTION RESTORER 1 GAL #65334-4	2				

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SWISH Catalogue No.	CatalogueText	Sum of Quantity	Equivalent Make and Model - if not SWISH #	Vendor Proposed Specification	Unit Price	Comments
309825	EASYGLOW RESTORER 9.46L (USE TO RESTORE ECOLAB ZINC	1				
309850	ZENITH BURNISHING CRÈME 16OZ (USE ONLY TO BURNISH GEMINI)	20				
3965-12	3M 12 SURFACE PREPARATION FLOOR PAD S#SPP12	0				
400000	ENVIRO WASHROOM CLEANER 1LX12/CS(CERTIFIED GREEN BOWL)	237				
400050	DISINFECTANT ASEPTI WIPES S#AK0696R	106				
400100	DEB NATURELLE ECOFOAM HAND SOAP CARTRIDGE 1LX 6/CS #CLR1L	3263				
400200	DEB BIOCOTE FOAM SOAP CARTRIDGE DISPENSER S#917	462				
400300	SANITARY NAPKINS #4 250/CASE S#5082-4	3				
400400	TAMPONS 200/CASE S#5088N	5				
400500	COMBINATIONNAPKIN/TAMPON DISPENSER S#5081	1				
400600	WAXED LINER BAGS 500/CASE S#5084	90				
400700	SANITARYNAPKIN DISPOSAL, STAINLESS S#622"	89				
400800	TOILET PLUNGER S#9205A	38				
400900	ACRYLAN BOWL SWAB W/CAP S#0127	285				
500000	SINGLEFOLD TOWEL-ECOSOFT KRAFT - 15X268/CASE S#470	617				
500100	ROLL TOWEL - ECOSOFT 8 KRAFT - 24X205'/CASE S#468	233				
500150	FACESHIELD WITH HEADGEAR	5				
500200	ROLL TOWEL - BAYWEST KRAFT 8 - 12X425'/CASE S#460	599				
500300	ROLL TOWEL - ECOSOFT KRAFT CONTROLLED - 8 6x600CASE	4962				
500400	TOILET TISSUE - 1PLY - 48X1000SHT/CASE S#148	1263				
500500	TOILET TISSUE JUMBO 1 PLY 4CORE #2001	2116				
500500B	TOILET TISSUE - JUMBO - 2 PLY - 4CORE 12X2000'/CASE	46				
500600	DISPENSER - SINGLE ROLL CHROME TOILET TISSUE DISPENSER	0				
500700	DISPENSER - DOUBLE ROLL CHROME TOILET TISSUE DISPENSER	26				
500750	TOILET TISSUE DISPENSER - DOUBLE JUMBO ROLL	109				
500800	DISPENSER - BAYWEST CONTROLLED HAND TOWEL (USE #500300)	168				
500900	DISPENSER - BAYWEST JUMBO TOILET TISSUE - SINGLE	342				
500950	PAPER TOWEL DISPENSER - UNIVERSAL MODEL	256				
539E6010	CHAIR GLIDE - SLED BASE 3/8 CHAIR SET OF 4	0				
539E6020	CHAIR GLIDE - SLED BASE 3/4 CHAIR SET OF 4	11				
539E6030	CHAIR GLIDE - SLED BASE 1 CHAIR SET OF 4	0				

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2019 - REQUEST FOR PROPOSAL - CUSTODIAL SUPPLIES  
WORKSHEET C - PRICING

SWISH Catalogue No.	CatalogueText	Sum of Quantity	Equivalent Make and Model - if not SWISH #	Vendor Proposed Specification	Unit Price	Comments
539E6120	CHAIR GLIDE - ANGLED PLUGGED FOOT SET OF 4	1				
539E6122K	CHAIR GLIDE - FLEXI FELT FOR 7/8 TUBE CHAIR SET OF	0				
539E6125K	CHAIR GLIDE - ANGLED PLUGGED FOOT SET OF 4	1				
539E6225K	CHAIR GLIDE - FLEXI FELT FOR 1 CHAIRS SET OF 4	0				
539E6231K	CHAIR GLIDE - FLEXI FELT FOR 1 1/4 ADAPTER FOR	3				
539E6238	CHAIR GLIDE - SWIVEL FOOTING CHAIR SET OF 4	3				
539E6325K	CHAIR GLIDE - FLEXI FELT FOR SWIVEL CHAIR SET OF 4	0				
539E6331K	CHAIR GLIDE- FLEXI FELT FOR SWIVEL GLIDES AND ELEVATION	0				
539E6431K	CHAIR GLIDE- FLEXI FELT ADAPTER SET OF 4	0				
539E7325K	CHAIR GLIDE- CARPET FLEXI FELT SET OF 4	0				
539E7328K	CHAIR GLIDE- CARPET FLEXI FELT SET OF 4	0				
539E7331K	CHAIR GLIDE- CARPET FLEXI FELT SET OF 4	0				
5935-4	MICROFIBRE LAUNDRY DETERGENT 3LJUG	10				
600000	GARBAGE BAG - 22X24 BLACK REGULAR -	510				
600050	GARBAGE BAG - 26X36 BLACK STRONG - 200/CASE	314				
600100	GARBAGE BAG - 30X38 BLACK STRONG - 200/CS	2154				
600200	GARBAGE BAG - 35X50 BLACK STRONG - 125/CS	1701				
600300	GARBAGE BAGS 42X48 BLACK STRONG - 100/CS	28				
600400	GARBAGE BAG - 30X38 CLEAR STRONG - 200/CS	196				
600450	GARBAGE BAG - 22X24 CLEAR STRONG - 500/CS	122				
600500	GARBAGE BAG - 35X50 CLEAR STRONG - 125/CS	861				
600600	GARBAGE BAG - 42X48 CLEAR STRONG - 100/CS	83				
600700	GARBAGE BAG - 42X48 BLACK EXTRA STRONG -	78				
68016	SOAPPOPULAR DISPENSER - WALL MTD. 1.5L	2				
700000	RUBBER FLOCKED LINED GLOVES SMALL S#9070S	10				
700100	RUBBER FLOCKED LINED GLOVES MEDIUM S#9070M	16				
700200	RUBBER FLOCKED LINED GLOVES LARGE S#9070L	79				
700300	RUBBER FLOCKED LINED GLOVES EXTRA LARGE S#9070XL	46				
700400	NITRILE FLOCKED GLOVES SMALL S#730-S	10				
700500	NITRILE FLOCKED GLOVES MEDIUM S#730-M	59				
700600	NITRILE FLOCKED GLOVES LARGE S#730-L	70				

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THAMES VALLEY DISTRICT SCHOOL BOARD  
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WORKSHEET C - PRICING

SWISH Catalogue No.	CatalogueText	Sum of Quantity	Equivalent Make and Model - if not SWISH #	Vendor Proposed Specification	Unit Price	Comments
700700	NITRILE FLOCKED GLOVES EXTRA LARGE S#730-XL	113				
700800	DISPOSABLE VINYL GLOVES SMALL 100/BOX S#T525S	60				
700900	DISPOSABLE VINYL GLOVES MEDIUM 100/BOX S#T525M	137				
701000	DISPOSABLE VINYL GLOVES LARGE 100/BOX S#T525L	126				
701100	DISPOSABLE VINYL GLOVES EXTRA LARGE 100/BOX S#T525XL	89				
701200	DISPOSABLE NITRILE POWDER FREE SMALL GLOVES 100/BOX 9099S	105				
701300	DISPOSABLE NITRILE POWDER FREE MED GLOVES 100/BX 9099M	512				
701400	DISPOSABLE NITRILE POWDER FREE LARGE GLOVES 100/BOX 9099L	1289				
701500	DISPOSABLE NITRILE POWDER FREE EXTRA LARGE GLOVES 100/BOX 9099XL	1667				
701560	INSULATED NEOPRENE GLOVE ONE SIZE S#08322	8				
701600	YELLOW APRON W/STOMACH PATCH S#APVC14Y3545	4				
701700	SAFETY GLASSES S#T1600R	946				
701800	SAFETY GOGGLE INDIRECT VENT #50810	59				
702100	SHOES FOR CREWS - SIZE XXS	0				
702150	SHOES FOR CREWS - SIZE XS	2				
702200	SHOES FOR CREWS - SIZE S	8				
702250	SHOES FOR CREWS - SIZE S+	9				
702300	SHOES FOR CREWS - SIZE M	10				
702350	SHOES FOR CREWS - SIZE M+	15				
702400	SHOES FOR CREWS - SIZE L	25				
702450	SHOES FOR CREWS - SIZE XL	30				
702500	SHOES FOR CREWS - SIZE XXL	15				
7200-10	COMMERCIAL DISHWASHER DETERGENT (LIQUID)	10				
7210-10	COMMERCIAL DISHWASHER RINSE AGENT	1				
775E5391	CHAIR GLIDE - FLEXI-FELT FOR 7/8 DIAMETER TUBE	0				
775e53910	CHAIR GLIDE - SLED BASE CHAIRS 1 PACK OF 100	0				
775e53911	CHAIR GLIDE - ANGLED PLUGGED FOOT 3/4 PACK OF 100	0				
775e53912	CHAIR GLIDE - ANGLED PLUGGED FOOT 1 1/8 PACK OF	0				
775e53913	CHAIR GLIDE - SWIVEL FOOTING CHAIRS PACK OF 100	4				
775E5392	CHAIR GLIDE - FLEXI-FELT FOR 1 DIAMETER TUBE CHAIR	0				
775E5393	CHAIR GLIDE - FLEXI-FELT FOR 1 DIAMETER TUBE CHAIR	0				

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THAMES VALLEY DISTRICT SCHOOL BOARD  
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SWISH Catalogue No.	CatalogueText	Sum of Quantity	Equivalent Make and Model - if not SWISH #	Vendor Proposed Specification	Unit Price	Comments
775E5394	CHAIR GLIDE - FLEXI-FELT FOR 1 1/4 DIAMETER TUBE	0				
775E5395	CHAIR GLIDE - FLEXI-FELT FOR SWIVEL END CHAIR PACK OF 100	1				
775E5396	CHAIR GLIDE - FLEXI-FELT FOR SWIVEL END CHAIR PACK OF 100	0				
775E5397	CHAIR GLIDE - FLEXI-FELT ADAPTER AND 539E6325K PACK OF	1				
775e5398	CHAIR GLIDE - SLED BASE CHAIRS 3/8 PACK OF 100	0				
775e5399	CHAIR GLIDE - SLED BASE CHAIRS 7/8 PACK OF 100	0				
800000	LAMP MEDIUM BASE 100 WATT 130V S#100ACVP130V	35				
800100	LAMP FLOOD REFL.MEDIUM BASE 120 WATT S#120BR40FL130	14				
800200	LAMP MEDIUM BASE 150 WATT 130 V S#150A/24/6000	56				
800300	LAMP MEDIUM BASE LONG NECK 150W/130V S#150A23RS125	73				
800400	LAMP MEDIUM BASE 15 WATT 130 V S#15A15-130V	8				
800500	LAMP CANDLEBRA BASE T6 15 WATT 145V S#15T6CC/145	12				
800600	LAMP INTERMED BASE 25 WATT 145V S#25T65BBL120V	4				
800700	LAMP MEDIUM BASE 300 WATT 130V S#300MIF120V	12				
800800	LAMP MEDIUM BASE 60W 130V S#60A/2P/24	125				
800900	LAMP FLOOD REFLECTOR MEDIUM BASE 75W 130V #65BR30/FL	20				
801000	LAMP FLOOD HALOGEN MED BASE 75 WATT 130V #75PAR38HALFL	54				
801100	LAMP FLOOD HALOGEN MED BASE 90 WATT 130V #90PAR38HALFL	0				
801200	LAMP FLUORESCENT COMPACT SCREW-IN 20 WATT 12/CS #UB23/12	2				
801300	COMPACT FLUORESCENT 26W DOUBLE BIAx 4PIN 2700K	10				
801400	LIGHT BULB 20W 24 FLUORESCENT T-12 S#F20T12CW	27				
801500	LAMP FLUORESCENT 48 40 WATT T12 30/CASE	3				
801600	LAMP FLUORESCENT 36 30 WATT 24/CASE S#F30T8CW	1				
801700	LAMP MOGUL BASE METAL HALIDE 175 W S#M175U	0				
801800	LIGHT BULB 250W BT-28 MOGUL BASE METAL HALIDE 10000 HOURS	1				
801900	LAMP MOGUL BASE METAL HALIDE 400 W S#M400U	0				
802000	LAMP MEDIUM BASE METAL HALIDE COATED S#MP100CUMED	0				
802100	LAMP FLUORESCENT BIAXIAL 7 WATT PL7/BULB S#CF7DS/827	30				
802200	LAMP FLUORESCENT BIAXIAL 9 WATT PL9/BULB S#CF9DS827	32				
802300	LAMP FLUORESCENT BIAXIAL 13 WATT PL13/BULB S#CF13DS/827	22				
802400	LAMP FLUORESCENT COMPAC 2 PIN 26 WATT S#CF26DD827	4				

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2019 - REQUEST FOR PROPOSAL - CUSTODIAL SUPPLIES  
WORKSHEET C - PRICING

SWISH Catalogue No.	CatalogueText	Sum of Quantity	Equivalent Make and Model - if not SWISH #	Vendor Proposed Specification	Unit Price	Comments
802500	LAMP FLUORESCENT 48 T8 COOL WHITE XP 30/CS	19				
8935-4	AROMIX 4L JUG	19				
900000	CLEAN AND GREEN ICE MELTER 18KG	7474				
900100	DRY ROCK SALT 20 KG.	3824				
900200	WATER SOFTENING SALT 20KG S#31421	305				
900300	Winterinse 4L	92				
990000	SWISH(23% HYDROCHLORIC ACID) BOWL CLEANER 1LX12/CS S#4814	135				
990100	LIME REMOVER & DESCALER 4L S#4816	65				
990200	3M TROUBLESHOOTER 23OZ S#4050	115				
990300	POWERSTRIP BASE STRIPPER 32 OZ S#4072-1	44				
990400	CLEAN & GREEN LOTION SOAP 4L (CERTIFIED GREEN)	38				
990500	SOAPOPOPULAR ALCOHOL FREE HAND SANITIZER 100ML S#68012	232				
990600	SOAPOPOPULAR ALCOHOL FREE HAND SANITIZER 250ML S#68013	133				
990700	SOAPOPOPULAR ALCOHOL FREE HAND SANITIZER 550ML S#68014	278				
990800	SOAPOPOPULAR ALCOHOL FREE HAND SANITIZER 1L CARTX6/CS	14				
990900	SOAPOPOPULAR 1L CARTRIDGE DISPENSER S#68009	7				
991000	SOAPOPOPULAR ALCOHOL FREE 4L HAND SANITIZER REFILL S#68015	11				
991400	QUIKFILL 4 PRODUCT SPRAY BOTTLE DISPENSER #AK1026	0				
991600	36X72 SWISH RUBBER FINGERTIP MAT S#SP49602	30				
991700	3M 19 80 GRIT SAND SCREEN DISC PAD S#398580-193M	11				
991750	RUBBER RIBBED MATTING ROLL 3FT X 75FT S#WR1836BK	6				
991800	3M 19 100 GRIT SAND SCREEN DISC PAD	10				
991900	FRONT COURT WOOD FLOOR FINISH 18.9L S#AK0613	20				
992000	HARDWOOD FLOORCLR 4L S#FULLCOURT-4	0				
992050	ENVIRO BURNISHING CREAM 473ML	12				
992100	NS WEDGE SHAPED BASEBOARD BRUSH S#30055	4				
992200	3M 12 SURFACE PREPARATION FLOOR PAD S#SPP12	2				
992300	3M 20 SURFACE PREPARATION FLOOR PAD S#SPP20	2				
992400	3M 14 SURFACE PREPARATION FLOOR PAD S#SPP14	0				
992600	3M 14 X 20 BOOST SURFACE PREP PAD S#SPP14X20	11				
992700	12 SURFACE PREPARATION PAD SPP-12	2				

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WORKSHEET C - PRICING

SWISH Catalogue No.	CatalogueText	Sum of Quantity	Equivalent Make and Model - if not SWISH #	Vendor Proposed Specification	Unit Price	Comments
992800	12 PURPLE DIAMOND POLISH PAD	12				
992900	12 SIENNA POLISHING PADS (3M) 5/CS	4				
993050	FLOOR CLEANER - WOOD 4LX4CS#9001-4	0				
993100	OPTICORE 1 PLY TOILET TISSUE	124				
994000	T-CELL ORDOUR CONTERACTANT REFILL PURE #402498	2				
994500	T-CELL DISPENSER (WHITE)#402092	0				
995000	SOLIDAIRE 2010 INTENS. BLUE REFILL	0				
995500	SOLIDAIRE INTENSIVE DISPENSER	0				
997000	SWISH GYM WOOD FLOOR FINISH 18.9L	15				
997100	DURALOCK TILED GYM FLOOR FINISH 5GL	131				
AK0696	DISINFECTANT WIPES - 180/CONTAINER	16				
ES75-CS	ENVIRO SOLUTIONS DEGREASER CONCENTRATE 4.73L	26				
ES78-1	ENVIRO 78 STAINLESS STEEL AND FURNITURE CLEANER 946ML	17				
H003763	HEAVY DUTY HAND TRUCK W/SOLID WHEELS (DOLLY)	8				
H003773	HEAVY DUTY HAND TRUCK W/PNEUM WHEELS (DOLLY)	9				
OIL-NON30-4L	NON DETERGENT SAE 30 4 LTR	1				
SP44204	RUBBER MAT 3FT X 75FT WIDE RIB CHARCOAL	1				
SP45251	6' x 12' WATERHOG MAT CLASSIC EVERGREEN S#200-6X12-159	0				
SP45252	6' x 10' WATERHOG MAT CLASSIC EVERGREEN S#200-6X10-159	0				
SP45253	6' x 8' WATERHOG MAT CLASSIC EVERGREEN S#200-6X8-159	0				
SP45254	6' x 20' WATERHOG MAT CLASSIC EVERGREEN S#200-6X20-159	0				
SP45939	BARRIER-FREE SAFETY COAT HOOK	20				
SP46039	MAT - 3' X 60' CARPET CHEVRON W/RUBBER BACKING - CHAR	0				
SP46652	48 FLUORESCENT LAMP #EPSEC0 (28 WATT)	8				
SP5636434	ANTI-FATIGUE MAT 3X5 7/8 THK	3				
WHC3X10C	3' X 10' WATERHOG MAT CLASSIC CHARCOAL W/RUBBER BORDERS	2				
WHC3X12C	3' X 12' WATERHOG MAT CLASSIC CHARCOAL W/RUBBER BORDERS	4				
WHC3X20C	3' X 20' WATERHOG MAT CLASSIC CHARCOAL W/RUBBER BORDERS	0				
WHC3X4C	3' X 4' WATERHOG MAT CLASSIC CHARCOAL W/RUBBER BORDERS	0				
WHC3X5C	3' X 5' WATERHOG MAT CLASSIC CHARCOAL W/RUBBER BORDERS	3				
WHC4X10C	4X10 WATERHOG MAT CLASSIC CHARCOAL W/RUBBER BORDERS	0				

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THAMES VALLEY DISTRICT SCHOOL BOARD  
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WORKSHEET C - PRICING

SWISH Catalogue No.	CatalogueText	Sum of Quantity	Equivalent Make and Model - if not SWISH #	Vendor Proposed Specification	Unit Price	Comments
WHC4X12C	4X12 WATERHOG MAT CLASSIC CHARCOAL W/RUBBER BORDERS	0				
WHC4X20C	4X20 WATERHOG MAT CLASSIC CHARCOAL W/RUBBER BORDERS	0				
WHC4X6C	4'X6' WATERHOG MAT CLASSIS CHARCOAL W/RUBBER BORDERS	0				
WHC4X8C	4X8 WATERHOG MAT CLASSIC CHARCOAL W/RUBBER BORDERS	0				
WHC6X10C	6X10 WATERHOG MAT CLASSIC CHARCOAL W/RUBBER BORDERS	0				
WHC6X12C	6X12 WATERHOG MAT CLASSIC CHARCOAL W/RUBBER BORDERS	1				
WHC6X20C	6X20 WATERHOG MAT CLASSIC CHARCOAL W/RUBBER BORDERS	0				
WHC6X8C	6X8 WATERHOG MAT CLASSIC CHARCOAL W/RUBBER BORDERS	1				
WHF3X10C	3X10 WATERHOG MAT FASHION CHARCOAL W/FABRIC BORDERS	0				
WHF3X12C	3X12 WATERHOG MAT FASHION CHARCOAL W/FABRIC BORDERS	0				
WHF3X20C	3X20 WATERHOG MAT FASHION CHARCOAL W/FABRIC BORDERS	0				
WHF3X4	3X4 WATERHOG MAT FASHION CHARCOAL W/FABRIC BORDERS	0				
WHF3X5C	3X5 WATERHOG MAT FASHION CHARCOAL W/FABRIC BORDERS	1				
WHF4X10C	4X10 WATERHOG MAT FASHION CHARCOAL W/FABRIC BORDERS	0				
WHF4X12C	4X12 WATERHOG MAT FASHION CHARCOAL W/FABRIC BORDERS	1				
WHF4X20C	4X20 WATERHOG MAT FASHION CHARCOAL W/FABRIC BORDERS	0				
WHF4X6C	4X6 WATERHOG MAT FASHION CHARCOAL W/FABRIC BORDERS	0				
WHF4X8C	4X8 WATERHOG MAT FASHION CHARCOAL W/FABRIC BORDERS	0				
WHF6X10C	6X10 WATERHOG MAT FASHION CHARCOAL W/FABRIC BORDERS	0				
WHF6X12C	6X12 WATERHOG MAT FASHION CHARCOAL W/FABRIC BORDERS	0				
WHF6X20C	6X20 WATERHOG MAT FASHION CHARCOAL W/FABRIC BORDERS	0				
WHF6X8C	6X8 WATERHOG MAT FASHION CHARCOAL W/FABRIC BORDERS	0				
DEEPLUBED	DEEPLUBED or equivalent	1				
Disinfectant256H	Disinfectant256H	493				
ES64BTLR	ES64 SILK SCREEN BOTTLE ONLY	200				
ES72BTL-32LD	ES72 LIGHT DUTY SILK SCREEN BOTTLE ONLY	150				
ES72BTL-32MD	ES72 MEDIUM DUTY SILK SCREEN BOTTLE ONLY	110				
ES72BTL-32HD	ES72 HEAVY DUTY SILK SCREEN BOTTLE ONLY	130				
ES64-4	NEUTRAL DISINFECTANT CLEANER 4.73L	493				
ES72-CS	HYDROGEN PEROXIDE MP CLEANER 2 X 4.73L	467				

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Signature: \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
2019 - REQUEST FOR PROPOSAL - CUSTODIAL SUPPLIES  
WORKSHEET D - CRITERIA WEIGHTING

<i>Custodial Supplies</i>		Possible	Possible	
ITEM NO.	CRITERIA	POINTS	SUB-POINTS	SUB CATEGORIES
1.0	Pricing	25		
			25	
2.0	References	15		
			15	5 possible points for each of three
3.0	Suitability of Distribution Centre	20		
			10	Location of Warehouse Sites
			10	Accessibility for Pick-up/Retail
4.0	Company Policies	30		
			10	Environmental Policy and Procedures
			10	Health and Safety Procedure
			10	Quality Control Process
5.0	Quality of Products	25		
			25	Based on Testing
6.0	Dispensing System	5		
			5	Installation of Dispensers
7.0	Added Value	10		
			5	Provides TVDSB Employee Training
			5	Provides support to TVDSB staff
8.0	Relevant Customers	15		
			15	Based on number of institutional clients
9.0	Quality of Service	10		
			5	Ability to service all TVDSB sites
			5	Backorders/Pickups within 1 week
10.0	Bid Submission	5		
			3	Worksheet A to Worksheet C completed and submitted with Bid
			2	Format substantially followed
	Total	160		



THAMES VALLEY DISTRICT SCHOOL BOARD  
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APPENDIX A



**Laura Elliott, Director of Education and Secretary**

In acceptance for work at or within any Thames Valley District School Board site, you must agree to follow the Board's Health and Safety Policies and Procedures that would pertain to the specific job or contract awarded or assigned to your company. It is also your responsibility to inform and enforce these policies and procedures to all subcontractors working for you. In the event of conflict between the Board's provisions and those of other authorities the most stringent provision applies.

The following is a list of the Thames Valley District School Board Health and Safety Policies, Procedures and Guidelines:

- Access to School Sites
- Approval of Building and Site Alterations by Non-Facilities Staff
- Asbestos
- Confined Space
- Emergency Procedures
- Hazardous Waste Disposal
- Hot or Open Flame Work

- Lock Out – Energy Isolation
- Portable Ladders
- Remediation of Mold
- Roof Work
- Tagging of Unsafe Equipment
- Use of Aerosol Products
- Use of Designated Substances
- Video Surveillance

I hereby acknowledge that I have read, understand and agree to follow the Health and Safety Policies and Procedures set forth by the Thames Valley District School Board (TVDSB).

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***PLEASE RETURN THIS FORM TO SENDER UPON COMPLETION***

Thames Valley District School Board - Organizational Support Services - Facility Services  
951 Leathome Street, London, Ontario N5Z 3M7 Tel: (519) 452-2444 Fax: (519) 452-2411 website:  
[www.tvdsb.on.ca](http://www.tvdsb.on.ca)

*We build each student's tomorrow, every day.*