



TENDER #14 CARPET CLEANING SERVICES

Issue Date: Thursday, March 18, 2021

Stacey Shoemaker, Buyer

Issued by: The Thames Valley District School Board

Return Date: 12:00:00 noon, local time, Thursday, April 8, 2021

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
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.		
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 the annual cleaning of carpets for all TVDSB locations.		
1.1.2	Bidders are to provide us with any information about any additional services (e.g. blind cleaning, upholstery cleaning) they could offer the Board. This information should include a full description of the service, complete with the rates for the services.		
1.1.3	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.		
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	Proponents must use the online bid entry 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	Scroll to the end of the document, click "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		
2.2.1.7.2.4	Complete account information and click "Create My Account"		
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 2021Appendices014.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 and Specifications 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: Zones in Excel format - No response required.		
2.2.1.10.1.5	Worksheet E: Square Footage in Excel format - No response required.		
2.2.1.10.1.6	Worksheet F: Carpet Cleaning Report in PDF format - No response required.		
2.2.1.10.1.7	Worksheet G: Contractor/Supplier Performance Evaluation - No response required.		
2.3	RETURN LOCATION		

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2.3.1	The bid submission must be returned as a file upload as per 10.3.3		
2.3.2	Upload of the files as per 10.3.3 is the responsibility of the proponent.		
2.3.4	Submissions received as hardcopies will not be accepted.		
2.3.5	Late bids will not be processed.		
2.4	IMPORTANT DATES		
2.4.1	ISSUE DATE: Thursday, March 18 2021.		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon local time Thursday, April 8, 2021.		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Stacey Shoemaker, by email s.shoemaker@tvdsb.ca no later than Thursday April 7, 2021. 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	All bid files are available for downloading at no charge from the TVDSB web site.		
2.5.3	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site.		
3.0	CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for one year, commencing on June 1, 2021 and unless otherwise provided herein, terminating on May 31, 2022.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of two additional years, in one 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 May 31, 2023.		
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 May 31, 2024.		
3.2	PRICING		
3.2.1	Bidders must print and sign 2021Appendices014.xlsx.		
3.2.2	Cleaning cost submitted in Worksheet C MUST be submitted per square foot.		
3.2.3	All charges must be included in the cost of the item, taxes extra. Prices quoted must be for services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.4	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT OR FUEL EXTRA.		
3.2.5	Prices must remain in effect for the initial one year term of the contract, commencing on June 1, 2021 and ending May 31, 2022.		

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3.2.6	Price increases during the remaining contract term are subject to the approval of the TVDSB and will be limited to proof of manufacturers' industry increases in written form from the successful vendor.		
3.2.7	It is the intention of the TVDSB to rationalize its supplier base. This contract will be awarded by geographic zones or all zones will be serviced by one bidder. Each bidder agrees to the award on this basis.		
3.3	TAXES		
3.3.1	HST: Where applicable, Harmonized Sales Tax must be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
3.4	INVOICING/PAYMENT TERMS		
3.4.1	All invoices must be sent to the appropriate Operations Zone Leader at their zone office locator as per Worksheet D.		
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.		
3.4.4	Bidders should state percentage discount for early payment and net payment terms.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	REQUIREMENTS		
4.1.1	The requirements are listed in Worksheet B. For each requirement described in Worksheet B bidders must place a response in the appropriate column.		
4.1.2	A cleaning schedule is drawn up in consultation with the Facility Services Supervisor for each of the 5 zones. All cleaning will be performed during non-occupancy times. That schedule is the basis for servicing and invoicing. Service will be once per year per location. Schedules will include time lines, which have to be met.		
4.1.3	If you cannot service all TVDSB locations indicate which areas you can service. Worksheet D shows TVDSB's five geographic services zones: Zone 1, Zone 2, Zone 3, Zone 4 and Zone 5.		
4.1.4	The successful bidder(s) must carry out all work to the satisfaction of the TVDSB. All trade work is to be performed by appropriately certified staff.		
4.1.5	All services may not be purchased if costs exceed budget. In no way should the information furnished be considered a guarantee with respect to the future volume of business. The successful bidder(s) will be responsible for servicing the cleaning quantities that are eventually scheduled.		
4.1.6	Quality and suitability to school use will be the first consideration. The successful bidder(s) will carry out all work to the satisfaction of the TVDSB. All trade work to be performed by appropriately certified staff.		
4.1.7	A complete list of our locations that require this service in Worksheet D. The total carpeted area across all locations listed in Appendix E is approximately 988,240 square feet. The Board reserves the right to add or delete square footage as required.		
4.2	CONTRACT PERFORMANCE EVALUATION		

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4.2.1	The TVDSB reserves the right at any time during the contract period to evaluate the successful proponents service based on their contract performance.		
4.2.2	The successful proponent will be evaluated based on the evaluation form - Facility Services - Contract Performance Evaluation.		
4.2.3	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).		
4.3	ENVIRONMENT		
4.3.1	Bidder(s) should include a detailed description of any environmental initiative and how your program would be implemented and benefit the TVDSB.		
5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 120 days.		
5.1.2	A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. No facsimiles shall be accepted. The last submission shall supersede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda must be submitted to the "Tenders Clerk" in the same manner and within the same time constraints as the bid submission.		
5.1.3	A bidder may withdraw the bid at any time up to the official closing time by letter bearing his/her signature as it is in the submission. Withdrawal requests received after the closing date shall not be permitted. Submission withdrawals must be submitted to the "Tenders Clerk" in the same manner and within the same constraints as a bid submission.		
5.1.4	The issuance of this call for bids shall not constitute any obligation on the part of the TVDSB to any firm or individual who submits a bid.		
5.1.5	The bidder should have satisfactorily fulfilled all relevant obligations as required under the terms and conditions of any previous award in order to be considered as an acceptable bidder.		
5.1.6	The laws of the Province of Ontario shall govern in any dispute occasioned as a result of the performance or non-performance and/or workmanship of a contract issued pursuant to the bid and any dispute arising out of the issuance of and response to this bid.		
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.		

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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 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). Upon award of this bid, the successful proponent will be required to sign an agreement that confirms the scope of work, fee structure and contractual obligations of the bid.		
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.		
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 willful acts of any of the successful bidder(s)' employees or contracted staff.		

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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	The successful bidder(s) must ensure all technicians servicing TVDSB sites are provided with the appropriate uniform which includes a company logo and/or identification badge. The cost of supplying the uniform is the responsibility of the successful bidder(s). The successful bidder(s) shall ensure that employees are neat in appearance and are in proper uniforms at all time while on TVDSB property.		
5.1.21	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.2	CANCELLATION OF CONTRACT / LOSS OF SERVICE		
5.2.1	The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder(s) shall remain responsible for its obligations under this contract up to the date of termination. The TVDSB reserves the right to commence an action in a court of competent jurisdiction against the successful bidder(s) for damages that result from the breach of the terms and conditions of the contract, by the successful bidder(s).		
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		

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5.3.1	Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application pursuant to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a bid submission or an addendum may contain a trade secret of the bidder, intellectual property right of the bidder, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		
5.3.2	A bidder specifically consents to the disclosure of any and all information contained in their bid submission or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all right, title and interest that they have in the bid submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.		
5.3.3	All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.		
5.4	PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT		
5.4.1	The proponent represents and warrants that if the proponent is or becomes subject to any private sector privacy legislation in responding hereto, or in carrying out its obligations under any subsequent agreement, the proponent will be solely responsible for compliance with such legislation. Without limitation, the proponent represents and warrants that if the proponent is subject to the Personal Information protection and Electronics Act, S.C. 2000, c.5, including any amendments thereto ("PIPEDA"), the proponent shall ensure PIPEDA compliance of:		
5.4.2	All PIPEDA Protected Information the proponent collects directly from the individual or indirectly from the Board or others		
5.4.3	All PIPEDA Protected Information the proponent 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 proponent 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	ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES		

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5.5.1	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: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm		
5.6	HUMAN RIGHTS AND CHILD LABOUR LAWS		
5.6.1	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.		
5.6.2	Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.6.3	For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.6.3.1	http://www.ilo.org		
5.7	HEALTH, SAFETY REGULATIONS		
5.7.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the TVDSB reserves the right to invoice the successful bidder(s) for the cost of certification/replacement.		
5.7.2	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.		
5.7.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. 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.		

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5.7.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors to maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contractor shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHIMS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.7.5	The TVDSB reserves the right to request a copy of a bidders' Health & Safety Policy, Procedures and Guidelines.		
5.8	WORKPLACE SAFETY AND INSURANCE BOARD		
5.8.1	The successful bidder(s) must ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.		
5.8.2	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.		
5.8.3	All workplace injuries or accidents on TVDSB property must be reported by the successful proponent(s) to the TVDSB's representative within 24 hours.		
5.9	COMMERCIAL LIABILITY INSURANCE		
5.9.1	The successful bidder(s) must be covered by Commercial General Liability Insurance throughout the term of the contract. Each bidder must provide proof of said insurance.		
5.9.2	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.		
5.9.2.1	This liability policy shall contain the following coverage:		
5.9.2.2	Personal Injury & Property Damage		
5.9.2.3	Non-Owned Automobile Liability		

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5.9.2.4	Owners and Contractors Protective Coverage		
5.9.2.5	Contractual Liability		
5.9.2.6	Broad Form Property Damage		
5.9.2.7	Products & Completed Operation Insurance		
5.9.2.8	Contingent Employees Liability		
5.9.2.9	Cross Liability Clause and Severability of Interest Clause		
5.9.3	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.		
5.9.4	The successful bidder(s) agrees to indemnify, hold harmless and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason or injury (including death) or damage to any property arising out of negligent or willful acts on the part of the successful bidder(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
5.10	MOTOR VEHICLE LIABILITY INSURANCE		
5.10.1	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.		
5.10.2	In the event of an affirmative answer to 5.10.1, 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 5.10.3 to subsection 5.10.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.10.3	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.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.10.3.1	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:		
5.10.3.2	Third Party Liability Coverage in the form of OAP-1		
5.10.4	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.		
5.10.5	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 part of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
6.0	BIDDER PROFILE		
6.1	ADMINISTRATION & ORGANIZATION		
6.1.1	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 days of the date of any such request.		
6.1.2	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.		
6.1.3	Bidders should state if their employees service sites wearing uniforms.		
6.1.4	Bidders should state if their employees carry photo identification.		
6.1.5	Bidders should state if they are ISO registered and if so what level.		
6.1.6	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, proponents should use the same numbering format, as on this bid document.		
7.1.2	The bid submission must include:		
7.1.2.1	Signed copies of all Worksheets and Bid Report		
7.1.3	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.4	Proponents' submissions should include page numbers for ease of reference by committee members.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
7.1.5	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.6	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		
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.		
9.2	AWARD AND NOTIFICATION OF CONTRACT		
9.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
9.2.1.1	www.tvdsb.ca		
9.2.1.2	Click on "I'D LIKE TO"		
9.2.1.3	Click on "Go to Purchasing"		
9.2.1.4	Click on "Bids"		
9.2.1.5	Proceed to the Bid, click		
9.2.1.6	"Results - Check Mark"		
9.2.1.7	View documents in PDF format.		
9.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		
Stacey Shoemaker Purchasing Department			Arlene Morell Chairperson
10.0	ELECTRONIC BIDDING INSTRUCTIONS		
10.1	DOWNLOADING BID DOCUMENTS		
10.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
10.1.2	Click on "I'D LIKE TO"		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
10.1.3	Click on "Go to Purchasing"		
10.1.4	Click "Bids"		
10.1.5	Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
10.1.6	Click "Proceed to Inquiry/Download page"		
10.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
10.1.8	Click on the "NEW" logo to be directed to the TVDSB Client Portal.		
10.1.9	Follow log in instructions beginning with item 2.2.1.7.		
10.2	COMPUTER SYSTEM REQUIREMENTS		
10.2.1	To use the electronic system, proponents must be using Microsoft Internet Explorer or Microsoft Edge.		
10.3	BID WORKSHEETS		
10.3.1	Download the file "2021Appendices014.xlsx from the Associated Files.		
10.3.1.1	The file contains the following worksheets:		
10.3.1.1.1	Worksheet A: Terms and Conditions in Excel format - Electronic response required.		
10.3.1.1.2	Worksheet B: Requirements and Specifications in Excel format - Electronic response required.		
10.3.1.1.3	Worksheet C: Pricing in Excel format - Electronic response required.		
10.3.1.1.4	Worksheet D: Zones in Excel format - No response required.		
10.3.1.1.5	Worksheet E: Square Footage in Excel format - No response required.		
10.3.1.1.6	Worksheet F: Carpet Cleaning Report in PDF format - No response required.		
10.3.1.1.7	Worksheet G: Contractor/Supplier Performance Evaluation - No response required.		
10.3.2	Complete the worksheet.		
10.3.2.1	Do not convert the worksheets to a different file format (i.e. Word, .pdf, etc.). They must be uploaded to us in Excel format.		
10.3.2.2	Do not modify the Excel files by adding or deleting rows or columns, etc.		
10.3.3	Print and sign Worksheet A - Terms and Conditions. The printed and signed copies must be scanned and returned as a .pdf file.		
10.3.4	Upload files back to us using the "Your Uploaded Files for this Tender" area.		
10.4	BID REPORT		
10.4.1	After all bids have been entered:		
10.4.1.2	The "Bid Report" button must be clicked to initiate the transfer of any uploaded files into our system.		
10.5	RETURN DATE		
10.5.1	RETURN DATE and TIME: prior to 12:00:00 noon local time Thursday, April 8, 2021.		
11.0	10.0 SIGNATURE PAGE		
11.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
11.2	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.		
11.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
11.4	NAME (Please print):		
11.5	TITLE:		
11.6	SIGNATURE:		
11.7	FIRM NAME:		
11.8	State the legal entity that your organization operates under:		
11.8.1	Proprietorship		
11.8.2	Partnership		
11.8.3	Corporation		
11.9	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:		
11.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		
11.9.2	E-MAIL ADDRESS:		
11.9.3	ADDRESS:		
11.9.4	INTERNET ADDRESS:		
11.9.5	TELEPHONE NUMBER:		
11.9.6	FAX NUMBER.:		
11.10	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:		
11.10.1	Firm Name:		
11.10.2	Firm Address:		
11.10.3	Telephone Number:		
11.10.4	Fax Number:		
11.10.5	E-MAIL ADDRESS:		

FIRM NAME : _____

SIGNATURE : _____

**THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET B - SPECIFICATIONS/REQUIREMENTS**

Section	Specifications/Requirements	WILL COMPLY/WILL NOT COMPLY	Comments
	Cleaning Specifications		
B1	Square footage to be cleaned will be measured and supplied to the successful bidder(s) by the Board charge custodians and authorized by a Board Zone Operations Leader on an agreed upon schedule.		
B2	All carpets to be thoroughly vacuumed by the Contractor technician prior to hot water extraction.		
B3	Carpet pre-spray must be applied to all traffic areas using a hydro force pre-sprayer. All spots and gum to be removed.		
B4	For all chemicals used in Board sites, we require the name of the chemical(s), including specialty cleaners, and M.S.D.S sheets. WHMIS labels must be on containers where applicable. All container labels must list active ingredients along with application instructions. M.S.D.S. sheets should also be on the truck(s) servicing each site.		
B5	Truck mounted carpet cleaning equipment must be used for hot water extraction with no less than #4 Blower producing a minimum 13" water lift and a high pressure water pump to produce a minimum pressure of 400 P.S.I. at the wand. Truck mount to be equipped with heat exchangers capable of providing no less than 165 degrees Fahrenheit at the wand.		
B6	Truck should be equipped with mufflers/silencers while in operation.		
B7	Non-marking high pressure solution lines with a minimum pressure rating of 3,000 P.S.I. and vacuum lines of 2" diameter to ensure maximum soil removal and dryness is achieved.		
B8	Truck must be parked a safe distance from the school and doors closed and locked while cleaning school.		
B9	All waste water is to be disposed of according to local municipal waste water by-laws. Under no circumstances is waste water to be dumped any where other than into a sanitary sewer or a drain designated for waste water. The successful bidder(s) will provide a complete waste water disposal policy and procedure.		
B10	No more than 5% moisture left in carpets.		
B11	Carpet dryers should be used as necessary to ensure maximum dryness prior to occupancy.		
B12	All Contractors must be IICRC Certified {or equivalent} firms and provide technicians certified by the IICRC as CCT's {or equivalent}. All contractors must submit the IICRC certificates when submitting this bid. All staff must be WHMIS trained.		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET B - SPECIFICATIONS/REQUIREMENTS

Section	Specifications/Requirements	WILL COMPLY/WILL NOT COMPLY	Comments
B13	All walk off entrance matting to be thoroughly vacuumed and extracted.		
B14	All cleaning procedures will be monitored and inspected by Board employees to see that all specifications are met.		
B15	Prior to commencing work at each site the successful bidder(s) shall review all areas to be serviced with on-site TVDSB staff. All furniture to be moved at each location shall be mutually agreed upon by the successful bidder(s) and TVDSB staff. Contractor's technicians will be responsible to move all furniture to ensure all carpet areas are cleaned. Office workstations, file cabinets, permanent book cases (NOT on wheels) will <u>not</u> be required to be moved. All furniture which is moved is to be replaced to its original locations by the successful bidder(s) when cleaning is completed. Any protection necessary for furniture placement on cleaned carpet to be provided by the successful bidder(s).		
B16	In conjunction with on-site TVDSB staff the successful bidder(s) shall compete and sign the "Pre-Inspection Report" portion of the Carpet Cleaning Service Report. Carpet locations and square footage to be reviewed and confirmed before cleaning. Floor plans will be provided to the successful bidder(s) at time of service.		
B17	No other cleaning processes will be considered acceptable without prior approval.		
Scheduling of Work to be Performed			
B18	The successful bidder(s) shall provide a schedule of work to be performed a minimum of three weeks in advance.		
Equipment			
B19	The Contractor shall supply all equipment required to perform the duties outlined in Cleaning Specifications (B2 to B17 above).		
B20	The Contractor shall provide a comprehensive list of the vehicles, equipment and staff that will be used in the performance of the contract (minimum of two for each). The award of this contract is conditional upon proof of adequate equipment.		
Staffing			
B21	The Contractor will be responsible to see that regular supervision is maintained over all working personnel. It is the Contractor's responsibility to see that all their activities are properly coordinated with the Board's operation, modify assignments where appropriate and make "on the job" inspections with or without a Board representative.		

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET B - SPECIFICATIONS/REQUIREMENTS**

Section	Specifications/Requirements	WILL COMPLY/WILL NOT COMPLY	Comments
B22	All Contractor's staff must wear uniforms and name tags.		
	Illustrative Literature		
B23	Bidder(s) should submit, ILLUSTRATIVE and SPECIFICATION INFORMATION for all equipment and chemicals proposed in the tender.		
B24	Bidders should state if this literature can be obtained directly from the manufacturer via the Internet.		
B25	Bidders should state web site addresses for EACH manufacturer.		
	Environment		
B26	Each bidder must include a detailed description of any environmental initiative and how your program would be implemented and benefit TVDSB.		
B27	Supplies, equipment and services: We encourage development of industries who have environmentally responsible policies (i.e.: reduce, reuse, recycle, repair, rethink). Products and packaging should have a minimal negative impact on the environment. (i.e.: using maximum level of post-consumer recyclable waste/safe disposable when life cycle complete).		
B28	Please state your policy/procedures for chemical disposal/reuse, and/or recovery.		
B29	Outline your process for disposal of wastewater. All disposal must meet all waste water legislation and by-laws.		
B30	The successful bidder(s) will remove all packaging debris from any products used in our sites at no cost to the TVDSB.		
	Statistical Data		
B31	The successful bidder(s) must be capable of supplying the TVDSB with statistical data, including square footage by location and by room, on an annual basis.		
	EMERGENCY SERVICES		
B32	Bidders must indicate if you offer 24 hour emergency services.		
B33	If you do offer 24 hour emergency service, state your emergency phone number and contact name.		
B34	If you do offer 24 hour emergency service, state response time in hours from initial telephone call.		
	REFERENCES		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET B - SPECIFICATIONS/REQUIREMENTS

Section	Specifications/Requirements	WILL COMPLY/WILL NOT COMPLY	Comments
B35	New bidders must provide a minimum of three references where you have successfully provided goods and or services in a commercial setting similar to this bid document. The reference must contain the following information:		
	Reference 1 - Company Name:		
	Reference 1 - Address:		
	Reference 1 - Contact Name:		
	Reference 1 - Phone Number:		
	Reference 1 - Fax Number:		
	Reference 1 - e-mail address:		
	Reference 1 - Property you maintained:		
	Reference 2 - Company Name:		
	Reference 2 - Address:		
	Reference 2 - Contact Name:		
	Reference 2 - Phone Number:		
	Reference 2 - Fax Number:		
	Reference 2 - e-mail address:		
	Reference 2 - Property you maintained:		
	Reference 3 - Company Name:		
	Reference 3 - Address:		
	Reference 3 - Contact Name:		
	Reference 3 - Phone Number:		
	Reference 3 - Fax Number:		
	Reference 3 - e-mail address:		
	Reference 3 - Property you maintained:		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET C
PRICING

ZONE 1						
	Item Number	Description	Quantity	Unit of Measure	Unit Price	Total
C1	1	CARPET - CLEANING	216,453	Sq. Ft		\$0.00
		Steam clean and shampoo carpet				
		Dry carpet to 5% moisture content				
		Remove all spots, stains and gum				
		All equipment to be used to be ULC, CSA or				
		Ontario Hydro approved as per terms				
C2	2	CARPET - CLEANING				
		24 Hour Emergency Service hourly rate				
C3	3	ADDITIONAL SERVICES - eg. Upholstery, blinds, drapes, etc.				
ZONE 2						
	Item Number	Description	Quantity	Unit of Measure	Unit Price	Total
C4	1	CARPET - CLEANING	305,413	Sq. Ft		\$0.00
		Steam clean and shampoo carpet				
		Dry carpet to 5% moisture content				
		Remove all spots, stains and gum				
		All equipment to be used to be ULC, CSA or				
		Ontario Hydro approved as per terms				
C5	2	CARPET - CLEANING				
		24 Hour Emergency Service hourly rate				
C6	3	ADDITIONAL SERVICES - eg. Upholstery, blinds, drapes, etc.				

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET C
PRICING

	ZONE 5					
	Item Number	Description	Quantity	Unit of Measure	Unit Price	Total
C13	1	CARPET - CLEANING	183,890	Sq. Ft		\$0.00
		Steam clean and shampoo carpet				
		Dry carpet to 5% moisture content				
		Remove all spots, stains and gum				
		All equipment to be used to be ULC, CSA or				
		Ontario Hydro approved as per terms				
C14	2	CARPET - CLEANING				
		24 Hour Emergency Service hourly rate				
C15	3	ADDITIONAL SERVICES - eg. Upholstery, blinds, drapes, etc.				

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET D - ZONE OFFICES

ZONE 1 London South					
951 Leathorne Street					
London, ON N5Z 3M7					
Fax: 519-452-2699					
MAINTENANCE LEADER: Matt Kaspersma, 519-452-2000, ext. 21020, m.kaspersma@tvdsb.ca					
OPERATIONS LEADER: Lisa Caughlin, 519-452-2000, ext. 21016, l.caughlin@tvdsb.ca					
ZONE ASSISTANT: Wendy Tunks, 519-452-2000, ext. 21062, w.tunks@tvdsb.ca					
School Name	School ID	Address	City	Postal Code	Phone
Arthur Ford P.S.	1035	617 Viscount Road	London	N6J 2Y4	519-452-8020
Arthur Stringer P.S.	1040	43 Shaftesbury Ave.	London	N6C 2Y5	519-452-8030
Ashley Oaks P.S.	1045	121 Ashley Crescent	London	N6E 3P8	519-452-8040
Byron Northview P.S.	1085	1370 Commissioners Road W	London	N6K 1E1	519-452-8080
Byron Somerset P.S.	1090	175 Whisperwood Avenue	London	N6K 4C6	519-452-8090
Byron Southwood P.S.	1095	1379 Lola Street	London	N6K 3R6	519-452-8100
C.C. Carruthers P.S.	1100	360 Chippendale Crescent	London	N5Z 3G2	519-452-8110
Cleardale P.S.	1145	780 Dulaney Drive	London	N6C 3W4	519-452-8140
Facility Services - Warehouse	5010	951 Leathorne Street	London	N5Z 3M7	519-452-2425
G. A. Wheable Centre for Adult Ed.	3050	70 Jacqueline Street	London	N5Z 3P7	519-452-2660
Glen Cairn P.S.	1265	53 Frontenac Road	London	N5Z 3Y5	519-452-8210
Kensal Park F.I.P.S	1325	328 Springbank Drive	London	N6J 1G5	519-452-8280
London Environmental Education Centre	3140	1095 Pond View Road	London	N5Z 4K2	519-452-8880
Mountsfield P.S.	1425	8 Mountsfield Drive	London	N6C 2S4	519-452-8400
Nicholas Wilson P.S.	1440	927 Osgoode Drive	London	N6E 1C9	519-452-8410
Princess Elizabeth P.S.	1565	247 Thompson Road	London	N5Z 2Z3	519-452-8490
Rick Hansen P.S.	1575	70 Ponderosa Crescent	London	N6E 2L7	519-452-8500
Saunders Secondary School	2280	941 Viscount Road	London	N6K 1H5	519-452-2770
Sir Georges Etienne Cartier P.S.	1620	695 Chiddington Avenue	London	N6C 2W9	519-452-8550
Sir Isaac Brock P.S.	1615	80 St. Lawrence Blvd.	London	N6J 2X1	519-452-8560
Sir Wilfrid Laurier S.S.	2170	450 Millbank Drive	London	N6C 4W7	519-452-2840
South Secondary School	2290	371 Tecumseh Avenue E.	London	N6C 1T4	519-452-2860
Tecumseh P.S.	1700	401 Tecumseh Avenue	London	N6C 1T4	519-452-8600
Victoria P.S.	1740	130 Wharncliffe Road S.	London	N6J 2K5	519-452-8640
W. Sherwood Fox P.S.	1750	660 Steeplechase Drive	London	N6J 3P4	519-452-8730
Westminster Secondary School	2370	230 Baseline Road, West	London	N6J 1W1	519-452-2900
Westmount P.S.	1780	1011 Viscount Road	London	N6K 1H5	519-452-8670
White Oaks P.S.	1785	565 Bradley Avenue	London	N6E 3Z8	519-452-8680
Wilton Grove P.S.	1795	626 Osgoode Drive	London	N6E 1C1	519-452-8700
Woodland Heights P.S.	1800	474 Springbank Drive	London	N6J 1G8	519-452-8710
Wortley Road P.S.	1805	301 Wortley Road	London	N6C 3R6	519-452-8720

THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET D - ZONE OFFICES

ZONE 2 - London East					
951 Leathorne Street					
London, ON N5Z 3M7					
Fax: 519-452-2710					
MAINTENANCE LEADER: David Dotey, 519-452-2000, ext. 21015, d.dotey@tvdsb.ca					
OPERATIONS LEADER: Wil Martin, 519-452-2000, ext. 21007, w.martin@tvdsb.ca					
ZONE ASSISTANT: Alison Schott, 519-452-2000, ext. 21014, a.schott@tvdsb.ca					
School Name	School ID	Address	City	Postal Code	Phone
A. B. Lucas Secondary School	2190	656 Tennent Avenue	London	N5X 1L8	519-452-2600
Aberdeen P.S.	1015	580 Grey Street	London	N6B 1H8	519-452-8010
B. Davison S.S.	2340	785 Trafalgar Street	London	N5Z 1E6	519-452-2880
Bonaventure Meadows P.S.	1070	141 Bonaventure Drive	London	N5V 4S6	519-452-8060
Cedar Hollow P.S.	1830	1800 Cedarhollow Blvd.	London	N5X 0C4	519-457-6059
Central (London) Secondary School	2070	509 Waterloo Street	London	N6B 2P8	519-452-2620
Chippewa P.S.	1135	1035 Chippewa Drive	London	N5V 2T6	519-452-8120
Clarke Road Secondary School	2080	300 Clarke Road	London	N5W 5N4	519-452-2640
Ealing P.S.	1180	840 Hamilton Road	London	N5Z 1V5	519-452-8150
East Carling P.S.	1065	814 Quebec Street	London	N5Y 1X4	519-452-8050
Evelyn Harrison P.S.	1245	50 Tewksbury Crescent	London	N5V 2M8	519-452-8180
F.D. Roosevelt P.S.	1250	560 Second Street	London	N5V 2B7	519-452-8190
Fairmont P.S.	1255	1040 Hamilton Road	London	N5W 1A6	519-452-8200
H. B. Beal Secondary School	2140	525 Dundas Street	London	N6B 1W5	519-452-2700
Hillcrest P.S.	1285	1231 Fuller Street	London	N5Y 4P7	519-452-8220
Jeanne Sauvé F.I.P.S.	1310	215 Warnccliffe Rd., North	London	N6H 2B6	519-452-8250
John P. Robarts P.S.	1315	84 Bow Street	London	N5V 1B1	519-452-8270
Knollwood Park P.S.	1330	70 Gammage Street	London	N5Y 2B1	519-452-8290
Lester B. Pearson School for the Arts	1335	795 Trafalgar Street	London	N5Z 1E6	519-452-8300
Lord Elgin P.S.	1355	1100 Victoria Drive	London	N5Y 4E2	519-452-8310
Lord Nelson P.S.	1350	1990 Royal Crescent	London	N5V 1N8	519-452-8320
Lord Roberts F.I.P.S.	1360	440 Princess Avenue	London	N6B 2B3	519-452-8330
Louise Arbour F.I.P.S.	1296	365 Belfield Street	London	N5Y 2K3	519-452-2820
Montcalm Secondary School	2220	1350 Highbury Avenue	London	N5Y 1B5	519-452-2730
Northbrae P.S.	1455	335 Belfield Street	London	N5Y 2K3	519-452-8420
Northridge P.S.	1475	25 McLean Drive	London	N5X 1Y2	519-452-8440
Prince Charles P.S.	1540	1601 Wavell Street	London	N5W 2C9	519-452-8470
Princess Anne F.I.P.S.	1555	191 Dawn Drive	London	N5W 4W9	519-452-8480
Ryerson P.S.	1595	940 Waterloo Street	London	N6A 3X3	519-452-8520
Sir John A. MacDonald P.S.	1625	1150 Landor Street	London	N5Y 3W3	519-452-8570
St. George's P.S.	1670	728 Waterloo Street	London	N6A 3W4	519-452-8530

THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET D - ZONE OFFICES

School Name	School ID	Address	City	Postal Code	Phone
Stoneycreek P.S.	1915	1335 Nicole Avenue	London	N5X 4M7	519-850-8698
Thames Valley DSB - Education Centre	5120	1250 Dundas Street	London	N5W 5P2	519-452-2000
Trafalgar P.S.	1715	919 Trafalgar Street	London	N5Z 1G3	519-452-8610
Tweedsmuir P.S.	1720	349 Tweedsmuir Avenue	London	N5W 1L5	519-452-8620

THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET D - ZONE OFFICES

ZONE 3 - East					
745 Hounsfield Drive					
Woodstock, ON N4S 1P6					
Fax: 519-421-1489					
MAINTENANCE LEADER: Chad Keller, 519-452-2000, ext. 24301, c.keller@tvdsb.ca					
OPERATIONS LEADER: Doug Billings, 519-452-2000, ext. 24302, d.billings@tvdsb.ca					
ZONE ASSISTANT: Heather Aldred-Trepanier, 519-452-2000, ext. 24300, h.aldredtrepanier@tvdsb.ca					
School Name	School ID	Address	City	Postal Code	Phone
A.J. Baker P.S.	1010	528 Allen Street	Kintore	N0M 2C0	519-283-1098
Algonquin P.S.	1030	59 Algonquin Road	Woodstock	N4T 1R8	519-421-2219
Annandale P.S.	2020	60 Tillson Ave.	Tillsonburg	N4G 3A1	519-688-3498
Blenheim District P.S.	1925	32 Wilmot Street South	Drumbo	N0J 1G0	519-463-5169
Blossom Park Education Centre	3020	391 Blossom Park Road	Woodstock	N4S 7J3	519-537-0109
Central P.S.	1125	410 Hunter Street	Woodstock	N4S 4G4	519-537-5362
College Avenue Secondary School	2090	700 College Avenue	Woodstock	N4S 2C8	519-539-0020
East Oxford Central P.S.	1190	Old Stage Rd. & Cty Rd 14 R.R.#4	Woodstock	N4S 7V8	519-467-5243
Eastdale P.S.	1195	65 Aileen Dr.	Woodstock	N4S 4A2	519-537-2652
Emily Stowe P.S.	1940	1 Jerdon Street, RR # 1	Norwich	N0J 1P0	519-468-0201
Facility Services East Office	5325	745 Hounsfield Street	Woodstock	N4S 1P6	519-537-2733
Glendale High School	2130	37 Glendale Dr.	Tillsonburg	N4G 1J6	519-842-4207
Harrisfield P.S.	1270	2 Caffyn Street	Ingersoll	N5C 3M8	519-845-1600
Hickson Central P.S.	1275	161 Loveys Street	Hickson	N0J 1L0	519-462-2415
Huron Park Secondary School	2150	900 Cromwell Street	Woodstock	N4S 5B5	519-537-2347
Ingersoll District Collegiate Institute	2160	37 Alma Street	Ingersoll	N5C 1N1	519-485-1200
Innerkip Central P.S.	1300	180 Coleman Street, Box 40	Innerkip	N0J 1M0	519-469-3435
Laurie Hawkins P.S.	1930	156 Innes Street	Ingersoll	N5C 2T5	519-485-5626
Northdale P.S.	1470	290 Victoria Street N.	Woodstock	N4S 6W5	519-537-5761
Oliver Stephens P.S.	1485	164 Fyfe Avenue	Woodstock	N4S 3S6	519-539-2068
Plattsville & District P.S.	1520	112 Mill St. E.	Plattsville	N0J 1S0	519-684-7436
Roch Carrier F.I. P.S.	1281	840 Sloane Street	Woodstock	N4S 7V3	519-537-2642
Royal Road P.S.	1550	210 King St. E.	Ingersoll	N5C 1H2	519-485-4849
South Ridge P.S.	1635	10 Southridge Road	Tillsonburg	N4G 4H1	519-842-7319
Southside P.S.	1645	360 Albert Street	Woodstock	N4G 0C1	519-539-1131
Springbank P.S.	1660	1060 Sprucedale Road	Woodstock	N4S 4Z9	519-539-7140
Tavistock P.S.	1695	79 Maria Street, Box 370	Tavistock	N0B 2R0	519-655-2350
Thamesford P.S.	1705	130 McCarty Street, Box 250	Thamesford	N0M 2M0	519-285-2043
Westfield P.S.	1820	102 Dereham Drive	Tillsonburg	N4G 0G5	519-842-2461
Winchester Street P.S.	1155	110 Winchester Street	Woodstock	N4S 7K6	519-537-3543
Woodstock Collegiate Institute	2390	35 Riddell Street	Woodstock	N4S 6L9	519-537-1050

THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET D - ZONE OFFICES

School Name	School ID	Address	City	Postal Code	Phone
Zorra Highland P.S.	1810	376368 37th Line, RR 1	Embro	N0J 1J0	519-475-4121

THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET D - ZONE OFFICES

ZONE 4 - South					
259 Edward Street					
St. Thomas, ON N5P 4A9					
Fax: 519-633-3851					
MAINTENANCE LEADER: TBA					
OPERATIONS LEADER: Mike Haines, 519-452-2000, ext. 23007, m.haines@tvdsb.ca					
ZONE ASSISTANT: Anastasia Witlox-Palmer, 519-452-2000, ext. 23008, a.witlox-palmer@tvdsb.ca					
School Name	School ID	Address	City	Postal Code	Phone
Aldborough P.S.	1025	11443 Furnival Road, RR#3	Rodney	N0L 2C0	519-785-0811
Arthur Voaden Secondary School	2030	41 Flora Street	St. Thomas	N5P 2X5	519-631-3770
Balacava Adult Education	3010	20 Balacava Street	St. Thomas	N5P 3C2	519-631-0231
Caradoc Central P.S.	1105	714 Bowan Street E., Box 244,	Mount Brydges	N0L 1W0	519-264-1630
Central Elgin Collegiate Institute	2060	201 Chestnut Street	St. Thomas	N5R 2B5	519-631-4460
Delaware Central P.S.	1165	14 Osborne Street, Box 36	Delaware	N0L 1E0	519-652-5371
Dutton-Dunwich P.S.	1175	239 Main St. Box 40	Dutton	N0L 1J0	519-762-2419
East Elgin Secondary School	2100	362 Talbot Street W.	Aylmer	N5H 1K6	519-773-3174
Ekcoe Central P.S.	1205	3719 Parkhouse Dr. R.R. #3	Glencoe	N0L 1M0	519-287-3330
Elgin Court P.S.	1215	254 First Avenue	St. Thomas	N5R 4P5	519-631-7118
Éva Circé Côté F.I.P.S.	1656	45885 Sparta Line	St. Thomas	N5P 3S8	519-775-2541
Facility Services South Office	5310	259 Edward Street	St. Thomas	N5P 4A9	519-633-0087
Forest Park P.S.	1260	295 Forest Avenue	St. Thomas	N5R 2K5	519-631-3563
Glencoe Dist. High School	2120	3581 Concession Drive, Box 370	Glencoe	N0L 1M0	519-287-3310
John Wise P.S.	1905	100 Parkside Drive	St. Thomas	N5R 3T9	519-633-1611
June Rose Callwood P.S.	1200	84 Edward Street	St. Thomas	N5P 1Y7	519-631-5010
Lambeth P.S.	1005	6820 Duffield Street`	London	N6P 1A4	519-652-2050
Locke's P.S.	1345	22 South Edgeware Road	St. Thomas	N5P 2H2	519-631-8890
McGregor P.S.	1405	204 John Street S.	Aylmer	N5H 2C8	519-773-3362
Mitchell Hepburn P.S.	1900	95 Raven Avenue	St. Thomas	N5R 0C2	519-631-3370
Mosa Central P.S.	1420	22741 Pratt Siding Road, RR#1	Glencoe	N0L 1M0	519-693-4691
Parkside Collegiate Institute	2260	241 Sunset Drive	St. Thomas	N5R 3C2	519-633-0090
Pierre Elliott Trudeau P.S.	1290	112 Churchill Crescent	St. Thomas	N5R 1R1	519-631-7820
Port Burwell P.S.	1530	30 Strachan, Box 209	Port Burwell	N0J 1T0	519-874-4558
South Dorchester P.S.	1630	48614 Crossley Hunter Lane	Belmont	N0L 1B0	519-765-4090
Southwold P.S.	1650	39261 Fingal Line, RR#1	St. Thomas	N5P 3S5	519-631-5997
Sparta P.S.	1655	45885 Sparta Line, Box 60	Sparta	N0L 2H0	519-775-2541
Straffordville P.S.	1680	9188 Plank Rd., Box 94	Straffordville	N0J 1Y0	519-866-3021
Summers' Corners P.S.	1685	50576 Talbot Line, R.R.#1	Aylmer	N5H 2R1	519-773-8106
West Elgin Secondary School	2360	139 Graham Street	West Lorne	N0L 2P0	519-768-1350
Westminster Central P.S.	1775	2835 Westminster Drive	London	N6N 1L7	519-452-8660

THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET D - ZONE OFFICES

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THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET D - ZONE OFFICES

ZONE 5 - West					
14766 Medway Road					
Arva, ON N0M 1C0					
Fax: 519-660-4656					
MAINTENANCE LEADER: Dan Kendall, 519-452-2000, ext. 25002, d.kendall@tvdsb.ca					
OPERATIONS LEADER: Jason Van Neirkerk, 519-452-2000, ext. 25003, j.vanniekerk@tvdsb.ca					
ZONE ASSISTANT: Katia De Teves, 519-452-2000, ext. 25000, k.deveves@tvdsb.ca					
School Name	School ID	Address	City	Postal Code	Phone
Adelaide-W.G. MacDonald P.S.	1020	29059 School Road, RR#5	Strathroy	N7G 3H6	519-247-3369
Caradoc North P.S.	1115	8041 Scotchmere Dr., R.R.#1	Strathroy	N7G 3H3	519-245-2085
Centennial Central P.S.	1120	14774 Medway Road, RR#1	Arva	N0M 1C0	519-660-8193
Clara Brenton P.S.	1140	1025 St. Croix Avenue	London	N6H 3X8	519-452-8130
Eagle Heights P.S.	1505	284 Oxford Street W.	London	N6H 1S9	519-452-8460
East Williams Memorial P.S.	1185	4441 Queen Street, RR#1	Ailsa Craig	N0M 1A0	519-232-4505
Emily Carr P.S.	1230	44 Hawthorne Road	London	N6G 2H5	519-452-8160
J.S. Buchanan P.S.	1640	248 Keefer Street	Strathroy	N7G 1E2	519-245-0473
Jack Chambers P.S.	1305	1650 Hastings Drive	London	N5X 3E3	519-452-8240
John Dearness P.S.	1320	555 Sanatorium Road	London	N6H 3W6	519-452-8260
Lord Dorchester Secondary School	2180	61 Queen Street	Dorchester	N0L 1G0	519-268-7351
Mary Wright P.S.	1935	213 Carroll Street West	Strathroy	N7G 1B1	519-245-2044
Masonville P.S.	1400	25 Hillview Boulevard	London	N6G 3A7	519-452-8390
McGillivray Central P.S.	1410	34714 Creamery Road, RR#3	Ailsa Craig	N0M 1A0	519-293-3342
Medway High School	2210	14405 Medway Road	Arva	N0M 1C0	519-660-8418
North Meadows P.S.	1450	82 Middlesex Drive	Strathroy	N0M 1C0	519-245-7373
Northdale Central P.S.	1460	3860 Catherine Street	Dorchester	N0L 1G0	519-268-7862
Oakridge Secondary School	2250	1040 Oxford Street W.	London	N6H 1V4	519-452-2750
Orchard Park P.S.	1490	50 Wychwood Park	London	N6G 1R6	519-452-8450
Oxbow P.S.	1500	13624 Ilderton Road, RR#3	Ilderton	N0M 2A0	519-666-0310
Parkhill-West Williams P.S.	1510	204 McLeod Street, Box 488	Parkhill	N0M 2K0	519-294-1117
Parkview P.S.	1515	10008 Oxbow Drive	Komoka	N0L 1R0	519-657-3868
River Heights P.S.	1580	4269 Hamilton Road	Dorchester	N0L 1G3	519-268-7884
Riverside P.S.	1585	550 Pinetree Drive	London	N6H 3N1	519-452-8510
Sir Arthur Currie	1825	2435 Buroak Drive	London	N6G 0L5	519-472-5286
Sir Frederick Banting S. S.	2040	125 Sherwood Forest Square	London	N6G 2C3	519-452-2800
Banting Annex Adult ESL	3070	127 Sherwood Forest Square	London	N6G 2C3	
Stoneybrook P.S.	1675	1460 Stoneybrook Crescent	London	N5X 1C4	519-452-8590
Stonecreek P.S.	1915	1335 Nicole Avenue	London	N5X 4M7	519-850-8698
University Heights P.S.	1725	27 Ford Crescent	London	N6G 1H8	519-452-8630

THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET D - ZONE OFFICES

School Name	School ID	Address	City	Postal Code	Phone
Valleyview Central P.S.	1730	10339 Ilderton Rd. R.R. #2	Ilderton	N0M 2A0	519-666-1417
West Oaks F.I.P.S.	1765	1050 Plantation Road	London	N6H 2Y5	519-452-8650
West Nissouri P.S.	1920	37 Elliott Trail, RR # 1	Thorndale	M0M 2P0	519-461-9575
Wilberfore P.S.	1910	340 Beech Street	Lucan	N0M 2J0	519-227-2185
Wilfrid Jury P.S.	1790	950 Lawson Road	London	N6G 3M2	519-452-8690

THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET E - SQUARE FOOTAGE

	Carpet Cleaning Zone 1	
E1	Site	Sq Ft
	Arthur Ford Public School	3,083
	Arthur Stringer Public School	4,194
	Ashley Oaks Public School	12,453
	Byron Northview Public School	5,751
	Byron Somerset Public School	10,308
	Byron Southwood Public School	6,368
	C.C. Carrothers Public School	3,768
	Cleardale Public School	6,378
	Glen Cairn Public School	11,829
	Kensal Park French Immersion Public School	4,833
	Mountsfield Public School	4,979
	Nicholas Wilson Public School	11,994
	Princess Elizabeth Public School L	5,770
	Rick Hansen Public School	5,183
	Sir Isaac Brock Public School	4,495
	Sir George Etienne Cartier	4,914
	Tecumseh Public School	3,888
	Victoria Public School L	4,277
	W. Sherwood Fox Public School	9,866
	Westmount P.S.	2,831
	White Oaks Public School	13,719
	Wilton Grove Public School	7,462
	Woodland Heights Public School	5,254
	Wortley Road Public School	2,608
	Saunders Secondary School	17,530
	Sir Wilfrid Laurier Secondary School	8,940
	South Secondary School	10,567
	Westminster Secondary School	8,467
	G.A. Wheable Centre for Adult Learning	1,632
	Pond Mills Environmental Education Centre	3,684
	Facility Services Leathorne Street	9,428
	Total	216,453

	Carpet Cleaning Zone 2	
E2	Site	Sq Ft
	Aberdeen Public School	1,881
	Bonaventure Meadows Public School	8,150
	Cedar Hollow P.S.	3,892
	Chippewa Public School	6,841
	Ealing Public School	4,503
	East Carling Public School	2,227
	Evelyn Harrison Public School	2,250
	F.D. Roosevelt Public School	2,576
	Fairmont Public School	5,526
	Hillcrest Public School	1,415
	Jeanne Sauvé French Immersion Public School	3,913
	John P. Robarts Public School	5,193
	Knollwood Park Public School	3,039
	Lester B. Pearson School for the Arts	18,105
	Lord Elgin Public School	3,442
	Lord Nelson Public School	5,946
	Lord Roberts French Immersion Public School	4,161
	Louise Arbour French Immersion Public School	6,868
	Northbrae Public School	6,209
	Northridge Public School	6,663
	Prince Charles Public School	5,948
	Princess Anne French Immersion Public School	3,397
	Ryerson Public School	5,929
	Sir John A. Macdonald Public School	5,651
	St. George's Public School	5,164
	Stoneycreek Public School	8507
	Trafalgar Public School	3,368
	Tweedsmuir Public School	1,786
	A.B. Lucas Secondary School	8,808
	B. Davison Secondary School	6,834
	Central Secondary School	9,993
	Clarke Road Secondary School	16,531
	H.B. Beal Secondary School	36,809
	Montcalm Secondary School	16,286
	Education Centre	67,602

THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET E - SQUARE FOOTAGE

Total	305,413
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Carpet Cleaning Zone 3		
E3	Site	Sq Ft
	A.J. Baker Public School	1,605
	Algonquin Public School	6,633
	Annadale Public School	6,060
	Blenheim Public School	4,639
	Central Public School	3,891
	East Oxford Central Public School	1,491
	Eastdale Public School	1,451
	Emily Stowe Public School	6,575
	Harrisfield Public School	3,766
	Hickson Central Public School	4,345
	Innerkip Central Public School	1,443
	Laurie Hawkins Public School	6,813
	Northdale Public School	3,536
	Oliver Stephens Public School	3,520
	Plattsville Public School	5,268
	Roch Carrier French Immersion P.S.	1,730
	Royal Road Public School	5,525
	Southridge Public School	4,693
	Southside Public School	2,251
	Springbank Public School	6,597
	Tavistock Public School	4,521
	Thamesford Public School	2,163
	Westfield Public School	6,222
	Winchester Street Public School	5,242
	Zorra Highland Park Public School	1,399
	College Avenue Secondary School	5,992
	Glendale Highs School	9,668
	Huron Park Secondary School	7,007
	Ingersoll District Collegiate Institute	11,063
	Woodstock Collegiate Institute	6,351
	Blossom Park Education Centre	2,344
	Facility Service East Office	477
	Total	144,281

Carpet Cleaning Zone 4		
E4	Site	Sq Ft
	Aldbrough Public School	3,938
	Balaclava Street Alternative School	4,000
	Caradoc Central Public School	5,093
	Delaware Central Public School	2,011
	Dunwich-Dutton Public School	4346
	Ekcoe Central Public School	1953
	Elgin Court Public School	3,679
	Forest Park Public School	4,881
	John Wise Public School	6,787
	June Rose Callwood Public School	5,389
	Lambeth Public School	6,093
	Locke's Public School	5,436
	McGregor Public School	7,248
	Mitchell Hepburn Public School	7,901
	Mosa Central Public School	2,107
	Pierre Elliott Trudeau Public School	5,838
	Port Burwell Public School	1,422
	Southwold Public School	3,566
	Sparta Public School	1,195
	Straffordville Public School	2,941
	Summers' Corners Public School	5,390
	Westminster Central Public School	2,067
	Arthur Voaden Secondary School	19,909
	Central Elgin Collegiate Institute	8,719
	East Elgin Secondary School	6,696
	Glencoe District Secondary School	8,300
	Parkside Collegiate Institute	9,775
	West Elgin Secondary School	3,557
	Facility Services West	490
	Total	150,727

THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET E - SQUARE FOOTAGE

	Carpet Cleaning Zone 5	
E5	Site	Sq Ft
	Adelaide-W.G. MacDonald Public School	3,371
	Centennial Central Public School	4,315
	Caradoc North Public School	2120
	Clara Brenton Public School	5,842
	Eagle Heights Public School	5,096
	East Williams Memorial Public School	4,538
	Emily Carr Public School	11,327
	J.S. Buchanan Public School	4,362
	Jack Chambers Public School	9,066
	John Dearness Public School	2,977
	Mary Wright Public School	5481
	Masonville Public School	4,210
	McGillivray Central Public School	3,123
	North Meadows Public School	5,480
	Northdale Central Public School	3,805
	Orchard Park Public School	4,513
	Oxbow Public School	6,038
	Parkhill-West Williams Public School	3,998
	Parkview Public School	5,872
	River Heights Public School	5,287
	Riverside Public School	2,237
	Sir Arthur Currie P.S.	8,632
	Stoneybrook Public School	4,025
	University Heights Public School	4,351
	Valleyview Public School	2,668
	West Nissouri Public School	4,521
	West Oak French Immersion Public School	3,434
	Wilberforce Public School	5,984
	Wilfrid Jury Public School	13,636
	Banting Annex - ESL	98
	Lord Dorchester Secondary School	6,400
	Medway High School	6,540
	Oakridge Secondary School	13,464
	Sir Frederick Banting Secondary School	7,079

THAMES VALLEY DISTRICT SCHOOL BOARD 2021 TENDER
CARPET CLEANING SERVICES
WORKSHEET E - SQUARE FOOTAGE

	Total	183,890
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Carpet Cleaning Service Report

Location: _____ Date: _____

Charge Custodian/Designate: _____ Carpet Technician: _____

Gross Square Footage to be Cleaned: _____

Pre Inspection Report Completed by Technician (note any problem areas):

Furniture Moving Reviewed Yes _____ No _____

Floor Plan Provided Yes _____ No _____

Carpet Technician Signature: _____

Post Inspection Report (to be completed by Charge Custodian):

Was the job? Satisfactory _____ Unsatisfactory _____

Furniture Moved Yes _____ No _____


Pre Vacuum Yes _____ No _____

Pre Spray Yes _____ No _____

Comments: _____

Charge Custodian/ Designate Signature: _____

Please fax to your Operations Leader and keep a copy on file at the school.

FACILITY SERVICES			
951 Leathorne St			
London, Ontario, N5Z 3M5			
TEL: 519-452-2000			
FAX: 519-452-2409			
CONTRACTOR/SUPPLIER PERFORMANCE EVALUATION FORM (for completion at the end of the contract)			
1. SUPPLIER INFORMATION:			
PROJECT NUMBER:		BID NUMBER:	
PROJECT NAME:		DATE:	
SUPPLIER NAME:			
2. EVALUATION	Score 1 -5	Comments	
1. Quality of Product or Service	5		
2. Cost Control	5		
3. Timelines and schedules	5		
4. Contract Administration - submits reports, cost estimates, and/or invoices; complete and on time	5		
5. Safety	5		
6. Cooperation, communication and relations	5		
7. Client Satisfaction	5		
8. Supervision and decision making	5		
9. Ability to resolve issues	5		
10. Deficiency and/or Warranty follow-up	5		
TOTAL POINTS	50		
3. RESULTS			
	30-50	<input type="checkbox"/> Satisfactory	
	25-29	<input type="checkbox"/> Provisional	
	0-24	<input type="checkbox"/> Unsatisfactory	
Note: Comments are mandatory for provisional and unsatisfactory scores.			
<u>Comments/Recommendations:</u>			

**THAMES VALLY DISTRICT SCHOOL BOARD 2021 TENDER-
CARPET CLEANING SERVICES**

RECOMMENDED FOR FUTURE WORK:	Yes ____	No ____		
_____ 1st Level Approval - Name (print)	Signature		Position	Date
_____ 2nd Level Approval (Manager) - Name (print)	Signature		Position	Date
Copy: Supervisor__ File__ Purchasing__ Supplier__				
RATING DEFINITIONS:				
1= Consistently falls below expectations				
Performance jeopardized the achievement of the contract requirements				
2= Frequently misses expectations				
There are a number of performance issues that required the Board to provide additional oversight to ensure contract requirements were met.				
3= Mostly meets expectations, but sometimes misses expectations				
There are very minor performance issues but Supplier has otherwise met contract requirements				
4= Consistently meets expectations				
There are no minor performance issues and the Supplier has met the contract requirements				
5= Exceeds expectations				
Supplier has demonstrated a performance level in measureable excess of contract requirements (e.g. Provided tangible recommendations for improvements, proactively addressed issues before they arose etc).				
SCORE OUTCOME				
Satisfactory - Score 30-50				
Recommended for future work. Make suggestions for improvements where applicable.				
Provisional - Score 25-29				
Recommended for future work, however have a meeting to discuss performance deficiencies, SOR documentation and recommend areas for improvement. Request a response from the vendor in writing detailing how they will remedy the situation for future. If a supplier receives two				
Unsatisfactory - Score 0-24				
Not recommended for future work. A score in this category results in the suspension of bidding privileges to the Board by the Supplier for a period of up to 2 years.				
Supplier Occurrence Reports				
In the event the supplier fails to comply with any of its obligations under the Contract, while performing the contract, but prior to completion, the Board may issue and Supplier Occurrence Report. Non-compliance will be addressed as outlined in the Supplier Occurrence form.				