

REQUEST FOR PROPOSAL #019
ALARM RESPONSE SERVICES

Issue Date: Monday, August 15 , 2022

Buyer: Stacey Shoemaker

Issued by: The Thames Valley District School Board: RFP #019

Return Date: prior to 12:00:00 noon, local time, Wednesday, September 14, 2022

**THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL - 2023 ALARM RESPONSE SERVICES
WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
1.01	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit an electronic 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 82,000 students.		
1.2	PURPOSE		
1.2.1	The TVDSB needs to provide responses for security alarms to all TVDSB sites.		
1.2.2	The TVDSB may agree to permit other public organizations within Southwestern 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.		

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2.1.1.6.1	Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The TVDSB will reject any bid submission which contains a major irregularity.		
2.1.1.6.2	Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.		
2.2	STRUCTURE OF THIS BID		
2.2.1	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"		
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 2023Appendices019.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: Scope of Work in Excel format - Electronic Response Required		
2.2.1.10.1.3	Worksheet C: Pricing in Excel format - Electronic Response Required		

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2.2.1.10.1.4	Worksheet D: List of Locations by Zones in Excel format		
2.2.1.10.1.5	Worksheet E: List of Staff in Excel format - Electronic Response Required		
2.2.1.10.1.7	Worksheet F: Criteria and Weighting in Excel format		
2.3	RETURN LOCATION		
2.3.1	The bid submission must be returned as a file upload as per 9.3.3.		
2.3.2	Upload of the files as per 9.3.3 is the responsibility of the proponent.		
2.3.3	Submissions received as hardcopies will not be accepted.		
2.3.4	Late bids will not be processed.		
2.4	IMPORTANT DATES		
2.4.1	ISSUE DATE: Monday August 15, 2022		
2.4.2	QUESTIONS: Monday, August 22, 2022		
2.4.3	ANSWERS TO QUESTIONS: Wednesday, August 24, 2022		
2.4.3	RETURN DATE and TIME: prior to 12:00:00 noon local time Wednesday, September 14, 2022.		
2.5	QUESTIONS		
2.5.1	Questions concerning the terms and conditions of the bid document, whether made orally or in writing, to any individual other than indicated below may, at the sole discretion of the TVDSB, render your submission noncompliant. Direct questions in written form only to: Stacey Shoemaker via email s.shoemaker@tvdsb.ca. The TVDSB will only be bound by written answers to questions .		
2.5.2	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site.		
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 November 1, 2022 and unless otherwise provided herein, terminating on October 31, 2023.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of an additional two years in one (1) year increments and will advise the bidder in writing of their intentions.		
3.1.3	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a second year ending October 31, 2024.		
3.1.4	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a third year ending October 31, 2025.		
3.2	PRICING		

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3.2.1	All charges must be included in Worksheet C. Prices quoted must be for response to the site and for services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.2	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT OR TRAVEL TIME EXTRA.		
3.2.3	Prices must remain in effect for the initial one year term of the contract, ending October 31, 2023.		
3.2.4	Price increases during the 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.		
3.3	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 directly to the Facility Services Supervisor for approval and payment purposes. Invoices shall be monthly, separated by Zone complete with date of alarm response, site name, service provided (alarm, patrol, etc.) name of guard, dispatch time, arrival time, off site time, response time, event time, rate of charge and any comments. This data must be summarized on each invoice. Included with each monthly invoice there must be a summary of all zones. The successful bidder(s) will be provided with a list of the five zone offices with the complete contact information.		
3.4.2	Applicable taxes must be shown as separate line items on all invoices.		
3.4.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.4.3.1	Bidders should state percentage discount for early payment and net payment terms.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	REQUIREMENTS		
4.1.1	The proposals functional requirements are detailed in Worksheet B - Scope of Work.		
4.1.2	For each requirement as described in Worksheet B, bidders must place a response in the appropriate column.		
4.2	PRESENTATION/INTERVIEW/DEMONSTRATION		

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4.2.1	Bidders may be required to make a presentation at the bidders' own expense or arrange a visit for the evaluation committee to an existing installed location that matches the requirements of the bid. No bid alterations will be allowed. Notification will be given to qualified bidders as to time and place.		
4.3	STATISTICAL DATA		
4.3.1	The successful bidder(s) must be capable of supplying the TVDSB with statistical data in electronic format, preference is Excel. PDF files are not acceptable. The successful bidder(s) must provide accurate monthly and annual reports. The successful bidder(s) must analyze data for trends and provide suggestions to reduce risk and number of calls.		
4.4	QUANTITY		
4.4.1	Staffing Qualifications are to be entered in Worksheet E - Staffing List.		
4.5	CONTRACT PERFORMANCE EVALUATION		
4.5.1	The TVDSB reserves the right at any time during the contract period to evaluate the successful proponents service based on their contract performance.		
4.5.2	The successful proponent will be evaluated based on the evaluation form - Facility Services - Contract Performance Evaluation (available upon request).		
4.5.3	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).		
5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 180 days.		
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 supercede 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.		

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

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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.		
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.		

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5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.1.21	The acceptance of the bid by the successful bidder and the award of the contract contemplated by this bid document is subject to approval of the Board of Trustees.		
5.2	CANCELLATION OF CONTRACT / LOSS OF SERVICE		
5.2.1	The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder(s) shall remain responsible for its obligations under this contract up to the date of termination. The TVDSB reserves the right to commence an action in a court of competent jurisdiction against the successful bidder(s) for damages that result from the breach of the terms and conditions of the contract, by the successful bidder(s).		
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful bidder(s) under the contract the total outstanding amount from time to time and for all damage claims by the TVDSB or any third parties arising out of this contract which have not been resolved by the successful bidder(s) or its insurer.		
5.2.3	The TVDSB reserves the right to withhold monies owing under a contract to the value of the obligation to a maximum of the monies owing to the successful bidder(s) for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful bidder(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful bidder(s), the TVDSB's staff or third party interruptions.		
5.2.5	In the event that the successful bidder(s) becomes insolvent, and/or the successful bidder(s) is unable or unwilling to provide the contracted service for a period of more than 30 consecutive days during the period of the contract, the TVDSB shall have the right to replace the successful bidder(s) with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this bid.		
5.3	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT		
5.3.1	Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application pursuant to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a bid submission or an addendum may contain a trade secret of the bidder, intellectual property right of the bidder, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		

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5.3.2	A bidder specifically consents to the disclosure of any and all information contained in their bid submission or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all right, title and interest that they have in the bid submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.		
5.3.3	All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.		
5.4	PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT		
5.4.1	The Bidder represents and warrants that if the bidder is or becomes subject to any private sector privacy legislation in responding hereto, or in carrying out its obligations under any subsequent agreement, the Bidder will be solely responsible for compliance with such legislation. Without limitation, the Bidder represents and warrants that if the Bidder is subject to the Personal Information Protection and Electronics Act, S.C. 2000, c.5, including any amendments thereto ("PIPEDA"), the Bidders shall ensure PIPEDA compliance of:		
5.4.2	All PIPEDA Protected Information the Bidder collects directly from the individual or indirectly from the Board or others		
5.4.3	All PIPEDA Protected Information the Bidder uses or discloses in the course of responding hereto or in performing its obligation under any subsequent agreement and,		
5.4.4	All PIPEDA Protected Information the Bidder transfers or discloses to the Board		
5.4.5	For the purposes hereof, "PIPEDA Protected Information" means any "Personal Information" or "Personal Health Information" as such terms are defined in PIPEDA.		
5.5	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. 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.		
5.6.2	Proponents should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.6.3	For proponents 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. If applicable, the successful bidder(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		

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5.7.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHIMS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.8	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 bidder(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 state if it has Commercial General Liability Insurance Coverage.		

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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 \$5 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$5 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$5 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.9.2.1	This liability policy shall contain the following coverage:		
5.9.2.2	Personal Injury & Property Damage		
5.9.2.3	Non-Owned Automobile Liability		
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		
5.9.2.10	Failure to Perform Coverage		
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		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL - 2023 ALARM RESPONSE SERVICES
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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 \$1million on all personally owned vehicles)per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract.		
5.10.3.1	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.		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL - 2023 ALARM RESPONSE SERVICES
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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 party of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
5.11	BONDING		
5.11.1	The successful bidder(s) must secure a bonding company which is willing to be bound with the TVDSB in the amount of ten thousand dollars (\$10,000) for due performance and fulfilment of this contract. The bonding shall be for one year commencing on October 31, 2022.		
5.11.2	The Surety Company must be a Guarantee Company, satisfactory to the TVDSB and authorized to operate in the Province of Ontario.		
5.11.3	All costs for this bonding will be the responsibility of the successful bidder(s).		
5.12	CANADA'S ANTISPAM LEGISLATION		
5.12.1	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.		
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 (4) 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.		
7.0	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.		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL - 2023 ALARM RESPONSE SERVICES
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
7.1.2	The bid submission must include:		
7.1.2.1	Completed "2023Appendices019.xlsx" file in Excel format and		
7.1.3	Signed scans of all Worksheets and Bid Report (in PDF) .		
7.1.3.1	Failure to respond in electronic format will deem the bid noncompliant.		
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	Ability to supply the requirements identified in Appendices and other relevant sections.		
8.1.4	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the evaluation criteria shown in Worksheet F - Criteria & Weighting.		
8.1.5	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.		
8.1.6	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.7	The determination of equal quality will be based on our internal professional opinions.		
8.1.8	In the event of a tie score the TVDSB will resolve the tie by a draw. The names of the tie bidders will be entered into the draw. All parties will have representation when the draw takes place.		
8.1.9	Interview and/or site visit, if required.		
8.1.10	Freedom from potential legal liabilities which would have an impact on the ability of the bidder to complete the agreement.		
8.1.11	Financial standing and freedom from legal claims.		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	www.tvdsb.ca		
8.2.1.2	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.		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL - 2023 ALARM RESPONSE SERVICES
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		
8.3	DEBRIEFING		
8.3.1	Not later than 60 days following the date of posting of a contract award notification in respect of the RFP, a Bidder may contact the Buyer requesting a debriefing from the TVDSB, and the TVDSB shall conduct such debriefing in accordance with the requirements of the Ontario Supply Chain Guideline.		
8.3.1.2	Any request that is not timely received will not be considered and the Bidder will be notified in writing.		
8.3.1.3	Bidders should note that, regardless of the time of submission of a request by a Proponent, debriefings will not be provided until such time as a contract award notification has been posted.		
8.4	BID PROTEST PROCEDURE		
8.4.1	In the event that a Bidder wishes to review the decision of the TVDSB in respect of any material aspect of the RFP process, and subject to having attended a debriefing, the Bidder shall submit a protest in writing to the TVDSB within 10 days from such a debriefing.		
8.4.2	Any protest in writing that is not timely received will not be considered and the Bidder will be notified in writing.		
8.4.3	A protest in writing shall include the following:		
8.4.2.1	A specific identification of the provision and/or procurement procedure that is alleged to have been breached;		
8.4.2.2	A specific description of each act alleged to have breached the procurement process;		
8.4.2.3	A precise statement of the relevant facts;		
8.4.2.4	An identification of the issues to be resolved;		
8.4.2.5	The Bidder's arguments and supporting documentation; and		
8.4.2.6	The Bidder's requested remedy.		
8.4.2.7	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.		
	Stacey Shoemaker		Lori-Ann Pizzolato
	Purchasing Department		Chairperson
9.0	ELECTRONIC BIDDING INSTRUCTIONS		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL - 2023 ALARM RESPONSE SERVICES
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.1	DOWNLOADING BID DOCUMENTS		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
9.1.2	click 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.		
9.2	COMPUTER SYSTEM REQUIREMENTS		
9.2.1	To use the electronic system, proponents must be using Microsoft Edge.		
9.3	BID WORKSHEETS		
9.3.1	Download the file " 2023Appendices019.xlsx " from the Associated Files.		
9.3.1.1	The file contains the following worksheets:		
9.3.1.1.1	Worksheet A: Terms and Conditions in Excel format - Electronic Response Required		
9.3.1.1.2	Worksheet B: Scope of Work in Excel format - Electronic Response Required		
9.3.1.1.3	Worksheet C: Pricing in Excel format - Electronic Response Required		
9.3.1.1.4	Worksheet D: List of Locations by Zones in Excel format		
9.3.1.1.5	Worksheet E: List of Staff in Excel format - Electronic Response Required		
9.3.1.1.7	Worksheet F: Criteria and Weighting in Excel format		
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.		
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 scanned and returned as a .pdf file.		
9.3.4	Upload all files (Excel, Word, .pdf) back to the TVDSB using the "Your Uploaded Files for this Tender" area.		
9.4	BID REPORT		
9.4.1	The "Bid Report" button must be clicked to initiate the transfer of any uploaded files into our system. Note that the generation of the bid report is confirmation that a bid has been received. It is not necessary to submit the bid report as a hard copy.		
9.5	RETURN DATE		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL - 2023 ALARM RESPONSE SERVICES
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.5.1	RETURN DATE and TIME: prior to 12:00:00 noon local time Wednesday, September 14, 2022.		
10.0	SIGNATURE PAGE		
10.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.		
10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
10.4	NAME (Please print):		
10.5	TITLE:		
10.6	SIGNATURE:		
10.7	FIRM NAME:		
10.8	State the legal entity that your organization operates under:		
10.8.1	Proprietorship		
10.8.2	Partnership		
10.8.3	Corporation		
10.9	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:		
10.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		
10.9.2	E-MAIL ADDRESS:		
10.9.3	ADDRESS:		
10.9.4	INTERNET ADDRESS:		
10.9.5	TELEPHONE NO.:		
10.9.6	FAX NO.:		
10.10	If subcontracting, bidders must provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract:		
10.10.1	Firm Name:		
10.10.2	Firm Address:		
10.10.3	Telephone Number:		
10.10.4	Fax Number:		
10.10.5	E-MAIL ADDRESS:		

FIRM NAME : _____

SIGNATURE : _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL
2023 ALARM RESPONSE SERVICES
WORKSHEET B - SCOPE OF WORK**

Section	Requirements	WILL COMPLY/WILL NOT COMPLY	Comments
	Functional Requirements		
B1	Responses to alarm intrusions are dispatched through the TVDSB monitoring station. Our expectation of response time must be NO longer than ½ hour within the city limits of London, St. Thomas and Woodstock. Outside those three city perimeters the response time must be NO longer than 1 hour.		
B2	Emergency Response Binders, floor plans, security information, notebooks, log books and incident reports are confidential to the TVDSB and under no circumstances may any record or copy of record of activity or occurrence be removed from TVDSB premises, without prior authorization of the Manager, Facility Services. Security Guards are not permitted to discuss, with any person, any matter pertaining to TVDSB and shall not release information, regarding any aspect of TVDSB or its operation to any person.		
B3	The successful bidder(s) will perform a complete building walk through (interior and exterior) and leave on site or send electronically an action report which will include the time of intrusion, the response time, time of alarm reset, action taken and monitoring station operator authorizing the response. A copy of this report will also be e-mailed or available electronically daily to the TVDSB zone office, Supervisor of Facility Services and Manager of Facility Services for that site at the completion of the site visit. There are five zone offices within TVDSB. The successful bidder(s) will be provided with the appropriate list of the sites and zones.		
B4	Reports should include a monthly summary of the individual action reports in Excel format.		
	Staffing Qualifications		
B5	Security Guards assigned to TVDSB shall be fluent in English language and shall possess good oral and written communication skills and be able to participate in active investigations with local authorities.		
B6	The successful bidder(s) agrees that at the request of the Manager, Facility Services or his designate can request the removal of a Security Guard if, in their discretion, their conduct has been of an unacceptable nature.		
B7	The TVDSB will not be held responsible for unwarranted actions taken on the part of security personnel assigned duties at TVDSB. The successful bidder agrees to accept full responsibility for legal or civil action taken against TVDSB, if it is determined the actions occurred because of unwarranted action on the part of an employee of the successful bidder(s).		

Firm Name: _____

Signature: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL
2023 ALARM RESPONSE SERVICES
WORKSHEET B - SCOPE OF WORK**

Section	Requirements	WILL COMPLY/WILL NOT COMPLY	Comments
B8	Security personnel must not disturb papers, open desk drawers or cabinets, or use TVDSB property, materials and equipment without the consent of the Manager, Facility Services or his designate. The successful bidder(s) is responsible for the cost of repair or replacement of equipment or materials owned by TVDSB, if lost or abused by Security personnel. Invoices submitted after each such occurrence must reflect a credit of the appropriate amount.		
B9	All property furnished by the TVDSB for use by Security personnel remains the property of TVDSB. On commencement and termination of the Contract, the successful bidder(s) must submit a statement of account of property under his jurisdiction by way of the Contract.		
B10	The successful bidder(s) shall ensure that each guard is in possession of a valid Private Security and Investigative Services Act license, as issued under the Private Security and Investigative Services Act, 2005, S.O. 2005, Chapter 34 and shall be carried at all times while on duty at any TVDSB site.		
	Uniforms & Equipment		
B11	The successful bidder(s) shall ensure all guards are provided with the appropriate uniform Private Security and Investigative Services Act, 2005, S.O 2005, c.34, s. 35 (2), and identification (Including licence card from B12 above). The cost of supplying uniforms & identification is the responsibility of the successful bidder(s). The successful bidder(s) shall ensure that guards are neat in appearance and are in proper uniform at all times while on duty. All guards shall be issued identical complete uniforms. A photograph of your standard uniform should be supplied with your bid.		
B12	Bidders should include the locations of your depots, number of staff and number of vehicles in Worksheet E - List of Staff.		
B13	The successful bidder(s) must attend all security call outs in company vehicles that are clearly identified.		
	Implementation		
B14	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 operation and modify assignments as required.		
	Training & Support		
B15	Training and support services are a consideration in awarding this proposal. Include any and all support, ongoing training that your company will provide to staff and identify certification relevant to the support role envisioned.		

Firm Name: _____

Signature: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL
2023 ALARM RESPONSE SERVICES
WORKSHEET B - SCOPE OF WORK**

Section	Requirements	WILL COMPLY/WILL NOT COMPLY	Comments
B16	State who the main contact complete with contact numbers would be assigned responsibility for our account should your company be a successful bidder.		
	Environment		
B17	Each proposal should include a detailed description of any environmental initiative and how your program would be beneficial to TVDSB.		
	Statistical Data		
B18	The successful bidder(s) must be capable of supplying the TVDSB with statistical data outlining response calls by site on an annual basis in Excel format.		
B19	This statistical data should include a monthly summary of the individual action reports. Please submit a sample of an action report.		
	Quality Assurance Philosophy		
B20	Outline your company's quality assurance philosophy and program in detail related to Service related problems.		
B21	Outline your company's quality assurance philosophy and program in detail related to Quality problems.		
	REFERENCES		
B22	Bidders must provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference must contain the following information:		
B22.1	Reference 1 - Company Name:		
	Reference 1 - Contact Name:		
	Reference 1 - e-mail address:		
B22.2	Reference 2 - Company Name:		
	Reference 2 - Contact Name:		
	Reference 2 - e-mail address:		
B22.3	Reference 3 - Company Name:		
	Reference 3 - Contact Name:		
	Reference 3 - e-mail address:		

Firm Name: _____

Signature: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL
2023 ALARM RESPONSE SERVICES
WORKSHEET C - PRICING

Item Number	Description	Staffing Allotment	Vehicle Allotment	Depot Location who would Respond	Hourly Rate
1	Alarm Response Zone 1 Response time maximum 1/2 hour				
2	Alarm Response Zone 2 Response time maximum 1/2 hour				
3	Alarm Response Zone 3 Response time maximum 1/2 hour				
4	Alarm Response Zone 4 Response time maximum 1 hour				
5	Alarm Response Zone 5 Response time maximum 1 hour				
Item Number	Stationed Guard Coverage	Staffing Allotment	Vehicle Allotment	Depot Location who would Respond	Hourly Rate
6	Drive by Coverage/presence monitoring Zone 1				
7	Drive by Coverage/presence monitoring Zone 2				
8	Drive by Coverage/presence monitoring Zone 3				
9	Drive by Coverage/presence monitoring Zone 4				

Firm Name: _____

Signature: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL
2023 ALARM RESPONSE SERVICES
WORKSHEET C - PRICING

Item Number	Description	Staffing Allotment	Vehicle Allotment	Depot Location who would Respond	Hourly Rate
10	Drive by Coverage/presence monitoring Zone 5				
11	Environmental Alarm Response Zone 1 - Response time maximum 1/2 hour within city limits of London				
12	Environmental Alarm Response Zone 2 - Response time maximum 1/2 hour within city limits of London				
13	Environmental Alarm Response Zone 3 - Response time maximum 1/2 hour within city limits of Woodstock and 1 hour to sites outside of Woodstock				
14	Environmental Alarm Response Zone 4 - Response time maximum 1/2 hour within city limits of St. Thomas				
15	Environmental Alarm Response Zone 5 - Response time maximum 1/2 hour within city limits of London and 1 hour to sites outside of London limits				
16	Contractor Calls Zone 1				

Firm Name: _____

Signature: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL
2023 ALARM RESPONSE SERVICES
WORKSHEET C - PRICING

Item Number	Description	Staffing Allotment	Vehicle Allotment	Depot Location who would Respond	Hourly Rate
17	Contractor Calls Zone 2				
18	Contractor Calls Zone 3				
19	Contractor Calls Zone 4				
20	Contractor Calls Zone 5				

Firm Name: _____

Signature: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPORSAL
2023 ALARM RESPONSE SERVICES
WORKSHEET D - LIST OF LOCATIONS

ZONE 1 London South					
951 Leathorne Street					
London, ON N5Z 3M7					
Fax: 519-452-2699					
MAINTENANCE SUPERVISOR: Matthew Kaspersma, 519-452-2000, ext. 21020, m.kaspersma@tvdsb.ca					
OPERATIONS SUPERVISOR: 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 Public School	1035	617 Viscount Road	London	N6J2Y4	519-452-8020
Arthur Stringer Public School	1040	43 Shaftsbury Avenue	London	N6C2Y5	519-452-8030
Ashley Oaks Public School	1045	121 Ashley Crescent	London	N6E3P8	519-452-8040
Byron Northview Public School	1085	1370 Commissioners Road West	London	N6K1E1	519-452-8080
Byron Somerset Public School	1090	175 Whisperwood Avenue	London	N6K4C6	519-452-8090
Byron Southwood Public School	1095	1379 Lola Street	London	N6K3R6	519-452-8100
C.C. Carrothers Public School	1100	360 Chippendale Crescent	London	N5Z3G2	519-452-8110
Cleardale Public School	1145	780 Dulaney Drive	London	N6C3W4	519-452-8140
Facility Service - Leathorne - Corporate	5010	951 Leathorne Street	London	N5Z 3M7	519-452-2425
G.A. Wheable Centre for Adult Education	3050	70 Jacqueline St	London	N5Z 3P7	519-452-2660
Glen Cairn Public School	1265	53 Frontenac Road	London	N5Z3Y5	519-452-8210
Kensal Park French Immersion Public School	1325	328 Springbank Drive	London	N6J1G5	519-452-8280
London Environmental Education Centre - Pond Mills	3140	1095 Pond View Rd	London	N5Z4K2	519-452-8880
London South Collegiate Institute	2290	371 Tecumseh Avenue	London	N6C1T4	519-452-2860
Mountsfield Public School	1425	8 Mountsfield Drive	London	N6C2S4	519-452-8400
Nicholas Wilson Public School	1440	927 Osgoode Drive	London	N6E1C9	519-452-8410
Princess Elizabeth Public School	1565	247 Thompson Road	London	N5Z2Z3	519-452-8490
Rick Hansen Public School	1575	70 Ponderosa Crescent	London	N6E2L7	519-452-8500
Saunders Secondary School	2280	941 Viscount Road	London	N6K1H5	519-452-2770
Sir George Etienne Cartier Public	1620	695 Chiddington Avenue	London	N6C2W9	519-452-8550
Sir Isaac Brock Public School	1615	80 St. Lawrence Boulevard	London	N6J2X1	519-452-8560
Sir Wilfrid Laurier Secondary School	2170	450 Millbank Drive	London	N6C4W7	519-452-2840
Tecumseh Public School	1700	401 Tecumseh Avenue	London	N6C1T4	519-452-8600
Victoria Public School	1740	130 Wharncliffe Road South	London	N6J2K5	519-452-8640
W. Sherwood Fox Public School	1750	660 Steeplechase Drive	London	N6J3P4	519-452-8730
Westminster Secondary School	2370	230 Baseline Road West	London	N6J1W1	519-452-2900
Westmount Public School	1780	1011 Viscount Road	London	N6K1H5	519-452-8670
White Oaks Public School	1785	565 Bradley Avenue	London	N6E3Z8	519-452-8680
Wilton Grove Public School	1795	626 Osgoode Drive	London	N6E1C1	519-452-8700

THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPORSAL
2023 ALARM RESPONSE SERVICES
WORKSHEET D - LIST OF LOCATIONS

Woodland Heights Public School	1800	474 Springbank Drive	London	N6J1G8	519-452-8710
Wortley Road Public School	1805	301 Wortley Road	London	N6C3R6	519-452-8720

ZONE 2 - London East					
951 Leathorne Street					
London, ON N5Z 3M7					
Fax: 519-452-2710					
MAINTENANCE SUPERVISOR: David Dotey, 519-452-2000, ext. 21015, david.dotey@tvdsb.ca					
OPERATIONS SUPERVISOR: Julie Comeau, 519-452-2000, ext. 21017, julie.comeau1@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	N5X1L8	519-452-2600
Aberdeen Public School	1015	580 Grey Street	London	N6B1H8	519-452-8010
B. Davison Secondary School	2341	785 Trafalgar Street	London	N5Z1E6	519-452-2880
Bonaventure Meadows Public School	1070	141 Bonaventure Drive	London	N5V4S6	519-452-8060
Carrothers Field House	2070-ANX	357 Pall Mall Street	London	N5Y 2Z3	N/A
Cedar Hollow Public School	1830	1800 Cedar Hollow Boulevard	London	N5X 0K3	519-457-6059
Central Secondary School	2070	509 Waterloo Street	London	N6B2P8	519-452-2620
Chippewa Public School	1135	1035 Chippewa Drive	London	N5V2T6	519-452-8120
Clarke Road Secondary School	2080	300 Clarke Road	London	N5W5N4	519-452-2640
Ealing Public School	1180	840 Hamilton Road	London	N5Z1V5	519-452-8150
East Carling Public School	1065	814 Quebec Street	London	N5Y1X4	519-452-8050
Education Centre	5120	1250 Dundas Street	London	N6A 5L1	519-452-2000
Evelyn Harrison Public School	1245	50 Tewksbury Crescent	London	N5V2M8	519-452-8180
F.D. Roosevelt Public School	1250	560 Second Street	London	N5V2B7	519-452-8190
Fairmont Public School	1255	1040 Hamilton Road	London	N5W1A6	519-452-8200
H.B. Beal Secondary School	2140	525 Dundas Street	London	N6B1W5	519-452-2700
Hillcrest Public School (Central)	1285	1231 Fuller Street	London	N5Y4P7	519-452-8220
Jeanne Sauve French Immersion Public School	1310	215 Wharncliffe Road North	London	N6H2B6	519-452-8250
John P. Robarts Public School	1315	84 Bow Street	London	N5V1B1	519-452-8270
Knollwood Park Public School	1330	70 Gammage Street	London	N5Y2B1	519-452-8290
Lester B. Pearson School for Arts	1335	795 Trafalgar Street	London	N5Z1E6	519-452-8300
Lord Elgin Public School	1355	1100 Victoria Drive	London	N5Y4E2	519-452-8310
Lord Nelson Public School	1350	1990 Royal Crescent	London	N5V1N8	519-452-8320
Lord Roberts French Immersion Public School	1360	440 Princess Avenue	London	N6B2B3	519-452-8330
Louise Arbour French Immersion Public School	1296	365 Belfield Street	London	N5Y2K3	519-452-2820
Montcalm Secondary School	2220	1350 Highbury Avenue	London	N5Y1B5	519-452-2730

**THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPORSAL
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WORKSHEET D - LIST OF LOCATIONS**

Northbrae Public School	1455	335 Belfield Street	London	N5Y2K3	519-452-8420
Northridge Public School	1475	25 McLean Drive	London	N5X1Y2	519-452-8440
Old North Public School	1595	940 Waterloo Street	London	N6A3X3	519-452-8520
Prince Charles Public School	1540	1601 Wavell Street	London	N5W2C9	519-452-8470
Princess Anne French Immersion Public School	1555	191 Dawn Drive	London	N5W4W9	519-452-8480
Sir John A. Macdonald Public School	1625	1150 Landor Street	London	N5Y3W3	519-452-8570
St. George's Public School	1670	782 Waterloo Street	London	N6A3W4	519-452-8530
Stoney Creek Public School	1915	1335 Nicole Avenue	London	N5X4M7	519-850-8698
Summerside PS	1945	2541 Meadowgate Blvd.	London	N6M1L8	TBD
Trafalgar Public School	1715	919 Trafalgar Street	London	N5Z1G3	519-452-8610
Tweedsmuir Public School	1720	349 Tweedsmuir Avenue	London	N5W1L5	519-452-8620

ZONE 3 - East					
745 Hounsfield Drive					
Woodstock, ON N4S 1P6					
Fax: 519-421-1489					
MAINTENANCE SUPERVISOR: Chad Keller, 519-452-2000, ext. 24301, chad.keller@tvdsb.ca					
OPERATIONS SUPERVISOR: Karen Pettit, 519-452-2000, ext. 24302, karen.pettit1@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 Public School	1010	195910 19th Line	Kintore	N0M2C0	519-283-1098
Algonquin Public School	1030	59 Algonquin Road	Woodstock	N4T1R8	519-421-2219
Annandale Public School	1999	60 Tillson Avenue	Tillsonburg	N4G3A1	519-688-3498
Blenheim District Public School	1925	32 Wilmot Street South	Drumbo	N0J1G0	519-463-5169
Blossom Park Education Centre	3020	391 Blossom Pk. Rd.	Woodstock	N4S 7J3	519-537-0109
Central Public School	1125	410 Hunter Street	Woodstock	N4S4G4	519-537-5362
College Avenue Secondary School	2090	700 College Avenue	Woodstock	N4S2C8	519-539-0020
East Oxford Central Public School	1190	505767 Old Stage Rd	Woodstock	N4S7V8	519-467-5243
Eastdale Public School	1195	65 Aileen Drive	Woodstock	N4S4A2	519-537-2652
Emily Stowe Public School	1940	1 Jerdon St	Norwich	N0J 1J0	519-468-0201
Facility Services - Zone 3 East	5325	745 Hounsfield	Woodstock	N4S 1P6	519-537-2733
Glendale High School	2130	37 Glendale Drive	Tillsonburg	N4G1J6	519-842-4207
Harrisfield Public School	1270	2 Caffyn Street	Ingersoll	N5C3M8	519-845-1600
Hickson Central Public School	1275	161 Loveys Street	Hickson	N0J1L0	519-462-2415
Huron Park Secondary School	2150	900 Cromwell Street	Woodstock	N4S5B5	519-537-2347
Ingersoll District Collegiate Institute	2160	37 Alma Street	Ingersoll	N5C1N1	519-485-1200
Innerkip Central Public School	1300	180 Coleman Street	Innerkip	N0J1M0	519-469-3435

THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPORSAL
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WORKSHEET D - LIST OF LOCATIONS

Laurie Hawkins Public School	1930	156 Innes Street	Ingersoll	N5C2R8	519-485-5626
Northdale Public School (East)	1470	290 Victoria Street North	Woodstock	N4S6W5	519-537-5761
Oliver Stephens Public School	1485	164 Fyfe Avenue	Woodstock	N4S3S6	519-539-2068
Plattsville and District Public School	1520	112 Mill Street East	Plattsville	N0J1S0	519-684-7436
Roch Carrier French Immersion Public School	1281	840 Sloane Street	Woodstock	N4S7V3	519-537-2642
Royal Roads Public School	1550	210 King Street East	Ingersoll	N5C1L8	519-485-4849
South Ridge Public School	1635	391 Quarter Line Road, R.R. #7	Tillsonburg	N4G4H1	519-842-7319
Southside Public School	1645	360 Albert Street	Woodstock	N4S2L4	519-539-1131
Springbank Public School	1660	1060 Sprucedale Road	Woodstock	N4S4Z9	519-539-7140
Tavistock Public School	1695	79 Maria Street	Tavistock	N0B2R0	519-655-2350
Thamesford Public School	1705	130 McCarty Street	Thamesford	N0M2M0	519-285-2043
Westfield Public School	1820	102 Dereham Drive	Tillsonburg	N4G 5L8	519-842-2461
Winchester Street Public School	1155	110 Winchester Street	Woodstock	N4S7K6	519-537-3543
Woodstock Collegiate Institute	2390	35 Riddell Street	Woodstock	N4S6L9	519-537-1050
Zorra Highland Park Public School	1810	County Road 6, R.R. #1	Embro	N0J1J0	519-475-4121

ZONE 4 - South					
259 Edward Street					
St. Thomas, ON N5P 4A9					
Fax: 519-633-3851					
MAINTENANCE SUPERVISOR: Steve Wright, 519-452-2000, ext. 44801, steve.wright@tvdsb.ca					
OPERATIONS SUPERVISOR: Jason Van Niekerk, 519-452-2000, ext. 44802, j.vanniekerk@tvdsb.ca					
ZONE ASSISTANT: Anastasia Witlox-Palmer, 519-452-2000, ext. 44800, a.witlox-palmer@tvdsb.ca					
School Name	School ID	Address	City	Postal Code	Phone
Aldborough Public School	1025	11443 Furnival Road, R.R. #3	Rodney	N0L2C0	519-785-0811
Arthur Voaden Secondary School	2030	41 Flora Street	St. Thomas	N5P2X5	519-631-3770
Balaclava Street Adult Education Centre	3010	20 Balaclava Street	St. Thomas	N5P3C2	519-631-0231
Caradoc Public School	1105	714 Bowan Street East, Box 244	Mount Brydges	N0L1W0	519-264-1630
Central Elgin Collegiate Institute	2060	201 Chestnut Street	St. Thomas	N5R2B5	519-631-4460
Davenport Public School	1160	80 Rutherford Avenue	Aylmer	N5H2N8	519-773-9216
Delaware Central Public School	1165	14 Osborne St, Box 36	Delaware	N0L1E0	519-652-5371
Dunwich-Dutton Public School	1175	239 Miller Road, Box 40	Dutton	N0L1J0	519-762-2419
East Elgin Secondary School	2100	362 Talbot Street West	Aylmer	N5H1K6	519-773-3174
Ekcoe Central Public School	1205	3719 Parkhouse Drive, R.R. #3	Glencoe	N0L1M0	519-287-3330
Elgin Court Public School	1215	254 First Avenue	St. Thomas	N5R4P5	519-631-7118
Éva Circé Côté French Immersion Public School	1656	45885 Sparta Line, Box 60	Sparta	N0L2H0	519-775-2541
Facility Services - Zone 4 South	5310	259 Edward Street	St. Thomas	N5P 4A9	519-633-0087

THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPORSAL
2023 ALARM RESPONSE SERVICES
WORKSHEET D - LIST OF LOCATIONS

Forest Park Public School	1260	295 Forest Avenue	St. Thomas	N5R2K5	519-631-3563
Glencoe District High School	2120	3581 Concession Drive, Box 370	Glencoe	N0L1M0	519-287-3310
John Wise Public School	1905	100 Parkside Drive	St. Thomas	N5R 3T9	519-633-1611
June Rose Callwood Public School	1200	84 Edward Street	St. Thomas	N5P1Y7	519-631-5010
Kettle Creek Public School (Port Stanley)	1535	350 Carlow Road, Box 490	Port Stanley	N5L1B6	519-782-3983
Lambeth Public School	1005	6820 Duffield Street (Lambeth)	London	N6P1A4	519-652-2050
Locke's Public School	1345	20 South Edgeware Road	St. Thomas	N5P2H2	519-631-8890
McGregor Public School	1405	204 John Street South	Aylmer	N5H2C8	519-773-3362
Mitchell Hepburn Public School	1900	95 Raven Avenue	St. Thomas	N5R5K8	519-631-3370
Mosa Central Public School	1420	22741 Pratt Siding Road, R.R. #1	Glencoe	N0L1M0	519-693-4691
New Sarum Public School	1435	9473 Belmont Road, R.R. #3	St. Thomas	N5P3S7	519-773-5185
Parkside Collegiate Institute	2260	241 Sunset Drive	St. Thomas	N5R3C2	519-633-0090
Pierre Elliott Trudeau F.I. P.S.	1290	112 Churchill Crescent	St. Thomas	N5R1R1	519-631-7820
Port Burwell Public School	1530	30 Strachan, Box 209	Port Burwell	N0J1T0	519-874-4558
South Dorchester Public School	1630	48614 Crossley-Hunter Sideroad, R.R. #1	Belmont	N0L1B0	519-765-4090
Southwold Public School	1650	39261 Fingal Line, R.R. #1	St. Thomas	N5P3S5	519-631-5997
Springfield Public School	1665	51336 Ron McNeil Line	Springfield	N0L2J0	519-765-4162
Straffordville Public School	1680	9188 Plank Road	Straffordville	N0J1Y0	519-866-3021
Summers' Corners Public School	1685	50576 Talbot Line, R.R. #1	Aylmer	N5H2R1	519-773-8106
West Elgin Secondary School	2360	139 Graham Street	West Lorne	N0L2P0	519-768-1350
West Elgin Senior Public School	1760	139 Graham Road, Box 280	West Lorne	N0L2P0	519-768-1350
Westminster Central Public School	1775	2835 Westminster Drive	London	N6N1L7	519-452-8660

ZONE 5 - West					
14766 Medway Road					
Arva, ON N0M 1C0					
Fax: 519-660-4656					
MAINTENANCE SUPERVISOR: Dan Kendall, 519-452-2000, ext. 25002, d.kendall@tvdsb.ca					
OPERATIONS SUPERVISOR: Frederick Sam, 519-452-2000, ext. 25003, f.sam@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 Public School	1020	29059 School Road, R.R. #5	Strathroy	N7G3H6	519-247-3369
Caradoc North Public School	1115	8041 Scotchmere Drive, R.R. #1	Strathroy	N7G3H3	519-245-2085
Centennial Central Public School	1120	14774 Medway Road, R.R. #1	Arva	N0M1C0	519-660-8193
Clara Brenton Public School	1140	1025 St. Croix Avenue	London	N6H3X8	519-452-8130
Eagle Heights Public School	1505	284 Oxford Street West	London	N6H1S9	519-452-8460
East Williams Memorial Public School	1185	4441 Queen Street, R.R. #1	Ailsa Craig	N0M1A0	519-232-4505

**THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPORSAL
2023 ALARM RESPONSE SERVICES
WORKSHEET D - LIST OF LOCATIONS**

Emily Carr Public School	1230	44 Hawthorne Road	London	N6G2H5	519-452-8160
Facility Services - Zone 5 West	5320	14774 Medway Road, R.R. #1	Arva	N0M1C0	519-660-4946
J.S. Buchanan French Immersion Public School	1641	248 Keefer Street	Strathroy	N7G1E2	519-245-0473
Jack Chambers Public School	1305	1650 Hastings Drive	London	N5X3E3	519-452-8240
John Dearness Public School	1320	555 Sanatorium Road	London	N6H3W6	519-452-8260
Lord Dorchester Secondary School	2180	61 Queen Street	Dorchester	N0L1G0	519-268-7351
Mary Wright Public School	1935	213 Carroll Street West	Strathroy	N7G 1B1	519-245-2044
Masonville Public School	1400	25 Hillview Boulevard	London	N6G3A7	519-452-8390
McGillivray Central Public School	1410	34714 Creamery Road, R.R. #3	Ailsa Craig	N0M1A0	519-293-3342
Medway High School	2210	14405 Medway Road	Arva	N0M1C0	519-660-8418
North Meadows Public School	1450	82 Middlesex Drive	Strathroy	N7G4G5	519-245-7373
North Middlesex District High School	2230	100 Main Street, Box 610	Parkhill	N0M2K0	519-294-1128
Northdale Central Public School	1460	3860 Catherine Street	Dorchester	N0L1G0	519-268-7862
Oakridge Secondary School	2250	1040 Oxford Street West	London	N6H1V4	519-452-2750
Orchard Park Public School	1490	50 Wychwood Park	London	N6G1R6	519-452-8450
Oxbow Public School	1500	13624 Ilderton Road, R.R. #3	Ilderton	N0M2A0	519-666-0310
Parkhill-West Williams Public School	1510	204 McLeod Street, Box 488	Parkhill	N0M2K0	519-294-1117
Parkview Public School	1515	10008 Oxbow Drive	Komoka	N0L1R0	519-657-3868
River Heights Public School	1580	4269 Hamilton Road	Dorchester	N0L1G3	519-268-7884
Riverside Public School	1585	550 Pinetree Drive	London	N6H3N1	519-452-8510
Sir Arthur Currie Public School	1825	2435 Buroak Drive	London	N6G 0L5	519-472-5286
Sir Frederick Banting Annex	3070	127 Sherwood Forest Square	London	N6G 2C3	519-452-2800
Sir Frederick Banting Secondary School	2040	125 Sherwood Forest Square	London	N6G2C3	519-452-2800
Stoneybrook Public School	1675	1460 Stoneybrook Crescent	London	N5X1C4	519-452-8590
Strathroy Adult Learning Centre	3030	51 Front St. E.	Strathroy	N7G 1Y5	519-850-8698
Strathroy District Collegiate Institute	2320	361 Second Street	Strathroy	N7G4J8	519-245-2680 **SEE BELOW**
Strathroy District Collegiate Institute	2320	361 Second Street	Strathroy	N7G4J8	519-245-2680 **SEE BELOW**
University Heights Public School	1725	27 Ford Crescent	London	N6G1H8	519-452-8630
Valleyview Public School	1730	10339 Ilderton Road, R.R. #2	Ilderton	N0M2A0	519-666-1417

[illegible]

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSAL - 2023 ALARM RESPONSE SERVICES
WORKSHEET F - CRITERIA AND WEIGHTING**

ITEM #	CRITERIA	POINTS	SUB POINTS
1.0	REPORTING REQUIREMENTS	5	
1.1	Action Report		5
2.0	STAFFING QUALIFICATIONS	15	
2.1	Number of Staff		5
2.2	Staff Certification		5
2.3	Training		5
3.0	EQUIPMENT	10	
3.2	Number of vehicles		10
4.0	QUALITY ASSURANCE PHILOSOPHY	10	
4.1	Company's quality assurance philosophy related to Service problems		5
4.2	Company's quality assurance philosophy related to Quality problems		5
5.0	PERFORMANCE	35	
5.1	References		35
6.0	PRICE	40	
6.1	Pricing		40
7.0	FINANCIAL	5	
7.1	Financial Stability and freedom from potential legal liabilities.		5
	TOTAL POINTS	120	120