

REQUEST FOR PROPOSAL #058
FIRE AND LIFE SAFETY EQUIPMENT INSPECTION AND
TESTING - FIRE ALARMS, SPRINKER SYSTEMS,

Issue Date: Monday, December 5, 2022

Buyer: Stacey Shoemaker

Issued by: The Thames Valley District School Board: Tender #058

Return Date: prior to 12:00:00 noon, local time, Monday, January 9, 2023

**THAMES VALLEY DISTRICT SCHOOL BOARD
2023 RFP FOR FIRE AND SAFETY EQUIPMENT INSPECTIONS AND TESTING
WORKSHEET A - TERMS CONDITIONS**

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 electronic 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 request for proposal is to provide interested parties with sufficient information to enable them to prepare and submit request for proposals for consideration by the TVDSB for the Fire and Life Safety Inspection and Testing of fire alarms, sprinkler systems and standpipe systems, along with the replacement of any devices found to be defective, subject to the conditions herein.		
1.2	BACKGROUND		
1.2.1	The TVDSB Facilities Services is responsible for maintaining the physical operating environment for all TVDSB facilities. During the school year, the hours of work for all Facilities Services departments are 7:30 AM to 4:30 PM. During the summer months of July and August, the TVDSB operates on Summer Hours which consists of: Monday to Thursday 7:00 AM to 3:30 PM and Fridays 7:30 AM to 11:30 AM.		
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.		

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2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		
2.1.1.6.1	Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The TVDSB will reject any bid submission which contains a major irregularity.		
2.1.1.6.2	Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.		
2.2	STRUCTURE OF THIS BID		
2.2.1	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 "New Account Application".		

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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 2023Appendices058.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		
2.2.1.10.1.2	Worksheet B: Scope of Work in Excel format		
2.2.1.10.1.3	Worksheet C: School Fire Protection Matrix - Chubb Edwards Panel sites - Fire Alarm Device Counts - no response required		
2.2.1.10.1.4	Worksheet D: School Fire Protection Matrix - Chubb Edwards Panel sites - Water-Based Protection Systems Inventory - no response required		
2.2.1.10.1.5	Worksheet E - Device Count Legend - no response required		
2.2.1.10.1.5	Worksheet F: Pricing/Submission Requirements - Electronic response required		
	Worksheet G: Contact Information and Listing of Facility Locations by Zones - no response required		
2.2.1.10.1.6	Worksheet H: Designated Substances in Excel format - Electronic response required		
2.2.1.10.1.7	Worksheet I: Criteria and Weighting - no response required		
2.2.1.11	Complete bid information (See Section 9 - Electronic Bidding Instructions.)		
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, December 5, 2022		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon local time Monday, January 9, 2023		
2.5	QUESTIONS		

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2.5.1	All questions pertaining to this bid document are to be addressed to: Stacey Shoemaker, by at s.shoemaker@tvdsb.ca. The TVDSB reserves the right to distribute a notice of content of any inquiry and the TVDSB's response to all other registered bidders. All questions pertaining to this bid document must be submitted in writing.		
2.5.2	Should any questions raised by a proponent necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site.		
2.5.3	All Addenda will be issued at least seven days prior to the closing date. If an addendum is issued within seven days of the closing date, the date will be extended accordingly.		
3.0	CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for 12 months, commencing on February 1, 2023 and unless otherwise provided herein, terminating on January 31, 2024.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of two years in one (1) year increments and will advise the proponent in writing of their intentions.		
3.1.3	Proponents must state if your company would agree to extending this contract with the same terms and conditions for a second year ending January 31, 2025.		
3.1.4	Proponents must state if your company would agree to extending this contract with the same terms and conditions for a third year ending January 31, 2026.		
3.2	PRICING		
3.2.1	Proponents must complete the online pricing section (Section 9.0 - Electronic Bidding Instructions).		
3.2.2	All charges must be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.3	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.		
3.2.4	Prices must remain in effect for the duration of this contract, commencing on February 1, 2023 and ending January 31, 2026.		
3.2.5	Price increases for new equipment 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.		
	It is the intention of the TVDSB to rationalize its supplier base. This contract may be awarded on a per item zone or on the best cost of various groupings. The groupings will be determined by the TVDSB. Each proponent agrees to the award on this basis.		

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3.2.6	Submit your pricing Worksheet F based on the list of locations in Worksheet G - Contact Information and Listing of Facility Locations by Zone .		
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	DELIVERY & ORDERING		
3.4.1	Delivery for all items will be directly to the site with the Contractor.		
3.4.2	The successful bidder(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping or installation.		
3.4.3	Time is of the essence; it is one of our criteria considered in the decision and award of this contract. Future contracts will be based on the contractor ability to respond to work orders as requested or required by Facilities Services.		
3.4.4	The inspection and testing schedule will be coordinated with Facilities Services.		
3.4.5	The successful bidder(s) will remove all packaging and shipping debris at no cost to the TVDSB.		
3.5	INVOICING/PAYMENT TERMS		
3.5.1	All invoices must be submitted to the applicable Zone email account as follows and must reference the applicable TVDSB work order number;		
	Maintenance Zone 1 (mz1@tvdsb.ca)		
	Maintenance Zone 2 (mz2@tvdsb.ca)		
	Maintenance Zone 3 (mz3@tvdsb.ca)		
	Maintenance Zone 4 (mz4@tvdsb.ca)		
	Maintenance Zone 5 (mz5@tvdsb.ca)		
3.5.2	Applicable taxes must be shown as separate line items on all invoices.		
3.5.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.5.3.1	Bidders should state percentage discount for early payment and net payment terms.		
3.5.4	All invoices must include: the work order number or PM work order number , the facility/school location name, number and address , the Maintenance Supervisor and Zone office . Costs must be broken down by item, per location, with supporting service reports and documentation.		
4.0	SPECIFICATIONS/REQUIREMENTS		

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4.1	QUALITY		
4.1.1	Unless otherwise specified, supplies must be new, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the TVDSB pertaining to items being rejected is final.		
4.1.2	The determination of equal quality will be based on our internal professional opinions.		
4.1.3	In addition to price, quality and suitability to school use will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will be also taken into consideration when awarding this contract.		
4.1.4	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
4.1.5	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.		
4.2	QUANTITY/TERM		
4.2.1	The quantities indicated are based on our existing database indicating location and number of devices per location that are included in the scope of this request for proposal. The exact quantities of devices is subject to change due to new or closing schools, equipment breakdowns, device upgrades or changes and may be increased or decreased as the successful bidder performs the scheduled inspection and testing of fire alarms systems. The contractor shall be responsible for supplying the services and replacement of defective devices that may be requested, or during the term of this request for proposal at the quoted price.		
4.3	REQUIREMENTS		
4.3.1	For each requirement as described in Worksheet B - Scope of Work, bidders must place a response in the appropriate column.		
4.4	ENVIRONMENT		
4.4.1	Bidder(s) should include a detailed description of any environmental initiative and how your program would be implemented and benefit 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.		

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5.1.2	A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. No facsimiles shall be accepted. The last submission shall supercede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda must be submitted to the "request for proposals 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 "request for proposals 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 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.		

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5.1.11	All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between TVDSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.		
5.1.12	The successful bidder(s) must not at any time subcontract any portion of its contract with the TVDSB nor shall it assign the contract without the written permission of the TVDSB. The successful bidder(s) must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		
5.1.13	While the TVDSB has used considerable efforts to ensure an accurate representation of information in this bid document, the information contained herein is contained solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the TVDSB, nor is it necessarily comprehensive or exhaustive. Nothing in this bid document is intended to relieve bidders from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		
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) and a contractor acknowledgement form must be signed.		
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.		

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5.1.16	The successful bidder(s) will reimburse the TVDSB for any damages through negligence or willful acts of any of the successful bidder(s)' employees or contracted staff.		
5.1.17	The successful bidder(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.		
5.1.18	The TVDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		
5.1.19	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.2	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	Deficiencies identified by the Contractor or their designate will be handled as follows:		
5.2.2.1	The deficiency will be verbally communicated to the Maintenance Supervisor indicating the location, the device that is deficient, the timing to correct this deficiency and the corrective actions required to bring the defective device up to required Standards or Fire Code.		
5.2.2.2	If the contractor fails to fulfill the requirements of Section 5.2.2.1 , the Maintenance Coordinator or the Buyer will provide written notice to the contractor of the deficiency, requesting that the deficiency be corrected in (five) 5 working days.		
5.2.2.3	If the deficiency has not been corrected in the (five) 5 day period, TVDSB will terminate the contract with the contractor.		

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5.2.3	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.		
5.2.4	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.		
5.2.5	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.		
5.2.6	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.		
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		

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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.		
	ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES		
	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 proponent acknowledges 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		
5.5	HUMAN RIGHTS AND CHILD LABOUR LAWS		
5.5.1	Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Bidders wishing to do business with the TVDSB are asked to promote the purchase of goods from companies that operate in full compliance with the laws of their respective countries and with all applicable child labour laws, rules and regulations related to hiring, wages, hours worked, overtime and working conditions.		
5.5.2	Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.5.3	For bidder information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.5.3.1	http://www.ilo.org		

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5.6	HEALTH AND SAFETY REGULATIONS		
5.6.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not approved, the TVDSB reserves the right to invoice the successful bidder(s) for the cost of certification/replacement.		
5.6.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB must ensure that the machine, device, tool, equipment or service complies with the Occupational Health and Safety Act and Regulations of Industrial Establishments. The burden of proof rests with the supplier.		
5.6.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. If applicable, the successful bidder(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.6.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHMIS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.6.5	The TVDSB reserves the right to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		
5.7	WORKPLACE SAFETY AND INSURANCE BOARD		
5.7.1	The successful bidder(s) must ensure that all workers are covered by the Workplace Safety and Insurance Board for the duration of this contract.		

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5.7.2	The successful bidder(s) must furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board. This certification is to be furnished prior to the commencement of this contract. The good standing must be maintained throughout the contract. It is the responsibility of the Contractor to ensure that the Workplace Safety & Insurance Board Certificate is updated every sixty (60) days. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.7.3	All workplace injuries or accidents on TVDSB property must be reported by the successful bidder(s) to the TVDSB's representative within 24 hours.		
5.8	COMMERCIAL LIABILITY INSURANCE		
5.8.1	The successful bidder(s) must be covered by Commercial General Liability Insurance throughout the term of the contract. Each bidder must state if it has Commercial General Liability Insurance Coverage.		
5.8.2	Each bidder should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$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.		
5.8.2.1	This liability policy shall contain the following coverage:		
5.8.2.2	Personal Injury & Property Damage		
5.8.2.3	Non-Owned Automobile Liability		
5.8.2.4	Owners and Contractors Protective Coverage		
5.8.2.5	Contractual Liability		
5.8.2.6	Broad Form Property Damage		
5.8.2.7	Products & Completed Operation Insurance		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.8.2.8	Contingent Employees Liability		
5.8.2.9	Cross Liability Clause and Severability of Interest Clause		
5.8.3	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.8.4	The successful bidder(s) agrees to indemnify, hold harmless and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason or injury (including death) or damage to any property arising out of negligent or 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.		
5.9	MOTOR VEHICLE LIABILITY INSURANCE		
5.9.1	Bidders must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.		
5.9.2	In the event of an affirmative answer to 5.9.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the Contract. If the bidder's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.9.3 to subsection 5.9.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.9.3	Bidders should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million for 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.		
5.9.3.1	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.9.3.2	Third Party Liability Coverage in the form of OAP-1		
5.9.4	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		
5.9.5	The successful bidder(s) agrees to indemnify, hold harmless, and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
5.10	CANADA'S ANTISPAM LEGISLATION		
5.10.1	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.		
5.11	SUPPLIER OCCURRENCE REPORTS		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.11.1	The TVDSB reserves the right at any time during the contract period to evaluate the successful proponents service based on their contract performance.		
5.11.2	The successful proponent will be evaluated based on the evaluation form - Supplier Occurrence Reports (available upon request).		
5.11.3	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).		
6.0	BIDDER PROFILE		
6.1	ADMINISTRATION & ORGANIZATION		
6.1.1	Bidders should include an organizational chart.		
6.1.2	The TVDSB reserves the right at any time after the closing date, to request from any bidder evidence of its financial standing and stability, including that of each of its officers, directors and principals. All bidders agree to provide at their own expense all such above-related information as may be requested by the TVDSB within four (4) days of the date of any such request.		
6.1.3	Bidders are required to list any and all pending or ongoing legal claims or disputes where the bidder could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
6.1.4	Bidders should state location of their distribution centre.		
6.1.5	Bidders should state if their employees service sites wearing uniforms.		
6.1.6	Bidders should state if their employees carry photo identification.		
6.1.7	Bidders should state if they are ISO registered and if so what level.		
6.1.8	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 in .pdf format.		
7.1.3	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.3.1	Proponents' submissions should include page numbers for ease of reference by committee members.		

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THAMES VALLEY DISTRICT SCHOOL BOARD
2023 RFP FOR FIRE AND SAFETY EQUIPMENT INSPECTIONS AND TESTING
WORKSHEET A - TERMS CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
7.1.3.2	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.3.3	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
8.0	AWARD		
8.0.1	Proponent(s) must state the maximum number of sites they are able to maintain according to the specifications as stated herein.		
8.0.2	Facilities Services reserves the right to limit the number of sites awarded to each proponent. These awarded sites will be determined based on the successful proponent(s) submission.		
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 proponents will be entered into the draw. All parties will have representation when the draw takes place.		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.2	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.2.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
8.2.2.2	www.tvdsb.ca		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.2.2.3	Click on "I'D LIKE TO"		
8.2.2.4	Click on "Go to Purchasing"		
8.2.2.5	Click on "Bids"		
8.2.2.6	Proceed to the Bid, click		
8.2.2.7	"Results - Check Mark"		
8.2.2.8	View documents in PDF format.		
8.2.2.9	All bid files are available for downloading at no charge from the TVDSB web site.		

Stacey Shoemaker
Purchasing Department

Lori-Ann Pizzolato
Chairperson

9.0	ELECTRONIC BIDDING INSTRUCTIONS		
9.1	DOWNLOADING BID DOCUMENTS		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
9.1.2	Click on "I'D LIKE TO"		
9.1.3	Click on "Go to Purchasing"		
9.1.4	Click "Bids"		
9.1.5	Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
9.1.6	Click "Proceed to Inquiry/Download page"		
9.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.8	Click on the "NEW" logo to 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 "2023Appendices058.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		
9.3.1.1.2	Worksheet B: Scope of Work in Excel format		
9.3.1.1.3	Worksheet C: School Fire Protection Matrix - Chubb Edwards Panel sites - Fire Alarm Device Counts - no response required		

FIRM NAME : _____

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THAMES VALLEY DISTRICT SCHOOL BOARD
2023 RFP FOR FIRE AND SAFETY EQUIPMENT INSPECTIONS AND TESTING
WORKSHEET A - TERMS CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.3.1.1.4	Worksheet D: School Fire Protection Matrix - Chubb Edwards Panel sites - Water-Based Protection Systems Inventory - no response required		
9.3.1.1.5	Worksheet E - Device Count Legend - no response required		
9.3.1.1.6	Worksheet F: Requirements/Pricing - Electronic response required		
9.3.1.1.7	Worksheet G: Contact Information and Listing of Facility Locations by Zones - no response required		
9.3.1.1.8	Worksheet H: Designated Substances in Excel format - Electronic response required		
9.3.1.1.9	Worksheet I: Criteria and Weighting - no response required		
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 Worksheet A - Terms and Conditions. The printed and signed copies must be scanned and returned as a .pdf file.		
9.3.4	Upload files back to us using the "Your Uploaded Files for this request for proposal" area.		
9.4	BID REPORT		
9.4.1	Use the "Bid Report" option on the menu to create a report showing your bids. If any changes are made after printing the "Bid Report", you must reprint the "Bid Report". Running the "Bid Report" initiates the transfer of data into our system. Any items entered into the bid entry system will not transfer into our system until a "Bid Report" has been generated.		
9.4.2	The first page of the "Bid Report" will list any items that require answers to questions. Bids will not be transferred into our system until the answers are entered and the "Bid Report" is generated again.		
9.5	TIPS FOR USING THE BID PROGRAM		
9.5.1	Use the "Bid Report" option on the menu to create a report showing your bids. If any changes are made after printing the "Bid Report", you must reprint the "Bid Report". Running the "Bid Report" initiates the transfer of data into our system. Any items entered into the bid entry system will not transfer into our system until a "Bid Report" has been generated.		
9.5.2	The first page of the "Bid Report" will list any items that require answers to questions. Bids will not be transferred into our system until the answers are entered and the "Bid Report" is generated again.		

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SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
	RETURN DATE		
	RETURN DATE and TIME: prior to 12:00:00 noon local time Monday, January 9, 2023.		
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:		

FIRM NAME : _____

SIGNATURE : _____

<i>ITEM NO.</i>	<i>TERMS AND CONDITIONS</i>	<i>WILL COMPLY/WILL NOT COMPLY</i>	<i>COMMENT</i>
10.10.2	Firm Address:		
10.10.3	Telephone Number:		
10.10.4	Fax Number:		
10.10.5	E-MAIL ADDRESS:		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.0	FIRE AND LIFE SAFETY EQUIPMENT INSPECTION AND TESTING		
1.1	Fixed pricing is requested to supply all labour and material required to perform the inspection and testing of fire alarm systems, water-based fire protection systems.		
1.2	Certificate of inspection will be issued for testing performed, noting deficiencies. A separate Certificate or email confirmation will be issued when the deficiencies have been repaired.		
1.3	Deficiencies noted on the fire alarm system, sprinkler system, and standpipe hose system may be completed by the Board or other vendors and not necessarily be completed by the awarded vendor.		
1.4	The contractor is required to locate all the devices and systems in the building or at the facility and perform the inspections and testing as required. An estimated count of each device found at each facility is included within this tender. This is provided to assist the vendor in determining the size of the systems and what systems/devices can be found at each site; however the Board does not guarantee the accuracy of the count and devices identified as these are subject to change.		
1.5	A complete list of device counts shall be provided upon inspection and testing of each site.		
1.6	The contractor must ensure compliance with the Ontario Fire Code, Division C, Subsection 1.2.1. "Qualifications and Responsibilities of Persons Performing Work of Fire Alarm Systems" for each person who performs annual tests or annual inspections of a fire alarm system required under Article 6.3.2.2. of Division B and every person who repairs, replaces or alters components of a fire alarm system		
1.7	The contractor must ensure compliance with the Ontario Fire Code, Division C, Subsection 1.2.1. "Qualifications and Responsibilities of Persons Performing Work of Fire Alarm Systems" for each person who performs annual tests or annual inspections of a fire alarm system required under Article 6.3.2.2. of Division B and every person who repairs, replaces or alters components of a fire alarm system. Any person who performs the annual test and inspection of a fire alarm system shall be knowledgeable of CAN/ULC-S536 "Inspection and Testing of Fire Alarm Systems", and have received suitable formal training or sufficient experience acceptable to the Authority Having Jurisdiction.		
1.8	The contractor must be fully qualified and conversant with Edwards Fire Protection Systems. The contractor must be able to have ac diagnostic equipment to both identify and correct map faults, replace and accept devices on a map, as well as correct any other programming issue.		
1.9	The contractor must inform Facility Services in writing of all major changes in safety codes, regulations, and or requirements that might affect the performance of the work, terms, and or conditions of this tender.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.10	If a repair(s) cannot be completed by the contractor due to the nature of repair type and the contractor requires the assistance of the manufacturer to complete the repair(s), the contractor shall immediately initiate communication with the respective manufacturer and arrange for them to take over and complete the service call. The contractor must communicate with the TVDSB by email to inform the Board that the work has been transferred. The contractor shall copy the manufacturer so they are aware the Board has been notified.		
1.11	If the elevator company is required to conduct the inspection, the contractor shall be responsible to schedule the required service. The Board will be directly invoiced by the elevator company for their time spent providing assistance to the fire alarm contractor. TVDSB will provide contact information of elevating device service providers.		
1.12	Where a shutdown of the fire alarm system, or parts thereof is necessary, the alternative measures for occupant safety as outlined within the building's Approved Fire Safety Plan shall be implemented for the duration of the impairment.		
1.13	The annual inspections shall be completed by the end of August each contract year, while all deficiencies shall also be corrected by this time.		
2.0	ANNUAL FIRE ALARM SYSTEM INSPECTION AND TESTING		
2.1	See inventory of fire alarm systems using the "School Fire Protection Equipment Matrix – Device Count" (Worksheet C).		
2.2	This work comprises of one (1) annual inspection of the Fire Alarm System each year of the contract as per the Ontario Fire Code and most recent version of CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems".		
2.3	Repair, replacement and alterations of fire alarm system components shall be in accordance with the most recent version of CAN/ULC-S524, "Standard for the Installation of Fire Alarm Systems".		
2.4	Interconnected smoke alarms shall be tested and maintained in operating condition in conformance with the Ontario Fire Code and most recent version of CAN/ULC-S552, "Standard for the Maintenance and Testing of Smoke Alarms".		
2.5	Inspection and Fire Alarm Systems and the provision of reports and certificates in accordance with the specifications provided in the Scope of Work for each site.		
2.6	Inspections shall include but not be limited to the following actions:		
2.6.1	Manual Station -All manual stations shall be tested for operation and correct annunciation (replacement of glass rods shall be included).		
2.6.2	Heat Detectors -100% of the heat detectors will be tested to determine operability and correct annunciation.		

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ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
2.6.3	Smoke Detectors -100% of the smoke detectors will be inspected and tested in accordance with the manufacturer's recommendations and the code, including test of sensitivity value to conform to proper operating range (record value of device). Fire Alarm Horns/Bells -100% of the horns/bells, including "mini" devices, will be inspected and tested for operation, which includes testing audibility of alarm signals throughout area served by the bell/horn. (Quantify devices that do not meet code standards, i.e. provide actual Db ratings.)		
2.6.4	Remote Annunciators -Each initiating circuit shall be activated and its corresponding indication and each annunciator checked for illumination and correct zone designation.		
2.6.5	Test and inspect electrical portion of each sprinkler flow and supervisory device.		
2.6.6	Other annunciator functions shall be tested for their intended operation (lamp test, trouble silence, etc.).		
2.6.7	Confirmation of both trouble and alarm annunciations at the individual Board monitoring service shall be carried out at each site (i.e. Direct Detect).		
2.6.8	Fire Alarm Panels -Shall be tested to confirm the operability of all functions in accordance with the manufacturer's instructions, which includes testing of battery backup under load and charging, all modules and all control functions as per system design.		
2.8.9	End of line resistors – shall be located and verified.		
2.6.10	Cleaning of the inside of fire alarm panel and tightening all connections.		
2.6.11	Where equipment to be serviced is located at high levels such as gymnasiums or atria, it will be the responsibility of the Awarded Bidder to ensure that any of their employees working under these conditions on this contract, have been thoroughly trained in accordance with the most current "Working from Heights Legislation".		
2.6.12	The contractor shall provide all ladders and lift devices as required.		
3.0	ANNUAL STANDPIPE AND HOSE SYSTEM INSPECTION AND TESTING		
3.1	See inventory of standpipe hose systems using the "School Fire Protection Equipment Matrix" (Worksheet D).		
3.2	This work comprises of one (1) annual inspection of all standpipe system and hose station units each year of the contract as per the Ontario Fire Code.:		
3.2.1	Inspect hose valves to ensure that they are tight to ensure that there is no water leakage into the hose.		
3.2.2	Standpipe hose shall be unracked, unreeled or unrolled and inspected. Rerack, rereel or reroll hose so that any folds do not occur at the same position they were previously on the hose. Replace any worn hose or gaskets in the couplings at the hose valves and at the nozzle.		

FIRM NAME : _____

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ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
3.2.3	Test standpipe system piping which normally remains dry in accordance with Ontario Fire Code Div B Part 6 Article 6.4.3.2. at intervals of not more than 5 years.		
4.0	ANNUAL SPRINKLER INSPECTION AND TESTING		
4.1	See inventory of sprinkler systems using the "School Fire Protection Equipment Matrix"(Worksheet D).		
4.2	This work comprises of one (1) annual inspection of all sprinkler systems each year of the contract as per the Ontario Fire Code:		
4.2.1	Check all exposed sprinkler piping hangers to ensure that they are in good repair.		
4.2.2	Check all sprinkler heads to ensure that they are free from damage, corrosion, grease, dust, paint or whitewash.		
4.2.3	Inspect dry-pipe systems every 15 years for obstructions in the sprinkler piping and, if necessary, the entire system flushed of foreign material.		
4.2.4	Inspect the priming water for dry-pipe systems to ensure that the proper level above the dry-pipe valve is maintained.		
4.2.5	Remove all fire department connection plugs or caps and inspect for wear, rust or obstructions. Resecure plugs and caps wrench tight.		
4.2.6	Test the water flow alarm on wet sprinkler systems using the most hydraulically remote test connection.		
4.2.7	Trip test dry-pipe valves by means of the inspector's test valve (annually - control valve not in fully opened position, once every 3 years - control valve fully opened) to ensure that they operate satisfactory and that the sprinkler alarms are in good operating condition.		
4.2.8	Test the sprinkler system water supply pressure with the main dry valve fully open to ensure that there is no obstruction or deterioration of the main water supply.		
4.2.9	Test all transmitters and water flow activated devices.		
4.2.10	Test all valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler system supervisory devices.		
5.0	ANNUAL FIRE DEPARTMENT CONNECTION INSPECTION		
5.1	See inventory of fire alarm systems using the "School Fire Protection Equipment Matrix – Device Count" (Worksheet D).		
5.2	This work comprises of one (1) annual inspection of all fire department connections each year of the contract as per the Ontario Fire Code:		
5.2.1	The dry portion of the fire department connection piping of a standpipe system shall be hydrostatically tested at a pressure of not less than 1050 kPa (gauge) for 2 hours at intervals of not more than five years.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.3.1	Inspect fire department connection piping annually with plugs and caps removed to ensure that:		
5.3.1.1	Inspect fire department connection piping annually with plugs and caps removed to ensure that the fire department connection is physically unobstructed and readily accessible, the fire department connection identification sign is in place and visible, the fire department connection is free of wear, rust or obstruction, couplings or swivels are not damaged and rotate smoothly, gaskets are in place and in good condition, the check valve is not leaking, the automatic drain valve is in place and operating properly, and the fire department connection clappers are in place and operating properly, grease connections as required.		
6.0	DELIVERABLES		
6.1	Deliverables to include with each site invoice within 10 working days of inspection:		
6.1.1	Formal certificates and inspection reports.		
6.1.2	Certificate of Inspection, inspection report, deficiency report, and invoice will be sent in one email (package) when the inspection is complete.		
6.1.3	Date of inspection and Work Order number to be included on report.		
6.1.4	Deficiencies must reference associated paragraph of the applicable code and give reference to the room number or location where the deficiency is located.		
6.1.5	Any costs incurred by the contractor outside the pricing structure of this Tender should be sent to the Maintenance Leader on a separate invoice indicating facility location, name and number.		
6.1.6	Provision of a defective devices report identifying any deficiencies found in the inspection.		
6.1.7	All annual inspections shall be completed by the end of August each contract year, while all deficiencies shall also be corrected by this time.		
7.0	DEFICIENCIES		
7.1	Upon determination of the defect and deficiency list, submit to the Board's contact within 5 Working days written notification of any items, which may not be corrected within 28 calendar days:		
7.1.1	A separate Certificate or email confirmation will be issued when the deficiencies have been repaired.		
7.1.2	If deficiency is repaired by Board staff, a copy of the completed work order will be sent to contractor.		
7.0	IMPLEMENTATION		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
7.1	The contractor will be responsible for seeing that regular supervision is maintained over all working personnel. It is the successful bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's Facilities Services, Maintenance Supervisors and modify assignments as required. On-site work by the contractor must be scheduled to minimize any disruption of school activities.		
7.2	The Maintenance Supervisor shall supply to the contractor a copy of the floor plans of each location/facility. The original floor plan(s) is returned with a written report to the Maintenance Supervisor. For subsequent service calls, the contractor will retain a photocopy of the location floor plans.		
7.3	The TVDSB shall supply the contractor with names of TVDSB Maintenance Supervisors who are authorized to issue work orders or will communicate with the contractor in performing the scope of work as detailed in this Tender. Work requested by TVDSB employees other than Maintenance Supervisors does not fall within the Scope of this Tender		
7.4	The contractor shall meet with the Maintenance Supervisors as requested or required to evaluate device inventories, device locations, identify problems or review tender administrative requirements.		
7.5	TVDSB will issue two types of work orders. Preventative Maintenance Work Orders (PMWO): one PMWO will be issued yearly for the annual testing and inspection of fire alarms and water-based fire protection systems per TVDSB location. Work Orders (WO): one WO will be issued for each incident or repair.		
7.6	Prior to commencing any Preventative Maintenance work, a PMWO will be issued to the contractor indicating the location and scope of work required at that location by the Maintenance Coordinator.		
7.7	PMWOs will be issued once a year per location and the contractor must follow the following procedures:		
7.7.1	Contractor receives the PMWO for each facility to be inspected		
7.7.2	For school locations, the contractor must contact the Maintenance Zone Assistant to agree upon a mutually convenient time for the preventative maintenance and must coordinate the preventative maintenance work so as not to disrupt school activities.		
7.7.3	The contractor develops a tentative schedule of work for each Zone or facility location that is submitted to the appropriate Zone Maintenance Supervisor for approval.		
7.7.4	During the servicing of the site systems, any additional devices not detailed on the Device Count sheet provided in this Tender are to be inspected, tested, and identified on the report.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
7.7.5	If during the testing and PM the contractor identifies concerns, deficiencies, problems or repairs outside the scope of work of the PMWO, as defined in this Tender, the contractor must notify the Maintenance Supervisor prior to commencing any work. The Maintenance Supervisor will issue a WO.		
7.7.6	Each location/facility must be invoiced individually after the work has been completed. Invoices must include: the PMWO Number, the facility/school location name, number and address, the Maintenance Supervisor and Zone office, and the work/services provided at that location. Failure to include the aforementioned will result in delays in payments of invoices.		
7.8	Prior to commencing any repairs, a WO will be issued to the contractor indicating the location and scope of work required at that location by the Zone Maintenance Supervisor.		
7.8.1	WOs will be issued, once additional billable work has been approved and authorized by the Zone Maintenance Supervisor, describing the location, problem or deficiency in detail and the work required to bring the defective device(s) up to the applicable code or standard. The contractor must follow the following procedures:		
7.8.2	The contractor receives the WO.		
7.8.3	For school locations, the contractor must contact the Maintenance Zone Assistant to agree upon a mutually convenient time for the repair work and must coordinate the repair work so as not to disrupt school activities.		
7.8.4	The contractor communicates the scheduled date for the repair for the location having the deficiency to the appropriate Zone Maintenance Supervisor for approval.		
7.8.5	The contractor repairs the defective/deficient device to bring it up to the required code or standard.		
7.8.6	Each location/facility must be invoiced individually after the work has been completed. Invoices must include: the WO Number, the facility/school location name, number and address, the Maintenance Supervisor and Zone office, and the work/services provided at that location. A separate Certificate or email confirmation will be issued when deficiencies have been repaired. Failure to include the aforementioned will result in delays in payments of invoices.		
7.8.7	All invoices must be submitted to the applicable Zone email account as follows and must reference the applicable TVDSB work order number;		
	Maintenance Zone 1 (mz1@tvdsb.ca)		
	Maintenance Zone 2 (mz2@tvdsb.ca)		
	Maintenance Zone 3 (mz3@tvdsb.ca)		
	Maintenance Zone 4 (mz4@tvdsb.ca)		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2023 RFP FOR FIRE SAFETY EQUIPMENT INSPECTIONS AND TESTING
WORKSHEET B - SCOPE OF WORK

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
	Maintenance Zone 5 (mz5@tvdsb.ca)		
8.0	EMERGENCY RESPONSE REQUIREMENTS		
8.1	The awarded bidder is required to provide a year-round emergency after hour service to respond to issues that may occur after hours and during weekends.		
8.2	An emergency 24hr standby number shall be provided with tender submission.		

FIRM NAME : _____

SIGNATURE : _____

INSPECTIONS AND TESTING

WORKSHEET C - SCHOOL FIRE PROTECTION EQUIPMENT MATRIX - CHIEF

FACILITY	PANEL	ANN	BPS	MS	RHT	FTHT	S
Arthur Ford	1			9	26		23
Arthur Stringer	1			13	38		20
Ashley Oaks	1	1		16			12
Byron Northview	1	2		23	37	3	30
Byron Somerset	1	1		10		1	25
Byron Southwood	1	1		13	104	11	31
C.C. Carrothers	1			11	27	1	28
Glen Cairn	1	1	2	31			60
Kensal Park FIPS	1	2		14	28	4	36
Mountsfield	1	1		18	79	3	70
Nicholas Wilson	1		1	13	37		23
Pond Mills	1			6	16	2	
Princess Elizabeth	1	1		21	63	7	42
Rick Hansen	1	2		14	31	7	25
Saunders	1	4	1	67	296	7	15
Sir G.E. Cartier	1	2	1	11	24	5	17
Sir Issac Brock	1	1	1	13	37		20
Sir Wilfrid Laurier	1	2	7	41	147		73
W.S. Fox	1	1		19			20
Westminster S.S.	1	2	6	32	160	4	90
Westmount	1	1		20	42	6	48
White Oaks	1	3		28			114
Wilton Grove	1	2		19	62	12	43
Woodland Heights	1	1		19	50	6	26
Wortley Road	1	1		9	81	2	33
A.B Lucas	1	2	1	33	148		83
Aberdeen	1	1		13	73	8	35
B. Davidson	1	3		36	101	10	67
Cedar Hallow							
Ealing	1			12	50	5	
East Carling	1	1	1	15			51
Evelyn Harrison	1			18	31		4
F.D. Roosevelt	1			14	18		17
Fairmont	1			8	32	5	19
H.B. Beal	1	1	6	33	3		92
Hillcrest	1	1		12	20	2	28
Jeanne Sauve FIPS	1		2	15	53	7	31
John P. Robarts	1	1		22	44		56
Knollwood	1		2	19	39	8	36
Lester B. Pearson	1			18	74	1	48
Lord Elgin	1	1		13	23	4	18
Lord Nelson	1			24	61	2	44
Lord Roberts FIPS	1	1	2	19	60	5	25
Louise Arbour	1	1	3	21	18		53
Montcalm	1	2		45	183	5	126
Northbrae	1	1		12	14		41
Princess Anne FIPS	1	1		11	70		
Old North (Ryerson)	1	1		20	61	3	29
Sir J.A. McDonald	1		2	16	69	6	53
St. Georges	1	1		15	62	1	23
Stoney Creek	1	1		17	13		41

INSPECTIONS AND TESTING

WORKSHEET C - SCHOOL FIRE PROTECTION EQUIPMENT MATRIX - CHIEF

Worksheet C - School Fire Protection Equipment Inventory - CUIER							
Tweedsmuir	1		1	13	30	2	26
A.J. Baker	1			5	11	2	8
Algonquin	1	1		20		1	17
Annandale	1	1		17	52	3	46
Blenheim District	1	1		9	2		25
Blossom Park	1			6	11	2	3
Central	1	1	1	17			39
College Ave	1	2	2	42	172	2	92
East Oxford	1			7	21	1	19
Eastdale	1	1		8	13	2	17
Emily Stowe	1	1		15	12		35
Glendale	1			37	95	5	85
Harrisfield	1	2	2	25	26	5	41
Hickson	1	1	1	13	30	6	40
Huron Park	1			29	26	5	3
Innerkip	1			14	28	2	27
Laurie Hawkins	1			11	1		
Northdale	1	1	1	9	33		28
Oliver Stephens	1	1		12	45		40
Plattsville District	1	2		7	11		29
Roch Carrier	1			9	25	3	20
Royal Roads	1	1		10	2	3	29
Southridge	1	3	1	9	19		21
Southside	1	2		9	1		30
Tavistock	1	1		18	27	4	20
Tolgate Central	1			5	9	4	
Vansittart Woods	1			2	7	1	2
Westfield	1	1		12	2		66
Winchester	1	1		8			28
Woodstock Collegiate	1	1		34	38		68
Zorra Highland	1			13	20		31
Aldborough	1	1		9			31
Arthur Voaden S.S.	1	1		66	165	14	18
Balaclava Adult/Con Ed	1	1		12	64		2
Caradoc	1	1		13			24
Central Elgin CI	1			21	61	10	28
Davenport	1			10	33		24
Delaware Central	1	1		8	20	1	26
Dunwich-Dutton	1	1	1	14	39		50
Ekcoe Central	1			10	26	2	29
Eva Circe Cote FIPS	1		1	11	11		41
Forest Park	1	1		14	7	6	29
Glencoe	1	1	2	17	92	6	67
Jaffa OEC	1			1			1
John Wise	1	1		11	2		38
June Rose Callwood	1	1		12	1		36
Kettle Creek	1			19	2	1	40
Lambeth	1	1		10		1	37
Locke's	1	2		14	24		49
McGregor	1	2	3	16	29	4	50
Mitchell Hepburn	1	1		12	1		43
Mosa Central	1			7	20	2	

INSPECTIONS AND TESTING

WORKSHEET C - SCHOOL FIRE PROTECTION EQUIPMENT MATRIX - CHURCH

DS	ESV	SMD	SFD	FS	EOL	SSD	AD	TBL	IM
3			4		5		12		20
							4		
					18	5			
			5		7		2		
				3		5			
			16	4	20	8	4		
			3		5		8		
			16	4	22	6	2		22
			8	3	14		5		
			2		9	2	6		
			1		1		5		
					2				
			7	1	7	3	6		
3						1			
4			35		13		37		92
			2	1	4	2	1		
					1		2		
10		5	11		13		15		3
1				6	9	9			
1			15	1	3	1	25		
			4		4		6		17
2			14		12	10		11	24
			5		3		3		
			4		4		1		
2					2				
3			12		14		14		36
2			3		3		1		14
4			10		10		6		32
				5	14	7			15
					7		6		
			7	3	7	4	5		
			1		3		9		
			35	14	46	19	4		1
			7		12	4	7		19
2			6		2		3		10
3			12	3	19	5	6		
			5		5		2		17
4			11		4		17		22
					3		1	1	
2			1		5				
4			5		2		6		
2			31		36	14	5		3
4			9		11		5		
			8	3		15	3		4
13			3	5	14	4	3		
					7				
1			9		9	2	9		22
2			2		2				13
1			12	4	8	7	7		

13

2						
3			5			
			20	4		
1	5		19	1		
			5	1		
1	17	6	21	8	9	13
1	8	23		2	8	32
			2			
2			2	1		
4			4	8	6	20
4	24	24		11	15	55
1			4	4		
2			2	4		10
2			6	4		
3	13	17		8	14	25
1			6	1		6
2			6	15		
1			3	1		8
12			5	2	7	17
			4	12		
15			16	7	5	6
4			7			
2						
2						
11	12	5	4	8	12	24
13			5	16	8	10
21			5	21	3	11
				4	1	8
4						
3	4		2	4	4	4
5		44	6	15		
1		4	3	5		
4		14	6			6
2			6	2	3	8
					4	
1			4	13		7
1			1	3		8
10			3	1	5	1
8			1	16	2	5
1	16	20		9	9	12
2	17	7	21	10	4	15
			4			11
16			21	8	3	10
7			3	4	5	7
2			12	7		
1			4			13
2						

INSPECTIONS AND TESTING

WORKSHEET C - SCHOOL FIRE PROTECTION EQUIPMENT MATRIY - CHIEF

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INSPECTIONS AND TESTING

WORKSHEET C - SCHOOL FIRE PROTECTION EQUIPMENT MATRIX - CHIPP

EM	EM BASE	IB	H	HS	HV	V	CT1/CT2	TEST	CONT
MAINTENANCE ZONE 1									
					20				
3					26				
			29			2			
			5		31				
									1
11			3		31				
15					20				
					78				
			1		53	2			
					42	2			
3					22	1			
15					58	1			
					6				
			10		185	9			
6					12				
					25				
			45		35	2			
						1			
20			1		75	2			
					36	1			
	2		23		90	29			3
					31	6			
7					36				
					27				
MAINTENANCE ZONE 2									
					76				
			1		32	1			
			1		58	1			
					15				
					43		13		
11					25				3
6			16						
4					27	4			
					107				
			1		22				
			19		1	22			
25					52	2			
					41	2			
					39	5			
2			15		14	1			
25					51				
					18				
					76				
32					93	6			
1			24	5	4	29			
			2	25	29	1			
					30	1	1		
					56	3			
					38	2			
18					38				

INSPECTIONS AND TESTING

WORKSHEET C - SCHOOL FIRE PROTECTION EQUIPMENT MATRIX - CHURCH

23

1

MAINTENANCE ZONE 3

2

47

21

4

25

24

2

101

2

6

1

2

15

1

18

1

36

86

1

26

39

23

16

3

11

21

38

12

34

15

27

7

29

2

17

4

14

26

19

37

5

39

2

18

4

50

24

54

1

16

1

2

18

1

MAINTENANCE ZONE 4

2

30

5

66

6

30

1

9

1

20

32

3

5

22

1

27

20

15

1

19

3

16

20

21

76

2

34

31

7

40

6

1

39

13

45

1

13

38

4

39

1

INSPECTIONS AND TESTING

WORKSHEET C - SCHOOL FIRE PROTECTION EQUIPMENT MATRIX - CHURCH

		17	
	16	88	6
	8	1	
			2
	7	1	1
20	8	47	1
	30	50	5
		48	
		14	
MAINTENANCE ZONE 5			
		26	1
4	7	13	2
11		19	
	34	2	33
		18	
		46	1
		25	
		16	
		44	
	15		6
	20	12	1
	15	5	
	1	18	6
		22	
16		29	11
7		24	1
	16	15	2
		34	10
		24	11
	27	57	1
36		77	3
		143	3

WORKSHEET C - SCHOOL FIRE PROTECTION EQUIPMENT MATRIX - CHIEF				
	4		4	6
		17		
		10		
			1	
1				
			4	
			2	
	1			
			5	
H				
	4			
	2			
		2		
	3			
		2		
5				
		7	1	
	2	9	9	1

WORKSHEET C - SCHOOL FIRE PROTECTION EQUIPMENT MATRIX - CHIEF			
		2	
	28		
1	4	2	2
	3		
1			
	4	4	
	2		
	5	12	
		1	
	4	1	
3		1	
		1	
	4		
1			
	3	3	
	1		
6		4	
3			
		3	
1			

WORKSHEET C - SCHOOL FIRE PROTECTION EQUIPMENT MATRIX - CHIEF			
1			
		1]	
	4	4	
5			
5			
	2		
4			
		1	
		4	
7			
		4	6
5			1
7			

WORKSHEET C - SCHOOL SIDE PROTECTION EQUIPMENT MATRIX - CHUBB

30

4

6

1

4

WORKSHEET C - SCHOOL FIRE PROTECTION EQUIPMENT MATRIX - CHUBB

10

SCHOOL FIRE PROTECTION

WORKSHEET D - EQUIPMENT MATRIX DEVICE COUNT CHUBB EDWARDS SITES

FACILITY	SPRINKLER SYSTEM PRESENT
Arthur Ford	-
Arthur Stringer	-
Ashely Oaks	YES
Byron Northview	-
Byron Somerset	YES
Byron Southwood	YES
C.C. Carrothers	-
Glen Cairn	YES
Kensal Park FIPS	YES
Mountsfield	-
Nicholas Wilson	-
Pond Mills	-
Princess Elizabeth	YES
Rick Hansen	-
Saunders	-
Sir G.E. Cartier	YES
Sir Issac Brock	-
Sir Wilfrid Laurier	-
W.S. Fox	YES
Westminster S.S.	YES (IN ELEVATOR SHAFT ONLY)
Westmount	-
White Oaks	YES
Wilton Grove	-
Woodland Heights	-
Wortley Road	-
A.B Lucas	-
Aberdeen	-
B. Davidson	-
Cedar Hallow	YES
Ealing	-
East Carling	YES
Evelyn Harrison	-
F.D. Rosevelt	YES
Fairmont	-
H.B. Beal	YES
Hillcrest	YES
Jeanne Sauve FIPS	-
John P. Robarts	YES
Knollwood	-
Lester B. Pearson	-
Lord Elgin	-
Lord Nelson	-
Lord Roberts FIPS	-
Louise Arbour	YES
Montcalm	-
Northbrae	YES
Princess Anne FIPS	YES
Old North (Ryerson)	-
Sir J.A. McDonald	YES (ELEVATOR SHAFT ONLY)
St. Georges	-
Stoney Creek	YES

SCHOOL FIRE PROTECTION

WORKSHEET D - EQUIPMENT MATRIX DEVICE COUNT CHUBB EDWARDS SITES

Tweedsmuir	YES
A.J. Baker	-
Algonquin	YES
Annandale	-
Blossom Park	-
Central	YES
College Ave	-
East Oxford	-
Eastdale	-
Emily Stowe	YES
Glendale	YES
Harrisfield	-
Hickson	-
Huron Park	-
Ingersoll DCI	-
Innerkip	-
Laurie Hawkins	YES
Northdale	-
Oliver Stephens	-
Plattsville District	-
Roch Carrier	-
Royal Roads	YES
Southridge	-
Southside	YES
Tavistock	-
Tolgate Central	-
Westfield	YES
Winchester	YES
Woodstock Collegiate	YES
Zorra Highland	-
Aldborough	YES
Arthur Voaden S.S.	YES
Balaclava Adult/Con Ed	YES
Caradoc	YES
Central Elgin CI	-
Davenport	-
Delaware Central	-
Dunwich-Dutton	-
Ekcoe Central	-
Eva Circe Cote FIPS	-
Forest Park	YES
Glencoe	YES
Jaffa OEC	-
John Wise	YES
June Rose Callwood	YES
Kettle Creek	YES
Lambeth	YES
Locke's	YES
McGregor	-
Mitchell Hepburn	YES
Mosa Central	-
New Sarum	-

SCHOOL FIRE PROTECTION

WORKSHEET D - EQUIPMENT MATRIX DEVICE COUNT CHUBB EDWARDS SITES

Parkside C.I.	-
Port Burwell	-
South Dorchester	-
Southwold	-
Springfield	-
Straffordville	-
Summers' Corners	-
West Elgin	-
West Elgin Senior Elementry (CLOSED)	-
Westminster Central	-
Adelaide-W.G. MacDonald	-
Banting Annex	-
Clara Brenton	YES
Eagle Heights	YES
East Williams Memorial	-
Emily Carr	YES
J.S. Buchanan	-
Mary Wright	YES
Masonville	YES
North Meadows	YES
Northdale Central	-
Orchard Park	YES
Oxbow	-
Riverside	-
Sir Arthur Currie	YES
Stoneybrook	-
University Heights	YES
West Oaks	YES
Wilberforce	YES
Wilfrid Jury	YES
Medway	YES
Sir Frederick Banting	-

SCHOOL FIRE PROTECTION

WORKSHEET D - EQUIPMENT MATRIX DEVICE COUNT CHUBB EDWARDS SITES

STANDPIPE SYSTEM PRESENT	NUMBER OF HOSE STATIONS
MAINTENANCE ZONE 1	
-	-
-	-
-	-
-	-
-	-
YES	4
YES	7
-	-
-	-
-	-
-	-
-	-
-	-
YES	8
-	-
-	-
-	-
-	-
-	-
YES	11
-	-
-	-
-	-
-	-
MAINTENANCE ZONE 2	
-	-
-	-
-	-
-	-
-	-
-	-
YES	3
YES	1
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
YES	2
YES	1
-	-
YES	2
-	-
-	-

SCHOOL FIRE PROTECTION

WORKSHEET D - EQUIPMENT MATRIX DEVICE COUNT CHUBB EDWARDS SITES

[illegible]

WORKSHEET D - EQUIPMENT MATRIX DEVICE COUNT CHUBB EDWARDS SITES

[illegible]

SCHOOL FIRE PROTECTION

WORKSHEET D - EQUIPMENT MATRIX DEVICE COUNT CHUBB EDWARDS SITES

TOTAL SQ. FT.	COMMENTS
31,482.82	
33,260.19	
76,386.93	
32,302.87	
56,555.80	
41,871.87	
40,278.04	
85,718.05	
54,072.75	
51,288.06	
33,213.30	
4,942.18	
65,810.23	
43,950.57	
314,627.73	
22,601.49	
29,212.09	
155,986.80	
58,556.57	
154,900.06	
63,158.74	
138,067.72	
61,376.16	
58,690.77	
36,879.47	
155,289.64	
41,400.39	
63,057.17	
23,544.36	
47,026.00	
23,393.72	
41,088.64	
39,007.74	
35,440.13	
314,662.11	
30,039.44	
46,440.66	
65,085.64	
48,681.35	
52,996.99	
33,007.07	
62,852.69	
39,045.11	
117,708.42	
209,427.44	
36,984.39	
34,776.86	
44,856.44	
65,304.81	
42,269.26	
33,663.87	

SCHOOL FIRE PROTECTION

WORKSHEET D - EQUIPMENT MATRIX DEVICE COUNT CHUBB EDWARDS SITES

44,883.74
12,880.48
63,296.32
65,807.58
9,130.45
44,375.07
152,177.73
28,269.78
24,257.23
59,205.83
114,247.23
35,907.54
40,245.53
147,303.99
98,996.07
30,049.85
58,865.81
27,436.73
41,231.68
29,387.42
23,096.27
19,576.11
30,461.99
15,220.07
44,318.83
14,130.17
57,351.00
25,992.23
101,740.74
34,492.41
23,307.67
179,718.73
30,877.30
23,320.30
98,922.43
6,939.53
25,915.63
32,882.72
36,478.86
26,967.65
43,468.99
84,689.87
2,652.92
57,341.34
20,231.00
38,497.98
25,276.13
39,175.77
40,593.91
59,790.40
21,887.22
32,595.32

SCHOOL FIRE PROTECTION

WORKSHEET D - EQUIPMENT MATRIX DEVICE COUNT CHUBB EDWARDS SITES

154,173.88
22,933.69
16,509.11
50,152.37
24,156.25
43,890.93
61,551.07
95,481.17
35,199.89
28,123.31
28,967.86
11,073.76
43,897.88
36,318.51
26,504.31
60,379.86
25,625.95
30,641.59
33,615.74
42,290.01
32,656.92
23,876.98
28,158.72
43,960.21
74,528.86
33,613.87
30,121.17
20,705.90
47,346.00
98,926.28
123,682.62
238,235.37

Device Count Legend

Fire Panel – Panel (i.e. EST3X)	ESV – Backflow Valve (?)
ANN - Annunciator	SMD – Smoke Damper
MS – Manual Station	SFD – Supporting Field Device
RHT – Rate of Rise Heat Detector	FS – Flow Switch
FTHT – Fix Temperature Heat Detector	SSD – Sprinkler Supervisory Device
S – Smoke Detector	AD – Ancillary Device
DS – Duct Smoke	IM – Isolation Module
SFD – Supporting Field Device	EM Base – Isolator Base
EOL – End of Line Resistor	IB – Isolator Base
SSD – Sprinkler Supervisory Device	H – Horn
AD – Ancillary Device	HV – Horn/Visual
IM – Isolation Module	HS – Horn/Speaker
H – Horn	V – Visual Signal Device
HV – Horn/Visual	N/C – Normally Closed Contact
B – Bell	N/O – Normally Opened Contact
CT1/CT2 – Circuit Input Module	CR – Control Relay
TEST – Test Station	DH – Door Holders
EM – Isolation Module	SV – Sprinkler Supervisory Valve
CR – Control Relay	RB – Relay Base
DH – Door Holders	RI – Remote Indicator
REL – Relay OR RIAM Relay-IAM	BV – Bell/Visual
SV – Loudspeaker (or SP/V)	FANS – Fan Shutdown
FS(V) – Sprinkler Flow Switch (Vane)	FD – Flame Detector
RB – Relay Base	PS – Sprinkler Pressure Switch
RI – Remote Indicator	SENSE – Sensitivity (Smoke Detector)
BV – Bell/Visual	LP – Lights on Fire Panel
CONT – Contact	RTU – Remote Terminal Unit
FD – Flame Detector	FLOW – Sprinkler Flow
PS – Sprinkler Pressure Switch	SUPP – Supervisory
IB – Isolator Base	DTS – Duct Test Station
TBL – Trouble	CC1 – Single Input Signal Module
BPS – Backup Power Supply	AUX – Auxiliary Devices

Section A: To complete all Inspections and Testing for Fire Alarm as per all the terms and conditions of the Request for Proposal at the locations indicated in Worksheet F.

School/Facility	Annual Fire Alarm Inspection Price	Annual Sprinkler Inspection Price
Arthur Ford		-
Arthur Stringer		-
Ashely Oaks		
Byron Northview		-
Byron Somerset		
Byron Southwood		
C.C. Carrothers		-
Glen Cairn		
Kensal Park FIPS		
Mountsfield		-
Nicholas Wilson		-
Pond Mills		-
Princess Elizabeth		
Rick Hansen		-
Saunders		-
Sir G.E. Cartier		
Sir Isaac Brock		-
Sir Wilfrid Laurier		-
W.S. Fox		
Westminster S.S.		
Westmount		-
White Oaks		
Wilton Grove		-
Woodland Heights		-
Wortley Road		-
A.B Lucas		-
Aberdeen		-
B. Davidson		-
Cedar Hallow		
Ealing		-
East Carling		
Evelyn Harrison		-
F.D. ROOSEVELT		
Fairmont		-
H.B. Beal		

Hillcrest		
Jeanne Sauvé FIPS		-
John P. Robarts		
Knollwood		-
Lester B. Pearson		-
Lord Elgin		-
Lord Nelson		-
Lord Roberts FIPS		-
Louise Arbour		
Montcalm		-
Northbrae		
Princess Anne FIPS		
Old North (Ryerson)		-
Sir J.A. McDonald		
St. Georges		-
Stoney Creek		
Tweedsmuir		
A.J. Baker		-
Algonquin		
Annandale		-
Blossom Park		-
Central		
College Ave		-
East Oxford		-
Eastdale		-
Emily Stowe		
Glendale		
Harrisfield		-
Hickson		-
Huron Park		-
Ingersoll DCI		-
Innerkip		-
Laurie Hawkins		
Northdale		-
Oliver Stephens		-
Plattsville District		-
Roch Carrier		-
Royal Roads		
Southridge		-
Southside		

Tavistock		-
Tollgate Central		-
Westfield		
Winchester		
Woodstock Collegiate		
Zorra Highland		-
Aldborough		
Arthur Voaden S.S.		
Balaclava Adult/Con Ed		
Caradoc		
Central Elgin CI		-
Davenport		-
Delaware Central		-
Dunwich-Dutton		-
Ekcoe Central		-
Eva Circe Cote FIPS		-
Forest Park		
Glencoe		
Jaffa OEC		-
John Wise		
June Rose Callwood		
Kettle Creek		
Lambeth		
Locke's		
McGregor		-
Mitchell Hepburn		
Mosa Central		-
New Sarum		-
Parkside C.I.		-
Port Burwell		-
South Dorchester		-
Southwold		-
Springfield		-
Straffordville		-
Summers' Corners		-
West Elgin		-
West Elgin Senior Elementary (CLOSED)		-
Westminster Central		-
Adelaide-W.G. MacDonald		-

Banting Annex		-
Clara Brenton		
Eagle Heights		
East Williams Memorial		-
Emily Carr		
J.S. Buchanan		-
Mary Wright		
Masonville		
North Meadows		
Northdale Central		-
Orchard Park		
Oxbow		-
Riverside		-
Sir Arthur Currie		
Stoneybrook		-
University Heights		
West Oaks		
Wilberforce		
Wilfrid Jury		
Medway		
Sir Frederick Banting		-

Section B: To complete all Inspections and Testing for Fire Alarm as per all the terms and conditions of this Request for Proposal at the locations indicated in Worksheet E.

1.0	Pricing for New or Replacement of Fire Alarms per Device	Per Unit Price
1.1	Photoelectric Smoke Detector SIGA-PS	
1.2	Heat Detector SIGA-HFS	
1.3	Heat Detector SIGA-HRS	
1.4	Smoke/CO Sensor SIGA2-PD	
1.5	Smoke/CO Sensor SIGA2-PCOS	
1.6	Multisensor Smoke and Heat Detector SIGA-PHD	
1.7	Multisensor Smoke, Heat, CO Detector SIGA-PHOD	
1.8	Manual Pull Station SIGA-270	
1.9	Manual Pull Station SIGA-270P	
1.10	Manual Pull Station SIGA-278	
1.11	Manual Pull Station MS401	

1.12	Smoke Detector 511C	
1.13	Two-Wire Head and Terminal Base Detector	
1.14	Four-wire Head and Terminal Base Detector	
1.15	Multi-Purpose Smoke Detector 500 Series	
1.16	Fixed Temperature Heat Detector 283B-PL	
1.17	Fixed Temperature Heat Detector 284B-PL	
1.18	Rate-of-Rise/Fixed Temperature Heat Detector (CR)	
1.19	Rate-of-Rise/Fixed Temperature Heat Detector (CF)	
1.20	Two-Wire Duct Smoke Detector	
1.21	Four-Wire Duct Smoke Detector	
1.22	Multi CD Strobe G1R-VM	
1.23	Temporal Horn G1R-HD	
1.24	Multi CD Horn/Strobe GC-HDVM	
1.25	Multi CD Horn/Strobe G1RF-HDMV	
1.26	Pull Station Cover STT-1230	
1.27	Relays for Smoke Detectors	
1.28	Sprinkler Flow Valves	
1.29	Sprinkler Tamper Switches	

Section B: Hourly Rate for Testing and Installing new devices for Fire Alarms

2.0	Hourly Rates	For Inspection and Testing
2.1	Standard Shop Rates	
2.2	On Site Rates	
2.3	Overtime Rates	
2.4	Emergency Service	
2.5	Weekend Rates	
2.6	Evening Rates	
2.7	Statutory Holiday Rates	
SUBMISSION REQUIREMENTS		
3.0	Warranty and Maintenance	Will Comply/Will Not Comply
3.1	Service is an extremely important consideration in the award of this Request for Proposal. Bidders must complete length of Warranty for workmanship.	

3.2	Bidders must state if Warranty includes parts, labour and if warranty is on-site. If not, bidders must indicate the terms of the warranty. Bidders must state their standard hourly shop or on-site rate and clearly state any additional costs that will be charged to the TVDSB in the performance of the service work contracted for in this Request for Proposal.	
3.3	Bidders must state location of service facilities.	
3.4	Bidders must state time to respond to service calls.	
3.5	Bidders must state mean time to repair commitments in the event of service disruption and associated penalties in the event of extended outages.	
3.6	Bidders must include a statement outlining your company's quality assurance philosophy and program. This statement should detail how your company will respond to:	
3.7	Service related problems.	
3.8	Quality problems.	
3.9	Employee related problems.	
3.10	All equipment must be guaranteed for the entire period of the contract you are bidding. The successful bidder(s) must be prepared to exchange all equipment that proves defective during this contract without rewriting the agreement. Machines will be replaced if the number of service calls greatly exceeds those recommended in the machines preventive maintenance schedule or when the successful bidder(s) and the TVDSB recommends replacement due to any other conditions upon mutual agreement.	
3.11	The TVDSB reserves the right to initiate a survey to measure customer satisfaction.	
4.0	ACTION REPORT	
4.1	Bidders must provide a sample Inspection Report with this submission	
5.0	STAFFING QUALIFICATIONS	

5.1	Bidders must state number of service people at each location.	
5.2	Bidders must provide staff certifications.	
5.3	Bidders must provide the current and past training of staff.	
6.0	EQUIPMENT	
6.1	Bidders must provide the number of vehicles available for this contract.	
6.2	Bidders must provide the ability to program/diagnostic equipment.	
7.0	REFERENCES	
	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:	
7.1	Reference 1 - Company Name:	
	Reference 1 - Contact Name:	
	Reference 1 - e-mail address:	
7.2	Reference 2 - Company Name:	
	Reference 2 - Contact Name:	
	Reference 2 - e-mail address:	
7.3	Reference 3 - Company Name:	
	Reference 3 - Contact Name:	
	Reference 3 - e-mail address:	

ditions and specifications/requirements included in this

[illegible]

[illegible]

[illegible]

[illegible]



Comment

[illegible]

[illegible]

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
Arthur Ford Public School	1035	617 Viscount Road	London	N6J 2Y4
Arthur Stringer Public School	1040	43 Shaftsbury Avenue	London	N6C 2Y5
Ashley Oaks Public School	1045	121 Ashley Crescent	London	N6E 3P8
Byron Northview Public School	1085	1370 Commissioners Road West	London	N6K 1E1
Byron Somerset Public School	1090	175 Whisperwood Avenue	London	N6K 4C6
Byron Southwood Public School	1095	1379 Lola Street	London	N6K 3R6
C.C. Carrothers Public School	1100	360 Chippendale Crescent	London	N5Z 3G2
Cleardale Public School	1145	780 Dulaney Drive	London	N6C 3W4
Facility Service - Leathorne - Corporate	5010	951 Leathorne Street	London	N5Z 3M7
G.A. Wheable Centre for Adult Education	3050	70 Jacqueline St	London	N5Z 3P7
Glen Cairn Public School	1265	53 Frontenac Road	London	N5Z 3Y5
Kensal Park French Immersion Public School	1325	328 Springbank Drive	London	N6J 1G5
London Environmental Education Centre - Pond Mills	3140	1095 Pond View Rd	London	N5Z 4K2
London South Collegiate Institute	2290	371 Tecumseh Avenue	London	N6C 1T4
Mountsfield Public School	1425	8 Mountsfield Drive	London	N6C 2S4
Nicholas Wilson Public School	1440	927 Osgoode Drive	London	N6E 1C9
Princess Elizabeth Public School	1565	247 Thompson Road	London	N5Z 2Z3
Rick Hansen Public School	1575	70 Ponderosa Crescent	London	N6E 2L7
Saunders Secondary School	2280	941 Viscount Road	London	N6K 1H5
Sir George Etienne Cartier Public	1620	695 Chiddington Avenue	London	N6C 2W9
Sir Isaac Brock Public School	1615	80 St. Lawrence Boulevard	London	N6J 2X1
Sir Wilfrid Laurier Secondary School	2170	450 Millbank Drive	London	N6C 4W7
Summerside PS	1945	2541 Meadowgate Blvd.	London	N6M 1L8
Tecumseh Public School	1700	401 Tecumseh Avenue	London	N6C 1T4

W. Sherwood Fox Public School	1750	660 Steeplechase Drive	London	N6J 3P4
Westminster Secondary School	2370	230 Baseline Road West	London	N6J 1W1
Westmount Public School	1780	1011 Viscount Road	London	N6K 1H5
White Oaks Public School	1785	565 Bradley Avenue	London	N6E 3Z8
Wilton Grove Public School	1795	626 Osgoode Drive	London	N6E 1C1
Woodland Heights Public School	1800	474 Springbank Drive	London	N6J 1G8
Wortley Road Public School	1805	301 Wortley Road	London	N6C 3R6

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
A. B. Lucas Secondary School	2190	656 Tennent Avenue	London	N5X 1L8
Aberdeen Public School	1015	580 Grey Street	London	N6B 1H8
B. Davison Secondary School	2341	785 Trafalgar Street	London	N5Z 1E6
Bonaventure Meadows Public School	1070	141 Bonaventure Drive	London	N5V 4S6
Carrothers Field House	2070-ANX	357 Pall Mall Street	London	N5Y 2Z3
Cedar Hollow Public School	1830	1800 Cedar Hollow Boulevard	London	N5X 0K3
Central Secondary School	2070	509 Waterloo Street	London	N6B 2P8
Chippewa Public School	1135	1035 Chippewa Drive	London	N5V 2T6
Clarke Road Secondary School	2080	300 Clarke Road	London	N5W 5N4
Ealing Public School	1180	840 Hamilton Road	London	N5Z 1V5
East Carling Public School	1065	814 Quebec Street	London	N5Y 1X4
Education Centre	5120	1250 Dundas Street	London	N6A 5L1
Evelyn Harrison Public School	1245	50 Tewksbury Crescent	London	N5V 2M8
F.D. Roosevelt Public School	1250	560 Second Street	London	N5V 2B7
Fairmont Public School	1255	1040 Hamilton Road	London	N5W 1A6
H.B. Beal Secondary School	2140	525 Dundas Street	London	N6B 1W5

Hillcrest Public School (Central)	1285	1231 Fuller Street	London	N5Y 4P7
Jeanne Sauve French Immersion Public School	1310	215 Wharnccliffe Road North	London	N6H 2B6
John P. Robarts Public School	1315	84 Bow Street	London	N5V 1B1
Knollwood Park Public School	1330	70 Gammage Street	London	N5Y 2B1
Lester B. Pearson School for Arts	1335	795 Trafalgar Street	London	N5Z 1E6
Lord Elgin Public School	1355	1100 Victoria Drive	London	N5Y 4E2
Lord Nelson Public School	1350	1990 Royal Crescent	London	N5V 1N8
Lord Roberts French Immersion Public School	1360	440 Princess Avenue	London	N6B 2B3
Louise Arbour French Immersion Public School	1296	365 Belfield Street	London	N5Y 2K3
Montcalm Secondary School	2220	1350 Highbury Avenue	London	N5Y 1B5
Northbrae Public School	1455	335 Belfield Street	London	N5Y 2K3
Northridge Public School	1475	25 McLean Drive	London	N5X 1Y2
Old North Public School	1595	940 Waterloo Street	London	N6A 3X3
Prince Charles Public School	1540	1601 Wavell Street	London	N5W 2C9
Princess Anne French Immersion Public School	1555	191 Dawn Drive	London	N5W 4W9
Sir John A. Macdonald Public School	1625	1150 Landor Street	London	N5Y 3W3
St. George's Public School	1670	782 Waterloo Street	London	N6A 3W4
Stoney Creek Public School	1915	1335 Nicole Avenue	London	N5X 4M7
Trafalgar Public School	1715	919 Trafalgar Street	London	N5Z 1G3
Tweedsmuir Public School	1720	349 Tweedsmuir Avenue	London	N5W 1L5

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
A. J. Baker Public School	1010	195910 19th Line	Kintore	N0M 2C0
Algonquin Public School	1030	59 Algonquin Road	Woodstock	N4T 1R8
Annandale Public School	1999	60 Tillson Avenue	Tillsonburg	N4G 3A1

Blenheim District Public School	1925	32 Wilmot Street South	Drumbo	N0J 1G0
Blossom Park Education Centre	3020	391 Blossom Pk. Rd.	Woodstock	N4S 7J3
Central Public School	1125	410 Hunter Street	Woodstock	N4S 4G4
College Avenue Secondary School	2090	700 College Avenue	Woodstock	N4S 2C8
East Oxford Central Public School	1190	505767 Old Stage Rd	Woodstock	N4S 7V8
Eastdale Public School	1195	65 Aileen Drive	Woodstock	N4S 4A2
Emily Stowe Public School	1940	1 Jerdon St	Norwich	N0J 1J0
Facility Services - Zone 3 East	5325	745 Hounsfield	Woodstock	N4S 1P6
Glendale High School	2130	37 Glendale Drive	Tillsonburg	N4G 1J6
Harrisfield Public School	1270	2 Caffyn Street	Ingersoll	N5C 3M8
Hickson Central Public School	1275	161 Loveys Street	Hickson	N0J 1L0
Huron Park Secondary School	2150	900 Cromwell Street	Woodstock	N4S 5B5
Ingersoll District Collegiate Institute	2160	37 Alma Street	Ingersoll	N5C 1N1
Innerkip Central Public School	1300	180 Coleman Street	Innerkip	N0J 1M0
Laurie Hawkins Public School	1930	156 Innes Street	Ingersoll	N5C 2R8
Northdale Public School (East)	1470	290 Victoria Street North	Woodstock	N4S 6W5
Oliver Stephens Public School	1485	164 Fyfe Avenue	Woodstock	N4S 3S6
Plattsville and District Public School	1520	112 Mill Street East	Plattsville	N0J 1S0
Roch Carrier French Immersion Public School	1281	840 Sloane Street	Woodstock	N4S 7V3
Royal Roads Public School	1550	210 King Street East	Ingersoll	N5C 1L8
South Ridge Public School	1635	391 Quarter Line Road, R.R. #7	Tillsonburg	N4G 4H1
Southside Public School	1645	360 Albert Street	Woodstock	N4S 2L4
Springbank Public School	1660	1060 Sprucedale Road	Woodstock	N4S 4Z9
Tavistock Public School	1695	79 Maria Street	Tavistock	N0B 2R0
Thamesford Public School	1705	130 McCarty Street	Thamesford	N0M 2M0
Tollgate Central Public School (CLOSED)	1710	County Road 17 and Highway 59, R.R.	Woodstock	N4S7W1
Westfield Public School	1820	102 Dereham Drive	Tillsonburg	N4G 5L8
Winchester Street Public School	1155	110 Winchester Street	Woodstock	N4S 7K6
Woodstock Collegiate Institute	2390	35 Riddell Street	Woodstock	N4S 6L9
Zorra Highland Park Public School	1810	County Road 6, R.R. #1	Embro	N0J 1J0

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
Aldborough Public School	1025	11443 Furnival Road, R.R. #3	Rodney	N0L 2C0
Arthur Voaden Secondary School	2030	41 Flora Street	St. Thomas	N5P 2X5
Balaclava Street Adult Education Centre	3010	20 Balaclava Street	St. Thomas	N5P 3C2
Caradoc Public School	1105	714 Bowan Street East, Box 244	Mount Brydges	N0L 1W0
Central Elgin Collegiate Institute	2060	201 Chestnut Street	St. Thomas	N5R 2B5
Davenport Public School	1160	80 Rutherford Avenue	Aylmer	N5H 2N8
Delaware Central Public School	1165	14 Osborne St, Box 36	Delaware	N0L 1E0
Dunwich-Dutton Public School	1175	239 Miller Road, Box 40	Dutton	N0L 1J0
East Elgin Secondary School	2100	362 Talbot Street West	Aylmer	N5H 1K6
Ekcoe Central Public School	1205	3719 Parkhouse Drive, R.R. #3	Glencoe	N0L 1M0
Elgin Court Public School	1215	254 First Avenue	St. Thomas	N5R 4P5
Éva Circé Côté French Immersion Public School	1656	45885 Sparta Line, Box 60	Sparta	N0L 2H0
Facility Services - Zone 4 South	5310	259 Edward Street	St. Thomas	N5P 4A9
Forest Park Public School	1260	295 Forest Avenue	St. Thomas	N5R 2K5
Glencoe District High School	2120	3581 Concession Drive, Box 370	Glencoe	N0L 1M0
John Wise Public School	1905	100 Parkside Drive	St. Thomas	N5R 3T9
June Rose Callwood Public School	1200	84 Edward Street	St. Thomas	N5P 1Y7
Kettle Creek Public School (Port Stanley)	1535	350 Carlow Road, Box 490	Port Stanley	N5L 1B6
Lambeth Public School	1005	6820 Duffield Street (Lambeth)	London	N6P 1A4
Locke's Public School	1345	20 South Edgeware Road	St. Thomas	N5P 2H2
McGregor Public School	1405	204 John Street South	Aylmer	N5H 2C8
Mitchell Hepburn Public School	1900	95 Raven Avenue	St. Thomas	N5R 5K8
Mosa Central Public School	1420	22741 Pratt Siding Road, R.R. #1	Glencoe	N0L 1M0
New Sarum Public School	1435	9473 Belmont Road, R.R. #3	St. Thomas	N5P 3S7
Parkside Collegiate Institute	2260	241 Sunset Drive	St. Thomas	N5R 3C2

Pierre Elliott Trudeau F.I. P.S.	1290	112 Churchill Crescent	St. Thomas	N5R 1R1
Port Burwell Public School	1530	30 Strachan, Box 209	Port Burwell	N0J 1T0
South Dorchester Public School	1630	48614 Crossley-Hunter Sideroad, R.R.	Belmont	N0L 1B0
Southwold Public School	1650	39261 Fingal Line, R.R. #1	St. Thomas	N5P 3S5
Springfield Public School	1665	51336 Ron McNeil Line	Springfield	N0L 2J0
Straffordville Public School	1680	9188 Plank Road	Straffordville	N0J 1Y0
Summers' Corners Public School	1685	50576 Talbot Line, R.R. #1	Aylmer	N5H 2R1
West Elgin Secondary School	2360	139 Graham Street	West Lorne	N0L 2P0
West Elgin Senior Public School	1760	139 Graham Road, Box 280	West Lorne	N0L 2P0
Westminster Central Public School	1775	2835 Westminster Drive	London	N6N 1L7

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.deteves@tvdsb.ca

School Name	School ID	Address	City	Postal Code
Adelaide - W. G. MacDonald Public School	1020	29059 School Road, R.R. #5	Strathroy	N7G 3H6
Caradoc North Public School	1115	8041 Scotchmere Drive, R.R. #1	Strathroy	N7G 3H3
Centennial Central Public School	1120	14774 Medway Road, R.R. #1	Arva	N0M 1C0
Clara Brenton Public School	1140	1025 St. Croix Avenue	London	N6H 3X8
Eagle Heights Public School	1505	284 Oxford Street West	London	N6H 1S9
East Williams Memorial Public School	1185	4441 Queen Street, R.R. #1	Ailsa Craig	N0M 1A0
Emily Carr Public School	1230	44 Hawthorne Road	London	N6G 2H5
Facility Services - Zone 5 West	5320	14774 Medway Road, R.R. #1	Arva	N0M 1C0
J.S. Buchanan French Immersion Public School	1641	248 Keefer Street	Strathroy	N7G 1E2
Jack Chambers Public School	1305	1650 Hastings Drive	London	N5X 3E3
John Dearness Public School	1320	555 Sanatorium Road	London	N6H 3W6
Lord Dorchester Secondary School	2180	61 Queen Street	Dorchester	N0L 1G0
Mary Wright Public School	1935	213 Carroll Street West	Strathroy	N7G 1B1

Masonville Public School	1400	25 Hillview Boulevard	London	N6G 3A7
McGillivray Central Public School	1410	34714 Creamery Road, R.R. #3	Ailsa Craig	N0M 1A0
Medway High School	2210	14405 Medway Road	Arva	N0M 1C0
North Meadows Public School	1450	82 Middlesex Drive	Strathroy	N7G 4G5
North Middlesex District High School	2230	100 Main Street, Box 610	Parkhill	N0M 2K0
Northdale Central Public School	1460	3860 Catherine Street	Dorchester	N0L 1G0
Oakridge Secondary School	2250	1040 Oxford Street West	London	N6H 1V4
Orchard Park Public School	1490	50 Wychwood Park	London	N6G 1R6
Oxbow Public School	1500	13624 Ilderton Road, R.R. #3	Ilderton	N0M 2A0
Parkhill-West Williams Public School	1510	204 McLeod Street, Box 488	Parkhill	N0M 2K0
Parkview Public School	1515	10008 Oxbow Drive	Komoka	N0L 1R0
River Heights Public School	1580	4269 Hamilton Road	Dorchester	N0L 1G3
Riverside Public School	1585	550 Pinetree Drive	London	N6H 3N1
Sir Arthur Currie Public School	1825	2435 Buroak Drive	London	N6G 0L5
Sir Frederick Banting Annex	3070	127 Sherwood Forest Square	London	N6G 2C3
Sir Frederick Banting Secondary School	2040	125 Sherwood Forest Square	London	N6G 2C3
Stoneybrook Public School	1675	1460 Stoneybrook Crescent	London	N5X 1C4
University Heights Public School	1725	27 Ford Crescent	London	N6G 1H8
Valleyview Public School	1730	10339 Ilderton Road, R.R. #2	Ilderton	N0M 2A0

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THAMES VALLEY DISTRICT SCHOOL BOARD
2023 RFP FOR FIRE AND SAFETY EQUIPMENT INSPECTIONS AND TESTING
WORKSHEET H - DESIGNATED SUBSTANCES

	DESIGNATED SUBSTANCES	WILL COMPLY/WILL NOT COMPLY
E1	Designated Substances, as listed in Regulation 490/09 made under the Occupational Health and Safety Act (Ontario), including asbestos, lead, mercury, silica and others, may be present within TVDSB facilities.	
E2	The successful proponent shall complete all aspects of the Work in strict compliance with: all applicable laws, regulations, ordinances and other legal requirements of all levels of government (together "Applicable Laws"), including, without limitation, Regulations 278/05 and 490/09 made under the Occupational Health and Safety Act (Ontario) and Regulation 347 made under the Environmental Protection Act (Ontario); all of TVDSB's policies and procedures, including, without limitation, TVDSB's Health and Safety policies and procedures; and, the requirements of this tender in order to ensure that any Designated Substances that may be affected by, involved with or disturbed by any aspect of the Work are properly addressed, handled and dealt with by the successful proponent(s).	
E3	The successful contractor must provide a certificate of "Asbestos Awareness Training" for every one of its employees or sub-contractors (together, and individually, "Personnel"), who will be assigned by the successful contractor to provide or perform any aspect of the Work, prior to the commencement of any activities in relation to any Work. In addition, the successful contractor must execute and deliver to TVDSB a "Contractor Notification and Acknowledgement Form" (which is an appendix to TVDSB's Asbestos Procedure, under its Health and Safety Policy, and which is located on TVDSB's website), before commencing any Work. To the extent the Contract is renewed, the successful contractor is required to provide the TVDSB with updated copies of all such certificates and such form, prior to undertaking any Work during any such renewal period. Bidder(s) must submit certificates with your bid if staff currently have the "Asbestos Awareness Training" dated within the last five years.	
E4	Before starting any Work in any TVDSB facility (including, without limitation, undertaking a site visit), the successful proponent(s) is required to review the Asbestos Product Survey and Designated Substances Report (the "Report") for that facility. This review is to familiarize the successful proponent(s) and its Personnel with the facility and the location of any Designated Substances in any area where Work may be performed. A copy of such Report can be found in two locations in each facility: (a) the Main Office; and, (b) the Custodial Office Document Box. If a copy of such Report cannot be located, Work is not to proceed until: such Report is located; such Report is reviewed by each of the successful proponent's Personnel assigned to perform any part of the Work; and, each of the Personnel assigned to perform any part of the Work signs the Designated Substance Log Book located in the Report as contemplated in E5 below.	
E5	Prior to undertaking: (a) any site visit; and / or, (b) any Work, each of the successful proponent's Personnel assigned to perform any part of the Work shall sign the Designated Substance Log Book located in the respective Report for the facility in question, and which indicates that those individuals have received a copy of such Report, have reviewed same and accept its terms and conditions.	

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2023 RFP FOR FIRE AND SAFETY EQUIPMENT INSPECTIONS AND TESTING
WORKSHEET H - DESIGNATED SUBSTANCES**

E6	Should the successful proponent(s) identify asbestos containing materials ("ACM") in a Report, and Type I operations that may disturb ACM are required, the related Work shall be completed during school off-hours. No Type I operations to be completed during school off-hours shall commence until such time as the successful proponent(s) has received verbal approval from the TVDSB contact person for the scheduling of same. If any Type I operations must occur on an expedited basis during school hours, the successful proponent(s) shall contact the TVDSB contact person in order to address the matter and shall not proceed with any such Type I operations without the express written approval of the TVDSB contact person and then, only in strict compliance with the terms of such written approval. School off-hours means when students are not in the facility for instructional purposes or extra curricular activities. As indicated above, all Type I operations shall be completed: in accordance with Applicable Laws; TVDSB's policies and procedures, including, without limitation, its Health and Safety policies and procedures; this RFP; and, by Personnel for whom a certificate of Asbestos Awareness Training has been provided to TVDSB and who has signed the applicable Designated Substance Log Book (as contemplated in section E4 above).	
E7	No Work involving Type 2 or 3 operations shall be undertaken by the successful proponent(s) or its Personnel. To the extent the completion of Work requires Type 2 or 3 operations, the successful proponent(s) shall contact TVDSB so that TVDSB can arrange for an asbestos abatement contractor to complete any Type 2 or 3 operations necessary for the completion of the Work.	
E8	In circumstances where any aspect of the Work requires entry above the ceiling, special precautions are required to be taken by the successful proponent(s) and its Personnel. If spray-on insulation has been applied to the building structure, or if other types of insulation have been applied or affixed to mechanical fixtures, pipes and/or fittings above the ceiling, some ACM may have broken free and fallen onto the surface of the ceiling. Entry above the ceiling could therefore disturb such fallen material, creating an exposure hazard if the material contains asbestos. Accordingly, the successful proponent(s) and Personnel shall and must follow the following procedures for ceiling entry:	
E9.1	If the Report indicates that: any structures above the ceiling have had ACM spray fireproofing applied to them; or, debris is known to be present on top of any ceiling tiles, in either case in any area where any aspect of the Work is to be completed, DO NOT ENTER THE CEILING SPACE, and contact the TVDSB contact person for advice and approval as to how to proceed. Do not proceed without TVDSB's prior written approval.	
E9.2	If the Report indicates that any ceiling tiles required to be disturbed contain ACM or, that the mechanical fittings above the ceiling are in poor or fair condition, proceed using the ceiling entry procedures identified below:	
E9.2.1	Place a drop sheet of polyethylene or other suitable material beneath the area where the ceiling space is to be entered;	
E9.2.2	Carefully raise the edge of a ceiling tile and examine the surfaces of adjacent tiles for evidence of fallen debris;	
E9.2.3	If the surfaces of the adjacent tiles are clean, the raised tile may be removed, by sliding it over an adjacent tile, and the ceiling space entered;	

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2023 RFP FOR FIRE AND SAFETY EQUIPMENT INSPECTIONS AND TESTING
WORKSHEET H - DESIGNATED SUBSTANCES

E9.2.4	If the surfaces of the adjacent tiles contain debris, STOP WORK IMMEDIATELY, lower the raised tile and contact the TVDSB contact person for advice and approval as to how to proceed. Do not proceed without TVDSB's prior written approval; and	
E9.2.5	Regardless of the circumstances, once the ceiling tile has been replaced and/or lowered, wipe all surfaces below ceiling level that contain debris with a wet cloth, dispose of polyethylene sheet and wet cloth as asbestos waste in an approved asbestos waste bag.	
E9.3	If the Report indicates ACM are in good condition above non-ACM containing ceiling tiles, the following procedures are required to be followed:	
E9.3.1	Carefully raise the edge of a ceiling tile and examine the surfaces of adjacent tiles for evidence of fallen debris;	
E9.3.2	If the surfaces of the adjacent tiles are clean, the raised tile may be removed, by sliding it over an adjacent tile, and the ceiling space entered; and	
E9.3.3	If the surfaces of the adjacent tiles contain debris, stop work immediately, lower the raised tile and contact the TVDSB contact person for advice and approval as to how to proceed. Do not proceed without TVDSB's prior written approval.	

FIRM NAME: _____

SIGNATURE: _____

ITEM #	CRITERIA	POINTS	SUB POINTS
1.0	REPORTING REQUIREMENTS	5	
1.1	Inspection Report.		5
2.0	STAFFING QUALIFICATIONS	40	
2.1	Number of Staff		10
2.2	Staff Certification		15
2.3	Training		15
3.0	EQUIPMENT	40	
3.1	Number of vehicles		10
3.2	Ability to program/diagnostic equipment.		30
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
	TOTAL POINTS	170	170