



**Request for
Supplier Qualifications #088
for Portable Relocations**

Submission Deadline: Before 12:00 pm Local Time on
Tuesday, April 9, 2024

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Date of Issue: Thursday, March 7, 2024

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Instructions to Proponents

INSTRUCTIONS TO PROPONENTS

1. INTRODUCTION

1.1 INVITATION

- 1.1.1 The Thames Valley District School Board is one of the largest public school boards in the Province of Ontario and operates 160 schools within the City of London and counties of Elgin, Middlesex, and Oxford.
- 1.1.2 The TVDSB is inviting Proposals from companies are interested in portable relocations for TVDSB, as more particularly described in this RFSQ. Through this RFSQ TVDSB intends to establish “vendor of record” lists (each a “**VOR List**”) of ranked prequalified companies who will each execute a 2-year MSA with the option to renew + 1 + 1. **Portable relocations must be completed as follows; Summer relocations by August 15th and Fall relocations by November 15th.**
- 1.1.3 TVDSB’s issuance of this RFSQ, its evaluation of any Proposals, its prequalification and placement of any Proponent on a VOR List, or its execution of a MSA with any Proponent are not intended to and shall not obligate TVDSB to proceed with any Services or to issue any Work Orders to any Proponent. There is no guarantee that a Prequalified Proponent that is placed on a VOR List and executes a MSA will be required to perform any Services or will be issued any Work Orders, and TVDSB specifically disclaims any obligation to do so.

1.2 RFSQ OVERVIEW

- 1.2.1 This Section provides a brief summary of the RFSQ and is provided solely as a convenience. Proponents are urged to read all of the RFSQ Documents carefully and thoroughly to ensure they fully understand all of the terms and conditions, including all MSA requirements. Failure to fulfil procedural or content requirements that are stipulated in the RFSQ Documents may have a negative effect on the evaluation of a Proposal or may result in a Proposal being rejected.
- 1.2.2 Proponents are required to deliver a Proposal which must include, pricing and scope of work responses. The Evaluation Team will first open, evaluate and rank the Submissions, which will determine which Proponents will be Prequalified Proponents and placed on a VOR List.
- 1.2.3 As described in the RFSQ Documents, Prequalified Proponents will be ranked within on the basis of their Submission.
- 1.2.4 Each Prequalified Proponent that is placed on a VOR List will be required to enter into the MSA, pursuant to which TVDSB may from time to time issue Work Orders based on the ranking of the Prequalified Proponents and as described in the RFSQ Documents.

1.3 KEY INFORMATION

- 1.3.1 The table below provides a summary of some key information contained in the RFSQ Documents and is provided solely as a convenience.

| | |
|-------------------|---|
| RFSQ Coordinator | The “ RFSQ Coordinator ” is Stacey Shoemaker, “s.shoemaker@tvdsb.ca”. |
| Question Deadline | The deadline for Proponents to submit questions (the “ Question Deadline ”) is seven (7) business days before the Submission Deadline. |



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| | |
|-----------------------|--|
| Submission Deadline | BEFORE 12:00:00 Local Time on Tuesday, April 9, 2024 (the “ Submission Deadline ”). |
| Electronic Submission | An electronic bid submission is mandatory. See 1.9.1. |

1.4 THE SERVICES

- 1.4.1 The services to be performed are generally described in Schedule A – Scope of Work

1.5 VOR LISTS

- 1.5.1 TVDSB intends to prequalify Proponents for Portable Relocations.

1.6 PREVIOUSLY PREQUALIFIED CONSULTANTS MUST APPLY

- 1.6.1 Proponents who have been previously prequalified or who are currently working or have worked for TVDSB must respond to this RFSQ and must deliver a Proposal in order to be prequalified and placed on a VOR List plus information about logging into portal.

1.7 NO CONTRACT A

- 1.7.1 TVDSB does not intend to create any contractual relations or obligations, including “Contract A” (sometimes referred to as the “bid contract”), with any Proponent or any other person or entity, and none will be created by virtue of TVDSB issuing this RFSQ or as a result of TVDSB’s receipt or review or evaluation of any Proposals.

1.8 THE MSA AND THE TERM

- 1.8.1 TVDSB intends to execute a MSA with each Prequalified Proponent that is placed on a VOR List. Provided that the execution of a MSA does not obligate TVDSB to issue any Work Orders or proceed with any Services, and the TVDSB does not guarantee any volume of Services that will be required or that will be performed under any MSA.
- 1.8.2 The term of each MSA will be 2 years plus + 1 + 1 year renewal.

1.9 TVDSB PROCUREMENT WEB PORTAL

- 1.9.1 Proponents must use the TVDSB Procurement Web Portal (the “**Portal**”) to access the RFSQ Documents. Instructions on using the Portal are set out in Schedule B – TVDSB Procurement Web Portal.

1.10 PROPONENTS’ EXPENSES

- 1.10.1 Proponents shall bear all costs and expenses incurred by them in any way related to any aspect of their participation in this RFSQ including, without limitation, all costs and expenses related to the gathering of information, the preparation and delivery of a Proposal, responding to any questions or clarifications or Requests for Additional Information, or attending or participating in any interviews or meetings.



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2. DEFINITIONS

Capitalized terms used in this RFSQ and in the attached Schedules and not otherwise defined shall have the meanings indicated in this Article.

- 2.1.1 **"Conflict of Interest"** has the meaning assigned to such term in paragraph 12.2.1.
- 2.1.2 **"Evaluation Team"** means the team appointed by TVDSB to conduct the evaluation process described in this RFSQ.
- 2.1.3 **"Local Time"** means the time of receipt recorded by TVDSB's clock at the Submission Location.
- 2.1.4 **"MFIPPA"** means the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario).
- 2.1.5 **"MSA"** means the written Master Services Agreement, substantially in the form of Schedule G, to be signed between TVDSB and each Prequalified Proponent.
- 2.1.6 **"Portal"** means the TVDSB Procurement Web Portal accessed at "www.tvdsb.ca". Instructions for using the Portal are set out in Schedule B – TVDSB Procurement Web Portal.
- 2.1.7 **"Prequalified Proponent"** has the meaning assigned to such term in paragraph 7.4.1.
- 2.1.8 **"Price Submission"** means a Proponent's completed Price Submission Form and Pricing.
- 2.1.9 **"Price Submission Form"** means Schedule E – Price Submission Form.
- 2.1.10 **"Proponent"** means a consulting firm that participates in this RFSQ, whether or not it delivers a Proposal.
- 2.1.11 **"Proposal"** means, collectively, a Proponent's completed Technical Submission and Price Submission.
- 2.1.12 **"Question Deadline"** is the date identified as such in the table in paragraph 1.3.1 and is the last date by which Proponents can submit questions about the RFSQ.
- 2.1.13 **"Request for Additional Information"** has the meaning assigned to such term in paragraph 7.2.1.
- 2.1.14 **"Reserve Proponent"** has the meaning assigned to such term in paragraph 7.4.1.
- 2.1.15 **"RFSQ"** means the prequalification process described in the RFSQ Documents.
- 2.1.16 **"RFSQ Coordinator"** is the person identified as such in the table in paragraph 1.3.1.
- 2.1.17 **"RFSQ Documents"** has the meaning assigned to such term in paragraph 3.2.1.
- 2.1.18 **"Services"** means some or all of the services described in paragraph 1.4.1.
- 2.1.19 **"Submission Deadline"** is the date and time identified as such in the table in paragraph 1.3.1.
- 2.1.20 **"Submission Location"** is the location identified as such in the table in paragraph 1.3.1.
- 2.1.21 **"Submission Requirements"** means Schedule C – Submission Requirements.
- 2.1.22 **"Submission Score"** has the meaning assigned to such term in paragraph 7.3.2.
- 2.1.23 **"Submission"** means, collectively, a Proponent's completed Submission Form and all other material submitted by a Proponent in response to the Submission Requirements.
- 2.1.24 **"Submission Form"** means Schedule D – Submission Form.
- 2.1.25 **"TVDSB"** means the Thames Valley District School Board and includes its employees, agents, trustees, officers and directors, whether involved with the RFSQ or not. For certainty **"TVDSB"** includes, as the context requires, the RFSQ Coordinator.
- 2.1.26 **"VOR List"** has the meaning assigned to such term in paragraph 1.1.2.



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- 2.1.27 **“Work Order”** means a written order for Services that TVDSB may issue from time to time pursuant to a MSA.

3. RFSQ DOCUMENTS AND ACCESS

3.1 ACCESS TO THE RFSQ DOCUMENTS

- 3.1.1 The RFSQ Documents will only be made available to Proponents electronically through the Portal. The Portal will include all RFSQ Documents, addenda and all other relevant notices, information and communications relating to the RFSQ.

- 3.1.2 Each Proponent is solely responsible to ensure that it:

- (a) obtains access to the Portal;
- (b) has the appropriate software to access and download the contents from the Portal; and
- (c) visits and reviews the Portal as frequently as it deems necessary to ensure that it has the most current information and addenda.

The Portal will be updated from time to time and Proponents are solely responsible for accessing and checking the Portal for new addenda and other postings and to ensure the information and documents used by Proponents are the most correct and updated information and documents.

- 3.1.3 If there is a conflict or inconsistency between an electronic version of any RFSQ Document posted on the Portal and any other version of the same document, whether in electronic or paper form, the latest electronic version posted on the Portal shall govern.

3.2 RFSQ DOCUMENTS

- 3.2.1 Proponents should ensure they have all of the documents listed below (collectively the **“RFSQ Documents”**). A Proposal will be deemed to have been prepared on the basis of all RFSQ Documents issued before the Submission Deadline, and TVDSB accepts no responsibility for any Proponent lacking any part of the RFSQ Documents.

- (a) Instructions to Proponents (this document).
- (b) Schedule A – Scope of Work.
- (c) Schedule B – TVDSB Procurement Web Portal.
- (d) Schedule C – Submission Requirements.
- (e) Schedule D – Submission Form.
- (f) Schedule E – Price Submission.
- (g) Schedule F – Price Submission Form.
- (h) Schedule G – Master Services Agreement.
- (i) Appendix A - List of Schools
- (j) Addenda, if any, issued before the Submission Deadline.

- 3.2.2 Proponents should inform the RFSQ Coordinator immediately if any documents are missing or incomplete and/or upon finding any discrepancies or omissions in the RFSQ Documents.



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4. COMMUNICATIONS, QUESTIONS AND ADDENDA

4.1 COMMUNICATIONS

- 4.1.1 Except as provided in the RFSQ Documents, Proponents are not to communicate with or contact any member of the Evaluation Team or the TVDSB, including any member of the TVDSB board of trustees, regarding this RFSQ. A Proponent's failure to comply with this paragraph may result in the disqualification of the Proponent and its removal from any VOR List(s).

4.2 PROPONENTS' QUESTIONS

- 4.2.1 All Proponents' questions regarding this RFSQ are to be in writing and must be sent by e-mail to the RFSQ Coordinator.
- 4.2.2 Questions received by the Question Deadline will be reviewed and if TVDSB believes that a response is warranted, it will include the question and its answer in an addendum. TVDSB may, in its discretion, consider and respond to questions received after the Question Deadline but is under no obligation to do so. In responding to questions TVDSB may answer similar questions from different Proponents only once, may edit or rephrase the questions, and may ignore questions which, in TVDSB's opinion, do not require a response.

4.3 ADDENDA

- 4.3.1 This RFSQ and the RFSQ Documents may be amended only by written addendum which will be posted to the Portal and will not be sent to the Proponents. Proponents are solely responsible to access and check the Portal for new addenda and other communications and postings and to ensure the information and documents used by Proponents are the most correct and updated information and documents. Proponents are solely responsible to ensure their Proposal incorporates all addenda issued before the Submission Deadline, and TVDSB will not be responsible if any addenda are not obtained by a Proponent.

5. PROPOSAL CONTENTS, COMPLETION AND DELIVERY

5.1 PROPOSAL CONTENTS

- 5.1.1 Proponents must include the following in their Proposals;
- (a) a RFSQ Submission completed in accordance with Section 5.2; and

5.2 INSTRUCTIONS FOR COMPLETING THE SUBMISSION

- 5.2.1 The bid submission **must** be returned electronically as a file upload.
- (a) upload of the files as per above is the responsibility of the proponent;
- (b) submissions received as hardcopies **will not** be accepted;
- (c) original completed and signed Submission Form (Schedule D); and
- (d) all information, documents and materials required by and responding to each of the items set out in the Submission Requirements (Schedule C); and
- (e) an electronic copy of all of the above, in Adobe PDF readable format, must be uploaded back to the TVDSB using the Portal.



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5.2.2 The Technical Submission is intended to provide information which will enable the Evaluation Team to determine the Proponent's qualifications and ability to undertake and complete the work and services in the Scope of Work. All information submitted by a Proponent and included as part of its Submission will be deemed to be material representations by a Proponent to TVDSB, and the Proponent will be deemed to have warranted the accuracy of all representations so made.

5.2.3 Proponents will only be considered and evaluated on the Submission Requirements.

5.3 INSTRUCTIONS FOR COMPLETING THE PRICE SUBMISSION

5.3.1 The bid submission **must** be returned electronically as a file upload. Proponents should name the file "**2024Appendices88**" and bearing the RFSQ number noted on the cover page:

- (a) upload of the files as per above is the responsibility of the proponent;
- (b) submissions received as hardcopies **will not** be accepted;
- (c) original completed Submission Form (Schedule D) signed by duly authorized signing representative(s) of the Proponent with authority to bind the Proponent; and
- (d) original completed Submission Requirements (Schedule C) and Submission Form (Schedule D), each signed by duly authorized signing representative(s) of the Proponent with authority to bind the Proponent; and
- (e) an electronic copy of all of the above, in Adobe PDF readable format, must be uploaded back to the TVDSB using the Portal.

5.4 PROPOSAL DELIVERY

5.4.1 The electronic submission must be uploaded to the Portal before the Submission Deadline. Proposals which are sent by fax, email or any means other than as set out in this Section will not be considered. The Portal will close at the Submission Deadline, and upload will no longer be possible at that point.

6. THE ROLE OF THE RFSQ COORDINATOR

6.1 ROLE OF THE RFSQ COORDINATOR

6.1.1 The RFSQ Coordinator will review the Proposal to confirm it contains the RFSQ submissions.

7. EVALUATION OF PROPOSALS

7.1 GENERAL

7.1.1 Proposals will be evaluated by the Evaluation Team, which may obtain the assistance of such consultants and advisors as the Evaluation Team may deem appropriate.

7.2 REQUESTS FOR ADDITIONAL INFORMATION

7.2.1 TVDSB may contact any one or more Proponents to request clarification of any information or materials submitted as part of a Proposal, or to request supplementary information (collectively, "**Request for Additional Information**"), without any obligation to make the same or any Request for Additional Information of any other Proponent. Notwithstanding the preceding sentence, TVDSB has no obligation to make any Request for Additional Information.



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- 7.2.2 Proponents should answer all Requests for Additional Information within the time and in the manner stipulated in each Request for Additional Information, and any answer received will form an integral part of a Proponent's Proposal. If a Proponent fails to provide an answer to a Request for Additional Information within the time and manner stipulated, its Proposal will be considered and evaluated based solely on the original Proposal contents submitted.

7.3 EVALUATION OF SUBMISSIONS

- 7.3.1 The following illustrates some of the activities the Evaluation Team may undertake in the course of evaluating the Submissions, and does not limit the discretion of the Evaluation Team to take steps not expressly described. For greater certainty, the Evaluation Team has no obligation to undertake any such activities, and the fact the Evaluation Team undertakes a particular activity as part of its evaluation of a Technical Submission and/or a Proponent will in no way obligate the Evaluation Team to undertake the same or any activity with any of the other Proponents or any Submissions delivered by any of the other Proponents.
- (a) The Evaluation Team may, in its sole discretion, invite a Proponent to one or more meetings and/or interviews. The nature and length of such meetings and/or interviews, the agenda, and the attendees will be determined by the Evaluation Team.
 - (b) The Evaluation Team may contact and/or visit one or more of the Proponent's references and/or clients, and any other person or place as the Evaluation Team deems appropriate, with or without notice to the Proponent.
- 7.3.2 Submissions will be evaluated by the Evaluation Team and awarded points for each submission requirement.
- 7.3.3 Submissions will be evaluated on a consensus basis based on criteria set out in the table below. If there is a meeting and/or interview with a Proponent, such meeting and/or interview will not be independently scored, however, the Evaluation Team reserves the right to take into consideration and incorporate what it learns from such meeting and/or interview in its evaluation and may adjust the scoring of the Proponent's Submission, regardless of when the meeting and/or interview is held.

| Evaluation Criteria (Submission) | Points Available |
|----------------------------------|------------------|
| Proponents Information | 85 |
| Operational Experience | 15 |
| Key Personnel | 10 |
| Project Examples | 30 |
| Pricing | 40 |
| References | 15 |
| MAXIMUM POINTS AVAILABLE | 195 |

7.4 PLACEMENT OF PREQUALIFIED PROPONENTS ON A VOR LIST

- 7.4.1 Subject to TVDSB's discretion and the other rights described in the RFSQ Documents, the Evaluation Team will identify, the number of Proponents indicated Category in paragraph 1.5.1 that have the highest Submission Scores (each a "**Prequalified Proponent**"), for placement on a VOR.



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7.5 DEBRIEFING

- 7.5.1 The TVDSB will offer separate debriefings to Proponents but only if requested in accordance with paragraph 7.5.2. Debriefings will be held in person or by telephone conference call, at the TVDSB's discretion, and will be scheduled on a date and time and for a duration to be confirmed by the TVDSB.
- 7.5.2 If a Proponent desires a debriefing it shall submit a written request to the RFSQ Coordinator within 60 days after the TVDSB has posted the names of the Prequalified Proponents. Any request that is not timely received will not be considered and no debriefing will be held.

8. SIGNING THE MSA AND ISSUING WORK ORDERS

8.1 SIGNING THE MSA

- 8.1.1 The TVDSB will issue a notice to each Prequalified Proponent and will enclose the MSA for execution. Within fifteen (15) business days of receiving such notice and MSA each such Prequalified Proponent is to sign and deliver the signed MSA to TVDSB.
- 8.1.2 **A Proponent's failure to sign and deliver the MSA in accordance with paragraph 8.1.1 will result in the removal of that Proponent from all VOR Lists on which the Proponent was placed.**
- 8.1.3 The execution of a MSA is not intended to and shall not obligate TVDSB to issue or execute any Work Orders or otherwise engage any Proponent.

8.2 ISSUING WORK ORDERS

- 8.2.1 From time to time TVDSB may, but has no obligation to, issue a Work Order for the supply of Services within a Tier in a Service Category. Subject to Article 11, Work Orders will only be issued to Proponents that entered into a MSA with TVDSB and will be issued as follows:
- (a) first, to the highest-ranked Prequalified Proponent determined in accordance with Schedule E- Price Submission; OR, if there is no Prequalified Proponent the highest-ranked Prequalified Proponent that is immediately below. (such Prequalified Proponent being, in either case, the "**Lead**");
 - (b) if the Lead is unable or unwilling to perform the Work Order or if the TVDSB determines, in its reasonable sole discretion, that if the Work Order was issued to the Lead, the Lead would be unable or unwilling to perform the Work Order, the Work Order will be issued to the next-ranked Prequalified Proponent for that Tier (the "**Next**");
 - (c) if the Next is unable or unwilling to perform the Work Order or if the TVDSB determines, in its reasonable sole discretion, that if the Work Order was issued to the Next, the Next would be unable or unwilling to perform the Work Order, the Work Order will be issued to the next-ranked Prequalified Proponent for that Tier, and this process would be repeated as necessary until the Work Order is issued to a Prequalified Proponent.
- 8.2.2 Work orders will only be issued to those proponents who have been successfully pre-qualified.



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9. TVDSB'S DISCRETION

9.1 GENERAL

- 9.1.1 In addition to any other options or express rights contained in the RFSQ Documents or any other rights which may be implied in the circumstances, TVDSB may exercise any or all or a combination of the options described in this Article 9. TVDSB shall not be liable for any costs, expenses, losses or damages incurred or claimed by a Proponent resulting from TVDSB's exercise of its discretion.
- 9.1.2 A Proponent's delivery or TVDSB's evaluation of any Proposal, even where only one Proposal is delivered for a particular Service Category, will not obligate TVDSB to prequalify any Proponent, place a Proponent on a VOR List, proceed with any work or services, or enter into a MSA with any Proponent.

9.2 TVDSB'S OPTIONS

- 9.2.1 TVDSB may, in its sole discretion, and for any or no reason:
- (a) reject any or all Proposals;
 - (b) elect not to prequalify any Proponents;
 - (c) cancel this RFSQ at any time;
- 9.2.2 TVDSB may in its sole discretion:
- (a) verify with a third party any information contained in a Proposal;
 - (b) check references other than those provided by a Proponent;
 - (c) adjust a Proponent's Technical Score or reject a Proposal on the basis of information received in response to a Request for Additional Information, in response to reference checks, during any meetings and/or interviews, or as a result of any other information obtained by the Evaluation Team;
 - (d) prequalify a Proponent in more than one Service Category and in more than one Tier in a Service Category;
 - (e) disqualify and remove from a Service Category or a VOR List any Proponent whose Proposal contains misrepresentations or any other inaccurate or misleading information relating to matters which TVDSB, in its sole discretion, considers material.

10. ADDING TO OR REMOVING PREQUALIFIED PROPONENTS FROM A VOR LIST

10.1 ADDING PROPONENTS TO A VOR LIST

- 10.1.1 TVDSB may, from time to time and in its sole discretion, and only if there is space on a VOR List for a Service Category as provided in paragraph 1.5.1, do any or all of the following, in its sole discretion:
- (a) add one or more Reserve Proponent(s), if any, with the highest Submission Score(s) for such to the VOR List and rank such Proponent(s) in accordance with Section **Error! Reference source not found.**; and/or
 - (b) receive, consider and evaluate additional Proposals for such after the Submission Deadline and evaluate and rank such Proposals as provided in this RFSQ.



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- 10.1.2 The TVDSB will issue a notice to each Proponent that is added to a VOR List and will enclose the MSA for execution. Within fifteen (15) business days of receiving such notice and MSA each such added Proponent is to sign and deliver the signed MSA to TVDSB, failing which the Proponent will be removed from all VOR Lists to which the Proponent was added.
- 10.1.3 The execution of a MSA by an added Proponent is not intended to and shall not obligate TVDSB to issue or execute any Work Orders or otherwise engage such Proponent.

10.2 REMOVING PREQUALIFIED PROPONENTS FROM A VOR LIST

- 10.2.1 TVDSB may, in its sole discretion but always acting reasonably, remove a Proponent from a VOR List. Circumstances under which TVDSB may exercise such discretion include, but are not limited to, the following:
- (a) the Proponent would currently fail to be prequalified for which it was prequalified;
 - (b) the Proponent has been unable or unwilling to perform a Work Order issued to it on three (3) separate occasions, unless the Proponent has provided, in TVDSB's sole discretion, a valid commercial reason for doing so;
 - (c) a significant change in the Proponent's operations, structure or control;
 - (d) where TVDSB determines, in its sole discretion, that TVDSB's continued dealings with the Proponent would adversely impact TVDSB's reputation;
 - (e) the Proponent's performance of the Services fell below TVDSB expectations and requirements, having regard to the complexity of the Services and the Proponent's expertise and experience;
 - (f) the Proponent has made claims or commenced legal proceedings, whether by litigation or arbitration, against TVDSB;
 - (g) any other circumstances where removal from a VOR List is specifically provided for in the RFSQ Documents.

11. RESPONDING TO OTHER PROCUREMENTS ISSUED BY TVDSB

- 11.1.1 From time to time TVDSB may issue work orders, purchase orders or project-specific procurements (including requests for prequalification and/or requests for proposals) for the supply of services, including the Services (collectively "**Service Procurements and Purchases**"), to one or more Proponents and/or other consulting firms or consultants, and without regard to the ranking of any Proponents. Nothing in this RFSQ prohibits or prevents TVDSB from issuing such Service Procurements and Purchases, and Proponents who are invited to respond or who wish to participate in such Service Procurements and Purchases will be required to comply with and submit a response to such Service Procurements and Purchases, notwithstanding that they may be a Prequalified Proponent placed on one or more VOR List(s) and notwithstanding that they may have entered into a MSA. Further, the fact a Proponent is a Prequalified Proponent placed on one or more VOR List(s) does not mean that such Proponent will necessarily be invited to respond to or participate in any Service Procurements or Purchases.



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12. GENERAL

12.1 PROHIBITION ON LOBBYING AND COLLUSION

12.1.1 Proponents and their directors, officers, employees, consultants, agents, advisors and other representatives are prohibited from engaging in conduct which is or could reasonably be considered as any form of political or other lobbying, or as an attempt to influence the outcome of this RFSQ. Without limiting the generality of the foregoing, and except as provided in this RFSQ, no such person shall contact, communicate with or attempt to contact or communicate with, directly or indirectly and in any manner whatsoever, any staff, personnel or representative of the Evaluation Team or the TVDSB, including any member of the TVDSB board of trustees, in connection with this RFSQ.

12.1.2 A Proponent's failure to comply with this Section may result in the disqualification of the Proponent and its removal from any VOR List(s).

12.2 CONFLICT OF INTEREST

12.2.1 Proponents are required to declare, as part of their Proposal, that the Proponent is not aware of any perceived, potential or actual Conflict of Interest. For the purposes of this RFSQ, "**Conflict of Interest**" includes:

- (a) any situation or circumstances where, in relation to this RFSQ, the Proponent's other commitments, relationships or financial interests could or could be perceived to exert an improper influence over the objective, unbiased and impartial exercise of independent judgment by any member or representative of the Evaluation Team or the TVDSB;
- (b) any situation or circumstances where any member of the TVDSB board of trustees or any person employed by the TVDSB in any capacity:
 - (i) has a direct or indirect financial or other interest in any Proponent;
 - (ii) is an employee or a consultant to or under contract to any Proponent;
 - (iii) is negotiating or has an arrangement concerning future employment or contracting with any Proponent;
 - (iv) has an ownership interest in or is an officer or director or partner of any Proponent;
- (c) any situation where:
 - (i) a Proponent owns or controls, or beneficially owns or controls, directly or indirectly, another person, partnership or corporation (such person, partnership or corporation referred to as a "**Related Party**"); or
 - (ii) a Proponent is owned or controlled, directly or indirectly, by a Related Party, and such Related Party carries on business within one or more Service Categories.

12.2.2 If a Proponent discovers, at any time, any perceived, potential or actual Conflict of Interest, the Proponent shall promptly send a written statement to the RFSQ Coordinator describing the perceived, potential or actual Conflict of Interest, along with a written proposal that, if implemented, would address the identified perceived, potential or actual Conflict of Interest. The TVDSB will review the Proponent's written statement and proposal and, without limiting the generality of Article 9, the TVDSB may, in its sole discretion:

- (a) disqualify the Proponent from participating in this RFSQ and/or remove the Proponent from one or more VOR List(s);



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Instructions to Proponents

- (b) waive any and all perceived, potential or actual Conflict of Interest upon such terms and conditions, if any, as the TVDSB, in its sole discretion, requires to satisfy itself that the Conflict of Interest has been appropriately managed, mitigated and minimized.

12.2.3 The onus is on each Proponent to conduct any and all investigations necessary to confirm and satisfy itself that there is no perceived, potential or actual Conflict of Interest and that the declaration made as part of its Proposal is true and correct. If the TVDSB determines that a Proponent's declaration is not materially true and correct, or if a Proponent otherwise fails to comply with this Section 12.2, the TVDSB may disqualify the Proponent and/or may remove the Proponent from one or more VOR List(s).

12.3 CONFIDENTIALITY, DISCLOSURE AND MFIPPA

12.3.1 Proponents acknowledge that the contents of their Proposals will be disclosed to the Evaluation Team and others within TVDSB and/or to TVDSB's advisors. The TVDSB will use reasonable efforts to protect sensitive and confidential information provided by Proponents, however, the TVDSB shall not be liable in any way whatsoever if such information is disclosed, even if the TVDSB, its advisors, staff, members of the Evaluation Team, or any other person associated with them may have been negligent with respect to such disclosure. By delivering a Proposal each Proponent agrees to such disclosure and releases the RFSQ Coordinator, the Evaluation Team, and the TVDSB from any liability for the same.

12.3.2 The TVDSB may be required to disclose parts or all of a Proposal pursuant to the provisions of MFIPPA or other legislation. Subject to the provisions of MFIPPA, the TVDSB will use reasonable efforts to safeguard the confidentiality of any information identified by a Proponent as confidential, however, the TVDSB shall not be liable in any way whatsoever if such information is disclosed based on an order or decision made under MFIPPA or any other applicable law. By delivering a Proposal each Proponent agrees to such disclosure and releases the RFSQ Coordinator, the Evaluation Team, and the TVDSB from any liability for the same.

12.4 PREQUALIFICATION DOES NOT CONSTITUTE ENDORSEMENT

12.4.1 TVDSB's prequalification of a Proponent and the placement and ranking on a VOR List does not constitute a general endorsement of that Proponent's work or services.

12.5 LIMIT OF LIABILITY

12.5.1 Each Proponent agrees that TVDSB's aggregate liability to any Proponent and the aggregate amount of damages recoverable by a Proponent against TVDSB for any and all claims relating to or arising from this RFSQ or a Proponent's participation in this RFSQ, including:

- (a) claims arising from negligence, wilful misconduct or other conduct; and/or
- (b) claims arising from a breach of any contract or any contractual or other relationship or obligation that may arise as a result of a Proponent's participation in this RFSQ and/or delivery of a Proposal,

shall be limited to the lesser of \$5,000 and the Proponent's reasonable demonstrated costs of preparing its Proposal.

END OF INSTRUCTIONS TO PROPONENTS



SCHEDULE A - SCOPE OF WORK

SCHEDULE A – SCOPE OF WORK

1.1 TVDSB'S RESPONSIBILITIES

TVDSB will be generally responsible for preparing portables to be relocated and generally include the following:

- 1.1.1 TVDSB will be responsible for buildings that require building permits for placement at new sites.
- 1.1.2 TVDSB will be responsible for removal and installation of skirting and landings.
- 1.1.3 TVDSB will be responsible for the disconnect and reconnect of all utilities.
- 1.1.4 TVDSB will remove vented ridge caps.
- 1.1.5 TVDSB will remove all other materials over centre joint.
- 1.1.6 TVDSB will provide site plans with the building locations.
- 1.1.7 TVDSB's prequalification of a Proponent and the placement of ranking on a VOR List does not constitute a general endorsement of that Proponents work or services.

1.2 PROPONENT'S RESPONSIBILITIES

TVDSB will be generally responsible for preparing portables to be relocated and generally include the following:

- 1.2.1 The Proponent will replace steel ridge caps on buildings.
- 1.2.2 The Proponent will cut or remove cap and install temporary repair at installation site for other roof types.
- 1.2.3 The Proponent will remove and re-install bolts.
- 1.2.4 The Proponent will be responsible for any site repair required due to poor workmanship.
- 1.2.5 The Proponent will ensure the building is temporarily water tight during transportation and after the building is set.
- 1.2.6 The Proponent will ensure that all items are secured during transportation.
- 1.2.7 The Proponent will remove the top layer of organic material prior to setting footings.
- 1.2.8 The Proponent to ensure building is level.
- 1.2.9 The Proponent to verify buildings sizes and obtain any required road transportation permits.
- 1.2.10 The Proponent will not operate heavy machinery while staff and students are nearby.
- 1.2.11 The Proponent will verify entry points onto TVDSB property prior to delivery date.

END OF SCHEDULE



Schedule B – TVDSB Procurement Web Portal

SCHEDULE B – TVDSB PROCUREMENT WEB PORTAL

This Schedule describes the process for accessing the Portal using Microsoft Edge.

1. Go to “www.tvdsb.ca”
2. Click on “I’D LIKE TO”; and then click on “Go to Purchasing”.
3. Click on “Bids”; and then click on “Proceed to inquiry/download page”.
4. Locate the RFSQ and click “New” icon. You will be directed to the “TVDSB Client Portal”.
5. Proponents that already have a TVDSB Client Portal account: Click “TVDSB Login” and log in using your TVDSB Client Portal account and password.
6. Proponents that do not already have a TVDSB Client Portal account:
 - (a) Click “Sign up now”;
 - (b) Read the TVDSB Client Portal Disclaimer, scroll to bottom and click “I agree” or “I do not agree”.
 - (c) Proponents that click “I do not agree” will not be able to participate in the RFSQ.
 - (d) Proponents that click “I agree” will be taken to the “New Account Application” page. Complete the account information and click “Create My Account”; then click “TVDSB Login”.
7. Once logged in, you will be within the Client Portal. Click “Open to Bid” and then click on the “New” icon for the RFSQ.

To access answers to questions and addenda:

1. Follow the steps outlined in steps 1 to 3 above.
2. Proceed to the RFSQ and click “Answers to Questions”.

END OF SCHEDULE



Schedule C– Submission Requirements

SCHEDULE C – SUBMISSION REQUIREMENTS

It is important that Proponents present the information required by this Schedule so that it can be readily understood and evaluated. A Proponent's Submission Requirements should address all of the items set out in this Schedule in the order in which they appear and using the same headings and numbering sequence. A Proponent's failure to follow instructions or failure to provide a full response to this Schedule may have an adverse impact on the evaluation of its Technical Submission.

Proponents should not assume that the TVDSB or any member of the Evaluation Team has any knowledge of the Proponent or its expertise, experience or qualifications, and should ensure that all required information is included and submitted as part of the Proponent's Technical Submission.

References to web / internet sites or links are NOT acceptable and will NOT be considered.

Submission Requirements should be no longer than a total of 10 pages, excluding resumes, charts and other documents requested, and should be organized as follows:

| | |
|--------|--------------------------------------|
| Part 1 | Completed and signed Submission Form |
| Part 2 | Proponent information |
| Part 3 | Operational experience |
| Part 4 | Key personnel |
| Part 5 | Project Examples |

1. **Part 1 – Completed and Signed Technical Submission Form**

Submit a completed and signed Submission Form signed by the proponent.

2. **Part 2 – Proponent Information**

- 2.1 Provide the Proponent's legal name and the year the Proponent was established.
- 2.2 Submit a corporate/business chart of the Proponent and the office from which the services will be delivered including the number of employees at that location.
- 2.3 Submit a narrative describing the Proponent's history and current activities demonstrating the Proponent's experience performing services in the educational sector with the same or similar services.
- 2.4 If the Proponent has provided services to TVDSB, identity the project(s) and the Proponent's role in the project(s).
- 2.5 Submit a list of litigation and/or arbitration disputes involving in excess of \$100,000 commenced by or against the Proponent by or against it's clients within the last (3) three years, including a summary of each dispute and details of its resolution.
- 2.6 The Proponent **should** submit a letter from an insurance company (licenced to do business in the Province of Ontario) indicating its insurance limits for Comprehensive Commercial General Liability coverage. These limits **should** be in accordance with the current Standard Construction Document 2 (CCDC 2 - 2020), Section GC11.1. A minimum of \$5,000,000.00 for Comprehensive Commercial General Liability coverage is required. The contractor **must** ensure that all subcontractors are either covered under the contractor's policy(s) or have their own separate coverage similar to the above limits. In the event that the contractor does not have the minimum



Schedule C – Submission Requirements

coverage, the insurer should confirm that such coverage can be obtained if the contractor is pre-qualified.

- 2.7 The Proponent **should** submit a letter from an insurance company (licensed to do business in the Province of Ontario) indicating its insurance limits for Motor Vehicle Liability coverage. These limits **should** be in accordance with the current Standard Construction Document 2 (CCDC 2 - 2020), Section GC11.1. A minimum of \$2,000,000.00 Automotive Liability Insurance coverage is required for company owned vehicles and a minimum of \$1,000,000.00 for employee owned vehicles. The General Contractor **must** ensure that all subcontractors and any employees operating vehicles on property of the TVDSB are either covered under the contractor's policy(s) or have their own separate coverage similar to the above limits. In the event that the contractor does not have the minimum coverage, the insurer should confirm that such coverage can be obtained if the Contractor is pre-qualified.
- 2.8 The Proponents **should** submit a completed Workplace Injury Summary Report (WISR) document applicable to the Contractor.
- 2.9 Provide the location and address of the Proponent's head office.
- 2.10 Provide the number of the Proponent's employees in Ontario.

Part 3 – Operational Experience

- 3.1 The Proponent **must** provide three current job related references where you have successfully completed projects of a similar nature. Reference should be a key contact person involved with a project (owners' representative is preferred). Reference letters will not be evaluated. The reference **must** contain the following information and be **returned in Word format**:

Company Name:

Contact Name:

Email address:

- 3.2 Describe control measures that the Proponent will utilize to manage schedules. Describe control measures that the Proponent will utilize to manage schedules.
- 3.3 Describe how the Proponent will ensure compliance with schedules. Describe control measures that the Proponent will utilize to manage schedules.
- 3.4 **Portable relocations must be completed as follows: Summer relocations by August 15th and Fall relocations by November 15th.**
- 3.5 Describe how the Proponent's communication strategy and how the Proponent will build an effective relationship with TVDSB.

Part 4 – Key Personnel

- 4.1 Provide the names of Project Managers that would be involved in performing the Services; include project manager's experiences and how long they have been in the field.

Part 5 – Project Examples



Schedule C – Submission Requirements

- 5.1 Proponents must submit information relating to up to three (3) examples of work undertaken and/or completed in the last five (5) years, including any work which may be on-going, which best illustrate the Proponent's expertise, experience, and capabilities in connection with the performance of services comparable to the Services. Experience working for school boards and educational institutions is preferred. For each project submit the following:
- a general description of the mandate, including location and size.
 - (b) a summary of the services performed.
 - (c) the start and completion dates.
 - (d) adherence to planned schedule.

END OF SCHEDULE



Schedule D – Submission Form

SCHEDULE D – SUBMISSION FORM

TO: TVDSB Portal

Name and Business Address of Proponent:

Phone: _____ **Fax:** _____

Contact name for future correspondence and inquiries:

Name and Title _____ **Phone:** _____

E-mail: _____

We have read and we fully understand, acknowledge, accept and agree to the terms, conditions and the requirements of the RFSQ Documents, including all Schedules and all addenda issued, and we hereby submit the forms, documents and other material required by the Technical Requirements. Without limiting the foregoing, we understand, acknowledge, accept and agree that:

- (a) the issuance of the RFSQ Documents, our preparation and delivery of our Proposal, and the receipt, review and evaluation of our Proposal will not create any contractual relations or obligations, including “Contract A” (sometimes referred to as the “bid contract”), between us and TVDSB;
- (b) notwithstanding that we may be prequalified and may be placed on a VOR List, TVDSB has no obligation to issue any Work Orders;
- (c) if we receive the written notice described in paragraph 8.1.1 of the Instructions to Proponents we will sign and deliver the signed MSA to TVDSB within 15 business days of our receipt of the same;
- (d) the execution of a MSA does not obligate TVDSB to issue any Work Orders or otherwise engage us to perform any Services;
- (e) Work Orders, if any, will be issued in accordance with Section 8.2 of the Instructions to Proponents and will otherwise be subject to the other terms of the MSA;
- (f) the RFSQ requires that we submit a Price Submission and we confirm that we have submitted a Price Submission as instructed by the RFSQ.



Schedule D – Submission Form

We hereby represent that the documents and other material attached to this Submission Form fully respond to Schedule C – Submission Requirements, are complete and accurate, and that TVDSB may rely on all such documents and material submitted.

Capitalized terms used in this Submission Form and not otherwise defined shall have the meanings assigned to them in the Instructions to Proponents.

1. CONFLICT OF INTEREST

If the box below is left blank, the Proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its Proposal; and (b) there is no foreseeable Conflict of Interest in performing the Services. Otherwise, if the statement below applies, check the box.

- ☐ We declare that there IS an actual or potential Conflict of Interest relating to the preparation of our Proposal, and/or we foresee an actual or potential Conflict of Interest in performing the Services.

If a Proponent declares an actual or potential Conflict of Interest by marking the box above, the Proponent must provide and attach details of the actual or potential Conflict of Interest as well as the Proponent's proposed steps that, if implemented, would address the identified actual or potential Conflict of Interest.

2. ATTACHMENTS

We have attached all documents and other material required in response to Schedule C – Submission Requirements. Each attachment addresses the items listed in Schedule C in the order in which they appear, using the same headings and numbering sequence.

Signed and submitted for and on behalf of:

PROPONENT

DATE

SIGNATURE

Name and Title

_____ I have authority to bind the Proponent named above

END OF SCHEDULE



Schedule E – Price Submission

SCHEDULE E – PRICE SUBMISSION

Buildings moved in two pieces (Split)

Portables owned by the Board moved from one School to another.

Modules up to 12' wide and up to 11' high. \$

Modules up to 12' wide, over 11', and up to 12' high. \$

Modules up to 14' wide and 12' high. *Quote on request

*Private Escort Required.

Buildings moved in one piece

On-Site Relocates: First Move: \$

Additional moves on the same trip: \$

END OF SCHEDULE



Schedule F– Price Submission Form

SCHEDULE F – PRICE SUBMISSION FORM



Schedule F– Price Submission Form

TO: TVDSB Portal

Name and Business Address of Proponent:

Phone: _____ **Fax:** _____

Contact name for future correspondence and inquiries:

Name and Title _____ **Phone:** _____

E-mail: _____

We have read and we fully understand, acknowledge, accept and agree to the terms, conditions and the requirements of the RFSQ, including all RFSQ Schedules and all addenda issued. We acknowledge that if we receive the written notice described in paragraph 8.1.1 of the Instructions to Proponents we will sign and deliver the signed MSA to TVDSB within 15 business days of our receipt of the same.

A. DECLARATIONS, ACKNOWLEDGMENTS AND AGREEMENTS

1. We declare that our Proposal, including our Price Submission, is not made in conjunction with any other Proponent and is, in all respects, made without collusion.
2. We have read and we fully understand the requirements of the RFSQ and we hereby represent that our Proposal, including our Price Submission, fully responds to the Instructions to Proponents, and is complete and accurate.
3. We accept and agree that any information that we have provided in our Proposal, even if it is identified as being supplied in confidence, may be used and disclosed in circumstances described in the Instructions to Proponents, including where required by law or by order of a court or tribunal.
4. We acknowledge and agree that, if we receive the written notice described in paragraph 8.1.1 of the Instructions to Proponents we will sign and deliver the signed MSA to TVDSB within 15 business days of our receipt of the same. We acknowledge and agree that our failure to comply will result in our removal from any VOR List(s).



Schedule F – Price Submission Form

Signed and submitted for and on behalf of:

PROPONENT

DATE

SIGNATURE

Name and Title



Schedule G – Master Service Agreement

SCHEDULE G – MASTER SERVICE AGREEMENT

Master Agreement is attached separately.

A Proponent's failure to sign and deliver the MSA in accordance with paragraph 8.1.1 will result in the removal of that Proponent from all VOR Lists on which the Proponent was placed.

It is the Proponent's responsibility to read and review the MSA prior to submission.

END OF SCHEDULE



APPENDIX A – LIST OF SCHOOLS

| Name | City/Town |
|--|---------------|
| A. J. Baker PS | KINTORE |
| Adelaide - W.G. MacDonald PS | STRATHROY |
| Aldborough PS | RODNEY |
| Algonquin PS | WOODSTOCK |
| Annandale PS | TILLSONBURG |
| Balaclava Street Education Centre | ST THOMAS |
| Caradoc PS | MOUNT BRYDGES |
| Caradoc North PS | STRATHROY |
| Central PS | WOODSTOCK |
| Winchester Street PS | WOODSTOCK |
| McGregor PS | AYLMER |
| Delaware Central PS | DELAWARE |
| South Dorchester PS | BELMONT |
| Dunwich-Dutton PS | DUTTON |
| East Oxford Central PS | WOODSTOCK |
| East Williams Memorial PS | AILSA CRAIG |
| Eastdale PS | WOODSTOCK |
| Ekcoe Central PS | GLENCOE |
| Elgin Court PS | ST THOMAS |
| Harrisfield PS | INGERSOLL |
| Hickson Central PS | HICKSON |
| P. E. Trudeau FI PS | ST THOMAS |
| Roch Carrier FI PS | WOODSTOCK |
| Innerkip Central PS | INNERKIP |
| Locke's PS | ST THOMAS |
| Centennial Central PS | ARVA |
| Summers' Corners PS | AYLMER |
| Maple Lane PS | TILLSONBURG |
| McGillivray Central PS | AILSA CRAIG |
| Mosa Central PS | GLENCOE |
| Northdale Central PS | DORCHESTER |
| Northdale PS | WOODSTOCK |
| Oliver Stephens PS | WOODSTOCK |
| Oxbow PS | ILDERTON |
| Parkhill-West Williams PS | PARKHILL |
| Parkview PS | KOMOKA |
| Plattsville & District PS | PLATTSVILLE |
| Port Burwell PS | PORT BURWELL |
| Kettle Creek PS (former Port Stanley PS) | PORT STANLEY |
| Royal Roads PS | INGERSOLL |
| River Heights PS | DORCHESTER |
| J.S. Buchanan FI PS | STRATHROY |
| Southside PS | WOODSTOCK |
| Southwold PS | ST THOMAS |
| South Ridge PS | TILLSONBURG |
| Springbank PS | WOODSTOCK |



APPENDIX A – LIST OF SCHOOLS

| | |
|--------------------------------|----------------|
| Springfield PS | SPRINGFIELD |
| Straffordville PS | STRAFFORDVILLE |
| Summerside | LONDON |
| Tavistock PS | TAVISTOCK |
| Thamesford PS | THAMESFORD |
| Tollgate Central FI PS | WOODSTOCK |
| Valleyview Central PS | ILDERTON |
| West Elgin SS | WEST LORNE |
| Sparta PS | ST THOMAS |
| New Sarum PS | ST THOMAS |
| Zorra Highland Park PS | EMBRO |
| Arthur Voaden SS | ST THOMAS |
| Central Elgin CI | ST THOMAS |
| College Avenue SS | WOODSTOCK |
| Lord Dorchester SS | DORCHESTER |
| East Elgin SS | AYLMER |
| Glencoe DHS | GLENCOE |
| Glendale HS | TILLSONBURG |
| Huron Park SS | WOODSTOCK |
| Ingersoll District CI | INGERSOLL |
| Medway HS | ARVA |
| North Middlesex DHS | PARKHILL |
| Parkside CI | ST THOMAS |
| Woodstock CI | WOODSTOCK |
| North Meadows PS | STRATHROY |
| Blossom Park Education Centre | WOODSTOCK |
| Forest Park PS | ST THOMAS |
| June Rose Callwood PS | ST THOMAS |
| Davenport PS | AYLMER |
| West Elgin Sr PS | WEST LORNE |
| Lambeth PS | LONDON |
| Aberdeen PS | LONDON |
| Arthur Ford PS | LONDON |
| Ashley Oaks PS | LONDON |
| East Carling PS | LONDON |
| Bonaventure Meadows PS | LONDON |
| Byron Somerset PS | LONDON |
| Byron Northview PS | LONDON |
| Byron Southwood PS | LONDON |
| C. C. Carrothers PS | LONDON |
| Sir Georges Etienne Cartier PS | LONDON |
| Chippewa PS | LONDON |
| Clara Brenton PS | LONDON |
| Cleardale PS | LONDON |
| Ealing PS | LONDON |
| Emily Carr PS | LONDON |
| Jeanne Sauvé FI PS | LONDON |
| Evelyn Harrison PS | LONDON |



APPENDIX A – LIST OF SCHOOLS

| | |
|--------------------------------------|--------|
| Fairmont PS | LONDON |
| F. D. Roosevelt PS | LONDON |
| Glen Cairn PS | LONDON |
| Sir Isaac Brock PS | LONDON |
| Hillcrest PS | LONDON |
| Jack Chambers PS | LONDON |
| John Dearness PS | LONDON |
| Kensal Park FI PS | LONDON |
| Knollwood Park PS | LONDON |
| Lester B Pearson School for the Arts | LONDON |
| Lord Elgin PS | LONDON |
| Lord Nelson PS | LONDON |
| Lord Roberts FI PS | LONDON |
| Masonville PS | LONDON |
| Mountsfield PS | LONDON |
| Nicholas Wilson PS | LONDON |
| Northbrae PS | LONDON |
| Northridge PS | LONDON |
| Orchard Park PS | LONDON |
| Sir John A. Macdonald PS | LONDON |
| Sir F. Banting Annex | LONDON |
| St. George's PS | LONDON |
| Stoneybrook PS | LONDON |
| Tecumseh PS | LONDON |
| John P. Robarts PS | LONDON |
| White Oaks PS | LONDON |
| Wilfrid Jury PS | LONDON |
| Wilton Grove PS | LONDON |
| Arthur Stringer PS | LONDON |
| Woodland Heights PS | LONDON |
| Wortley Road PS | LONDON |
| A. B. Lucas SS | LONDON |
| Clarke Road SS | LONDON |
| Eagle Heights PS | LONDON |
| Prince Charles PS | LONDON |
| Princess Anne FI PS | LONDON |
| Princess Elizabeth PS | LONDON |
| Rick Hansen PS | LONDON |
| Riverside PS | LONDON |
| Ryerson PS | LONDON |
| Trafalgar PS | LONDON |
| Tweedsmuir PS | LONDON |
| University Heights PS | LONDON |
| Victoria PS | LONDON |
| W. Sherwood Fox PS | LONDON |
| West Oaks FI PS | LONDON |
| Westminster Central PS | LONDON |
| Westmount PS | LONDON |



APPENDIX A – LIST OF SCHOOLS

| | |
|---|-------------|
| H.B. Beal SS | LONDON |
| Central SS | LONDON |
| London South CI | LONDON |
| Montcalm SS | LONDON |
| Oakridge SS | LONDON |
| Saunders SS | LONDON |
| Sir Frederick Banting SS | LONDON |
| Louise Arbour FI PS | LONDON |
| Sir Wilfrid Laurier SS | LONDON |
| B. Davison SS | LONDON |
| Westminster SS | LONDON |
| G A Wheable Centre for Adult Ed. | LONDON |
| Education Centre | LONDON |
| Facility Services - Zone 5 | ARVA |
| Strathroy DCI | STRATHROY |
| Carrothers Field | LONDON |
| London Env. Ed. Ctr. - Pond Mills | LONDON |
| Facility Services - Corp. & Warehouse | LONDON |
| Jaffa Environmental Ed. Centre | AYLMER |
| Vansittart Woods Environmental Education Centre | WOODSTOCK |
| Facility Services - Zone 3 | WOODSTOCK |
| Mitchell Hepburn PS | ST THOMAS |
| Wilberforce PS | LUCAN |
| Blenheim District PS | DRUMBO |
| West Nissouri PS | THORNDALE |
| John Wise PS | ST THOMAS |
| Facility Services - Zone 4 | ST THOMAS |
| Stoney Creek PS | LONDON |
| Laurie Hawkins PS | INGERSOLL |
| Westfield PS (New Tillsonburg JK-8 PS) | TILLSONBURG |
| Mary Wright PS | STRATHROY |
| Emily Stowe PS | NORWICH |
| Sir Arthur Currie PS | LONDON |
| Cedar Hollow PS | LONDON |
| Eva Circé Côté FI PS | ST THOMAS |

END OF SCHEDULE