



REQUEST FOR PROPOSAL #118 SECURITY GUARD SERVICES

Issue Date: Friday, April 8, 2016

Stacey Shoemaker, Buyer

Issued by: The Thames Valley District School Board

Return Date: 12:00:00 noon, local time, Friday, April 29, 2016

**THAMES VALLEY DISTRICT SCHOOL BOARD
2016 REQUEST FOR PROPOSAL SECURITY GUARD SERVICES
WORKSHEET A - TERMS AND 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 sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 160 schools with an estimated enrolment of 75,000 students.		
1.0.2	The TVDSB may agree to permit other public organizations within Southwestern Ontario to access any contract(s) that may result from this solicitation. The successful proponent(s) shall allow such access with the understanding that the participating organizations be responsible for their own contract management.		
1.1	PURPOSE		
1.1.1	The purpose of this bid document is to provide interested parties with sufficient information to enable them to prepare and submit bids for consideration by the TVDSB for security guard services, subject to the conditions herein.		
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 bidding system which is available on the internet at:		
2.2.1.1	www.tvdsb.ca		
2.2.1.2	"Board"		
2.2.1.3	"Purchasing"		
2.2.1.4	"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".		
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.		

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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 2016Appendices118.xlsx file to your hard drive.		
2.2.1.10.1	Worksheet A: Terms and Conditions in Excel format		
2.2.1.10.1.1	Worksheet B: Requirements in Excel format		
2.2.1.10.1.2	Worksheet C: Pricing in Excel format		
2.2.1.10.1.3	Worksheet D: List of Staff in Excel format		
2.2.1.10.1.4	Worksheet E: List of Locations in Excel format		
2.2.1.10.1.5	Worksheet F: Criteria and Weighting in Excel format		
2.3	RETURN LOCATION		
2.3.1	Sealed bid submissions must be returned to:		
2.3.2	"Tenders Clerk"		
2.3.3	Tenders Clerk's box, Basement, Education Centre		
2.3.4	Thames Valley District School Board		
2.3.5	1250 Dundas Street		
2.3.6	London, Ontario		
2.3.7	N5W 5P2		
2.3.8	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.5 - Labeling of Envelope).		
2.3.9	The bid submission must be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.3.10	Delivery to the "Tenders Clerk" is the responsibility of the proponent.		
2.3.11	Submissions received by electronic transmission (i.e. fax or email) will not be accepted.		
2.3.12	Late bids will be returned to the proponent, unopened, if a return address is included on the submission envelope.		
2.4	IMPORTANT DATES		
2.4.1	ISSUE DATE: Friday April 8, 2016.		
2.4.2	QUESTIONS: Friday, April 15, 2016		
2.4.3	ANSWERS TO QUESTIONS: Tuesday, April 19, 2016		
2.4.4	RETURN DATE and TIME: prior to 12:00:00 noon local time Friday, April 29, 2016.		
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 Fax (519) 452-2399 or email stacey.shoemaker1@tvdsb.on.ca no later than Friday, April 15, 2016. After this date no further inquiries, concerns or questions may be submitted unless it is employee's records you require. 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	Questions concerning the terms and conditions of the bid document, whether made orally or in writing, to any individual other than indicated above may, at the sole discretion of the TVDSB, render your submission noncompliant. Direct questions in written form only to: Stacey Shoemaker. The TVDSB will only be bound by written answers to questions.		
2.5.3	The information described in section 5.12, will be provided by the TVDSB to prospective bidders. Please contact Stacey Shoemaker at stacey.shoemaker1@tvdsb.on.ca to receive the information.		
2.5.4	Answers to all questions will be posted to the TVDSB web site at www.tvdsb.on.ca :		
2.5.4.1	www.tvdsb.ca		
2.5.4.2	"Board"		
2.5.4.3	"Purchasing"		
2.5.4.4	"Bids"		
2.5.4.5	Scroll to the end of the document, click		
2.5.4.6	"Proceed to inquiry/download page"		
2.5.4.7	Proceed to the Bid, click		
2.5.4.8	"Answers to Questions"		
2.5.4.9	View documents in PDF format.		
2.5.4.10	All bid files are available for downloading at no charge from the TVDSB web site.		
2.5.5	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site. See Section 2.5.4.		
2.5.6	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		

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3.1.1	The term of this agreement shall be for one year commencing on September 1, 2016 and unless otherwise provided herein, terminating on August 31, 2017.		
3.1.2	Bidders must state if your company agree to extending this contract with the same terms and conditions for a second year ending August 31, 2018.		
3.1.3	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a third year ending August 31, 2019.		
3.2	PRICING		
3.2.1	Bidders must complete 2016Appendices118.xlsx - Worksheet C - Pricing.		
3.2.2	Bidders must print and sign all Worksheets.		
3.2.3	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.		
3.2.4	All charges must be included in the cost of the security guard services including travel to and from the destination.		
3.2.5	Prices must remain in effect for the initial one year term of the contract, commencing on September 1, 2016 and ending August 31, 2017.		
3.3	TAXES		
3.3.1	HST: Where applicable, Harmonized Sales Tax must be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
3.4	INVOICING/PAYMENT TERMS		
3.4.1	All invoices must be sent to the Thames Valley District School Board, P.O. Box 5888, London, ON N6A 5L1. Attention: Accounts Payable.		
3.4.2	Applicable taxes must be shown as separate line items on all invoices.		
3.4.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.4.3.1	Bidders should state percentage discount for early payment and net payment terms.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	REQUIREMENTS		
4.1.1	The requirements are detailed in Specifications List - 2016Appendices118.xlsx - Worksheet B - Requirements		
4.1.2	The successful vendor will supply all staff necessary to complete the duties of this contract, will carry out all work in a professional manner and to the satisfaction of the TVDSB, and will have all services performed by appropriately qualified staff.		

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4.1.3	Each bidder may be required to attend an interview at their own expense for the evaluation committee. No bid alterations will be allowed. Notification will be given to qualified bidders as to time and place.		
5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 180 days.		
5.1.2	A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. No facsimiles shall be accepted. The last submission shall supersede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda must be submitted to the "Tenders Clerk" in the same manner and within the same time constraints as the bid submission.		
5.1.3	A bidder may withdraw the bid at any time up to the official closing time by letter bearing his/her signature as it is in the submission. Withdrawal requests received after the closing date shall not be permitted. Submission withdrawals must be submitted to the "Tenders Clerk" in the same manner and within the same constraints as a bid submission.		
5.1.4	The issuance of this call for bids shall not constitute any obligation on the part of the TVDSB to any firm or individual who submits a bid.		
5.1.5	The bidder 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		

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5.1.8	The lowest or any bid submission may not necessarily be accepted. The TVDSB reserves the right to decline any or all bid submissions, or to cancel the bid call in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by the TVDSB to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal.		
5.1.9	All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.		
5.1.10	The TVDSB reserves the right to decline or purchase one or all items in this bid from one supplier or from multiple suppliers.		
5.1.11	All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between TVDSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.		
5.1.12	The successful bidder(s) must not at any time subcontract any portion of its contract with the TVDSB nor shall it assign the contract without the written permission of the TVDSB. The successful bidder(s) must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		
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.		

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5.1.14	The TVDSB may accept or waive a minor irregularity, or where practical to do so the TVDSB may as a condition of bid acceptance request a bidder to correct a minor irregularity with no change in bid price. Items of non compliancy on any bid submissions which do not strictly comply with the provisions, procedures and requirements of this bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TVDSB. All bidders agree to provide all such additional information as, and when requested, at their own expense, provided no bidder in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its bid submission or in any way materially alter or add to the solution originally proposed.		
5.1.15	All TVDSB policies, procedures and regulations must be adhered to by the successful bidder(s).		
5.1.15.1	Smoking is prohibited in all TVDSB buildings and on all TVDSB property.		
5.1.15.2	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.15.3	The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		
5.1.16	The successful bidder(s) will reimburse the TVDSB for any damages through negligence or willful acts of any of the successful bidder(s)' employees or contracted staff.		
5.1.17	The successful bidders' 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.		

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

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

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5.4.5	For the purposes hereof, "PIPEDA Protected Information" means any "Personal Information" or "Personal Health Information" as such terms are defined in PIPEDA.		
5.5	ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES		
5.5.1	The successful bidder shall comply with the provisions of the Accessibility for Ontarians with Disabilities Act, 2005, and the regulations thereunder with regard to the provision of its goods or service to persons with disabilities. The proponents acknowledge that pursuant to the Accessibility for Ontarians with Disabilities Act, 2005, the Board must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services. This legislation can be accessed through the following link to the Government of Ontario's website: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm		
5.6	HUMAN RIGHTS AND CHILD LABOUR LAWS		
5.6.1	Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Bidders wishing to do business with the TVDSB are asked to promote the purchase of goods from companies that operate in full compliance with the laws of their respective countries and with all applicable child labour laws, rules and regulations related to hiring, wages, hours worked, overtime and working conditions.		
5.6.2	Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.6.3	For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.6.3.1	http://www.ilo.org		
5.7	HEALTH, SAFETY REGULATIONS		
5.7.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the TVDSB reserves the right to invoice the successful bidder(s) for the cost of certification/replacement.		
5.7.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB must ensure that the machine, device, tool, equipment or service complies with the Occupational Health and Safety Act and Regulations of Industrial Establishments. The burden of proof rests with the supplier.		

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5.7.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. If applicable, the successful bidder(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.7.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHIMS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.8	WORKPLACE SAFETY AND INSURANCE BOARD		
5.8.1	The successful bidder(s) must ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.		
5.8.2	The successful bidder(s) must furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board. This certification is to be furnished prior to the commencement of this contract. The good standing must be maintained throughout the contract. It is the responsibility of the Contractor to ensure that the Workplace Safety & Insurance Board Certificate is updated every sixty (60) days. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.8.3	All workplace injuries or accidents on TVDSB property must be reported by the successful bidder(s) to the TVDSB's representative within 24 hours.		
5.9	COMMERCIAL LIABILITY INSURANCE		
5.9.1	The successful bidder(s) must be covered by Commercial General Liability Insurance throughout the term of the contract. Each bidder must state if it has Commercial General Liability Insurance Coverage.		

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5.9.2	Each bidder should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$2 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$2 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.9.2.1	This liability policy shall contain the following coverage:		
5.9.2.2	Personal Injury & Property Damage		
5.9.2.3	Non-Owned Automobile Liability		
5.9.2.4	Owners and Contractors Protective Coverage		
5.9.2.5	Contractual Liability		
5.9.2.6	Broad Form Property Damage		
5.9.2.7	Products & Completed Operation Insurance		
5.9.2.8	Contingent Employees Liability		
5.9.2.9	Cross Liability Clause and Severability of Interest Clause		
5.9.3	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.9.4	The successful bidder(s) agrees to indemnify, hold harmless and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason or injury (including death) or damage to any property arising out of negligent or willful acts on the part of the successful bidder(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
5.10	MOTOR VEHICLE LIABILITY INSURANCE		

FIRM NAME : _____

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**THAMES VALLEY DISTRICT SCHOOL BOARD
2016 REQUEST FOR PROPOSAL SECURITY GUARD SERVICES
WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.10.1	Bidders must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.		
5.10.2	In the event of an affirmative answer to 5.8.1, 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 5.8.3 to subsection 5.9.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.10.3	Bidders should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1million on all personally owned vehicles)per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract.		
5.10.3.1	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.10.3.2	Third Party Liability Coverage in the form of OAP-1		
5.10.4	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		

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**THAMES VALLEY DISTRICT SCHOOL BOARD
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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.10.5	The successful bidder(s) agrees to indemnify, hold harmless, and defend, the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
5.11	K9015C ONTARIO LABOUR LEGISLATION – INFORMATON TO BE PROVIDED BY CONTRACTOR		
5.11.1	Without restricting the generality of the foregoing, the Contractor shall keep its employees' records up to date and, upon request by the TVDSB, submit to the TVDSB, within seven (7) days of the date of the request, the following information regarding its employees, as provided for in a new subsection 13.1 (8) of the Employment Standard Act and as set out in Ontario Regulation 138/96:		
5.11.1.1	the employee's name, residential address and telephone number;		
5.11.1.2	his or her job classification or job description;		
5.11.1.3	the wage rate actually paid to the employee;		
5.11.1.4	a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;		
5.11.1.5	the number of hours that the employee works in a regular non-overtime work week, or if hours vary from week to week, the number of the employee's non-overtime hours for each week that the employee worked during the 13 weeks preceding the date of the request for information;		
5.11.1.6	the date on which the employer hired the employee;		
5.11.1.7	any period of employment attributed to the employer under subsection 13.1 (3) or (5) of the Act;		
5.11.1.8	the number of weeks that the employee worked at the premises during the 26 weeks preceding the date on which the request was made for the information (the 26 week period shall be extended by any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on a leave under Part XI of the Act);		
5.11.1.8.1	a statement indicating whether the employee		
5.11.1.8.2	is actively employed in providing services at the premises but whose job duties were not primarily performed at the premises during the 13 weeks immediately preceding the date on which the request was made for the information;		

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**THAMES VALLEY DISTRICT SCHOOL BOARD
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5.11.2	is employed, but not actively employed, in providing services at the premises but whose job duties were not primarily performed at the premises during his or her most recent 13 weeks of active employment.		
5.11.3	In addition to the above information, the Contractor shall, upon request, provide the TVDSB, within seven (7) days after the date of the request, with an up-to-date copy of the collective agreement regarding the employees at the premises or, if no collective agreement exists for these premises, a copy of the union certificate regarding these employees or, if no union certificate was issued, a copy of any pending union application.		
5.11.4	Between the date the information described above is provided by the Contractor and the expiry date of the Contract, the Contractor shall provide the TVDSB with updated information immediately any changes to said information occur.		
5.11.5	The information described above, with the exception of 5.11.1.1, will be provided by the TVDSB to prospective proponents for a future contract for those services relating to the premises.		
5.12	K9015C ONTARIO LABOUR LEGISLATION – INFORMATION TO BE PROVIDED TO PROPONENTS		
5.12.1	In accordance with the requirements of Section 77(1) of the Employment Standards Act, 2000, the following information concerning each employee of the previous employer providing services at the premises will be provided as a .pdf file per e-mail to all proponents that have registered an intent to bid (Worksheet I).		
5.12.1.1	job classification or job description for each employee;		
5.12.1.2	the wage rate actually paid to the employee;		
5.12.1.3	a description of the benefits, if any, provided to the employee including the cost of each benefit and the benefit period to which the cost relates;		
5.12.1.4	the number of hours that the employee works in a regular non-overtime work week, or if hours vary from week to week, the number of the employee's non-overtime hours for each week that the he/she worked during the 13 weeks preceding the date of the request for information;		
5.12.1.5	the date on which the employer hired the employee;		
5.12.1.6	any period of employment attributed to the employer under Section 10 of the Act;		

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**THAMES VALLEY DISTRICT SCHOOL BOARD
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5.12.1.7	the number of weeks that the employee worked at the premises during the 26 weeks preceding the date on which the request was made for the information (the 26-week period shall be calculated without including any period during which the provision of services at the premises was temporarily discontinued, or during which the employee was on a leave under Part XIV of the Act);		
5.12.1.8	a statement indicating whether the employee		
5.12.1.8.1	is actively employed in providing services at the premises but whose job duties were not primarily performed at the premises during the thirteen (13) weeks immediately preceding the date on which the request was made for the information; or,		
5.12.1.8.2	is employed, but not actively employed, in providing services at the premises but whose job duties were not primarily performed at the premises during his or her most recent thirteen (13) weeks of active employment.		
5.12.1.9	The name, address and telephone number of each employee as they appear in the previous employer's records will be provided to the successful proponent after award of the Contract.		
5.12.1.10	In addition to the above information, a copy of either the collective agreement, union certificate, or pending union applications regarding the employees at the premises is also attached, if applicable.		
5.12.1.11	proponents shall use the information referred to in subparagraphs 5.12.1.1 to 5.12.1.8 (and paragraph 5.12.1.10 if applicable) above only for the purposes of preparing their bids and complying with the Act, and shall not disclose such information except as may be authorized by the TVDSB in writing.		
5.12.1.12	The enclosed information concerning the employees of the previous employer providing services at the premises has been received from the previous employer and the TVDSB is unable to warrant its accuracy or completeness. If you require verification or further information, please contact: Stacey Shoemaker (Fax 519 452-2399)		
5.12.1.13	TVDSB does not warrant the accuracy or completeness of any information concerning the employees of the previous employer providing services at the premises, nor shall it be responsible for any damage or loss which may result from use of or reliance upon any of this information.		
5.13	BONDING		

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**THAMES VALLEY DISTRICT SCHOOL BOARD
2016 REQUEST FOR PROPOSAL SECURITY GUARD SERVICES
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5.13.1	The successful bidder(s) should secure a bonding company which is willing to be bound with the TVDSB in the amount of fifty thousand dollars (\$50,000) for due performance and fulfilment of this contract. The bonding shall be for each security guard. The bonding shall be for one year commencing from September 1, 2016.		
5.13.2	The Surety Company must be a Guarantee Company, satisfactory to the TVDSB and authorized to operate in the Province of Ontario.		
5.13.3	All costs for this bonding will be the responsibility of the successful bidder(s).		
5.14	CANADA'S ANTISPAM LEGISLATION		
5.14.1	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.		
5.15	CRIMINAL BACKGROUND CHECKS		
5.15.1	Bidders must agree that if it becomes the recommended successful bidder(s), pursuant to this bid, subject to approval of the TVDSB, that it shall comply with Ontario Regulation 521/01, made under the Education Act, in relation to the Collection of Personal Information. The recommended successful bidder(s) agrees to provide, at the bidder's expense, the criminal background checks of all employees and of all employees of all subcontractor(s) hired by the successful bidder(s) who may regularly come into direct contact with pupils. This agreement shall be enforced prior to any attendance by the recommended successful bidder(s) or its subcontractors at a school site of the TVDSB who may regularly come into direct contact with pupils during the duration of the contract and until the expiry of this contract.		
5.15.2	The successful bidder(s) shall further agree to provide, at the bidder's expense, an Offence Declaration as defined by the said Regulation for each of the above employees of the successful bidder(s), whether employed by the successful bidder(s) at the time of the Response and of each employee of all subcontractor personnel, whether employed by the contractor at the time of the bid submission or becoming employed at a later time, by September 1st each year during the term of the agreement contemplated by this bid.		

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THAMES VALLEY DISTRICT SCHOOL BOARD
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WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.15.3	The successful bidder(s) shall further agree that in the event that the terms of the agreement contemplated by the bid in the future becomes applicable to a school site other than those contemplated by the bid, that the successful bidder(s) shall provide, at the bidder's expense, an Offence Declaration as defined by the said Regulation for each employee of the successful bidder(s) and for each employee of all subcontractor personnel, whether employed by the contractor at the time of the bid submission prior to any attendance by the successful bidder(s) at the said school site.		
5.15.4	The recommended successful bidder(s) agrees that during the term of the agreement contemplated by this bid, not to permit any employee or the employee of any subcontractor deemed by the TVDSB to be not eligible to attend on a school site of the TVDSB as defined by the Regulation.		
5.15.5	It is deemed to be a breach of the contract for the service provider to allow anyone who has not provided a criminal background check or Offence Declaration at a TVDSB location as required by the contract and that the contract can be terminated for just cause.		
6.1	ADMINISTRATION & ORGANIZATION		
6.2.1	Bidders should include an organizational chart.		
6.2.2	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.		
6.2.3	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.		
6.2.4	Bidders should state location of their distribution centre.		
6.2.5	Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.		
7.0	7.0 BID SUBMISSION		
7.1	BIDDER'S RESPONSE GUIDE		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, proponents should use the same numbering format, as on this bid document.		
7.1.2	The bid submission must include:		
7.1.2.1	Printed and signed copies of all Worksheets:		

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THAMES VALLEY DISTRICT SCHOOL BOARD
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WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
7.1.3.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
7.1.3.2	Worksheet B: Requirements in Excel format - Electronic response required		
7.1.3.3	Worksheet C: Pricing in Excel format - Electronic response required		
7.1.3.4	Worksheet D: List of Staff in Excel format - Electronic response required		
7.1.3.5	Worksheet E: List of Locations in Excel format - No response required.		
7.1.3.6	Worksheet F: Criteria and Weighting in Excel format - No response required.		
7.1.4	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.3	Proponents' submissions should include page numbers for ease of reference by committee members.		
8.0	AWARD		
8.1	EVALUATION PROCESS		
8.1.1	An evaluation committee will be established to evaluate bid submissions.		
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
8.1.3	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the evaluation criteria shown in Worksheet F - Criteria and Weighting.		
8.1.4	Compliant proponents may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified proponents as to the time and place. The presentation shall be at the expense of the proponent.		
8.1.5	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.6	The determination of equal quality will be based on our internal professional opinions.		
8.1.7	In the event of a tie score the TVDSB will resolve the tie by a draw. The names of the tie proponents will be entered into the draw. All parties will have representation when the draw takes place.		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	www.tvdsb.ca		
8.2.1.2	"Board"		
8.2.1.3	"Purchasing"		
8.2.1.4	"Bids"		

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**THAMES VALLEY DISTRICT SCHOOL BOARD
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WORKSHEET A - TERMS AND CONDITIONS**

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

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**THAMES VALLEY DISTRICT SCHOOL BOARD
2016 REQUEST FOR PROPOSAL SECURITY GUARD SERVICES
WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
9.1.2	Click "Board"		
9.1.3	Click "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 Internet Explorer.		
9.3	BID WORKSHEETS		
9.3.1	Download the file "2016Appendices118.xlsx from the Associated Files.		
9.3.1.1	The file contains the following worksheets:		
9.3.1.2	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
9.3	Worksheet B: Requirements in Excel format - Electronic response required		
9.3.1	Worksheet C: Pricing in Excel format - Electronic response required		
9.3.2	Worksheet D: List of Staff in Excel format - Electronic response required		
9.3.3	Worksheet E: List of Locations in Excel format - No response required.		
9.3.4	Worksheet F: Criteria and Weighting in Excel format - No response required.		
9.3.5	Complete the worksheets.		
9.3.5.1	Do not convert the worksheets to a different file format (i.e. Word, .pdf, etc.). They must be uploaded to us in Excel format.		
9.3.5.2	Do not modify the Excel files by adding or deleting rows or columns, etc.		
9.3.6	Print and sign all worksheets. The printed and signed copies must be returned as hard copies.		
9.3.7	Upload files back to the TVDSB using the "Your Uploaded Files for this Tender" area.		
9.4	BID REPORT		
9.4.1	The "Bid Report" button must be clicked to initiate the transfer of any uploaded files into our system.		
9.5	LABELLING OF ENVELOPE		
9.5.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.5.2	From - Company Name & Address		

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**THAMES VALLEY DISTRICT SCHOOL BOARD
2016 REQUEST FOR PROPOSAL SECURITY GUARD SERVICES
WORKSHEET A - TERMS AND CONDITIONS**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.5.3	To: OFFICE OF THE TENDERS CLERK		
9.5.4	Thames Valley District School Board		
9.5.5	EDUCATION CENTRE, BASEMENT		
9.5.6	1250 Dundas Street,		
9.5.7	LONDON, Ontario		
9.5.8	N5W 5P2		
9.5.9	Security Guard Services		
9.5.10	Bid #118		
9.5.11	Return Date: Friday, April 29, 2016 prior to 12:00:00 noon local time		
10.0	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.:		

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**THAMES VALLEY DISTRICT SCHOOL BOARD
2016 REQUEST FOR PROPOSAL SECURITY GUARD SERVICES
WORKSHEET A - TERMS AND CONDITIONS**

<i>ITEM NO.</i>	<i>TERMS AND CONDITIONS</i>	<i>WILL COMPLY/WILL NOT COMPLY</i>	<i>COMMENT</i>
10.10	If subcontracting , bidders must provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract:		
10.10.1	Firm Name:		
10.10.2	Firm Address:		
10.10.3	Telephone Number:		
10.10.4	Fax Number:		
10.10.5	E-MAIL ADDRESS:		

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**THAMES VALLEY DISTRICT SCHOOL BOARD
2016 REQUEST FOR PROPOSAL SECURITY GUARD SERVICES
WORKSHEET B - REQUIREMENTS**

ITEM NO	DESCRIPTION	COMPLY/WILL NOT COMPLY	COMMENT
	Functional Requirements		
B1	The successful bidder(s) agrees that at the request of the Principal or delegate has the right to request the removal of a Security Guard if, in their opinion, their conduct has been of an unacceptable nature.		
B2	TVDSB will not be held responsible for unwarranted actions taken on the part of security personnel assigned duties at the TVDSB. The successful bidder(s) agrees to accept full responsibility for legal or civil action taken against TVDSB, if it is determined the actions occurred because of unwarranted action on the part of an employee of the successful bidder(s).		
B3	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel by taking action on and responding to performance concerns. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operation and modify assignments as required.		
B4	The successful bidder(s) will be responsible for providing a replacement when the primary security guard regularly scheduled is absent. The successful bidder(s) will be responsible to assign a secondary security guard to be used on a regular basis when the primary security guard is absent to ensure consistency.		
B5	Duties to include monitoring of halls, cafeteria, parking lot and parameter of school property. The security guards must be active, visible and proactive. The main priority is the safety of students.		
B6	Each location/school will direct the security guard's responsibilities.		
	Reporting		
B7	The successful bidder(s) will leave on site an action report when special circumstances arise. The report will include the name of the student, time of the incident and action taken. A copy of this report will be left at the school's office for the Principal or delegate. A sample of action report must be submitted with this submission.		
B8	Floor Plans, security information, notebooks, log books and incident reports are confidential to TVDSB and under no circumstances, may any record or copy of record of activity or occurrence be removed from TVDSB premises, without prior authorization of the Principal or delegate. Security Guards are not permitted to discuss, with any person, any matter pertaining to the TVDSB and shall not release information regarding any aspect of the TVDSB or its operation to any person.		

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**THAMES VALLEY DISTRICT SCHOOL BOARD
2016 REQUEST FOR PROPOSAL SECURITY GUARD SERVICES
WORKSHEET B - REQUIREMENTS**

ITEM NO	DESCRIPTION	COMPLY/WILL NOT COMPLY	COMMENT
	Staffing Qualifications		
B9	All Security Guards assigned to the Board must have a minimum of three years experience providing security guard services in a school setting and/or appropriate training/orientation, be physically fit and in good health, without physical/mental abnormalities which could interfere with the performance of his/her duties including good vision without colour blindness. Duties will, from time to time, include high levels of stress.		
B10	Security Guards assigned to the TVDSB must have strong social skills, experience in resolving conflict and experience in a school setting.		
B11	All property furnished by TVDSB for use by Security personnel remains the property of TVDSB. On commencement and termination of the Contract, the successful bidder(s) must submit a statement of account of property under his jurisdiction by way of the Contract.		
B12	All Security Guards assigned to the Board must be bonded in the amount of fifty thousand dollars (\$50,000).		
B13	The successful bidder(s) must comply with the Private Security and Investigative Services Act, 2005, S.O. 2005, CHAPTER 34.		
B14	The successful bidder(s) shall ensure that each guard is in possession of a valid Security Guard licence.		
B15	The successful bidder(s) shall ensure all guards are provided with the appropriate uniform and identification (including licence card from above). The cost of supplying uniforms & identification is the responsibility of the successful bidder(s). The successful bidder(s) shall ensure that guards are neat in appearance and are in proper uniform at all times while on duty. The successful bidder(s) shall issue all employees identical uniforms including coats and hats. A picture of the uniform your staff will wear must be submitted with this submission.		
B16	Bidder(s) must provide a list of standard equipment that would be provided to the staff servicing our account.		
	Training and Support		

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2016 REQUEST FOR PROPOSAL SECURITY GUARD SERVICES
WORKSHEET B - REQUIREMENTS**

ITEM NO	DESCRIPTION	COMPLY/WILL NOT COMPLY	COMMENT
B17	Training and support services are a consideration in awarding this proposal. Include any and all support, ongoing training that your company will provide to staff and identify certification relevant to the support role envisioned.		
	Quality Assurance Philosophy		
B18	Outline your company's quality assurance philosophy and program in detail related to Service related problems.		
B19	Outline your company's quality assurance philosophy and program in detail related to Quality problems.		

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2016 REQUEST FOR PROPOSAL SECURITY GUARD SERVICES
WORKSHEET B - REQUIREMENTS**

ITEM NO	DESCRIPTION	COMPLY/WILL NOT COMPLY	COMMENT
	References		
B20	Bidders must provide a minimum of three references where you have successfully provided goods and or services similar to this bid document.		
B20.1	Reference 1 - Company Name:		
	Reference 1 - Address:		
	Reference 1 - Contact Name:		
	Reference 1 - Phone Number:		
	Reference 1 - Fax Number:		
	Reference 1 - e-mail address:		
B20.2	Reference 2 - Company Name:		
	Reference 2 - Address:		
	Reference 2 - Contact Name:		
	Reference 2 - Phone Number:		
	Reference 2 - Fax Number:		
	Reference 2 - e-mail address:		
B20.3	Reference 3 - Company Name:		
	Reference 3 - Address:		
	Reference 3 - Contact Name:		
	Reference 3 - Phone Number:		
	Reference 3 - Fax Number:		
	Reference 3 - e-mail address:		

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2016 REQUEST FOR PROPOSAL SECURITY GUARD SERVICES
WORKSHEET C - PRICING**

		WORKSHEET C - PRICING	
		Rate per Hour	Comment
C1	Hourly rate - Daytime		
C2	Hourly rate - Evenings		
C3	Overtime rate		
C4	Statutory Holiday		
C5	What is considered overtime?		

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2016 REQUEST FOR PROPOSAL SECURITY GUARD SERVICES
WORKSHEET E - LIST OF LOCATIONS**

SCHOOL/DEPARTMENT	ADDRESS
<u>SECONDARY SCHOOLS</u>	
Clarke Road Secondary School	300 Clarke Road, London, ON
East Elgin Secondary School	362 Talbot Street West, Aylmer, ON
H.B. Beal Secondary School	525 Dundas Street, London, ON
Huron Park Secondary School	900 Cromwell Street, Woodstock, ON
Medway Secondary School	14405 Medway Road, Arva, ON
Saunders Secondary School	941 Viscount Road, London, ON
Strathroy District Secondary School	361 Second Street, Strathroy, ON
Westminster Secondary School	230 Base Line Road West, London, ON
<u>ADULT, ALTERNATIVE AND CONTINUING EDUCATION ADULT EDUCATION SITES</u>	
G.A. Wheable Centre for Adult Education	70 Jacqueline Street, London, ON

**THAMES VALLEY DISTRICT SCHOOL BOARD
2016 REQUEST FOR PROPOSAL SECURITY GUARD SERVICES
WORKSHEET F - CRITERIA AND WEIGHTING**

ITEM #	CRITERIA	POINTS	SUB POINTS
1.0	REPORTING REQUIREMENTS	5	
1.1	Action Report/Incident Report		5
2.0	STAFFING QUALIFICATIONS	30	
2.1	Experience with similar clients.		10
2.2	Security Guard Licence.		5
2.3	Number of Staff		5
2.4	Years of Experience		5
2.5	Staff Certification and Training		5
3.0	UNIFORMS AND EQUIPMENT	10	
3.1	Guards wear appropriate uniform.		5
3.2	List of standard equipment provided.		5
4.0	QUALITY ASSURANCE PHILOSOPHY	10	
4.1	Company's quality assurance philosophy related to service.		5
4.2	Company's quality assurance philosophy related to quality.		5
5.0	Performance	35	
5.1	References		35
6.0	Pricing	30	
6.1	Hourly Rate - Daytime		30
7.0	Finance	5	
7.1	Financial stability and freedom from potential liabilities		5
	Total Points Overall	125	125