



REQUEST FOR QUOTE # 126 - SMALL DELIVERY SERVICE

Issue Date: Friday, March 15, 2024

Buyer: Jan Romer

Issued by: The Thames Valley District School Board

Return Date: 12:00:00 noon, local time, Friday, April 12, 2024

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
1.1	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit bid submissions in response to this quote 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 84,000 students.		
1.2	Response to the Request for Quotation must be returned by email to Jan Romer, Buyer, email: j.romer@tvdsb.ca in order for the quotation to be accepted. Delivery of the quotation is the responsibility of the proponent.		
2.0	PURPOSE		
2.1	The purpose of this document is to provide interested parties with sufficient information to enable them to prepare and submit quotes for consideration by the TVDSB for Small Delivery Service .		
3.0	IMPORTANT DATES		
3.1	ISSUE DATE: Friday, March 15, 2024.		
3.2	QUESTIONS: Must be submitted prior to Friday, March 22, 2024, to Jan Romer, Buyer, by email only : j.romer@tvdsb.ca.		
3.3	RETURN DATE: 12:00 p.m. (local time) Friday, April 12, 2024.		
4.0	CONTRACT TERM		
4.1	The term of this agreement shall be for one year, commencing on May 1, 2024 and unless otherwise provided herein, terminating on April 30, 2025.		
4.2	The TVDSB may, at the end of this contract term, extend the contract for a period of two (2) years in one (1) year increments and will advise the proponent in writing of their intentions.		
4.3	Proponents should state if your company would agree to extending this contract with the same terms and conditions for a second year ending April 30, 2026.		
4.4	Proponents should state if your company would agree to extending this contract with the same terms and conditions for a third year ending April 30, 2027.		
4.5	Please state terms under which a second and/or third year option would be acceptable to you.		
4.6	NOTE: These terms must comply with all other conditions of this contract as noted.		
5.0	REQUEST FOR QUOTATION FORMAT		
5.1	Worksheet A: Terms and Conditions in Excel format - completed and signed.		
5.2	Worksheet B: Requirements in Excel format - completed and signed.		
5.3	Worksheet C: Pricing in Excel format - completed and signed.		
5.4	The bid submission must include:		
5.5	Completed " 2024Appendices126.xlsx " file in Excel format AND		
5.6	Signed scans of all signed Worksheets in PDF format.		
5.7	Failure to respond in electronic format by email will deem the bid noncompliant.		
6.0	QUANTITY		
6.1	The TVDSB spent an average of \$10,000/year (based on the last three years) on these services.		

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6.2	Future purchases are dependent upon user requests, program changes and budget approval which may be increased or decreased when orders are placed. All services may not be purchased if costs exceed budget. In no way should the information furnished be considered as a guarantee with respect to the future volume of business. The successful proponent(s) will be responsible for supplying the services that are eventually requested.		
7.0	REQUIREMENTS		
7.1	The requirements are detailed in Worksheet B.		
7.2	For each requirement as described in Worksheet B, bidders must place a response in the appropriate pricing column.		
7.3	Delivery for Service will be requested by our Schools, Distribution Centre, Educational Resource Centre, Facility Services Offices or Community Education Centres, as stated at https://www.tvdsb.ca/en/our-board/purchasing.aspx .		
8.0	PRICING		
8.1	The requirements are detailed in Pricing section - Worksheet C.		
8.2	For each requirement as described in Worksheet C, bidders must place a response in the appropriate pricing column.		
8.3	All charges must be included in the cost of the service, and in CANADIAN FUNDS. Prices must include pick up and delivery, F.O.B. to the destination; otherwise any additional costs must be clearly noted.		
8.4	Harmonized Sales Tax is extra. Applicable taxes will be shown as a separate line item on all of our orders and must be invoiced as separate line items on all invoices.		
8.5	Prices must remain in effect for the initial one year term of the contract, commencing on May 1, 2024 and ending April 30, 2025.		
8.6	The TVDSB expects to order in multiple shipments over the length of this contract.		
8.7	It is the intention of the TVDSB to rationalize its supplier base. This contract may be awarded on a per item basis or on the best cost of various groupings. The groupings will be determined by the TVDSB. Each proponent agrees to the award on this basis.		
8.8	Proponents should state any further discount, as a percentage, if all items are awarded to your company.		
9.0	ORDERING		
9.1	TVDSB employees will phone or email in the orders.		
9.2	TVDSB employees will provide their name, pick up/delivery locations, package details, type of service required and 12 digit account code.		
10.0	INVOICING/PAYMENT TERMS		
10.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario, N5W 5P2. Attention: Accounts Payable.		
10.2	Proponents must indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
10.3	Proponents should state percentage discount for early payment and net payment terms.		

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WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
10.4	Applicable taxes must be shown as separate line items on all invoices.		
11.0	WORKPLACE SAFETY AND INSURANCE BOARD		
11.1	The successful proponent(s) must ensure that all workers are covered by the Workplace Safety and Insurance Board for the duration of this contract.		
11.2	The successful proponent(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 and 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.		
11.3	All workplace injuries or accidents on TVDSB property must be reported by the successful proponent(s) to the TVDSB's representative within 24 hours.		
12.0	COMMERCIAL LIABILITY INSURANCE		
12.1	The successful proponent(s) must be covered by Commercial General Liability Insurance throughout the term of the contract. Each proponent must state if it has Commercial General Liability Insurance Coverage.		
12.2	Each proponent 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 proponent does not presently have \$2 million per occurrence of Commercial Liability Insurance coverage, the proponent 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 proponent. The successful proponent(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.		
12.2.1	This liability policy shall contain the following coverage:		
12.2.2	Personal Injury and Property Damage		
12.2.3	Non-Owned Automobile Liability		
12.2.4	Owners and Contractors Protective Coverage		
12.2.5	Contractual Liability		
12.2.6	Broad Form Property Damage		
12.2.7	Products and Completed Operation Insurance		
12.2.8	Contingent Employees Liability		
12.2.9	Cross Liability Clause and Severability of Interest Clause		

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WORKSHEET A - TERMS AND CONDITIONS

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12.2.10	Upon an award to the successful proponent(s) by the TVDSB, the successful proponent(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 proponent(s) or its employees or subcontractors during the performance of its obligations under the contract.		
12.2.11	The successful proponent(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 proponent(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
13.0	MOTOR VEHICLE LIABILITY INSURANCE		
13.1	Proponents must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.		
13.2	In the event of an affirmative answer to 13.1, the successful proponents must be covered by Automobile Liability Insurance through the term of the Contract. If the proponent's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the proponent. Each proponent must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses 13.3 to 13.4 also apply to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
13.3	Proponents should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million commercial and \$1 million on all personally owned vehicles per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the proponent does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the proponent 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 for 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 proponent. The successful proponent(s) further agrees to maintain that good standing throughout the term of the contract.		
13.3.1	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:		
13.3.2	Third Party Liability Coverage in the form of OAP-1		
13.4	Upon an award to the successful proponent(s) by the TVDSB, the successful proponent(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 proponent(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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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
13.5	The successful proponent(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 proponent(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
14.0	GENERAL CONDITIONS		
14.1	This bid is IRREVOCABLE for 180 days. The lowest or any quotation may not necessarily be accepted. The Board reserves the right to purchase one or all items on this quotation from one supplier. Delivery, service, performance record and value of overall award will be taken into consideration when awarding this material.		
14.2	A proponent who has already submitted a bid may submit an addendum in writing and signed by the proponent 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 proponent as it applies to this bid. Addenda must be submitted to the Buyer in the same manner and within the same time constraints as the bid submission.		
14.3	A proponent 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 Buyer in the same manner and within the same constraints as a bid submission.		
14.4	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.		
14.5	The proponent 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 proponent.		
14.6	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.		
14.7	The TVDSB reserves the right to withdraw the award of the contract to a successful proponent(s) within 30 days of the award if in the opinion of the TVDSB the successful proponent(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 proponent.		
14.8	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 proponent for any expense, cost, loss or damage incurred or suffered by the proponent as a result of such withdrawal.		
14.9	All costs associated with the preparation of the bid submission will be solely the responsibility of the proponent.		
14.10	The TVDSB reserves the right to decline or purchase one or all items in this bid from one supplier or from multiple suppliers.		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
14.11	All of the terms and conditions of this bid are deemed to be accepted by the proponent and incorporated into the proponent's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful proponent's response to this bid will form the contract between TVDSB and the successful proponent(s). Any conflict in the wording of the proponent'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 proponent's invoice and/or sales		
14.12	The successful proponent(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 proponent(s) must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		
14.13	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 proponents. 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 proponents from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		
14.14	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 proponent 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 proponents agree to provide all such additional information as, and when requested, at their own expense, provided no proponent 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.		
14.14	All TVDSB policies, procedures and regulations must be adhered to by the successful proponent(s).		
14.16	Smoking is prohibited in all TVDSB buildings and on all TVDSB property.		
14.17	Some TVDSB sites are equipped with video surveillance cameras.		
14.18	The successful proponent(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		
14.19	The successful proponent(s) will reimburse the TVDSB for any damages through negligence or wilful acts of any of the successful proponent(s)' employees or contracted staff.		
14.20	The successful proponent(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.		
14.21	The TVDSB reserves the right to demand the removal of any successful proponent's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
14.22	The successful proponent(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the proponent's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
14.23	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
15.0	CANCELLATION OF CONTRACT / LOSS OF SERVICE		
15.1	The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful proponent(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful proponent(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 proponent(s) for damages that result from the breach of the terms and conditions of the contract, by the successful proponent(s).		
15.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful proponent(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 proponent(s) or its insurer.		
15.3	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 proponent(s) for any indebtedness of the supplier that may impact on the TVDSB.		
15.4	The successful proponent(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful proponent(s), the TVDSB's staff or third party interruptions.		
15.5	In the event that the successful proponent(s) becomes insolvent, and/or the successful proponent(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 proponent(s) with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this bid.		
16.0	ACCESSABILITY FOR ONTARIANS WITH DISABILITIES		
16.1	The successful proponent shall comply with the provisions of the Accessibility for Ontarians with Disabilities Act, 2005, and the regulations thereunder with regard to the provision of its goods or service to persons with disabilities. The proponents acknowledge that pursuant to the Accessibility for Ontarians with Disabilities Act, 2005, the Board must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services. This legislation can be accessed through the following link to the Government of Ontario's website: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm		
17.0	CANADA'S ANTISPAM LEGISLATION		

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WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
17.1	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.		
18.0	REFERENCES		
18.1	New proponents must provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference must contain the following information:		
18.1.1	Reference 1 - Company Name:		
18.1.2	Reference 1 - Contact Name:		
18.1.3	Reference 1 - Email address:		
18.1.4	Reference 2 - Company Name:		
18.1.5	Reference 2 - Contact Name:		
18.1.6	Reference 2 - Email address:		
18.1.7	Reference 3 - Company Name:		
18.1.8	Reference 3 - Contact Name:		
18.1.9	Reference 3 - Email address:		
19.0	SIGNATURE PAGE:		
19.1	I hereby acknowledge that I have read, understand and agree to the forgoing Contract Terms and Conditions.		
19.2	FIRM NAME:		
19.3	SIGNATURE:		
19.4	NAME:		
19.5	TELEPHONE NO.:		
19.6	FAX NO.:		
19.7	EMAIL:		
19.8	INTERNET ADDRESS:		

Jan Romer
Purchasing Department

Beth Mai
Chairperson

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2024 - SMALL DELIVERY SERVICE
WORKSHEET B - REQUIREMENTS

ITEM NO.	REQUIREMENTS	WILL COMPLY/WILL NOT COMPLY	COMMENT
	PICKUP / DELIVERY DAYS		
B1	Deliveries will be completed from Monday to Friday, during normal business hours.		
	MAIL/COURIER SERVICE RUNS		
B2	Including but not limited to:		
B3	Delivery service to and from TVDSB facilities or stated addresses, including but not limited to packages, envelopes and equipment.		
B4	The TVDSB will require the pick up or delivery of envelopes or small packages. This could include, but is not limited to, envelope service to professional offices, such as architects, engineers, lawyers or retail outlets etc.		
B5	Daily pickup of TVDSB Mail at Canada Post, 951 Highbury Avenue, London, ON N5Y 1B0 and delivery to the TVDSB, Education Centre, 1250 Dundas Street, London, ON, N5W 5P2. This pickup and delivery is to be made everyday the post office is open. The mail must be delivered to the TVDSB Education Centre before 9:00 a.m. each day.		
	PICKUP / RETURN AREAS		
B6	Most buildings do not have loading docks.		
B7	Most buildings do not have elevators.		
B8	In some buildings, the designated area may be located on the second or third floor. All items must be picked up and returned only to the designated areas.		
	SERVICE LEVELS		
B9	Proponents should describe your company's customer service policy.		
B10	Package traceability service should be described. Waybill usage is mandatory, including chain of signatures for each shipment.		
B11	Proof of delivery will be required, upon request, for deliveries.		
B12	For shipments that are non-deliverable (after two attempts), the shipper should be notified within one day. This would also apply to any delivery refusals.		
B13	On time service is mandatory. Failure to comply on an ongoing basis will result in the termination of this contract.		
	COMPANY PROFILE		
B14	Proponents must state the number of years in business.		
B15	Proponents must state the number of employees and drivers.		
B16	All drivers involved in the execution of this contract must be bonded. Proponents must state if all their employees are bonded.		
B17	Drivers must possess the valid driver's license associated to the type of vehicle they are operating.		

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WORKSHEET B - REQUIREMENTS

ITEM NO.	REQUIREMENTS	WILL COMPLY/WILL NOT COMPLY	COMMENT
	VEHICLE REQUIREMENTS		
B18	All vehicles must be mechanically fit, pass and are maintained within all Government required safety inspections within the Province of Ontario. Any vehicles that fail to maintain the standards required by law should be removed from service (to the TVDSB) immediately.		
B19	The successful proponent(s) will be responsible for security of all delivery items while en route and at delivery site by closing and locking doors.		
B20	Any damages or loss caused while in the care of the successful proponent(s) are the successful proponent'(s) responsibility and they will incur the costs of replacement/repair.		
	PROCEDURES FOR RESOLVING COMPLAINTS		
B21	The company must identify a person who will investigate complaints, resolve issues, and problems relating to the execution of this contract.		
B22	The contact person for the TVDSB must be notified immediately, either verbally or in written format, of any and all problems and issues encountered by the Courier, and vice versa.		

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ITEM NO.	REQUIREMENTS	Within London	Within Middlesex County	Within Elgin County	Within Oxford County	London to Middlesex	From County to County or London	Comments
	PRICING (Rates)							
	DAILY PICK-UPS							
C1	Daily pickup of TVDSB Mail at Canada Post, 951 Highbury Avenue, London, ON N5Y 1B0 and delivery to the TVDSB, Education Centre, 1250 Dundas Street, London, ON, N5W 5P2.							
	ENVELOPES AND SMALL PACKAGES							
C2	Two (2) Hour Delivery							
C3	Four (4) Hour Delivery							
C4	Overnight Delivery (Pick up by end/day to AM)							
C5	Same Day Packages up to 25 lbs							
C6	Same Day Packages over 25 lbs. - up to 45 lbs.							
C7	Next Day Delivery - up to 25 lbs							
C8	Next Day Delivery - over 25 lbs							
C9	Is there a km charge? If so, state cost:							
C10	Is there a fuel surcharge? If so, state how determined and applied:							
C11	Other - State:							
	BASIC RATES							
C12	Rate per Hour/Driver							
C13	Rate per Hour/Other - Please state:							
	MISCELLANEOUS - State any additional charges for:							
C14	Re-delivery option - return to destination if first delivery attempt fails							
C15	Overweight surcharge, by pound:							
C16	Other - State:							

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