



**REQUEST FOR PROPOSAL**

**WIRELESS WIDE AREA NETWORK LINKS**

**#173**

Issue Date: January 21, 2011  
Issued by: The Thames Valley District School Board  
#173  
Cheryl MacKenzie, Buyer  
**RETURN DATE and TIME: prior to 12:00:00 p.m. local time Tuesday, February 15, 2011**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	
<b>1.0</b>	<b>INTRODUCTION</b>		
1.01	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 185 schools with an estimated enrolment of 77,000 students. In total, the TVDSB has over 200 educational and administrative sites spread out over 7,000 square kilometres.		
1.02	TVDSB is seeking a qualified vendor to provide wireless point to point wide area Ethernet links. These links are to provide Ethernet connectivity between TVDSB buildings. The TVDSB buildings to be connected currently have limited wide area network connectivity provided by Bell Canada. Current bandwidth is T1, 1.5 Mbps. Local area networks are 100 MBps, Ethernet. Local routing is handled by Cisco 3560 L3 switches. It is expected that routing between buildings serviced by proposed links will utilize the Cisco 3560's. The successful vendor will provide design, configuration, installation, integration, testing and ongoing maintenance for the proposed links.		
<b>1.1</b>	<b>PURPOSE</b>		
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, subject to the conditions herein.		
<b>1.2</b>	<b>CURRENT ENVIRONMENT</b>		
1.2.1	All Board locations are connected to a high speed wide area network. The Boards, in partnership with their networking providers, support a WAN that is QOS enabled. WAN speeds and capacities vary depending on location. Bandwidths vary from a minimum of 1.5 Mbs to a maximum of 1 Gbps.		
1.2.2	A list of sites and bandwidth requirements is shown in Worksheet D.		
1.2.3	TVDSB, currently use separate VoIP telephone systems (Nortel)		
<b>1.3</b>	<b>OBJECTIVES</b>		
1.3.1	TVDSB is seeking point to point wireless Ethernet links that will link locations that currently have limited WAN links with locations that have high speed fibre based WAN links. These links are to provide enhanced Ethernet connectivity between TVDSB buildings.		
1.3.2	The TVDSB is looking for cost effective solutions that will meet current and future requirements. Your proposal should identify any new and unreleased technology that would meet the TVDSB's, technology requirements.		

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1.3.3	The proposed solution should address architecture, features each system provides, management reporting capabilities, cost of maintenance, upgrades and add-ons, individual moves, adds deletions, removals, relocations and the total cost of ownership/investment of the proposed system.		
<b>2.0</b>	<b>BID DEFINITIONS AND INFORMATION</b>		
<b>2.1</b>	<b>DEFINITIONS</b>		
2.1.1	The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission.		
2.1.1.1	The word "MUST" shall mean bidders "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant.		
2.1.1.2	The word "SHOULD" shall mean bidders "should" include the required information in bid submission.		
2.1.1.3	The word "NONCOMPLIANT" shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.1.4	The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform any portion or all of this bid.		
2.1.1.5	The word "QUALIFIED" shall mean a bidder who is compliant and has included the required information in their bid submission.		
2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		
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.		
<b>2.2</b>	<b>STRUCTURE OF THIS BID</b>		
2.2.1	Bidders <b>must</b> use the electronic bidding file (setup.exe) which is available on the internet at:		
2.2.1.1	www.tvdsb.ca		
2.2.1.2	"Board"		
2.2.1.3	"Purchasing"		

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2.2.1.4	"Bids"		
2.2.1.5	Scroll to the end of the document, click		
2.2.1.6	"Proceed to inquiry/download page".		
2.2.1.7	Proceed to the bid, click		
2.2.1.8	"New" Icon		
2.2.1.9	The setup.exe file contains the Appendices173.xls with the following worksheets:		
2.2.1.10	Worksheet A: Terms and Conditions in Excel format, electronic response required		
2.2.1.11	Worksheet B: Requirements/Specifications in Excel format, electronic response required		
2.2.1.12	Worksheet C - Staffing/Qualifications in Excel format, electronic response required		
2.2.1.13	Worksheet D: Pricing and locations in Excel format, electronic response required (1, 3, and 5 year terms)		
2.2.1.14	Worksheet F: Criteria and Weighting in Excel format - no response required		
<b>2.3</b>	<b>RETURN LOCATION</b>		
2.3.1	Sealed bid submissions <b>must</b> 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 - Labelling of Envelope and diskette or CD).		
2.3.9	The bid submission <b>must</b> 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 bidder.		
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 bidder, unopened, if a return address is included on the submission envelope.		
<b>2.4</b>	<b>IMPORTANT DATES</b>		
2.4.1	ISSUE DATE: Wednesday, January 21, 2011		
2.4.2	QUESTIONS: Thursday, January 27, 2011		
2.4.3	ANSWERS TO QUESTIONS: Monday, January 31, 2011		
2.4.5	<b>RETURN DATE and TIME: prior to 12:00:00 p.m. local time Tuesday, February 15, 2011</b>		
2.4.6	PRESENTATION IF REQUIRED: The week of February 21.		

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<b>2.5</b>	<b>QUESTIONS</b>		
2.5.1	All questions pertaining to this bid document are to be addressed to: Cheryl MacKenzie, by Fax (519) 452-2399 or email c.mackenzie@tvdsb.on.ca no later than Thursday, July 16, 2009. After this date no further inquiries, concerns or questions may be submitted. 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 <b>must</b> 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: Cheryl MacKenzie The TVDSB, will only be bound by written answers to questions .		
2.5.3	Answers to all questions will be posted to the TVDSB web site at www.tvdsb.ca		
2.5.3.1	"Board"		
2.5.3.2	"Purchasing"		
2.5.3.3	"Bids"		
2.5.3.4	Scroll to the end of the document, click		
2.5.3.5	"Proceed to inquiry/download page"		
2.5.3.6	Proceed to the Bid, click		
2.5.3.7	"Answers to Questions"		
2.5.3.8	View documents in PDF format.		
2.5.4	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 2.5.3.		
2.5.5	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.		
<b>3.0</b>	<b>CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT</b>		
<b>3.1</b>	<b>CONTRACT TERM</b>		
3.1.1	The term of this agreement will be depended on the bids submission received either 1, 3, or 5 years. It will commence upon the commissioning of the links		
<b>3.2</b>	<b>PRICING</b>		
3.2.1	All charges <b>must</b> be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.2	Prices <b>must</b> include delivery, F.O.B. destination. <b>NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.</b>		

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3.2.3	Prices <b>must</b> remain in effect for the term stated in your bid of the contract, commencing on month, day, year.		
3.2.4	<b>Preference will be given to bidders who quote on all locations.</b>		
3.2.5	Bidders should state any further discount, as a percentage, if all items are awarded to your company.		
3.2.6	The TVDSB will not expect any price increases for the exact configuration quoted during the roll out.		
3.2.7	The TVDSB would like to take advantage of any promotions, price decreases, rebates or new technologies available during the term of the contract. Detail your company's strategy related to future pricing, new hardware components or new technologies.		
<b>3.3</b>	<b>TAXES</b>		
3.3.1	HST: Where applicable, Harmonized Sales Tax <b>must</b> be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
<b>3.4</b>	<b>DELIVERY &amp; ORDERING</b>		
3.4.1	Delivery for all items will be directly to our Schools, Distribution Centre, Educational Resource Centre, Community Education Centres.		
3.4.2	The successful bidder(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping or installation.		
3.4.3	The successful bidder(s) bears the risk of loss with respect to equipment until delivery and/or installation is complete.		
3.4.4	The successful bidder(s) will remove all packaging and shipping debris at no cost to the TVDSB.		
3.4.5	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of lading.		
3.4.6	The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time <b>must</b> be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		
<b>3.5</b>	<b>INVOICING/PAYMENT TERMS</b>		
3.5.1	All invoices must be sent to the respective individual Accounts Payable Departments: Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2.		
3.5.2	Applicable taxes <b>must</b> be shown as separate line items on all invoices.		
3.5.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.5.3.1	Bidders should state percentage discount for early payment and net payment terms.		
3.5.4	Purchase order numbers <b>must</b> be stated on all invoices; invoices without will be returned unpaid.		

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3.5.5	The TVDSB prefers electronic invoices. Bidders should state if they are able to send us a flat ASCII file in any file layout.		
<b>4.0</b>	<b>SPECIFICATIONS/REQUIREMENTS</b>		
<b>4.1</b>	<b>QUALITY</b>		
4.1.1	Unless otherwise specified, supplies must be new, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the TVDSB pertaining to items being rejected is final.		
4.1.2	The determination of equal quality will be based on our internal professional opinions.		
4.1.3	In addition to price, quality and suitability will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will be also taken into consideration when awarding this contract.		
4.1.4	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
4.1.5	The successful bidder(s) must carry out all work to the satisfaction of the TVDSB. All trade work is to be performed by appropriately certified staff.		
<b>4.2</b>	<b>QUANTITY/TERM</b>		
4.2.1	Current WAN links are operation. It is expected that the successful bidder will quote on 1, 3 and 5 year terms, effective date of term will be the date of circuit commissioning.		
4.2.1.1	<b>Preference will be given to bidders who quote on all locations.</b>		
<b>4.3</b>	<b>REQUIREMENTS</b>		
4.3.1	The requirements are detailed in Requirements/Specifications List - Worksheet B		
4.3.2	For each requirement as described in Worksheet B bidders <b>must</b> place a response in the appropriate column. The following definitions are used:		
4.3.2.1	Complies: The system fully meets the requirement.		
4.3.2.2	Deviates: The system partially meets the requirements. For each response, describe what specifically is and is not available. Also indicate how the system would achieve the requested functionality.		
4.3.2.3	Planned/In Development: State Date Available.		
4.3.2.4	Not planned. No intent to provide the requirement.		
4.3.3	The successful bidder(s) <b>should</b> be a certified dealer/distributor of the manufacturer of the equipment/products they are proposing.		
4.3.4	The successful bidder(s) <b>must</b> have the proprietary right or license to use software being provided or imbedded in the hardware that is being provided.		
<b>4.4</b>	<b>IMPLEMENTATION</b>		

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4.4.1	Bidder(s) <b>must</b> outline an implementation schedule in Worksheet D.		
4.4.2	Bidder(s) <b>must</b> state penalty for failure to meet implementation schedule in Worksheet B.		
4.4.3	Penalties stated in Worksheet B will apply for failure to meet implementation dates. The penalty <b>must</b> be stated.		
<b>4.5</b>	<b>ILLUSTRATIVE LITERATURE</b>		
4.5.1	Bidders should submit ILLUSTRATIVE and SPECIFICATION INFORMATION for each item of which they have bid.		
4.5.1.1	Bidders should state if this literature can be obtained directly from the manufacturer via the internet.		
4.5.1.2	Bidders should state the web site addresses for each manufacturer.		
<b>4.6</b>	<b>SUBSTITUTIONS</b>		
4.6.1	In the event that an item ordered becomes discontinued during the contract, all bidders must notify the Purchasing Services Department for authorization before the item is substituted and shipped to our Distribution Centre. Successful bidders may be required to provide samples of the proposed substitutions before sending shipments. The Board reserve the right to return any shipment <b>COLLECT</b> , if in our opinion the products supplied do not conform to the specifications in this bid document.		
<b>4.7</b>	<b>PRESENTATION/INTERVIEW/DEMONSTRATION</b>		
4.7.1	Qualified bidders may be required to make a presentation/attend an interview at the bidders' own expense or arrange a visit for the evaluation committee to an existing installed location that matches the requirements of the bid. No bid alterations will be allowed. Notification will be given to qualified bidders as to time and place.		
<b>4.8</b>	<b>ENVIRONMENT</b>		
4.8.1	Bidder(s) must include a detailed description of any environmental initiative and how your program would be implemented and benefit TVDSB.		
<b>5.0</b>	<b>TERMS AND CONDITIONS</b>		
<b>5.1</b>	<b>GENERAL TERMS AND CONDITIONS</b>		
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 <b>must</b> be submitted to the "Tenders Clerk" in the same manner and within the same time constraints as the bid submission.		

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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 <b>must</b> 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 should have satisfactorily fulfilled all relevant obligations as required under the terms and conditions of any previous award in order to be considered as an acceptable bidder.		
5.1.6	The laws of the Province of Ontario shall govern in any dispute occasioned as a result of the performance or non-performance and/or workmanship of a contract issued pursuant to the bid and any dispute arising out of the issuance of and response to this bid.		
5.1.7	The TVDSB reserves the right to withdraw the award of the contract to a successful bidder(s) within 30 days of the award if in the opinion of the TVDSB, the successful bidder(s) is unable or unwilling to enter into a form of contract satisfactory to the TVDSB. The TVDSB shall be entitled to do so without any liability being incurred by the TVDSB to the bidder		
5.1.8	The lowest or any bid submission may not necessarily be accepted. The TVDSB reserves the right to decline any or all bid submissions, or to cancel the bid call in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by the TVDSB to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal.		
5.1.9	All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.		
5.1.10	The TVDSB reserves the right to decline or purchase one or all items in this bid from one supplier or from multiple suppliers.		
5.1.11	All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between the 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.		

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5.1.12	The successful bidder(s) must not at any time subcontract any portion of its contract with the TVDSB nor shall it assign the contract without the written permission of the TVDSB. The successful bidder(s) must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		
5.1.13	While the TVDSB has used considerable efforts to ensure an accurate representation of information in this bid document, the information contained herein is contained solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the TVDSB nor is it necessarily comprehensive or exhaustive. Nothing in this bid document is intended to relieve bidders from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		
5.1.14	The TVDSB may accept or waive a minor irregularity, or where practical to do so the TVDSB may as a condition of bid acceptance request a bidder to correct a minor irregularity with no change in bid price. Items of non compliancy on any bid submissions which do not strictly comply with the provisions, procedures and requirements of this bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TVDSB. All bidders agree to provide all such additional information as, and when requested, at their own expense, provided no bidder in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its bid submission or in any way materially alter or add to the solution originally proposed.		
5.1.15	All TVDSB policies, procedures and regulations must be adhered to by the successful bidder(s).		
5.1.15.1	Smoking is prohibited in all TVDSB buildings and 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 of their sites.		
5.1.16	The successful bidder(s) will reimburse the TVDSB for any damages through negligence or wilful acts of any of the successful bidder(s)' employees or contracted staff.		
5.1.17	The successful bidder(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.		
5.1.18	The TVDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		

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5.1.19	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.1.21	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.		
<b>5.2</b>	<b>5.2 CANCELLATION OF CONTRACT / LOSS OF SERVICE</b>		
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.		
<b>5.3</b>	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT</b>		

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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.		
<b>5.4</b>	<b>PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT</b>		
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		
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.		
<b>5.5</b>	<b>HUMAN RIGHTS AND CHILD LABOUR LAWS</b>		

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5.5.1	Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Bidders wishing to do business with the TVDSB, are asked to promote the purchase of goods from companies that operate in full compliance with the laws of their respective countries and with all applicable child labour laws, rules and regulations related to hiring, wages, hours worked, overtime and working conditions.		
5.5.2	Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.5.3	For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.5.3.1	<a href="http://www.ilo.org">http://www.ilo.org</a>		
<b>5.6</b>	<b>HEALTH, SAFETY REGULATIONS</b>		
5.6.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the TVDSB reserves the right to invoice the successful bidder(s) for the cost of certification/replacement.		
5.6.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB must ensure that the machine, device, tool, equipment or service complies with the Occupational Health and Safety Act and Regulations of Industrial Establishments. The burden of proof rests with the supplier.		
5.6.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. If applicable, the successful bidder(s) <b>must</b> supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.6.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in 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.		
5.6.5	No supplier will be awarded any product that requires a Material Safety Data Sheet unless the bidder complies with the conditions above.		
5.5.6	The TVDSB reserves the right to request to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		
<b>5.7</b>	<b>WORKPLACE SAFETY AND INSURANCE BOARD</b>		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	
5.7.1	The successful bidder(s) <b>must</b> ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.		
5.7.2	The successful bidder(s) must furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board. This certification is to be furnished prior to the commencement of this contract. The good standing must be maintained throughout the contract. It is the responsibility of the Contractor to ensure that the Workplace Safety & Insurance Board Certificate is updated every sixty (60) days. The TVDSB n reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.7.3	All workplace injuries or accidents on TVDSB property must be reported by the successful bidder(s) to the TVDSB's representative within 24 hours.		
<b>5.8</b>	<b>COMMERCIAL LIABILITY INSURANCE</b>		
5.8.1	The successful bidder(s) <b>must</b> be covered by Commercial General Liability Insurance throughout the term of the contract. Each bidder must state if it has Commercial General Liability Insurance Coverage.		
5.8.2	Each bidder should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$5 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$5 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$5 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.8.2.1	This liability policy shall contain the following coverage:		
5.8.2.2	Personal Injury & Property Damage		
5.8.2.3	Non-Owned Automobile Liability		
5.8.2.4	Owners and Contractors Protective Coverage		
5.8.2.5	Contractual Liability		
5.8.2.6	Broad Form Property Damage		
5.8.2.7	Products & Completed Operation Insurance		
5.8.2.8	Contingent Employees Liability		
5.8.2.9	Cross Liability Clause and Severability of Interest Clause		

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5.8.3	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.8.4	The successful bidder(s) agrees to indemnify, hold harmless and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason or injury (including death) or damage to any property arising out of negligent or wilful 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.		
<b>5.9</b>	<b>MOTOR VEHICLE LIABILITY INSURANCE</b>		
5.9.1	Bidders must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB		
5.9.2	In the event of an affirmative answer to 5.9.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the Contract. If the bidder's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.9.3 to subsection 5.9.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.9.3	Bidders should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1million on all personally owned vehicles) per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract.		
5.9.3.1	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	
5.9.3.2	Third Party Liability Coverage in the form of OAP-1		
5.9.4	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		
5.9.5	The successful bidder(s) agrees to indemnify, hold harmless, and defend, the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the part of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
<b>6.0</b>	<b>BIDDER PROFILE</b>		
<b>6.2</b>	<b>ADMINISTRATION &amp; ORGANIZATION</b>		
6.2.1	Bidders <b>must</b> 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 their employees service sites wearing uniforms.		
6.2.6	Bidders should state if their employees carry photo identification.		
6.2.7	Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.		
<b>7.0</b>	<b>7.0 BID SUBMISSION</b>		
<b>7.1</b>	<b>BIDDER'S RESPONSE GUIDE</b>		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, bidders should use the same numbering format, as on this bid document.		
7.1.2	The bid submission <b>must</b> include:		
7.1.2.1	Printed and signed copies of all Worksheets contained in Appendices173.xls		
7.1.3	One Diskette or CD with file names:		
7.1.3.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	
7.1.3.2	Worksheet B: Requirements/Specifications in Excel format - Electronic response required		
7.1.3.3	Worksheet C: Staffing/Qualifications in Excel format - Electronic response required		
7.1.3.4	Worksheet D: Pricing/location in Excel format (3 Worksheets (1, 3, and 5 year pricing scenarios - Electronic response required		
7.1.3.5	Worksheet F: Criteria and Weighting in Excel format - no response required		
7.1.4	It is the bidders responsibility to ensure the that the necessary "files" on the diskette or CD.		
7.1.5	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.6	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.3 - Labelling Instructions).		
7.1.7	Bidders' submissions should include page numbers for ease of reference by committee members.		
7.1.8	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.9	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
<b>8.0</b>	<b>8.0 AWARD</b>		
<b>8.1</b>	<b>EVALUATION PROCESS</b>		
8.1.1	An evaluation committee will be established to evaluate bid submissions.		
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
8.1.3	Ability to supply the requirements identified in Appendices Worksheets and other relevant sections.		
8.1.4	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the evaluation criteria shown in Worksheet F - Criteria & Weighting.		
8.1.5	Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.		
8.1.6	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.7	The determination of equal quality will be based on our internal professional opinions.		
8.1.8	In the event of a tie score the TVDSB will resolve the tie by a draw. The names of the tie bidders will be entered into the draw. All parties will have representation when the draw takes place.		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	
8.1.9	In accordance with the TVDSB Policies and Procedures, the recommended bid must be submitted to the Board Trustees for their consideration and approval.		
<b>8.2</b>	<b>AWARD AND NOTIFICATION OF CONTRACT</b>		
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	<a href="http://www.tvdsb.ca">www.tvdsb.ca</a>		
8.2.1.2	"Board"		
8.2.1.3	"Purchasing"		
8.2.1.4	"Bids"		
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.		
<b>8.3</b>	<b>DEBRIEFING</b>		
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.		
<b>8.4</b>	<b>BID PROTEST PROCEDURE</b>		
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.		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	
	Cheryl MacKenzie Purchasing Services	Tracy Grant Chairperson	
<b>9.0</b>	<b>ELECTRONIC BIDDING INSTRUCTIONS</b>		
<b>9.1</b>	<b>DOWNLOADING BID DOCUMENTS</b>		
9.1.1	All documents are available from the TVDSB Web Site at <a href="http://www.tvdsb.on.ca">www.tvdsb.on.ca</a>		
9.1.2	Click "Purchasing - Bids" icon		
9.1.3	Click "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
9.1.4	Read instructions		
9.1.5	Click "Proceed to Inquiry/Download page"		
9.1.6	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.7	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.8	All bid files are available for downloading at no charge from the TVDSB web site.		
<b>9.2</b>	<b>PRINTING COPIES OF BID DOCUMENTS</b>		
9.2.1	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
<b>9.3</b>	<b>COMPUTER SYSTEM REQUIREMENTS</b>		
9.3.1	To use the electronic system, bidders <b>must</b> have the following equipment:		
9.3.1.1	Microsoft Windows, version 95 or greater		
9.3.1.2	2.5 MB available hard drive space		
9.3.1.3	3 ½ 1.44 MB diskette drive or CD Burner.		
<b>9.4</b>	<b>INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:</b>		
9.4.1	The TVDSB has made every effort to ensure the files are free of any virus and are functional. However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus.		
9.4.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
9.4.3	The bid files are installed into a default directory called C:\LBTENDER. When the installation process is complete, a box will appear with a "Remove Thames Valley District School Board Tender icon"; please close this box. When the setup is complete, click close.		
9.4.4	To begin the Bid Program:		
9.4.4.1	Go to Windows Explorer		
9.4.4.2	Click on C:\ drive		
9.4.4.3	Open the folder "lbtender"		
9.4.4.5	The Appendices173.xls will be installed in the C:\lbtender directory with the following worksheets:		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	
9.4.5	Worksheet A - Terms and conditions		
9.4.6	Worksheet B - Requirements/Specifications		
9.4.7	Worksheet C - Staffing/Qualifications		
9.4.8	Worksheet D - Pricing and Locations (1, 3, and 5 years, one spreadsheet for each scenario)		
9.4.9	Worksheet F - Criteria & Weighting		
<b>9.5</b>	<b>THE RETURN DISKETTE, CD OR OTHER ELECTRONIC MEDIUM:</b>		
9.5.1	After all bids have been entered:		
9.5.1.1	Copy the all Appendixes to either a Diskette, CD or Flash Drive using your company's standard CD Writing program.		
9.5.1.2	Check to ensure that the "files" are on the diskette, CD or Flash Drive. Without these files we will not be able to download your bid.		
9.5.1.3	Be sure to label your diskette, CD, or Flash Drive with company name and signature.		
<b>9.6</b>	<b>LABELLING OF ENVELOPE AND ELECTRONIC MEDIUM</b>		
9.6.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.6.2	From - Company Name & Address		
9.6.3	To: OFFICE OF THE TENDERS CLERK		
9.6.4	Thames Valley District School Board		
9.6.5	EDUCATION CENTRE,		
9.6.6	1250 Dundas Street,		
9.6.7	LONDON, Ontario		
9.6.8	N5W 5P2		
9.6.9	Wireless Wide Area Network Links		
9.6.10	Bid # 173		
9.6.11	<b>RETURN DATE and TIME: prior to 12:00:00 p.m. local time Tuesday, February 15, 2011</b>		
<b>9.7</b>	<b>PLEASE AFFIX LABEL ON ELECTRONIC MEDIUM AS SHOWN BELOW:</b>		
9.7.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.7.2	Wireless Wide Area Network Links		
9.7.3	Bid # 173		
9.7.4	<b>RETURN DATE and TIME: prior to 12:00:00 p.m. local time Tuesday, February 15, 2011</b>		
9.7.5	Signature:		
9.7.6	Firm Name:		
<b>10.0</b>	<b>SIGNATURE PAGE</b>		
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.		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	
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 <b>must</b> state the jurisdiction in which the corporation was originally incorporated in:		
10.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		
10.9.2	E-MAIL ADDRESS:		
10.9.3	ADDRESS:		
10.9.4	INTERNET ADDRESS:		
10.9.5	TELEPHONE NO.:		
10.9.6	FAX NO.:		
10.10	If subcontracting, bidders must provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB, may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract:		
10.10.1	Firm Name:		
10.10.2	Firm Address:		
10.10.3	Telephone Number:		
10.10.4	Fax Number:		
10.10.5	E-MAIL ADDRESS:		

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ITEM NO.	SPECIFICATIONS	COMPLIES/DEVIATES/IN DEVELOPMENT/NOT PLANNED	COMMENTS
<b>TECHNICAL/NETWORK ARCHITECTURE</b>			
B1	Bidders <b>must</b> state price for at least one term in Worksheet D. (One worksheet for each scenario 1 year, 3 years or 5 years).		
B2	Bidders should quote on wireless point to point wide area Ethernet links. These links are to provide Ethernet connectivity between TVDSB buildings		
B3	The TVDSB buildings to be connected currently have limited wide area network connectivity provided by Bell Canada. Current bandwidth is T1, 1.5 Mbps. Local area networks are 100 MBps, Ethernet. Local routing is handled by Cisco 3560 L3 switches. It is expected that routing between buildings serviced by proposed links will utilize the Cisco 3560's. The link will be from a T1 connected site to a site that is fibre optic connected.		
B4	The successful vendor will provide design, configuration, installation, integration, testing and ongoing maintenance for the proposed links.		
B5	Bidders should guarantee delivery of data at full rated speed of Link speed – average 20 Mbps, minimum, 10 Mbps		
<b>DESIGN</b>			
B6	TVDSB has provided location information. It is our belief that longitude and latitude information is accurate. It is the vendor's responsibility to verify actual locations and link length.		
B7	The TVDSB will work with successful vendor to determine suitable location for tower installation.		
B8	The successful bidder is responsible for design of link technology including all antennas, towers, cables, transmitters, connectors, lightning suppressors, ground straps and connectivity to LAN's.		
B9	The design should provide for an average Ethernet throughput of 20 Mbps, with a minimum of 10 Mbps. Systems availability should be 99.97%		
<b>SPECIFICATIONS</b>			
B10	• Wireless spectrum, unlicensed		

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ITEM NO.	SPECIFICATIONS	COMPLIES/DEVIATES/IN DEVELOPMENT/NOT PLANNED	COMMENTS
B11	▪ Max. tower height – 20 metres		
B12	▪ Connectivity to building – RJ 11 - Ethernet		
	<b>INSTALLATION</b>		
B13	The successful vendor shall provide installation of all equipment required to make the link functional, including towers, antennas, cables, ground straps, surge suppressors, transmitters and connection to the Cisco 3560's.		
B14	The TVDSB will provide rack space, power and site consultation services as required.		
B15	The TVDSB will provide Cisco routing information and make modifications to the configuration as required		
B16	Bandwidth to all specified sites <b>must</b> guarantee delay or no greater than 15ms and less than 0.5% packet loss.		
B17	Preference will be given to solutions that preserve existing IP and VLAN structures.		
B18	The proposed solution should provide connectivity to all locations. Vendor may partner with other vendors to provide a complete solution.		
B19	Bidders <b>must</b> indicate if any parts of the network will be shared with other customers.		
B20	All equipment including demarcation device <b>must</b> be SNMP Managed.		
B21	Quality of Service has been implemented on the current WAN to support VoIP, will the proposed solution respect QOS tagging throughout the network end to end.		
B22	Bidders <b>must</b> identify any traffic shaping, inspection or alteration that may take place within the proposed solution.		
B23	If the proposed service is provided by more than one vendor, bidders <b>must</b> indicate how the services would be integrated together. Please include information about routing, monitoring and fault isolation, trouble resolution.		

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ITEM NO.	SPECIFICATIONS	COMPLIES/DEVIATES/IN DEVELOPMENT/NOT PLANNED	COMMENTS
B24	Bidders <b>must</b> provide network diagram showing bandwidth between all locations including terrain changes.		
B25	If the proposed solution represents a joint bid between two or more vendors, the proposal <b>must</b> present a single point of contact for contract management, SLA's etc.		
B26	Proposal should support VoIP.		
B27	Proposal should support IP Multicast.		
B28	Proposal <b>must</b> address future migration for IPV6 support.		
	<b>RELIABILITY</b>		
B29	All circuits should be available no less than 99.99% during regular core business hours of 7:00 a.m. to 6:00 p.m. Monday to Friday excluding Force Majeure and regular scheduled maintenance.		
B30	The circuits should be available no less than 99% outside regular core business hours of excluding Force Majeure and regular scheduled maintenance.		
B31	Bidders should state their schedule for regular preventative network maintenance activities (e.g. every 2nd Sunday from 2 a.m. to 5 a.m.)		
B32	Bidders should state how much prior notice will be given before any maintenance.		
	<b>SCALABILITY/UPGRADEABILITY</b>		
B33	Bandwidth for each location should be scalable in nature. Describe upgrade path. Include cost increments, timelines, procedure, one-times costs, equipment changes.		
B34	Bidders <b>must</b> describe demarcation point and connectivity requirements.		
B35	Scalability - The speed to which each site can be increased should be stated.		
	<b>EQUIPMENT</b>		
B36	Bidders <b>must</b> identify any equipment that will be installed in each site in Worksheet D. Bidders should include product literature, requirements, specifications and warranty provided in their proposal.		

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ITEM NO.	SPECIFICATIONS	COMPLIES/DEVIATES/IN DEVELOPMENT/NOT PLANNED	COMMENTS
B37	Bidders <b>must</b> state what components, if any, will become the property of the TVDSB at end of the contract.		
B38	Bidders <b>must</b> state length of warranty. Bidders must state if warranty includes parts, labour and if the warranty is on-site. If not, bidders must indicate the terms of the warranty.		
B39	Bidders should state location of service facilities.		
B40	Bidders should state number of service people at each location.		
B41	Bidders should state mean time to repair commitments in the event of service disruption and associated penalties in the event of extended outages.		
B42	Bidders <b>must</b> disclose their policy of loan equipment in the event repairs are not made on-site.		
B43	All equipment should be guaranteed for the entire period of the contract you are bidding. The successful bidder(s) <b>must</b> be prepared to exchange all equipment that proves defective during this contract without rewriting the agreement. Equipment will be replaced if the number of service calls greatly exceeds those recommended in the machines preventive maintenance schedule or when the successful bidder(s) and the TVDSB recommends replacement due to any other conditions upon mutual agreement.		
	<b>SITES/CAPACITY</b>		
B44	Bidders <b>must</b> describe how routing takes place within the network.		
B45	All IP (such as QOS, multi-cast) network services should be available at all locations		
B46	Bidders <b>must</b> describe how routing takes place between VLAN's, sub-nets		
	<b>SECURITY</b>		
B47	Bidders <b>must</b> describe any point within the network where network traffic may be monitored.		

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SIGNATURE: \_\_\_\_\_

ITEM NO.	SPECIFICATIONS	COMPLIES/DEVIATES/IN DEVELOPMENT/NOT PLANNED	COMMENTS
B48	Packet inspection should not be undertaken without notifying the Board prior to performing the inspection.		
B49	Bidders should state all security measures taken to ensure the privacy of customer data. The data residing on each of the links <b>must</b> be treated as confidential.		
	<b>FAULT MANAGEMENT</b>		
B50	Maintenance and monitoring of the network should be provided on a 7 X 24 basis. Moves, adds, changes to the network shall be provided on a 5 X 9 basis.		
B51	Bidders should provide a maximum four (4) hour response time.		
B52	Bidders should provide a four hour mean time to repair within regular core business hours.		
	<b>TECHNICAL SUPPORT</b>		
	<b>Network Management</b>		
B53	The successful bidder <b>must</b> provide the TVDSB with tools to monitor the status of the links. This shall include link status, throughput and errors counts.		
B54	The successful bidder shall perform on-line, in-band electronic monitoring of the Network to detect and act on any Faults. This includes monitoring Network connectivity between sites and status of end equipment at each Demarcation Point. The successful bidder should provide the TVDSB real-time network status and statistics of all Network Equipment.		
B55	The successful bidder's Network Operations Centre should be a 24 X 7 X 365 operation. Please describe your Network Operations Centre staffing.		
	<b>Field Staff Resources</b>		
B56	Bidders <b>must</b> state staffing resources that will be allocated to operation of our network in Worksheet C along with their qualifications.		
B57	Bidders <b>must</b> state if they have a Help Desk staffed 24 X 7 X 365		

FIRM NAME: \_\_\_\_\_

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ITEM NO.	SPECIFICATIONS	COMPLIES/DEVIATES/IN DEVELOPMENT/NOT PLANNED	COMMENTS
B58	Bidders should state if they will maintain a toll free centralized trouble dispatch through which Faults can be detected and reported. The trouble dispatch will act as a clearinghouse for all problems whether initiated by the TVDSB or detected by the successful bidder.		
B59	Bidders should state procedure for Trouble Reporting System and escalation procedures.		
	<b>TVDSB/Resources/Facilities</b>		
B60	In addition to equipment stated in Worksheet D, bidders <b>must</b> state any additional TVDSB facilities that may be required. (See Worksheet D - 3.0)		
B61	The proposal will assume the TVDSB will not be required to hire additional staff for the installation or maintenance of the network.		
	<b>IMPLEMENTATION (Project Mgmt Plans/Key Sites and Dates)</b>		
B62	Bidders <b>must</b> state implementation date for each location in Worksheet D.		
B63	Penalties <b>must</b> apply for failure to meet implementation dates. 5% penalty will apply for every full or part month beyond the implementation date stated in Worksheet D.		
B64	Bidders <b>must</b> provide the name, qualifications of the Project Manager for the implementation.		
B65	Bidders should provide a proposed project implementation plan with key deliverable dates and dependencies.		
B66	As mentioned previously, the network currently supports VoIP, please describe experience in supporting VoIP and potential plans for migrating VoIP application with minimal service disruptions.		
B67	Bidders <b>must</b> include the maximum cost to be incurred per site for the installation from property line to the demarcation point within all buildings in Worksheet D. The Demarcation points for all locations are shown in Worksheet D.		
	<b>PERFORMANCE (Service Level)</b>		

FIRM NAME: \_\_\_\_\_

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ITEM NO.	SPECIFICATIONS	COMPLIES/DEVIATES/IN DEVELOPMENT/NOT PLANNED	COMMENTS
B68	Bidders <b>must</b> state their Service Level Agreement (SLA) in relation to Reliability (Worksheet B - B29 - B31).		
B69	Bidders <b>must</b> state the penalties for failure to meet the Service Level Agreement (SLA).		
B70	The successful bidder(s) <b>must</b> provide a report showing monthly uptime statistics and fault reports by location for all locations.		
B71	Bidders should include a statement outlining your company's quality assurance philosophy and program. This statement should detail how your company will respond to:		
B72	Service related problems		
B73	Quality problems		
B74	The TVDSB reserves the right to initiate a survey to measure customers' satisfaction.		
	<b>TRAINING / SUPPORT</b>		
B75	Installation, training and support services are a consideration in awarding this bid. Include any and all support and implementation services your company will provide, identifying certification relevant to the support role envisioned.		
B76	The TVDSB personnel will visit each site with only the successful bidder to ensure the exact location of equipment and demarcation points.		
	<b>VALUE-ADDED SERVICES</b>		
B77	The successful bidder will provide invoices to the TVDSB on a monthly basis if applicable. Invoices for TVDSB shall consist of a summary invoice and an itemized list of all sites in Electronic Format. State format.		
B78	Bidders shall provide information on Billing process and Billing disagreement resolution.		
B79	Bidders should state any other Value Added Services provided in this proposal.		
	<b>REFERENCES</b>		

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ITEM NO.	SPECIFICATIONS	COMPLIES/DEVIATES/IN DEVELOPMENT/NOT PLANNED	COMMENTS
B80	Bidders <b>must</b> provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference <b>must</b> contain the following information:		
B80.1	Reference 1 - Company Name:		
B80.2	Reference 1 - Address:		
B80.3	Reference 1 - Contact Name:		
B80.4	Reference 1 - Phone Number:		
B80.5	Reference 1 - Fax Number:		
B80.6	Reference 1 - e-mail address:		
B80.7	Reference 2 - Company Name:		
B80.8	Reference 2 - Address:		
B80.9	Reference 2 - Contact Name:		
B80.10	Reference 2 - Phone Number:		
B80.11	Reference 2 - Fax Number:		
B80.12	Reference 2 - e-mail address:		
B80.13	Reference 3 - Company Name:		
B80.14	Reference 3 - Address:		
B80.15	Reference 3 - Contact Name:		
B80.16	Reference 3 - Phone Number:		
B80.17	Reference 3 - Fax Number:		
B80.18	Reference 3 - e-mail address:		

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<i>Item No.</i>	<i>Employee Name</i>	<i>Position/Title</i>	<i>Qualifications</i>	<i>Number of Years Experience</i>
C1				
C2				
C3				
C4				
C5				
C6				
C7				
C8				
C9				
C10				
C11				
C12				
C13				
C14				
C15				
C16				
C17				
C18				
C19				
C20				

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Item No.	Site Name	Site address	City	Longitude/Latitude	Link Length	Current Bandwidth	Demarcation Point required in new agreement	Proposed Bandwidth	Scalable to	State "Existing" or State Proposed Equipment	Proposed Equipment (Hardware & Software) Cost	Proposed Hardware Monthly Maintenance Cost -	Proposed Software Monthly Maintenance Cost	Infrastructure Costs	Installation Cost	Monthly Service Cost Only	Proposed Equipment Replacement Date	State Implementation Date for each School/Site
	TVDSB Sites																	
D1.0	Link 1 - McGillivray Central P.S. to North Middlesex District High School				10 Kms													
D1.1	McGillivray Central P.S.	34714 Creamery Road	Ailsa Craig, Ontario N0M 1A0	43.20094 North, 81.57892 West		1.5 Mbps	LAN Closet, Library											
D1.2	North Middlesex District High School	100 Main Street	Parkhill, Ontario N0M 2K0	43.15331 North, 81.68466 West		100 Mbps	LAN Closet, Business Office											
D2.0	Link 2 – Edward Street P.S. to TVDSB South Maintenance Depot				2.2 kms													
D2.1	Edward Street P.S.	84 Edward Street	St. Thomas, Ontario N5P 1Y7	42.78649 North, 81.17946 West		10 Mbps	LAN Room											
D2.2	TVDSB Maintenance Depot	259 Edward Street	St. Thomas, Ontario N5P 4A9	42.78564 North, 81.15060 West		1.5 Mbps	LAN Room/Electrical Room											
D3.0	Infrastructure Costs																	

Item No.	Site Name	Site address	City	Longitude/Latitude	Link Length	Current Bandwidth	Demarcation Point required in new agreement	Proposed Bandwidth	Scalable to	State "Existing" or State Proposed Equipment	Proposed Equipment (Hardware & Software) Cost	Proposed Hardware Monthly Maintenance Cost -	Proposed Software Monthly Maintenance Cost	Infrastructure Costs	Installation Cost	Monthly Service Cost Only	Proposed Equipment Replacement Date	State Implementation Date for each School/Site
	TVDSB Sites - 3 year cost																	
D1.0	Link 1 - McGillivray Central P.S. to North Middlesex District High School				10 Kms													
D1.1	McGillivray Central P.S.	34714 Creamery Road	Ailsa Craig, Ontario N0M 1A0	43.20094 North, 81.57892 West		1.5 Mbps	LAN Closet, Library											
D1.2	North Middlesex District High School	100 Main Street	Parkhill, Ontario N0M 2K0	43.15331 North, 81.68466 West		100 Mbps	LAN Closet, Business Office											
D2.0	Link 2 – Edward Street P.S. to TVDSB South Maintenance Depot				2.2 kms													
D2.1	Edward Street P.S.	84 Edward Street	St. Thomas, Ontario N5P 1Y7	42.78649 North, 81.17946 West		10 Mbps	LAN Room											
D2.2	TVDSB Maintenance Depot	259 Edward Street	St. Thomas, Ontario N5P 4A9	42.78564 North, 81.15060 West		1.5 Mbps	LAN Room/Electrical Room											
D3.0	Infrastructure Costs																	



Item No.	Site Name	Site address	City	Longitude/Latitude	Link Length	Current Bandwidth	Demarcation Point required in new agreement	Proposed Bandwidth	Scalable to	State "Existing" or State Proposed Equipment	Proposed Equipment (Hardware & Software) Cost	Proposed Hardware Monthly Maintenance Cost -	Proposed Software Monthly Maintenance Cost	Infrastructure Costs	Installation Cost	Monthly Service Cost Only	Proposed Equipment Replacement Date	State Implementation Date for each School/Site
	TVDSB Sites - 5 year cost																	
D1.0	Link 1 - McGillivray Central P.S. to North Middlesex District High School				10 Kms													
D1.1	McGillivray Central P.S.	34714 Creamery Road	Ailsa Craig, Ontario N0M 1A0	43.20094 North, 81.57892 West		1.5 Mbps	LAN Closet, Library											
D1.2	North Middlesex District High School	100 Main Street	Parkhill, Ontario N0M 2K0	43.15331 North, 81.68466 West		100 Mbps	LAN Closet, Business Office											
D2.0	Link 2 – Edward Street P.S. to TVDSB South Maintenance Depot				2.2 kms													
D2.1	Edward Street P.S.	84 Edward Street	St. Thomas, Ontario N5P 1Y7	42.78649 North, 81.17946 West		10 Mbps	LAN Room											
D2.2	TVDSB Maintenance Depot	259 Edward Street	St. Thomas, Ontario N5P 4A9	42.78564 North, 81.15060 West		1.5 Mbps	LAN Room/Electrical Room											
D3.0	Infrastructure Costs																	

**RFP - WIRELESS WIDE AREA  
NETWORK LINKS -  
WORKSHEET F - CRITERIA  
AND WEIGHTING**

		<i>Possible</i>	
<i>Item No.</i>	<i>Criteria</i>	<i>Total</i>	<i>Sub Totals</i>
<b>1.0</b>	<b>Total Cost of Ownership, including Operating Costs, Installation, Warranty, Monthly Charges, other project costs</b>	<b>150</b>	<b>150</b>
<b>2.0</b>	<b>Technical/Network Architecture</b>	<b>55</b>	<b>5</b>
2.1	Reliability		10
2.2	Scalability/Upgradeability		5
2.3	Equipment		5
2.4	Equipment/Warranty		5
2.5	Sites/Capacity		10
2.6	Security Policy		5
2.7	Monitoring Tools		10
<b>3.0</b>	<b>Supplier</b>	<b>45</b>	
3.1	References		15
3.2	Partnership		5
3.3	Personnel/technical skills		10
3.4	Field Staff Resources		5
3.5	Value-added Services		5
3.6	Network Management and Monitoring		5
<b>4.0</b>	<b>Performance</b>	<b>25</b>	
4.1	SLA		10
4.2	Fault Management		5
4.3	Field Staff Resources/Repair Time		5
4.4	Board Resources/Facilities		5
<b>5.0</b>	<b>Implementation</b>	<b>10</b>	
5.1	Project Mgt Plans		5
5.3	Guarantee to meet dates		5
<b>6.0</b>	<b>Legal Liabilities</b>	<b>5</b>	<b>5</b>
<b>7.0</b>	<b>Financial Stability</b>	<b>5</b>	<b>5</b>
<b>8.0</b>	<b>Presentation if required</b>	<b>10</b>	<b>10</b>
<b>Total</b>		<b>305</b>	<b>305</b>