

TENDER #240
SUPPLY AND SERVICE OF FIRE EXTINGUISHERS AND
FIRE SAFETY EQUIPMENT

Issue Date: Monday, May 29, 2023

Buyer: Stacey Shoemaker

Issued by: The Thames Valley District School Board: Tender #240

Return Date: prior to 12:00:00 noon, local time, Thursday, June 15, 2023

THAMES VALLEY DISTRICT SCHOOL BOARD
2024 TENDER SUPPLY AND SERVICE OF FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
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 160 schools with an estimated enrolment of 82,000 students.		
1.1	PURPOSE		
1.1.1	The purpose of this bid document is to provide interested parties with sufficient information to enable them to prepare and submit bids for consideration by the TVDSB for supply and service of fire extinguishers and fire safety equipment, subject to the conditions herein.		
1.1.2	The TVDSB Facility Services is responsible for maintaining the physical operating environment for all TVDSB facilities. This department is separated into two functional areas: Maintenance and Operations. Operations' function is to provide custodial services and is responsible for the Fire Extinguishers at all TVDSB facilities. Maintenance's function is the repair and maintenance of facilities and equipment and is responsible for the Fire Safety Equipment. During the school year, the hours of work for all Facilities Services departments are 7:30 AM to 4:30 PM. During the summer months of July and August, the TVDSB operates on Summer Hours which consists of : Monday to Thursday 7:00 AM to 3:30 PM and Fridays 7:30 AM to 11:30 AM.		
2.0	BID DEFINITIONS AND INFORMATION		
2.1	DEFINITIONS		
2.1.1	The following words are used throughout this bid document and proponents should note these conditions when completing their bid submission.		
2.1.1.1	The word "MUST" shall mean proponents "must" include the required information in the bid submission. Failure to include the required information will deem the submission non compliant.		
2.1.1.2	The word " SHOULD " shall mean proponents " 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.		

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2.1.1.4	The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the proponent(s) or the successful proponent(s) to perform any portion or all of this bid.		
2.1.1.5	The word "QUALIFIED" shall mean a proponent 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 proponent 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 proponent would not gain an unfair advantage over competitors. The TVDSB may permit the proponent to correct a minor irregularity.		
2.1.1.7	CONTACT PERSON; The contact person is the person responsible for and engaging the proponent to perform a service.		
2.1.1.8	CONTRACT; The contract is the undertaking by the parties to perform their respective duties, responsibilities and obligations as prescribed in the Tender.		
2.1.1.9	WORK; The work means the total construction and related services required by this contract.		
2.2	STRUCTURE OF THIS BID		
2.2.1	Proponents must use the online bid entry system which is available on the internet at:		
2.2.1.1	www.tvdsb.ca		
2.2.1.2	click on "I'D LIKE TO"		
2.2.1.3	click on "Go to Purchasing"		
2.2.1.4	click on "Bids"		
2.2.1.5	click on "Proceed to inquiry/download page".		
2.2.1.6	Proceed to the bid, click "New" icon		
2.2.1.7	You will be directed to the "TVDSB Client Portal"		

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2.2.1.7.1	Proponents that already have a TVDSB Client Portal account:		
2.2.1.7.1.1	Click "TVDSB Login".		
2.2.1.7.1.2	Login using TVDSB Client Portal account and password.		
2.2.1.7.2	Proponents that do not already have a TVDSB Client Portal account:		
2.2.1.7.2.1	Click "Sign up now".		
2.2.1.7.2.2	Read TVDSB Client Portal Disclaimer, scroll to bottom and click "I agree" or "I do not agree".		
2.2.1.7.2.3	If "I do not agree" was clicked, you will not be able to proceed. If "I agree" was clicked, you will be taken to "New Account Application".		
2.2.1.7.2.4	Complete account information and click "Create My Account"		
2.2.1.7.2.5	Click "TVDSB Login".		
2.2.1.7.2.6	Login using new TVDSB Client Portal account and password.		
2.2.1.8	Within the Client Portal click "Open to Bid"		
2.2.1.9	Click on the "New" icon for the bid upon which you will be bidding.		
2.2.1.10	Download the 2024Appendices240.xlsx file to your hard drive.		
2.2.1.10.1	The file contains the following worksheets:		
2.2.1.10.1.1	Worksheet A: Terms and Conditions in Excel format - Electronic response required		
2.2.1.11.1.2	Worksheet B: Scope of Work in Excel format - Electronic response required		
2.2.1.12.1.3	Worksheet C: Price Worksheet in Excel format - Electronic response required		
2.2.1.13.1.4	Worksheet D: Contact Information and Listing of Facility Locations by Zones - no response required		
2.2.1.14.1.5	Worksheet E: Designated Substances in Excel format - Electronic response required		
2.3	RETURN LOCATION		
2.3.1	The bid submission must be returned as a file upload as per 9.3.3.		
2.3.2	Upload of the files as per 9.3.3 is the responsibility of the proponent.		
2.3.3	Submissions received as hardcopies will not be accepted.		
2.3.4	Late bids will not be processed.		
2.4	IMPORTANT DATES		
2.4.1	ISSUE DATE: Monday, May 29, 2023		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon local time , Thursday, June 15, 2023		
2.5	QUESTIONS		

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2.5.1	All questions pertaining to this bid document are to be addressed to: Stacey Shoemaker, by email, s.shoemaker@tvdsb.ca prior to Wednesday, June 14, 2023. All questions pertaining to this bid document must be submitted in writing.		
2.5.2	Questions concerning the terms and conditions of the bid document, whether made orally or in writing, to any individual other than indicated above may, at the sole discretion of the TVDSB, render your submission noncompliant. Direct questions in written form only to: Stacey Shoemaker. The TVDSB will only be bound by written answers to questions.		
2.5.3	Answers to all questions will be posted to the TVDSB web site at www.tvdsb.on.ca		
2.5.3.1	click on "I'D LIKE TO"		
2.5.3.2	click on "Go to Purchasing"		
2.5.3.3	click on "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	View documents in PDF format.		
2.5.3.8	All bid files are available for downloading at no charge from the TVDSB web site.		
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		
2.5.5	All Addenda will be issued at least seven days prior to closing date. If an addendum is issued within seven days of the closing, date, the date will be extended accordingly.		
3.0	CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for one year, commencing on September 1, 2023 and unless otherwise provided herein, terminating on August 31, 2024.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of two additional years in one (1) year increments and will advise the bidder in writing of their intentions.		
3.1.3	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a second year ending August 31, 2025.		

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3.1.4	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a third year ending August 31, 2026.		
3.2	PRICING		
3.2.1	Bidders must complete, print and sign Worksheet C.		
3.2.2	All charges must be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.3	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT OR TRAVEL TIME EXTRA.		
3.2.4	Prices must remain in effect for the initial term of the contract, commencing on September 1, 2023 and ending August 31, 2024.		
3.2.5	Price increases for new equipment during the contract term are subject to the approval of the TVDSB and will be limited to proof of manufacturers' industry increases in written form from the successful vendor.		
3.3	TAXES		
3.3.1	HST: Where applicable, Harmonized Sales Tax must be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
3.4	DELIVERY & ORDERING		
3.4.1	Delivery for all items will be directly to the location ordering the equipment as specified on the TVDSB Work Order		
3.4.2	Immediate delivery will be accepted unless otherwise designated on our Work Orders.		
3.4.3	Time is of the essence; it is one of our criteria considered in the decision and award of this contract. Future contracts will be based on the contractor's ability to respond to Work Orders as requested or required by Facility Services.		
3.4.4	Work Orders will be issued as required by Facility Services.		
3.4.5	The successful bidder(s) will remove all packaging and shipping debris at no cost to the TVDSB.		
3.4.6	The contractor bears the risk of loss with respect to equipment until delivery and/or installation is complete.		
3.4.7	The contractor bears the cost of repairs to the site and to equipment with respect to damage caused from shipping or installation.		

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3.4.8	Invoices for individual sites are to be issued upon completion of all the work specified in the Work Order issued by the Zone Maintenance/Operations Leader. The contractor must receive a sign off from the Charge Custodian (or their designate) for Service Reports.		
3.5	INVOICING/PAYMENT TERMS		
3.5.1	Invoices for fire extinguishers and related services, Fire safety equipment (range hood suppression systems) and related services must be sent to the appropriate Zone office.		
3.5.2	Applicable taxes must be shown as separate line items on all invoices.		
3.5.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.5.3.1	Bidders should state percentage discount for early payment and net payment terms.		
3.5.4	<u>All invoices must include: the Work Order Number, the facility/school location name, number and address, the Maintenance/Operations Leader name and Zone office. Costs must be broken down by item per location with supporting reports and documentation.</u>		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	QUALITY		
4.1.1	Unless otherwise specified, supplies must be new, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the TVDSB pertaining to items being rejected is final.		
4.1.2	In addition to price, quality and suitability to school use will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will be also taken into consideration when awarding this contract.		
4.1.3	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications or scope of work must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
4.1.4	The successful bidder(s) must carry out all work to the satisfaction of the TVDSB. All trade work is to be performed by appropriately certified staff.		
4.2	QUANTITY/TERM		

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4.2.1	The TVDSB has approximately 4400 fire extinguishers presently located in our 160 schools and buildings. Worksheet C - Pricing lists the various types of extinguishers located in the TVDSB. Quantities for fire extinguishers are estimates only and these figures may vary as needs dictate. TVDSB fire extinguisher inventory consists of 80% Dry Chemical , 19% Carbon Dioxide and 1% Water Pressurized fire extinguishers of various makes and models in 5,10 and 20 pound sizes.		
4.2.2	The quantities indicated are based on historical purchases. Quantities are subject to equipment breakdowns, user requests, program changes and budget approval and may be increased or decreased when orders are placed. All items 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 contractor shall be responsible for supplying the quantities that are eventually ordered for each item awarded during the term of this Tender at the quoted price.		
4.3	REQUIREMENTS		
4.3.1	The requirements are detailed in Worksheet B - Scope of Work.		
4.3.1.1	For each requirement as described in the Tender, bidders must place a response in the appropriate column in Worksheet A, Worksheet B and Worksheet E. The following definitions are used:		
4.3.1.1.1	Complies: fully meets the requirements.		
4.3.1.1.2	Deviates: partially meets the requirements. For each response, describe specifically how the equipment does not meet the requirements and indicate how the system would achieve the requested functionality. Accessories that are essential to the equipment should be included in the price quoted. If equipment arrives without essential accessories, those accessories will be purchased and deducted from the invoice payment.		
4.3.1.1.3	Non-compliant: no intent or unable to comply with requirements..		
4.4	IMPLEMENTATION		
4.4.1	The contractor will be responsible for seeing that regular supervision is maintained over all working personnel. It is the contractor's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required. On site work by the contractor must be scheduled to minimize any disruption to school activities.		
4.5	SERVICE AND SUPPORT		

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4.5.1	Include any and all support and implementation services your company will provide and identify certification relevant to the support role envisioned as defined in Worksheet B - Scope of Work Sections 9 and 12. Limit your response to a two (2) page summary.		
4.6	ENVIRONMENT		
4.6.1	Bidder(s) should include a detailed description of any environmental initiative and how your program would be implemented and benefit the TVDSB.		
4.7	STATISTICAL DATA		
4.7.1	The contractor must supply the TVDSB with statistical data in an Excel spreadsheet (in a soft and hard copy). Copies are to be submitted to Maintenance Coordinator upon completion of all work in each Zone. The data for all devices inspected and/or tested for each TVDSB location must be compiled by Zone and /or Facility location before the anniversary date of each year for the duration of this Tender.		
4.8	SUPPLIER OCCURRENCE REPORTS		
4.8.1	The TVDSB reserves the right at any time during the contract period to evaluate the successful proponents service based on their contract performance.		
4.8.2	The successful proponent will be evaluated based on the evaluation form - Supplier Occurrence Reports (available upon request).		
4.8.3	Failure to meet the evaluation criteria may result in termination if performance is deemed unsatisfactory (as set out in Section 5.2.1 - Cancellation of contract / loss of service).		
5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 120 days.		
5.1.2	A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. No facsimiles shall be accepted. The last submission shall supercede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda must be submitted to the "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 must be submitted to the "Tenders Clerk" in the same manner and within the same constraints as a bid submission.		
5.1.4	The issuance of this call for bids shall not constitute any obligation on the part of the TVDSB to any firm or individual who submits a bid.		
5.1.5	The bidder 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 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). A Contractor acknowledgement form must be signed.		
5.1.15.1	Smoking is prohibited in all TVDSB buildings and on all TVDSB property.		
5.1.15.2	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.15.3	The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by Government, the TVDSB and each school.		
5.1.16	The successful bidder(s) will reimburse the TVDSB for any damages through negligence or willful acts of any of the successful bidder(s)' employees or contracted staff.		
5.1.17	The successful bidder(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.		

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5.1.18	The TVDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		
5.1.19	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.2	CANCELLATION OF CONTRACT / LOSS OF SERVICE		
5.2.1	The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the contractor 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 contractor for damages that result from the breach of the terms and conditions of the contract, by the contractor.		
5.2.1.1	Deficiencies identified by the Maintenance Leader/Maintenance Coordinator/Operations Leader for Fire Extinguishers and Fire Safety Equipment will be handled as follows:		
5.2.1.1.1	The deficiency will be verbally communicated to the contractor indicating the location, the device that is deficient, the timing to correct this deficiency and the corrective actions required to bring the defective device up to required Standards or Fire Code.		
5.2.1.1.2	If the contractor fails to fulfill the requirements of Section 5.2.1.1.1, the Maintenance Leader/Maintenance Coordinator or the Buyer will provide written notice to the contractor of the deficiency, requesting that the deficiency be corrected by the next business day.		
5.2.1.1.3	If the deficiency has not been corrected by the next business day or the mutually agreed upon repair date, the TVDSB may terminate the contract with the contractor with thirty (30) days written notice.		
5.2.1.1.4	Deficiencies of any Fire Extinguisher identified by the Operations Leader must be replaced immediately with a fire extinguishers of the appropriate size and type, as specified by Part 6 of the Fire Code. If necessary, the contractor must leave a loaner fire extinguisher on the TVDSB school or facility until the contractor is able to supply and install a new fire extinguisher. The contractor must not compromise the safety of any TVDSB school or facility location by not having a fully functional fire extinguisher in place.		

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5.2	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.		
5.2.1	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 contractor for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.2	The contractor 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.		
5.2.3	In the event that the contractor becomes insolvent, and/or the contractor 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 contractor with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this bid.		
5.3	PRIVACY AND SECURITY STANDARDS FOR THE COLLECTION, USE AND RETENTION OF PERSONAL INFORMATION		
5.3.1	The successful proponent(s) is responsible to comply with Canadian and Ontario privacy legislation (MFIPPA, PIPEDA, PHIPA).		
5.3.2	The successful proponent(s) is responsible to ensure employees are trained on the appropriate use and safeguarding of personal information.		
5.3.3	The successful proponent(s) will collect personal information only as defined in the agreement and authorized by the board.		
5.3.4	The successful proponent(s) may only use personal information for the purpose defined by the agreement/board and no other purpose.		
5.3.5	The successful proponent(s) acknowledges the personal information collected is owned by the board.		
5.3.6	Where requested by the board, the successful proponent(s) agrees to the transfer of data upon request, or upon completion of the term of the tender/contract or upon the dissolution of the tender/contract to ensure there is no interruption of service.		
5.3.7	For web-based services and where applicable, the successful proponent(s) must notify users when cookies are used as part of the provided service.		

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2024 TENDER SUPPLY AND SERVICE OF FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.3.8	The successful proponent(s) must notify the board of any third party data processors, subcontractors or services that the successful proponent(s) may contract for the provision of services as identified in this agreement.		
5.3.9	The successful proponent(s) ensures that all its third party service providers handling personal information, e.g., data processors and subcontractors, only collect, hold, process, use, store and/or disclose personal information for the purpose of providing the service and for no other purpose.		
5.3.10	The successful proponent(s) ensures that its third party service providers, e.g., data processors and subcontractors, are obligated to have equivalent or better security safeguards for personal information.		
5.3.11	The successful proponent(s) retains data for a period as determined by the board (indefinite retention is not acceptable) and agrees to securely dispose of data at the end of the prescribed retention period.		
5.3.12	If requested, the successful proponent(s) shall provide a written and signed attestation confirming the secure destruction of all personal documentation as agreed upon or directed by the board.		
5.3.13	The successful proponent(s) uses industry-standard technical and physical safeguards to protect data from loss, theft, unauthorized access or inadvertent disclosure. Safeguarding methods include, but are not limited to, access controls, encryption of data at rest and during transition, and up-to-date security practices.		
5.3.14	The successful proponent(s) performs regular security audits and/or threat risk assessments and will make available results upon request.		
5.3.15	The success proponent(s) has a breach response protocol in place that includes immediate notification to the board in the event there is a data breach.		
5.3.16	The successful proponent(s) will require their third parties services to notify the proponent and in turn the board in the event of a breach of board data.		
5.3.17	The successful proponent(s) will cooperate with the board in the event of a regulatory investigation (i.e., breach investigation by the Information Privacy Commissioner).		
5.3.18	The successful proponent(s) will notify the board when the vendor makes material changes to their security measures/practices that affect how personal information is handled.		
5.4	ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES		

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5.4.1	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		
5.5	HUMAN RIGHTS AND CHILD LABOUR LAWS		
5.5.1	Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Bidders wishing to do business with the TVDSB are asked to promote the purchase of goods from companies that operate in full compliance with the laws of their respective countries and with all applicable child labour laws, rules and regulations related to hiring, wages, hours worked, overtime and working conditions.		
5.5.2	Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.5.3	For 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	http://www.ilo.org		
5.6	HEALTH, SAFETY REGULATIONS		
5.6.1	All equipment requiring approval (Hydro One, C.S.A., ULC., NFPA. 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) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		

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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.		
5.7	WORKPLACE SAFETY AND INSURANCE BOARD		
5.7.1	The successful bidder(s) must ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.		
5.7.2	The successful bidder(s) must furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board. This certification is to be furnished prior to the commencement of this contract. The good standing must be maintained throughout the contract. It is the responsibility of the Contractor to ensure that the Workplace Safety & Insurance Board Certificate is updated every sixty (60) days. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.7.3	All workplace injuries or accidents on TVDSB property must be reported by the successful bidder(s) to the TVDSB's representative within 24 hours.		
5.8	COMMERCIAL LIABILITY INSURANCE		
5.8.1	The successful bidder(s) must be covered by Commercial General Liability Insurance throughout the term of the contract. Each bidder must state if it has Commercial General Liability Insurance Coverage.		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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		
5.8.3	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.8.4	The successful bidder(s) agrees to indemnify, hold harmless and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason or injury (including death) or damage to any property arising out of negligent or willful acts on the part of the successful bidder(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
5.9	MOTOR VEHICLE LIABILITY INSURANCE		

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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 for Commercial vehicles and \$1million on all personally owned vehicles per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract.		
5.9.3.1	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.9.3.2	Third Party Liability Coverage in the form of OAP-1		
5.9.4	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		

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5.9.5	The successful bidder(s) agrees to indemnify, hold harmless and defend, the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
5.10	COMPLIANCE WITH TVDSB HEALTH AND SAFETY PROTOCOLS		
5.11	The Supplier is required to comply the Board's health and safety protocols which are in effect for the duration of the contract and may change at any time.		
6.0	BIDDER PROFILE		
6.1	REFERENCES		
6.1.1	New bidders must provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference must contain the following information:		
6.1.1.1	Reference 1 - Company Name:		
6.1.1.3	Reference 1 - Contact Name:		
6.1.1.4	Reference 1 - e-mail address:		
6.1.1.5	Reference 2 - Company Name:		
6.1.1.6	Reference 2 - Contact Name:		
6.1.1.7	Reference 2 - e-mail address:		
6.1.1.8	Reference 3 - Company Name:		
6.1.1.9	Reference 3 - Contact name:		
6.1.1.10	Reference 3 - e-mail address:		
6.2	ADMINISTRATION & ORGANIZATION		
6.2.1	Bidders should include an organizational chart.		
6.2.2	The TVDSB reserves the right at any time after the closing date, to request from any bidder evidence of its financial standing and stability, including that of each of its officers, directors and principals. All bidders agree to provide at their own expense all such above-related information as may be requested by the TVDSB within four (4) days of the date of any such request.		
6.2.3	Bidders are required to list any and all pending or ongoing legal claims or disputes where the bidder could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		

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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 they are ISO registered and if so what level.		
6.2.8	Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.		
7.0	BID SUBMISSION		
7.1	PROPONENT'S RESPONSE GUIDE		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, proponents should use the same numbering format, as on this bid document.		
7.1.2	The bid submission must include:		
7.1.2.1	Completed " 2024Appendices240.xlsx " file in Excel format and		
7.1.2.2	Signed scans of all Worksheets and Bid Report (in PDF).		
7.1.2.1.2	Worksheet A: Terms and Conditions in Excel format - Electronic response required		
7.1.2.1.3	Worksheet B: Scope of Work in Excel format - Electronic response required		
7.1.2.1.4	Worksheet C: Price Worksheet in Excel format - Electronic response required		
7.1.2.1.5	Worksheet D: Contact Information and Listing of Facility Locations by Zones - no response required		
7.1.2.1.6	Worksheet E: Designated Substances in Excel format - Electronic response required		
7.1.3	Failure to respond in electronic format will deem the bid noncompliant.		
8.0	AWARD		
8.1	EVALUATION PROCESS		
8.1.1	An evaluation committee will be established to evaluate bid submissions.		
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
8.1.3	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria:		
8.1.3.1	Price		
8.1.3.2	Compliance with Specifications		

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8.1.4	Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.		
8.1.5	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.6	The determination of equal quality will be based on our internal professional opinions.		
8.1.7	In the event of a tie score the TVDSB will resolve the tie by a draw. The names of the tie bidders will be entered into the draw. All parties will have representation when the draw takes place.		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	www.tvdsb.on.ca		
8.2.1.2	click on "I'D LIKE TO"		
8.2.1.3	click on "Go to Purchasing"		
8.2.1.4	click on "Bids"		
8.2.1.5	"Electronic Bidding Instructions, Bid Download and Bid Results",		
8.2.1.6	Scroll to the end of the document, click		
8.2.1.7	"Proceed to inquiry/download page".		
8.2.1.8	Proceed to the Bid, click		
8.2.1.9	"Results - Check Mark"		
8.2.1.10	View documents in PDF format.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		

Stacey Shoemaker
Purchasing Department

Lori-Ann Pizzolato
Chairperson

9.0	ELECTRONIC BIDDING INSTRUCTIONS		
9.1	DOWNLOADING BID DOCUMENTS		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
9.1.2	click on "I'D LIKE TO"		
9.1.3	click on "Go to Purchasing"		
9.1.4	click on "Bids"		
9.1.5	Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		

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9.1.6	Click "Proceed to Inquiry/Download page"		
9.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.8	Click on the "NEW" logo to be directed to the TVDSB Client Portal.		
9.1.9	Follow log in instructions beginning with item 2.2.1.7.		
9.2	COMPUTER SYSTEM REQUIREMENTS		
9.2.1	To use the electronic system, proponents must be using Microsoft Internet Explorer.		
9.3	BID WORKSHEETS		
9.3.1	Download the file 2024Appendices240.xlsx from the Associated Files.		
9.3.1.1	The file contains the following worksheets:		
9.3.1.1.1	Worksheet A: Terms and Conditions in Excel format - Electronic response required		
9.3.1.1.2	Worksheet B: Scope of Work in Excel format - Electronic response required		
9.3.1.1.3	Worksheet C: Price Worksheet in Excel format - Electronic response required		
9.3.1.1.4	Worksheet D: Contact Information and Listing of Facility Locations by Zones - no response required		
9.3.1.1.5	Worksheet E: Designated Substances in Excel format - Electronic response required		
9.3.2	Complete the worksheets.		
9.3.2.1	Do not convert the worksheets to a different file format (i.e. Word, .pdf, etc.). They must be uploaded to us in Excel format.		
9.3.2.2	Do not modify the Excel files by adding or deleting rows or columns, etc.		
9.3.4	Upload files back to us using the "Your Uploaded Files for this Tender" area.		
9.4	BID REPORT		
9.4.1	The "Bid Report" button must be clicked to initiate the transfer of any uploaded files into our system. Note that the generation of the bid report is confirmation that a bid has been received. It is not necessary to submit the bid report as a hard copy.		
9.5	RETURN DATE		
9.5.1	Return Date: 12:00:00 noon local time , Thursday, June 15, 2023.		
10.0	SIGNATURE PAGE		
10.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.		
10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		

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10.4	NAME (Please print):		
10.5	TITLE:		
10.6	SIGNATURE:		
10.7	FIRM NAME:		
10.8	State the legal entity that your organization operates under:		
10.8.1	Proprietorship		
10.8.2	Partnership		
10.8.3	Corporation		
10.9	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:		
10.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		
10.9.2	E-MAIL ADDRESS:		
10.9.3	ADDRESS:		
10.9.4	INTERNET ADDRESS:		
10.9.5	TELEPHONE NO.:		
10.9.6	FAX NO.:		
10.10	If subcontracting, bidders must provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract:		
10.10.1	Firm Name:		
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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WORKSHEET B - SCOPE OF WORK

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
SECTION 1.0 DEFINITIONS			
B1.1	Definitions of the following terms:		
B1.1.1	Check (according to the Ontario Fire Code) means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.		
B1.1.2	Inspect (according to the Ontario Fire Code) means physical examination to determine that the device or system will perform in accordance with its intended function.		
B1.1.3	Test (according to the Ontario Fire Code) means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.		
B1.1.4	Preventative Maintenance (PM) means an inspection to ensure that fire safety equipment is available and will operate. It is intended to give reasonable assurance that the fire safety equipment is fully charged and operable. This is done by verifying that it is in its designated place, that it has not been actuated or tampered with, and that there is no obvious or physical damage or condition to prevent its operation as specified by NFPA Standard No. 10.		
B1.1.5	Billable work means any work to repair, corrective action or replacement of a defective unit to bring that unit up to all applicable Codes and Standards.		
B1.1.6	Preventative Maintenance Work Order (PMWO) means a work order issued by the TVDSB for the testing and inspection of fire extinguishers, fire safety equipment and associated devices.		
B1.1.7	Work Orders (WO) means work order to correct or repair a device to bring the device up to current code and/or regulations. The contractor must contact the appropriate Facility Services Leader to obtain an WO before commencing any billable work. WO's may be issued for repairs or installations not included in the scope of this Tender.		
B1.1.8	Maintenance Leader means the Maintenance Department Leader for each Zone who is responsible for maintenance and related functions within the schools for that Zone.		
B1.1.9	Operations Leader means the Custodial Operations Leader for a Zone who is responsible for all custodial operations and related functions within that Zone. For the purposes of this Tender, the Fire Extinguishers are an Operations function.		
B1.1.10	Zone means the geographical area comprising the TVDSB which has divided up into five different Zones. Each Zone has a separate Zone Office, Maintenance Leader, Operations Leader and Zone Assistant. (Map provided)		

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WORKSHEET B - SCOPE OF WORK

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
B1.1.11	Facility Services Supervisor means Facility Services Leader for all Zones who is responsible for maintenance and related functions within all Zones of the TVDSB.		
SECTION 2.0 LOCATIONS			
B2.1	Submit your pricing based on the current list of TVDSB locations in Worksheet D - Contact Information and Listing of Facility Locations by Zone . The TVDSB estimates that there are approximately 4400 fire extinguishers currently located within the TVDSB.		
B2.2	The TVDSB will notify the successful bidder(s) of any additions or deletions to locations.		
SECTION 3.0 PRICING			
B3.1	Submit pricing in Worksheet C - Pricing .		
B3.2	Pricing is based on:		
B3.2.1	Annual maintenance, hydrostatic testing and recharging of fire extinguishers.		
B3.2.2	Maintenance, repair and recharging of fire extinguishers as authorized by the Operations Leader on a WO.		
B3.2.3	Repairs to Cafeteria Range Hood Fire Suppression Systems as authorized by the Maintenance Leader on a WO.		
B3.2.4	Submit unit pricing for testing/service and replacement of fire extinguisher based upon the fire extinguishers types listed on Worksheet C - Pricing .		
B3.2.5	TVDSB fire extinguisher inventory consists of 80 % Dry Chemical, 19 % Carbon Dioxide and 1 % Water Pressurized fire extinguishers.		
B3.2.6	These unit prices will be used if device quantities vary from that estimated in the Section B2.1 .		
B3.2.7	The annual fire extinguisher preventative maintenance and service pricing must include all necessary labour, transportation, equipment and materials necessary to perform the work specified in the Section B5, B6, B7 and B8 .		
B3.2.8	Recharge prices must include o-rings, tamper seals, labels, verification of service collars, loaners, etc.		
B3.2.9	Recharge prices submitted for all stored pressure dry chemical fire extinguishers must include the applicable six year maintenance requirements as specified in the applicable Section B4 Standards .		

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WORKSHEET B - SCOPE OF WORK

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
B3.3	All new/replacement fire extinguisher price submissions must include manufacturer's part number, description and unit cost.		
B3.4	All new/replacement fire extinguisher prices must include brackets, tags and installation. New/replacement fire extinguishers must conform to all Fire Code and all applicable standards as stated in Section B4 Standards .		
B3.5	All new/replacement equipment pricing must include freight, delivery and installation.		
B3.6	Periodic service calls for fire extinguishers must charge the normal recharge rate or other applicable service prices submitted.		
B3.7	The contractor guarantees all work performed against defects in materials, labour and workmanship for a period of one year.		
SECTION 4.0 STANDARDS			
B4.1	Pursuant to clause 25 National Standard of Canada CAN/CSA -B339-88 cylinders, spheres and tubes for the Transportation of Dangerous Goods, services agencies engaged in the re-qualification of cylinders by the hydrostatic water jacket method must possess a valid certificate of registration issued by Transport Canada. This certificate must remain in good standing for the duration of this contract. The contractor must notify the Maintenance Coordinator immediately if the license is suspended or revoked for any reason. Contractors must submit a valid copy of the Transport Canada certificate of registration with your Tender.		
B4.2	All maintenance procedures must be done in accordance with the most recent additions of the National Fire Protection Association Standard for portable fire extinguishers; NFPA 10-1998 Edition Chapter 4.		
B4.3	All recharging and six year maintenance must be done in accordance with the most recent additions of the National Fire Protection Association Standard for portable fire extinguishers; NFPA 10-1998 Edition Chapter 4.		
B4.4	All hydrostatic testing must be done in accordance with the most recent additions of the National Fire Protection Association Standard for portable fire extinguishers; NFPA 10-1998 Edition Chapter 5.		
B4.5	All maintenance procedures for range-hood fire suppression systems must comply with the most recent National Fire Protection for Ventilation Control and Fire Protection of Commercial Cooking Operations; NFPA 96-1994 Edition Chapter 7 and NFPA 17A Standard for Wet Chemical Extinguishing Systems - 1994 Edition Chapter 5.		

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TENDER SUPPLY AND SERVICE OF FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT
WORKSHEET B - SCOPE OF WORK

ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
B4.6	All subsequent sections detailing the required procedures of each system under contract are minimum requirements.		
B4.7	All new equipment supplied and installed by the contractor must comply with the Ontario Fire Code subsections 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5 and 6.2.6.		
B4.8	The contractor must apply the appropriate WHMIS label on all new and recharged cylinders.		
B4.9	The contractor must inform the Maintenance Coordinator in writing of all major changes in safety code, regulations or requirements that might affect the performance of the work, terms and conditions or this Tender.		
B4.10	Contractor must provide to Maintenance Coordinator copies of Certificates that all Technicians are qualified to carry out testing and maintenance of fire extinguishers.		
SECTION 5.0 PREVENTATIVE MAINTENANCE OF FIRE EXTINGUISHERS			
B5.1	Each portable fire extinguisher must be subjected to preventative maintenance at one year intervals or when specifically requested by the Zone Operations Leader.		
B5.2	All maintenance procedures must be done in accordance with the applicable standards listed in Section 4 Standards .		
B5.3	The six year maintenance requirements must begin from the date of the most recent recharge.		
B5.4	When fire extinguishers must be removed from a TVDSB school/or facility for off site maintenance or testing, the contractor must provide a loaner extinguisher of the same type and size on a no charge basis. At no time shall portable fire extinguisher coverage be compromised.		
B5.5	All fire extinguishers must bear a WHMIS label facing outwards when the fire extinguisher is located in a cabinet, wall recess or shelf.		
B5.6	Each fire extinguisher must have a tag supplied by the contractor securely attached that indicates the month and year maintenance and/or recharging was performed and the signature of the person performing the service.		
B5.7	Where a fire extinguisher is recharged or hydrostatic tested, a label must be affixed to the extinguisher cylinder that indicates the month and year of the hydrostatic test and/or the six year maintenance was performed, the test pressure used and the name of the individual who performed the test.		

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ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
B5.8	PMWO for Fire Extinguishers will be issued once a year per location and the contractor must follow the following procedures:		
B5.8.1	Contractor receives the PMWO for each facility/location to be inspected.		
B5.8.2	For school locations, the contractor must contact the School Principal to agree upon an mutually convenient time for the preventative maintenance and must coordinate the preventative maintenance work so as not to disrupt school activities.		
B5.8.3	For closed schools or specialized facilities, the contractor must contact the Zone office to arrange for access to that facility.		
B5.8.4	Contractor develops a tentative schedule of work for each Zone or facility location that is submitted to the appropriate Zone Operations Leader for approval.		
B5.8.5	During the servicing of the site systems, all devices are to be inspected, tested, identified on a report and the database is to be updated. Additional costs will be added to the contract to capture pre-existing devices not identified by the TVDSB Zone Summary.		
B5.8.6	If during the testing and the PM the contractor identifies concerns, deficiencies, problems or repairs outside the Scope of Work as defined in this Tender, the contractor must notify the Operations Leader prior to commencing any work.		
B5.8.7	The Operations Leader must issue a WO prior to the contractor commencing any additional billable work.		
B5.8.8	No additional billable work will commence without quote from the contractor which describes the location, problem or deficiency in detail and the work required to bring the defective device up to standards or code as specified in Section 4 Standards .		
SECTION 6.0 FIRE SAFETY EQUIPMENT: PREVENTATIVE MAINTENANCE OF CAFETERIA RANGE HOOD FIRE SUPPRESSION SYSTEMS			
B6.1	Each hood system must be subjected to preventative maintenance at six month intervals, the date will be specified by the Zone Maintenance Leader.		
B6.2	All maintenance, recharging, hydrostatic testing or repairs must comply with the manufacturer's listed inspection and maintenance manuals.		
B6.3	No repair, replacement or modification of any hood system shall be made without the authorization of the Maintenance Leader.		

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ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
B6.4	The contractor must not undertake any work on any hood system which is connected to a fire alarm system that sends an alarm directly to a fire department or a fire alarm monitoring station without, in either case, having first notified the communications division of the appropriate fire department, the charge custodian and the monitoring company (if applicable). It is imperative that the TVDSB does not receive false alarm charges due to the contractor failing to properly communicate to the appropriate parties of any maintenance and/or testing of the hood system. Any false alarm charges resulting from the negligence of the contractor will be deducted from the contractor's invoices with the TVDSB.		
B6.5	All hood system preventative maintenance and servicing must be communicated by the Zone Maintenance Leader with sufficient notice to allow the contractor to complete the work required and to eliminate any potential disruption to normal cafeteria operations.		
B6.6	Each hood system must have a tag supplied by the contractor securely attached that indicates the month and year maintenance and/or recharging was performed and the signature of the person performing the service.		
B6.7	Where a hood system is recharged or hydrostatically tested, a label must be affixed to the system that indicates the month and year of the hydrostatic test and/or the six year maintenance was performed, the test pressure used and the name of the person performing the service.		
B6.8	If a deficiency is found, the Maintenance Leader's authorization and a WO is required before repairs are carried out.		
B6.9	The contractor must supply a service report and Certification of Verification that the system has been inspected, has met all the Standards as per Section 4 Standards and has passed.		
B6.10	PMWO for Range Hood Fire Suppression Systems will be issued as required once a year per location for the semi-annual inspection and the contractor must follow the following procedures:		
B6.10.1	Contractor receives the PMWO for each location/facility to be inspected.		
B6.10.2	Contractor will receive a tentative schedule of work for each Zone or facility location developed by the appropriate Zone Maintenance Leader.		

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B6.10.3	For school locations, the contractor must contact the School Principal to agree upon an mutually convenient time for the preventative maintenance and must coordinate the preventative maintenance work so as not to disrupt school activities.		
B6.10.4	For closed schools or specialized facilities, the contractor must contact the Zone office to arrange for access to that facility.		
B6.10.5	During the servicing of the site systems, all devices are to be inspected, tested, identified on a report and the database is to be updated.		
B6.10.6	If during the testing and the PM the contractor identifies concerns, deficiencies, problems or repairs outside the Scope of Work as defined in this Tender, the contractor must notify the Maintenance Leader prior to commencing any work. If authorized The Maintenance Leader will issue a WO.		
B6.10.7	No additional billable work will commence without quote from the contractor which describes the location, problem or deficiency in detail and the work required to bring the defective device up to standards or code as specified in Section 4 Standards .		
B6.10.8	The Maintenance Leader must issue a WO prior to the contractor commencing any additional billable work.		
SECTION 7.0 FIRE SAFETY EQUIPMENT: HOOD AND DUCT CLEANING PROCEDURE			
B7.1	The contractor shall gain roof access and examine the exhaust fan system for any problems.		
B7.2	Refer to manufacturer's specifications and/or PMWO as issued.		
B7.3	If a deficiency is found, the Maintenance Leader's authorization and a WO is required before repairs are carried out.		
B7.4	The contractor must supply a service report and Certification of Verification that the system has been inspected, has met all the Standards as per Section 4 Standards and has passed.		
SECTION 8.0 IMPLEMENTATION			
B8.1	The TVDSB shall supply to the contractor a listing by zones of the names, facility number and correct address of all TVDSB facilities that are to be included in this Worksheet D - Contact Information and Listing of Facility Locations by Zone . The contractor will work with the TVDSB Maintenance Coordinator to develop and maintain an equipment database of all fire safety devices located at all TVDSB locations/facilities.		

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ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
B8.2	The TVDSB Operations and Maintenance Leaders or the Maintenance Coordinator are authorized to issue work orders and will communicate with the contractor in performing the scope of work as detailed in this Tender. <u>Work requested by TVDSB employees other than Operations and Maintenance Leaders or the Maintenance Coordinator does not fall within the scope of this Tender.</u>		
B8.3	The contractor must designate a single point of contact for the TVDSB through which all communications will flow with respect to schedules, reporting, updates to the device database, disputes and invoice discrepancies. TVDSB point of contact will be the Maintenance Coordinator. This individual will mediate any problems that the contractor encounters with any TVDSB employee and maintains the integrity of the TVDSB device database.		
B8.4	The contractor shall meet with the Maintenance/Operations Leaders as requested or required to evaluate device inventories, device locations, identify problems or review Tender administrative requirements.		
B8.5	TVDSB will issue two types of work orders - PMWO and WO .		
B8.6	Prior to commencing any work, a PMWO Number will be issued to the contractor indicating the location and scope of work required at that location by the Zone Maintenance/Operations Leader. One PMWO per location will be issued yearly for the testing and inspection.		
B8.7	Each location/facility must be invoiced individually after the work has been completed. Invoices must include: the PMWO/WO Number, the facility/school location name, number and address, the Maintenance/Operations Leader and Zone office, and the work/services provided at that location.		
B8.8	Invoices are to be submitted to the appropriate Zone Office for reconciliation.		
SECTION 9.0 REPORTING AND RECORD KEEPING			
B9.1	The successful Bidder(s) must provide to the TVDSB Maintenance Coordinator written record keeping, maintenance reports and administrative support at no additional cost to the TVDSB. The reports are to be submitted in an Excel spreadsheet (hard and soft copy) within sixty (60) days after the completion of work in each Zone.		

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ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
B9.2	Detailed work reports must be completed by the contractor and signed by the Charge Custodian or their designate for all work completed during the annual or semi-annual maintenance. One copy of the work report must be left with the charge custodian or their designate and the original attached to the invoice.		
B9.3	A detailed preventative maintenance report, by Zone and Location, must be prepared by the contractor and submitted to the Maintenance Coordinator for each location serviced after the completion of PMWO .		
B9.4	Reports must include any deficiencies that require corrective action by the TVDSB (i.e.: new equipment requirements, hood system modifications or repairs etc.). All handwritten reports must be legible.		
B9.5	Each report must indicate the school/facility name, location, location number, the number of devices inspected. The contractor must update the database with devices not identified.		
B9.6	Any work that has not been completed by the contractor must be identified on the submitted report with an explanation as to why work was incomplete and the tentative date the work will be completed. The return date must be pre-approved by the Operations / Maintenance Leader prior to the contractor returning to the location.		
B9.7	Each fire extinguisher and hood system must have a tag supplied by the contractor securely attached that indicates the month and year maintenance and/or recharging was performed and the signature of the person performing the service.		
B9.8	Where a fire extinguisher or hood system is recharged or hydrostatic tested, a label shall be affixed to the extinguisher cylinder that indicates the month and year of the hydrostatic test and/or the six year maintenance was performed, the test pressure used and the name of the person or agency performing the test. The label must indicate the timing of the next required test.		
B9.9	If during the service call the contractor identifies concerns, deficiencies, problems or repairs outside the scope of work as defined in this Tender, the contractor must notify the Maintenance/Operation Leader prior to commencing any work.		

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ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
B9.10	The contractor must provide, for each Zone and facility, the testing and/or inspection reports after they have been completed as per the Scope of Work in this Tender. The reports are to be sent to the Maintenance Coordinator. Failure to complete this requirement will be considered a breach of contract.		
B9.11	Success Bidder(s) must provide to Maintenance Coordinator ALL Certificates of Verification.		
B9.12	The successful bidder(s) must supply an updated list (electronically) in an Excel Worksheet of all extinguishers by size, make, type, location and Board Asset Tag Number in each of the buildings listed on Worksheet D - Contact Information and Listing of Facility Locations by Zone. The list must be submitted by anniversary date of this Tender every year to the Maintenance Coordinator.		
B9.13	Bidder(s) must submit a sample maintenance report as part of their Tender submission.		
SECTION 10.0 PERIODIC SERVICE CALLS			
B10.1	The successful bidder(s) must supply an updated list (electronically) in an Excel Worksheet of all extinguishers by size, make, type, location and Board Asset Tag Number in each of the buildings listed on Worksheet D - Contact Information and Listing of Facility Locations by Zone. The list must be submitted by anniversary date of this Tender every year to the Maintenance Coordinator.		
B10.2	Detailed service reports must be completed by the contractor itemizing all work completed during such service calls. One copy of the service report must be left with the Charge Custodian or their designate and the original submitted with the invoice.		
B10.3	If during the periodic service call the contractor identifies concerns, deficiencies, problems or repairs outside the work order, the contractor must notify the Maintenance/Operation Leader prior to commencing any work.		
SECTION 11.0 SUPPLY AND INSTALLATION OF NEW EQUIPMENT			
B11.1	All new equipment supplied and installed by the contractor must comply with the Ontario Fire Code subsections 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5 and 6.2.6.		
B11.2	All new equipment purchased by the TVDSB is subject to prior approval of the Maintenance Coordinator or the Maintenance/Operations Leader.		
SECTION 12.0 CONTRACTOR QUALIFICATIONS			

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ITEM NO.	SCOPE OF WORK	WILL COMPLY/WILL NOT COMPLY	COMMENT
B12.1	Maintenance, servicing, recharging and repairs shall be performed by trained, qualified and licensed personnel as required by NFPA-10, Ontario Fire Code and all other applicable codes and regulations, with at least two (2) years experience in servicing fire extinguishers and range hood fire suppression systems.		
B12.2	The contractor must be licensed to work in all municipalities that encompass the TVDSB locations.		
B12.3	The contractors shall have available the appropriate servicing manuals, the proper types of tools, recharge materials, lubricants and manufacturers replacement parts or parts specifically listed for use in the equipment being serviced.		

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2024 TENDER FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT
WORKSHEET C - PRICING

Item No.	FIRE EXTINGUISHERS	Annual Maintenance of Fire Extinguishers	Hydrostatic Testing inclusive of all parts and labour	Recharging inclusive of all parts and labour.	Supply and Install New Fire Extinguishers
	The TVDSB has approximately 4400 fire extinguishers presently located in our 160 schools and buildings. Quantities for fire extinguishers are estimates only and these figures may vary as needs dictate. TVDSB fire extinguishers inventory consists of 80 % Dry Chemical , 19 % Carbon Dioxide and 1 % Water Pressurized fire extinguishers.				
C1	Flag ABC				
C1.1	Flag ABC Dry Chemical 5lb - "G" Model				
C1.2	Flag ABC Dry Chemical 10lb - "G" Model				
C1.3	Flag ABC Dry Chemical 20lb - "G" Model				
C2	Amerex ABC				
C2.1	Amerex ABC Dry Chemical 5lb - Model 500				
C2.2	Amerex ABC Dry Chemical 5lb - Model 456				
C2.3	Amerex ABC Dry Chemical 10lb - Model 500				
C2.4	Amerex ABC Dry Chemical 10lb - Model 456				
C3	Diamond ABC				
C3.1	Diamond ABC Dry Chemical 5lb, - All Models				
C3.2	Diamond ABC Dry Chemical 10lb - All Models				
C4	Flag Pressurized				
C4.1	Flag Pressurized Water 2.5 Gal - "F" Model				
C5	Flag Carbon Dioxide				
C5.1	Flag Carbon Dioxide 5lb - "H" Model				
C5.2	Flag Carbon Dioxide 10lb - "H" Model				
C5.3	Flag Carbon Dioxide 20lb - "H" Model				

Cafeteria Range Hood Maintenance		
Item No.	Types of Service Required	Shop Rate
C1.1	Maintenance of Cafeteria Range Hood Fire Suppression system per unit	
C1.2	Cost per unit fusible links	
C1.3	Standard Shop Rate for Technician for work beyond the scope of work of this Bid	

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WORKSHEET C - PRICING**

C1.4	Cost plus materials requested that are beyond the scope of this bid. State the percentage over your cost for materials and parts that are requested	
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Pricing			
Item No.	Types of Service Required	Shop Rate	Response Time
C2.1	Standard Shop		
C2.2	On Site		
C2.3	Overtime		
C2.4	Emergency Service Calls		
C2.5	Weekends		
C2.6	Evenings		
C2.7	Statutory Holidays		

Item No.	Warranty and Maintenance	Will Comply/Will Not Comply	Comment
C3.1	Service is an extremely important consideration in the award of this Tender. Bidders must complete length of Warranty for workmanship.		
C3.2	Bidders must state if Warranty includes parts, labour and if warranty is on-site. If not, bidders must indicate the terms of the warranty. Bidders must state their standard hourly shop or on-site rate and clearly state any additional costs that will be charged to the TVDSB in the performance of the service work contracted for in this Tender.		
Item No.	Warranty and Maintenance	Will Comply/Will Not Comply	Comment
C3.4	Bidders must state location of service facilities.		
C3.5	Bidders must state number of service people at each location.		
C3.6	Bidders must state time to respond to service calls.		

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WORKSHEET C - PRICING

C3.7	Bidders must state mean time to repair commitments in the event of service disruption and associated penalties in the event of extended outages.		
C3.8	Bidders must include a statement outlining your company's quality assurance philosophy and program. This statement should detail how your company will respond to:		
C3.9	Service related problems.		
C3.10	Quality problems.		
C3.11	Employee related problems.		
C3.12	All equipment must be guaranteed for the entire period of the contract you are bidding. The successful bidder(s) must be prepared to exchange all equipment that proves defective during this contract without rewriting the agreement. Machines will be replaced if the number of service calls greatly exceeds those recommended in the machines preventive maintenance schedule or when the successful bidder(s) and the TVDSB recommends replacement due to any other conditions upon mutual agreement.		
C3.13	The TVDSB reserves the right to initiate a survey to measure customer satisfaction.		

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WORKSHEET D - CONTACT INFORMATION AND LIST OF ZONES

ZONE 1 London South				
951 Leathorne Street				
London, ON N5Z 3M7				
Fax: 519-452-2699				
MAINTENANCE SUPERVISOR: Matthew Kaspersma, 519-452-2000, ext. 21020, m.kaspersma@tvdsb.ca				
OPERATIONS SUPERVISOR: Lisa Caughlin, 519-452-2000, ext. 21016, l.caughlin@tvdsb.ca				
ZONE ASSISTANT: Wendy Tunks, 519-452-2000, ext. 21062, w.tunks@tvdsb.ca				
School Name	School ID	Address	City	Postal Code
Arthur Ford Public School	1035	617 Viscount Road	London	N6J2Y4
Arthur Stringer Public School	1040	43 Shaftsbury Avenue	London	N6C2Y5
Ashley Oaks Public School	1045	121 Ashley Crescent	London	N6E3P8
Byron Northview Public School	1085	1370 Commissioners Road West	London	N6K1E1
Byron Somerset Public School	1090	175 Whisperwood Avenue	London	N6K4C6
Byron Southwood Public School	1095	1379 Lola Street	London	N6K3R6
C.C. Carrothers Public School	1100	360 Chippendale Crescent	London	N5Z3G2
Cleardale Public School	1145	780 Dulaney Drive	London	N6C3W4
Facility Service - Leathorne - Corporate	5010	951 Leathorne Street	London	N5Z 3M7
G.A. Wheable Centre for Adult Education	3050	70 Jacqueline St	London	N5Z 3P7
Glen Cairn Public School	1265	53 Frontenac Road	London	N5Z3Y5
Kensal Park French Immersion Public School	1325	328 Springbank Drive	London	N6J1G5
London Environmental Education Centre - Pond	3140	1095 Pond View Rd	London	N5Z4K2
London South Collegiate Institute	2290	371 Tecumseh Avenue	London	N6C1T4
Mountsfield Public School	1425	8 Mountsfield Drive	London	N6C2S4
Nicholas Wilson Public School	1440	927 Osgoode Drive	London	N6E1C9
Princess Elizabeth Public School	1565	247 Thompson Road	London	N5Z2Z3
Rick Hansen Public School	1575	70 Ponderosa Crescent	London	N6E2L7
Saunders Secondary School	2280	941 Viscount Road	London	N6K1H5
Sir George Etienne Cartier Public	1620	695 Chiddington Avenue	London	N6C2W9
Sir Isaac Brock Public School	1615	80 St. Lawrence Boulevard	London	N6J2X1
Sir Wilfrid Laurier Secondary School	2170	450 Millbank Drive	London	N6C4W7
Summerside Public School	1945	2541 Meadowgate Blvd.	London	N6M 1L8
Tecumseh Public School	1700	401 Tecumseh Avenue	London	N6C1T4
Victoria Public School	1740	130 Wharncliffe Road South	London	N6J2K5
W. Sherwood Fox Public School	1750	660 Steeplechase Drive	London	N6J3P4
Westminster Secondary School	2370	230 Baseline Road West	London	N6J1W1
Westmount Public School	1780	1011 Viscount Road	London	N6K1H5
White Oaks Public School	1785	565 Bradley Avenue	London	N6E3Z8
Wilton Grove Public School	1795	626 Osgoode Drive	London	N6E1C1

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WORKSHEET D - CONTACT INFORMATION AND LIST OF ZONES

Woodland Heights Public School	1800	474 Springbank Drive	London	N6J1G8
Wortley Road Public School	1805	301 Wortley Road	London	N6C3R6

ZONE 2 - London East				
951 Leathorne Street				
London, ON N5Z 3M7				
Fax: 519-452-2710				
MAINTENANCE SUPERVISOR: Beau Chafee, 519-452-2000, ext. 21015, b.chafee@tvdsb.ca				
OPERATIONS SUPERVISOR: Julie Comeau, 519-452-2000, ext. 21017, julie.comeau1@tvdsb.ca				
ZONE ASSISTANT: Alison Schott, 519-452-2000, ext. 21014, a.schott@tvdsb.ca				
School Name	School ID	Address	City	Postal Code
A. B. Lucas Secondary School	2190	656 Tennent Avenue	London	N5X1L8
Aberdeen Public School	1015	580 Grey Street	London	N6B1H8
B. Davison Secondary School	2341	785 Trafalgar Street	London	N5Z1E6
Bonaventure Meadows Public School	1070	141 Bonaventure Drive	London	N5V4S6
Carrothers Field House	2070-ANX	357 Pall Mall Street	London	N5Y 2Z3
Cedar Hollow Public School	1830	1800 Cedar Hollow Boulevard	London	N5X 0K3
Central Secondary School	2070	509 Waterloo Street	London	N6B2P8
Chippewa Public School	1135	1035 Chippewa Drive	London	N5V2T6
Clarke Road Secondary School	2080	300 Clarke Road	London	N5W5N4
Ealing Public School	1180	840 Hamilton Road	London	N5Z1V5
East Carling Public School	1065	814 Quebec Street	London	N5Y1X4
Education Centre	5120	1250 Dundas Street	London	N6A 5L1
Evelyn Harrison Public School	1245	50 Tewksbury Crescent	London	N5V2M8
F.D. Roosevelt Public School	1250	560 Second Street	London	N5V2B7
Fairmont Public School	1255	1040 Hamilton Road	London	N5W1A6
H.B. Beal Secondary School	2140	525 Dundas Street	London	N6B1W5
Hillcrest Public School (Central)	1285	1231 Fuller Street	London	N5Y4P7
Jeanne Sauve French Immersion Public School	1310	215 Wharnccliffe Road North	London	N6H2B6
John P. Robarts Public School	1315	84 Bow Street	London	N5V1B1
Knollwood Park Public School	1330	70 Gammage Street	London	N5Y2B1
Lester B. Pearson School for Arts	1335	795 Trafalgar Street	London	N5Z1E6
Lord Elgin Public School	1355	1100 Victoria Drive	London	N5Y4E2
Lord Nelson Public School	1350	1990 Royal Crescent	London	N5V1N8
Lord Roberts French Immersion Public School	1360	440 Princess Avenue	London	N6B2B3
Louise Arbour French Immersion Public School	1296	365 Belfield Street	London	N5Y2K3
Montcalm Secondary School	2220	1350 Highbury Avenue	London	N5Y1B5
Northbrae Public School	1455	335 Belfield Street	London	N5Y2K3

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WORKSHEET D - CONTACT INFORMATION AND LIST OF ZONES

Northridge Public School	1475	25 McLean Drive	London	N5X1Y2
Old North Public School	1595	940 Waterloo Street	London	N6A3X3
Prince Charles Public School	1540	1601 Wavell Street	London	N5W2C9
Princess Anne French Immersion Public School	1555	191 Dawn Drive	London	N5W4W9
Sir John A. Macdonald Public School	1625	1150 Landor Street	London	N5Y3W3
St. George's Public School	1670	782 Waterloo Street	London	N6A3W4
Stoney Creek Public School	1915	1335 Nicole Avenue	London	N5X4M7
Summerside PS	1945	2541 Meadowgate Blvd.	London	N6M1L8
Trafalgar Public School	1715	919 Trafalgar Street	London	N5Z1G3
Tweedsmuir Public School	1720	349 Tweedsmuir Avenue	London	N5W1L5

ZONE 3 - East				
745 Hounsfield Drive				
Woodstock, ON N4S 1P6				
Fax: 519-421-1489				
MAINTENANCE SUPERVISOR: Chad Keller, 519-452-2000, ext. 24301, chad.keller@tvdsb.ca				
OPERATIONS SUPERVISOR: Karen Pettit, 519-452-2000, ext. 24302, karen.pettit1@tvdsb.ca				
ZONE ASSISTANT: Heather Aldred-Trepanier, 519-452-2000, ext. 24300, h.aldredtrepanier@tvdsb.ca				
School Name	School ID	Address	City	Postal Code
A. J. Baker Public School	1010	195910 19th Line	Kintore	N0M2C0
Algonquin Public School	1030	59 Algonquin Road	Woodstock	N4T1R8
Annandale Public School	1999	60 Tillson Avenue	Tillsonburg	N4G3A1
Blenheim District Public School	1925	32 Wilmot Street South	Drumbo	N0J1G0
Blossom Park Education Centre	3020	391 Blossom Pk. Rd.	Woodstock	N4S 7J3
Central Public School	1125	410 Hunter Street	Woodstock	N4S4G4
College Avenue Secondary School	2090	700 College Avenue	Woodstock	N4S2C8
East Oxford Central Public School	1190	505767 Old Stage Rd	Woodstock	N4S7V8
Eastdale Public School	1195	65 Aileen Drive	Woodstock	N4S4A2
Emily Stowe Public School	1940	1 Jerdon St	Norwich	N0J 1J0
Facility Services - Zone 3 East	5325	745 Hounsfield	Woodstock	N4S 1P6
Glendale High School	2130	37 Glendale Drive	Tillsonburg	N4G1J6
Harrisfield Public School	1270	2 Caffyn Street	Ingersoll	N5C3M8
Hickson Central Public School	1275	161 Loveys Street	Hickson	N0J1L0
Huron Park Secondary School	2150	900 Cromwell Street	Woodstock	N4S5B5
Ingersoll District Collegiate Institute	2160	37 Alma Street	Ingersoll	N5C1N1
Innerkip Central Public School	1300	180 Coleman Street	Innerkip	N0J1M0
Laurie Hawkins Public School	1930	156 Innes Street	Ingersoll	N5C2R8
Northdale Public School (East)	1470	290 Victoria Street North	Woodstock	N4S6W5

THAMES VALLEY DISTRICT SCHOOL BOARD
2024 TENDER FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT
WORKSHEET D - CONTACT INFORMATION AND LIST OF ZONES

Oliver Stephens Public School	1485	164 Fyfe Avenue	Woodstock	N4S3S6
Plattsville and District Public School	1520	112 Mill Street East	Plattsville	N0J1S0
Roch Carrier French Immersion Public School	1281	840 Sloane Street	Woodstock	N4S7V3
Royal Roads Public School	1550	210 King Street East	Ingersoll	N5C1L8
South Ridge Public School	1635	391 Quarter Line Road, R.R. #7	Tillsonburg	N4G4H1
Southside Public School	1645	360 Albert Street	Woodstock	N4S2L4
Springbank Public School	1660	1060 Sprucedale Road	Woodstock	N4S4Z9
Tavistock Public School	1695	79 Maria Street	Tavistock	N0B2R0
Thamesford Public School	1705	130 McCarty Street	Thamesford	N0M2M0
Westfield Public School	1820	102 Dereham Drive	Tillsonburg	N4G 5L8
Winchester Street Public School	1155	110 Winchester Street	Woodstock	N4S7K6
Woodstock Collegiate Institute	2390	35 Riddell Street	Woodstock	N4S6L9
Zorra Highland Park Public School	1810	County Road 6, R.R. #1	Embro	N0J1J0

ZONE 4 - South				
259 Edward Street				
St. Thomas, ON N5P 4A9				
Fax: 519-633-3851				
MAINTENANCE SUPERVISOR: Steve Wright, 519-452-2000, ext. 44801, steve.wright@tvdsb.ca				
OPERATIONS SUPERVISOR: Jason Van Niekerk, 519-452-2000, ext. 44802, j.vanniekerk@tvdsb.ca				
ZONE ASSISTANT: Anastasia Witlox-Palmer, 519-452-2000, ext. 44800, a.witlox-palmer@tvdsb.ca				
School Name	School ID	Address	City	Postal Code
Aldborough Public School	1025	11443 Furnival Road, R.R. #3	Rodney	N0L2C0
Arthur Voaden Secondary School	2030	41 Flora Street	St. Thomas	N5P2X5
Balaclava Street Adult Education Centre	3010	20 Balaclava Street	St. Thomas	N5P3C2
Caradoc Public School	1105	714 Bowan Street East, Box 244	Mount Brydges	N0L1W0
Central Elgin Collegiate Institute	2060	201 Chestnut Street	St. Thomas	N5R2B5
Davenport Public School	1160	80 Rutherford Avenue	Aylmer	N5H2N8
Delaware Central Public School	1165	14 Osborne St, Box 36	Delaware	N0L1E0
Dunwich-Dutton Public School	1175	239 Miller Road, Box 40	Dutton	N0L1J0
East Elgin Secondary School	2100	362 Talbot Street West	Aylmer	N5H1K6
Ekcoe Central Public School	1205	3719 Parkhouse Drive, R.R. #3	Glencoe	N0L1M0
Elgin Court Public School	1215	254 First Avenue	St. Thomas	N5R4P5
Éva Circé Côté French Immersion Public School	1656	45885 Sparta Line, Box 60	Sparta	N0L2H0
Facility Services - Zone 4 South	5310	259 Edward Street	St. Thomas	N5P 4A9
Forest Park Public School	1260	295 Forest Avenue	St. Thomas	N5R2K5
Glencoe District High School	2120	3581 Concession Drive, Box 370	Glencoe	N0L1M0
John Wise Public School	1905	100 Parkside Drive	St. Thomas	N5R 3T9

THAMES VALLEY DISTRICT SCHOOL BOARD
2024 TENDER FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT
WORKSHEET D - CONTACT INFORMATION AND LIST OF ZONES

June Rose Callwood Public School	1200	84 Edward Street	St. Thomas	N5P1Y7
Kettle Creek Public School (Port Stanley)	1535	350 Carlow Road, Box 490	Port Stanley	N5L1B6
Lambeth Public School	1005	6820 Duffield Street (Lambeth)	London	N6P1A4
Locke's Public School	1345	20 South Edgeware Road	St. Thomas	N5P2H2
McGregor Public School	1405	204 John Street South	Aylmer	N5H2C8
Mitchell Hepburn Public School	1900	95 Raven Avenue	St. Thomas	N5R5K8
Mosa Central Public School	1420	22741 Pratt Siding Road, R.R. #1	Glencoe	N0L1M0
New Sarum Public School	1435	9473 Belmont Road, R.R. #3	St. Thomas	N5P3S7
Parkside Collegiate Institute	2260	241 Sunset Drive	St. Thomas	N5R3C2
Pierre Elliott Trudeau F.I. P.S.	1290	112 Churchill Crescent	St. Thomas	N5R1R1
Port Burwell Public School	1530	30 Strachan, Box 209	Port Burwell	N0J1T0
South Dorchester Public School	1630	48614 Crossley-Hunter Sideroad, R	Belmont	N0L1B0
Southwold Public School	1650	39261 Fingal Line, R.R. #1	St. Thomas	N5P3S5
Springfield Public School	1665	51336 Ron McNeil Line	Springfield	N0L2J0
Straffordville Public School	1680	9188 Plank Road	Straffordville	N0J1Y0
Summers' Corners Public School	1685	50576 Talbot Line, R.R. #1	Aylmer	N5H2R1
West Elgin Secondary School	2360	139 Graham Street	West Lorne	N0L2P0
West Elgin Senior Public School	1760	139 Graham Road, Box 280	West Lorne	N0L2P0
Westminster Central Public School	1775	2835 Westminster Drive	London	N6N1L7

ZONE 5 - West				
14766 Medway Road				
Arva, ON N0M 1C0				
Fax: 519-660-4656				
MAINTENANCE SUPERVISOR: Dan Kendall, 519-452-2000, ext. 25002, d.kendall@tvdsb.ca				
OPERATIONS SUPERVISOR: Frederick Sam, 519-452-2000, ext. 25003, f.sam@tvdsb.ca				
ZONE ASSISTANT: Katia De Teves, 519-452-2000, ext. 25000, k.deveves@tvdsb.ca				
School Name	School ID	Address	City	Postal Code
Adelaide - W. G. MacDonald Public School	1020	29059 School Road, R.R. #5	Strathroy	N7G3H6
Caradoc North Public School	1115	8041 Scotchmere Drive, R.R. #1	Strathroy	N7G3H3
Centennial Central Public School	1120	14774 Medway Road, R.R. #1	Arva	N0M1C0
Clara Brenton Public School	1140	1025 St. Croix Avenue	London	N6H3X8
Eagle Heights Public School	1505	284 Oxford Street West	London	N6H1S9
East Williams Memorial Public School	1185	4441 Queen Street, R.R. #1	Ailsa Craig	N0M1A0
Emily Carr Public School	1230	44 Hawthorne Road	London	N6G2H5
Facility Services - Zone 5 West	5320	14774 Medway Road, R.R. #1	Arva	N0M1C0
J.S. Buchanan French Immersion Public School	1641	248 Keefer Street	Strathroy	N7G1E2
Jack Chambers Public School	1305	1650 Hastings Drive	London	N5X3E3

THAMES VALLEY DISTRICT SCHOOL BOARD
2024 TENDER FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT
WORKSHEET D - CONTACT INFORMATION AND LIST OF ZONES

John Dearness Public School	1320	555 Sanatorium Road	London	N6H3W6
Lord Dorchester Secondary School	2180	61 Queen Street	Dorchester	N0L1G0
Mary Wright Public School	1935	213 Carroll Street West	Strathroy	N7G 1B1
Masonville Public School	1400	25 Hillview Boulevard	London	N6G3A7
McGillivray Central Public School	1410	34714 Creamery Road, R.R. #3	Ailsa Craig	N0M1A0
Medway High School	2210	14405 Medway Road	Arva	N0M1C0
North Meadows Public School	1450	82 Middlesex Drive	Strathroy	N7G4G5
North Middlesex District High School	2230	100 Main Street, Box 610	Parkhill	N0M2K0
Northdale Central Public School	1460	3860 Catherine Street	Dorchester	N0L1G0
Oakridge Secondary School	2250	1040 Oxford Street West	London	N6H1V4
Orchard Park Public School	1490	50 Wychwood Park	London	N6G1R6
Oxbow Public School	1500	13624 Ilderton Road, R.R. #3	Ilderton	N0M2A0
Parkhill-West Williams Public School	1510	204 McLeod Street, Box 488	Parkhill	N0M2K0
Parkview Public School	1515	10008 Oxbow Drive	Komoka	N0L1R0
River Heights Public School	1580	4269 Hamilton Road	Dorchester	N0L1G3
Riverside Public School	1585	550 Pinetree Drive	London	N6H3N1
Sir Arthur Currie Public School	1825	2435 Buroak Drive	London	N6G 0L5
Sir Frederick Banting Annex	3070	127 Sherwood Forest Square	London	N6G 2C3
Sir Frederick Banting Secondary School	2040	125 Sherwood Forest Square	London	N6G2C3
Stoneybrook Public School	1675	1460 Stoneybrook Crescent	London	N5X1C4
Strathroy Adult Learning Centre	3030	51 Front St. E.	Strathroy	N7G 1Y5
Strathroy District Collegiate Institute	2320	361 Second Street	Strathroy	N7G4J8
Strathroy District Collegiate Institute	2320	361 Second Street	Strathroy	N7G4J8
University Heights Public School	1725	27 Ford Crescent	London	N6G1H8
Valleyview Public School	1730	10339 Ilderton Road, R.R. #2	Ilderton	N0M2A0
West Nissouri Public School	1920	37 Elliott Trail	Thorndale	N0M2P0
West Oaks French Immersion Public School	1766	1050 Plantation Road	London	N6H2Y5
Wilberforce Public School	1910	340 Beech Street	Lucan	N0M 2J0
Wilfrid Jury Public School	1790	950 Lawson Road	London	N6G3M2
**SDCI and Holy Cross Catholic S.S. ONLY - 361 Second Street, Strathroy, ON, N7G 4J8				
Note: Separate billing required for S.D.C.I./Holy Cross facility only				

**THAMES VALLEY DISTRICT SCHOOL BOARD
2024 TENDER FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT
WORKSHEET D - CONTACT INFORMATION AND LIST OF ZONES**

Phone
519-452-8020
519-452-8030
519-452-8040
519-452-8080
519-452-8090
519-452-8100
519-452-8110
519-452-8140
519-452-2425
519-452-2660
519-452-8210
519-452-8280
519-452-8880
519-452-2860
519-452-8400
519-452-8410
519-452-8490
519-452-8500
519-452-2770
519-452-8550
519-452-8560
519-452-2840
519-452-8660
519-452-8600
519-452-8640
519-452-8730
519-452-2900
519-452-8670
519-452-8680
519-452-8700

**THAMES VALLEY DISTRICT SCHOOL BOARD
2024 TENDER FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT
WORKSHEET D - CONTACT INFORMATION AND LIST OF ZONES**

519-452-8710
519-452-8720

Phone
519-452-2600
519-452-8010
519-452-2880
519-452-8060
N/A
519-457-6059
519-452-2620
519-452-8120
519-452-2640
519-452-8150
519-452-8050
519-452-2000
519-452-8180
519-452-8190
519-452-8200
519-452-2700
519-452-8220
519-452-8250
519-452-8270
519-452-8290
519-452-8300
519-452-8310
519-452-8320
519-452-8330
519-452-2820
519-452-2730
519-452-8420

**THAMES VALLEY DISTRICT SCHOOL BOARD
2024 TENDER FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT
WORKSHEET D - CONTACT INFORMATION AND LIST OF ZONES**

519-452-8440
519-452-8520
519-452-8470
519-452-8480
519-452-8570
519-452-8530
519-850-8698
TBD
519-452-8610
519-452-8620

Phone
519-283-1098
519-421-2219
519-688-3498
519-463-5169
519-537-0109
519-537-5362
519-539-0020
519-467-5243
519-537-2652
519-468-0201
519-537-2733
519-842-4207
519-845-1600
519-462-2415
519-537-2347
519-485-1200
519-469-3435
519-485-5626
519-537-5761

**THAMES VALLEY DISTRICT SCHOOL BOARD
2024 TENDER FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT
WORKSHEET D - CONTACT INFORMATION AND LIST OF ZONES**

519-539-2068
519-684-7436
519-537-2642
519-485-4849
519-842-7319
519-539-1131
519-539-7140
519-655-2350
519-285-2043
519-842-2461
519-537-3543
519-537-1050
519-475-4121

Phone
519-785-0811
519-631-3770
519-631-0231
519-264-1630
519-631-4460
519-773-9216
519-652-5371
519-762-2419
519-773-3174
519-287-3330
519-631-7118
519-775-2541
519-633-0087
519-631-3563
519-287-3310
519-633-1611

**THAMES VALLEY DISTRICT SCHOOL BOARD
2024 TENDER FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT
WORKSHEET D - CONTACT INFORMATION AND LIST OF ZONES**

519-631-5010
519-782-3983
519-652-2050
519-631-8890
519-773-3362
519-631-3370
519-693-4691
519-773-5185
519-633-0090
519-631-7820
519-874-4558
519-765-4090
519-631-5997
519-765-4162
519-866-3021
519-773-8106
519-768-1350
519-768-1350
519-452-8660

Phone
519-247-3369
519-245-2085
519-660-8193
519-452-8130
519-452-8460
519-232-4505
519-452-8160
519-660-4946
519-245-0473
519-452-8240

**THAMES VALLEY DISTRICT SCHOOL BOARD
2024 TENDER FIRE EXTINGUISHERS AND FIRE SAFETY EQUIPMENT
WORKSHEET D - CONTACT INFORMATION AND LIST OF ZONES**

519-452-8260
519-268-7351
519-245-2044
519-452-8390
519-293-3342
519-660-8418
519-245-7373
519-294-1128
519-268-7862
519-452-2750
519-452-8450
519-666-0310
519-294-1117
519-657-3868
519-268-7884
519-452-8510
519-472-5286
519-452-2800
519-452-2800
519-452-8590
519-850-8698
519-245-2680
SEE BELOW
519-245-2680
SEE BELOW
519-452-8630
519-666-1417
519-461-9575
519-452-8650
519-227-2185
519-452-8690

**THAMES VALLEY DISTRICT SCHOOL BOARD
2024 TENDER FIRE EXTINGUISHERS
WORKSHEET E - DESIGNATED SUBSTANCES**

	DESIGNATED SUBSTANCES	WILL COMPLY/WILL NOT COMPLY
E1	Designated Substances, as listed in Regulation 490/09 made under the Occupational Health and Safety Act (Ontario), including asbestos, lead, mercury, silica and others, may be present within TVDSB facilities.	
E2	The successful contractor must complete all aspects of the Work in strict compliance with: all applicable laws, regulations, ordinances and other legal requirements of all levels of government (together "Applicable Laws"), including, without limitation, Regulations 278/05 and 490/09 made under the Occupational Health and Safety Act (Ontario) and Regulation 347 made under the Environmental Protection Act (Ontario); all of TVDSB's policies and procedures, including, without limitation, TVDSB's Health and Safety policies and procedures; and, the requirements of this Tender, in order to ensure that any Designated Substances that may be affected by, involved with or disturbed by any aspect of the Work are properly addressed, handled and dealt with by the successful contractor.	
E3	All staff and contractors will comply with the Environmental Protection Act, RSO 1990, Section 27 and Ontario Regulation 347, Section 17 when disposing of asbestos waste.	
E4	The successful contractor must provide a certificate of "Asbestos Awareness Training" for every one of its employees or sub-contractors (together, and individually, "Personnel"), who will be assigned by the successful contractor to provide or perform any aspect of the Work, prior to the commencement of any activities in relation to any Work. In addition, the successful contractor must execute and deliver to TVDSB a "Contractor Notification and Acknowledgement Form" (which is an appendix to TVDSB's Asbestos Procedure, under its Health and Safety Policy, and which is located on TVDSB's website), before commencing any Work. To the extent the Contract is renewed, the successful contractor is required to provide the TVDSB with updated copies of all such certificates and such form, prior to undertaking any Work during any such renewal period. Bidder(s) must submit certificates with your bid if staff currently have the "Asbestos Awareness Training" dated within the last five years.	
E5	Before starting any Work in any TVDSB facility (including, without limitation, undertaking a site visit), the successful contractor is required to review the Asbestos Product Survey and Designated Substances Report (the "Report") for that facility. This review is to familiarize the successful contractor and its Personnel with the facility and the location of any Designated Substances in any area where Work may be performed. A copy of such Report can be found in two locations in each facility: (a) the Main Office; and, (b) the Custodial Office Document Box. If a copy of such Report cannot be located, Work is not to proceed until: such Report is located; such Report is reviewed by each of the successful contractor's Personnel assigned to perform any part of the Work; and, each of the Personnel assigned to perform any part of the Work signs the Designated Substance Log Book located in the Report as contemplated in E6 below.	
E6	Prior to undertaking: (a) any site visit; and / or, (b) any Work, each of the successful contractor's Personnel assigned to perform any part of the Work must sign the Designated Substance Log Book located in the respective Report for the facility in question, and which indicates that those individuals have received a copy of such Report, have reviewed same and accept its terms and conditions.	

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2024 TENDER FIRE EXTINGUISHERS
WORKSHEET E - DESIGNATED SUBSTANCES**

	DESIGNATED SUBSTANCES	WILL COMPLY/WILL NOT COMPLY
E7	Should the successful contractor identify asbestos containing materials ("ACM") in a Report, and Type I operations that may disturb ACM are required, the related Work shall be completed during school off-hours. No Type I operations to be completed during school off-hours shall commence until such time as the successful contractor has received verbal approval from the TVDSB contact person for the scheduling of same. If any Type I operations must occur on an expedited basis during school hours, the successful contractor shall contact the TVDSB contact person in order to address the matter and shall not proceed with any such Type I operations without the express written approval of the TVDSB contact person and then, only in strict compliance with the terms of such written approval. School off-hours means when students are not in the facility for instructional purposes or extra curricular activities. As indicated above, all Type I operations shall be completed: in accordance with Applicable Laws; TVDSB's policies and procedures, including, without limitation, its Health and Safety policies and procedures; this Tender; and, by Personnel for whom a certificate of Asbestos Awareness Training has been provided to TVDSB and who has signed the applicable Designated Substance Log Book (as contemplated in section E5 above).	
E8	No Work involving Type 2 or 3 operations shall be undertaken by the successful contractor or its Personnel. To the extent the completion of Work requires Type 2 or 3 operations, the successful contractor shall contact TVDSB so that TVDSB can arrange for an asbestos abatement contractor to complete any Type 2 or 3 operations necessary for the completion of the Work.	
E9	In circumstances where any aspect of the Work requires entry above the ceiling, special precautions are required to be taken by the successful contractor and its Personnel. If spray-on insulation has been applied to the building structure, or if other types of insulation have been applied or affixed to mechanical fixtures, pipes and/or fittings above the ceiling, some ACM may have broken free and fallen onto the surface of the ceiling. Entry above the ceiling could therefore disturb such fallen material, creating an exposure hazard if the material contains asbestos. Accordingly, the successful contractor and Personnel shall and must follow the following procedures for ceiling entry:	
E9.1	If the Report indicates that: any structures above the ceiling have had ACM spray fireproofing applied to them; or, debris is known to be present on top of any ceiling tiles, in either case in any area where any aspect of the Work is to be completed, DO NOT ENTER THE CEILING SPACE, and contact the TVDSB contact person for advice and approval as to how to proceed. Do not proceed without TVDSB's prior written approval.	
E9.2	If the Report indicates that any ceiling tiles required to be disturbed contain ACM or, that the mechanical fittings above the ceiling are in poor or fair condition, proceed using the ceiling entry procedures identified below:	
E9.2.1	Place a drop sheet of polyethylene or other suitable material beneath the area where the ceiling space is to be entered;	
E9.2.2	Carefully raise the edge of a ceiling tile and examine the surfaces of adjacent tiles for evidence of fallen debris;	
E9.2.3	If the surfaces of the adjacent tiles are clean, the raised tile may be removed, by sliding it over an adjacent tile, and the ceiling space entered;	
E9.2.4	If the surfaces of the adjacent tiles contain debris, STOP WORK IMMEDIATELY, lower the raised tile and contact the TVDSB contact person for advice and approval as to how to proceed. Do not proceed without TVDSB's prior written approval; and	

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2024 TENDER FIRE EXTINGUISHERS
WORKSHEET E - DESIGNATED SUBSTANCES**

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

FIRM NAME: _____

SIGNATURE: _____