



TENDER #349 MAILING MACHINE/SEALER/SCALE

Issue Date: Thursday, April 21, 2022

Stacey Shoemaker, Buyer

Issued by: The Thames Valley District School Board

Return Date: 12:00:00 noon, local time, Monday, May 16, 2022

THAMES VALLEY DISTRICT SCHOOL BOARD - 2022 REQUEST FOR TENDER
WORKSHEET A - TERMS AND CONDITIONS
MAILING MACHINE/SEALER/
SCALE

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
1.0	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 160 schools with an estimated enrolment of 75,000 students.		
1.1	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 mailing machine/sealer/scale.		
1.1.2	The TVDSB may agree to permit other public organizations within Southwestern Ontario to access any contract(s) that may result from this solicitation. The successful bidder(s) shall allow such access with the understanding that the participating organizations be responsible for their own contract management.		
2.0	BID DEFINITIONS AND INFORMATION		
2.1	DEFINITIONS		
2.1.1	The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission.		
2.1.1.1	The word "MUST" shall mean bidders "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant.		
2.1.1.2	The word "SHOULD" shall mean bidders "should" include the required information in bid submission.		
2.1.1.3	The word "NONCOMPLIANT" shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.1.4	The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform any portion or all of this bid.		
2.1.1.5	The word "QUALIFIED" shall mean a bidder who is compliant and has included the required information in their bid submission.		
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.		

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2.1.1.6.1	Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The TVDSB, will reject any bid submission which contains a major irregularity.		
2.1.1.6.2	Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.		
2.2	STRUCTURE OF THIS BID		
2.2.1	Proponents must use the online 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	Scroll to the end of the document, click "Proceed to inquiry/download page".		
2.2.1.6	Proceed to the bid, click "New" icon		
2.2.1.7	You will be directed to the "TVDSB Client Portal"		
2.2.1.7.1	Proponents that already have a TVDSB Client Portal account:		
2.2.1.7.1.1	Click "TVDSB Login".		
2.2.1.7.1.2	Login using TVDSB Client Portal account and password.		
2.2.1.7.2	Proponents that do not already have a TVDSB Client Portal account:		
2.2.1.7.2.1	Click "Sign up now".		
2.2.1.7.2.2	Read TVDSB Client Portal Disclaimer, scroll to bottom and click "I agree" or "I do not agree".		
2.2.1.7.2.3	If "I do not agree" was clicked, you will not be able to proceed. If "I agree" was clicked, you will be taken to "New Account Application".		
2.2.1.7.2.4	Complete account information and click "Create My Account"		
2.2.1.7.2.5	Click "TVDSB Login".		
2.2.1.7.2.6	Login using new TVDSB Client Portal account and password.		
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 2022Appendices349.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		
2.2.1.10.1.2	Worksheet B: Requirements/Specifications in Excel format - electronic response required.		

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2.2.10.1.3	Worksheet C: Pricing in Excel format - electronic response required.		
2.2.10.1.4	Worksheet D: Locations in Excel format - no response required.		
2.2.2	Complete bid information (See Section 9 - Electronic Bidding Instructions.)		
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: Thursday, April 21, 2022.		
2.4.5	RETURN DATE and TIME: prior to 12:00:00 noon local time Monday, May 16, 2022		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Stacey Shoemaker, by email s.shoemaker@tvdsb.ca no later than Friday, April 13, 2022. After this date no further inquiries, concerns or questions may be submitted. 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.		
2.5.3	All Addenda will be issued at least seven days prior to the closing date. If an addendum is issued within seven days of the closing date, the date will be extended accordingly.		
3.0	CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement will be determined after evaluation of Pricing in Worksheet C.		
3.2	PRICING		
3.2.1	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.		
3.2.2	Prices must remain in effect for the entire term of the contract as stated on Worksheet C.		
3.2.3	The TVDSB will not expect any price increases for the exact configuration quoted during the roll out.		
3.2.4	The TVDSB would like to take advantage of any promotions, price decreases, rebates or new technologies available during the term of the contract. Detail your company's strategy related to future pricing, new hardware components or new technologies.		
3.3	TAXES		

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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 our Schools, Distribution Centre, Educational Resource Centre, Community Education Centres.		
3.4.2	The successful bidder(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping or installation.		
3.4.3	The successful bidder(s) bears the risk of loss with respect to equipment until delivery and/or installation is complete.		
3.4.4	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of lading.		
3.5	INVOICING/PAYMENT TERMS		
3.5.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Accounts Payable.		
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.		
3.5.4	Bidders should state percentage discount for early payment and net payment terms.		
3.5.5	Purchase order numbers must be stated on all invoices; invoices without will be returned unpaid.		
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	The determination of equal quality will be based on our internal professional opinions.		
4.1.3	In addition to price, quality and suitability will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will be also taken into consideration when awarding this contract.		
4.1.4	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
4.1.5	The successful bidder(s) must carry out all work to the satisfaction of the TVDSB. All trade work is to be performed by appropriately certified staff.		
4.2	REQUIREMENTS		

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4.2.1	The requirements are detailed in Requirements/Specifications List - Worksheet B		
4.2.2	For each requirement as described in Worksheet B bidders must place a response in the appropriate column. The following definitions are used:		
4.2.3	Complies: The system fully meets the requirement.		
4.2.4	Deviates: The system partially meets the requirements. For each response, describe what specifically is and is not available. Also indicate how the system would achieve the requested functionality.		
4.2.5	The successful bidder(s) should be a certified dealer/distributor of the manufacturer of the equipment/products they are proposing.		
4.2.6	The successful bidder(s) must have the proprietary right or license to use software being provided or imbedded in the hardware that is being provided.		
5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 180 days.		
5.1.2	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.		
5.1.3	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.		
5.1.4	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.		
5.1.5	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.		
5.1.6	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.		
5.1.7	All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.		

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5.1.8	The TVDSB reserves the right to decline or purchase one or all items in this bid from one supplier or from multiple suppliers.		
5.1.9	All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between the TVDSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this bid document, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.		
5.1.10	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.		
5.1.11	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.		
5.1.12	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.		
5.1.13	All TVDSB policies, procedures and regulations must be adhered to by the successful bidder(s).		
5.1.14	Smoking is prohibited in all TVDSB buildings and property.		
5.1.15	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.16	The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each of their sites.		

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5.1.17	The successful bidder(s) will reimburse the TVDSB for any damages through negligence or wilful acts of any of the successful bidder(s)' employees or contracted staff.		
5.1.18	The successful bidder(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.		
5.1.19	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.		
5.1.20	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.21	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.1.22	The acceptance of the bid by the successful bidder and the award of the contract contemplated by this bid document is subject to approval of the Board of Trustees.		
5.2	CANCELLATION OF CONTRACT / LOSS OF SERVICE		
5.2.1	The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder(s) shall remain responsible for its obligations under this contract up to the date of termination. The TVDSB reserves the right to commence an action in a court of competent jurisdiction against the successful bidder(s) for damages that result from the breach of the terms and conditions of the contract, by the successful bidder(s).		
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful bidder(s) under the contract the total outstanding amount from time to time and for all damage claims by the TVDSB or any third parties arising out of this contract which have not been resolved by the successful bidder(s) or its insurer.		
5.2.3	The TVDSB reserves the right to withhold monies owing under a contract to the value of the obligation to a maximum of the monies owing to the successful bidder(s) for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful bidder(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful bidder(s), the TVDSB's staff or third party interruptions.		

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5.2.5	In the event that the successful bidder(s) becomes insolvent, and/or the successful bidder(s) is unable or unwilling to provide the contracted service for a period of more than 30 consecutive days during the period of the contract, the TVDSB shall have the right to replace the successful bidder(s) with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this bid.		
5.3	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT		
5.3.1	Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application pursuant to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a bid submission or an addendum may contain a trade secret of the bidder, intellectual property right of the bidder, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		
5.3.2	A bidder specifically consents to the disclosure of any and all information contained in their bid submission or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all right, title and interest that they have in the bid submission, and any addendum to the TVDSB including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.		
5.3.3	All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.		
5.4	PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT		
5.4.1	The Bidder represents and warrants that if the bidder is or becomes subject to any private sector privacy legislation in responding hereto, or in carrying out its obligations under any subsequent agreement, the Bidder will be solely responsible for compliance with such legislation. Without limitation, the Bidders represents and warrants that if the Bidder is subject to the Personal Information protection and Electronics Act, S.C. 2000, c.5, including any amendments thereto ("PIPEDA"), the Bidders shall ensure PIPEDA compliance of:		
5.4.2	All PIPEDA Protected Information the Bidders collects directly from the individual or indirectly from the Board or others		
5.4.3	All PIPEDA Protected Information the Bidders uses or discloses in the course of responding hereto or in performing its obligation under any subsequent agreement and,		
5.4.4	All PIPEDA Protected Information the Bidder transfers or discloses to the Board		

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

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5.7.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. If applicable, the successful bidder(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.7.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHIMS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.7.5	No supplier will be awarded any product that requires a Material Safety Data Sheet unless the bidder complies with the conditions above.		
5.7.6	The TVDSB reserves the right to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		
5.8	WORKPLACE SAFETY AND INSURANCE BOARD		
5.8.1	The successful bidder(s) must ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.		
5.8.2	The successful bidder(s) must furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board. This certification is to be furnished prior to the commencement of this contract. The good standing must be maintained throughout the contract. It is the responsibility of the Contractor to ensure that the Workplace Safety & Insurance Board Certificate is updated every sixty (60) days. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.8.3	All workplace injuries or accidents on TVDSB property must be reported by the successful bidder(s) to the TVDSB's representative within 24 hours.		
5.9	COMMERCIAL LIABILITY INSURANCE		
5.9.1	The successful bidder(s) must be covered by Commercial General Liability Insurance throughout the term of the contract. Each bidder must state if it has Commercial General Liability Insurance Coverage.		

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

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SCALE

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
5.10.2	In the event of an affirmative answer to 5.10.1, 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 5.10.3 to subsection 5.10.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.10.3	Bidders should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1million on all personally owned vehicles) per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract.		
5.10.4	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.10.5	Third Party Liability Coverage in the form of OAP-1		
5.10.6	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		
5.10.7	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.		
6.0	PROPONENT PROFILE		
6.1	ADMINISTRATION and ORGANIZATION		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD - 2022 REQUEST FOR TENDER
WORKSHEET A - TERMS AND CONDITIONS
MAILING MACHINE/SEALER/
SCALE

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
6.1.1	Proponents should include an organizational chart.		
6.1.2	The TVDSB reserves the right at any time after the closing date, to request from any proponent evidence of its financial standing and stability, including that of each of its officers, directors and principals. All proponents 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.		
6.1.3	Proponents are required to list any and all pending or ongoing legal claims or disputes where the proponent could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
6.1.4	Proponents should state location of their distribution centre.		
6.1.5	Proponents should state if their employees service sites wearing uniforms.		
6.1.6	Proponents should state if their employees carry photo identification.		
6.1.7	Proponents 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	Signed copies of all Worksheets in .pdf format.		
7.1.3	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.4	Proponents' submissions should include page numbers for ease of reference by committee members.		
7.1.5	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.6	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
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:		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD - 2022 REQUEST FOR TENDER
WORKSHEET A - TERMS AND CONDITIONS
MAILING MACHINE/SEALER/
SCALE

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
8.1.3.1	Price		
8.1.3.2	Compliance with Specifications		
8.1.4	Compliant proponents may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified proponents as to the time and place. The presentation shall be at the expense of the proponent.		
8.1.5	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.6	The determination of equal quality will be based on our internal professional opinions.		
8.1.7	In the event of a tie score the TVDSB will resolve the tie by a draw. The names of the tie proponents will be entered into the draw. All parties will have representation when the draw takes place.		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
8.2.1.2	www.tvdsb.ca		
8.2.1.3	Click on "I'D LIKE TO"		
8.2.1.4	Click on "Go to Purchasing"		
8.2.1.5	Click on "Bids"		
8.2.1.6	Proceed to the Bid, click		
8.2.1.7	"Results - Check Mark"		
8.2.1.8	View documents in PDF format.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		

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 "Bids"		
9.1.5	Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
9.1.6	Click "Proceed to Inquiry/Download page"		
9.1.7	Click on the "Name of the Bid" to view documents in PDF format.		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD - 2022 REQUEST FOR TENDER
WORKSHEET A - TERMS AND CONDITIONS
MAILING MACHINE/SEALER/
SCALE

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
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 or Microsoft Edge.		
9.3	BID WORKSHEETS		
9.3.1	Download the file 2022Appendices349.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: Requirements/Specifications in Excel format - electronic response required.		
9.3.1.1.3	Worksheet C: Pricing in Excel format - electronic response required.		
9.3.1.1.4	Worksheet D: Locations in Excel format - no 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.		
9.3.3	Print and sign 2022Appendices349.xlsx. The printed and signed copies must be scanned and returned as a .pdf file.		
9.3.4	Upload files back to us using the "Your Uploaded Files for this Tender" area.		
9.4	BID REPORT		
9.4.1	Use the "Bid Report" option on the menu to create a report showing your bids. If any changes are made after printing the "Bid Report", you must reprint the "Bid Report". Running the "Bid Report" initiates the transfer of data into our system. Any items entered into the bid entry system will not transfer into our system until a "Bid Report" has been generated.		
9.5	RETURN DATE		
9.5.1	RETURN DATE and TIME: prior to 12:00:00 noon local time Monday, May 16, 2022.		
10.0	SIGNATURE PAGE		
10.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.		
10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
10.4	NAME (Please print):		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD - 2022 REQUEST FOR TENDER
WORKSHEET A - TERMS AND CONDITIONS
MAILING MACHINE/SEALER/
SCALE

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
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:		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD - 2022
REQUEST FOR TENDER
MAILING MACHINE/SEALER/SCALE
WORKSHEET B - REQUIREMENTS/SPECIFICATIONS

ITEM NO		Response	Comments
B1	Mailing System		
B1.1	State the model number.		
B1.2	State the year of release for the proposed model.		
B1.3	Postage meter must be compliant with Canada Post Standards.		
B1.4	State throughput per minute for standard #10 envelope.		
B1.5	State the monthly volume capabilities.		
B1.6	State the manufacturer's life expectancy on the recommended model.		
B1.7	State if the proposed mailing system is modular.		
B1.8	State if special plug is required - Cost must be included in cost.		
B2	Postage Meter		
B2.1	Postage meter must be approved by Canada Post for use after December 31, 2006.		
B2.2	State if the meter calculates Canadian, US and International Mail.		
B2.3	State if the meter has the ability to prepare multiple classes of mail.		
B2.4	State if the meter handles postage for larger parcels.		
B2.5	State the maximum postage the meter can hold.		
B2.6	State what display alerts the meter have.		
B2.7	Does the meter display alert for low postage.		
B2.8	Does the meter have auto date settings functions.		
B2.9	State if the meter has automatic original value resetting functions.		
B2.10	State any other type of mail settings.		
B2.11	Describe how the user refills the postage.		
B2.12	State the security features of the meter.		
B2.13	If the recommended model is password accepted, state number of passwords it can accept.		
B2.14	What security features protect the users when resetting postage amounts over telephone or modem lines?		
B2.15	State how long the manufacturer will support the proposed mailing system with parts and service. Include a letter from the manufacturer to support your response.		
B2.16	State maximum imprint.		
B2.17	State maximum number of calls for postage included in rental per year.		
B3	Envelope Specifications		
B3.1	State minimum - maximum size for documents.		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD - 2022
REQUEST FOR TENDER
MAILING MACHINE/SEALER/SCALE
WORKSHEET B - REQUIREMENTS/SPECIFICATIONS

ITEM NO		Response	Comments
B3.2	State minimum - maximum thickness for documents.		
B3.3	State if the unit handles envelopes and parcels.		
B3.4	What are the limitations for envelope and parcel sizes?		
B3.5	State if the unit is capable of using postage tape.		
B4	Feeder		
B4.1	The mail deck must be capable of handling up to 10" x 13" sizes.		
B4.2	The feeder must be capable of handling nested and non nested envelopes.		
B4.3	The feeder must be capable of manually feeding mixed sized mail within the same postage rates.		
B4.4	The feeder must have a wide deck for oversized mail.		
B5	Scale		
B5.1	The postage scale should be capable of handling up to 3 kg packages/envelopes/letters.		
B5.2	State maximum capacity of scale.		
B5.3	What type of scale comes with the unit - electronic/digital or spring.		
B5.4	For digital scales, are there charges for changes due to increased postage rates? State the cost for increased postage rate charges.		
B6	Sealer		
B6.1	State type of sealing system.		
B6.2	State if the user must perform regular or daily maintenance routines.		
B7	Printer		
B7.1	State the type of printing process.		
B7.2	Describe the process for maintaining the print resolution.		
B8	Software and Computer Capabilities		
B8.1	Does the unit have the ability to track postage costs by user accounts		
B8.2	State maximum number of accounts		
B8.3	State maximum number of digits for account number		
B8.4	State type of software		
B8.5	State software manufacturer		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD - 2022
REQUEST FOR TENDER
MAILING MACHINE/SEALER/SCALE
WORKSHEET B - REQUIREMENTS/SPECIFICATIONS

ITEM NO		Response	Comments
B8.6	What reports can be generated?		
B8.7	Describe how reports are generated.		
B9	Warranty and Maintenance		
B9.1	State location of service facilities.		
B9.2	What is the manufacturer's recommended service schedule?		
B9.3	State if warranty includes parts, labour, service and if the warranty is on-site. If not, bidders must indicate the terms of the warranty.		
B9.4	State length of warranty.		
B9.5	State number of service people at each location.		
B9.6	State time to respond to service calls:		
B9.6.1	Less than one half day		
B9.6.2	One half day		
B9.6.3	One full day		
B9.6.4	More than one day		
B9.6.5	Other		
B9.7	State mean time to repair commitments in the event of service disruption and associated penalties in the event of extended outages.		
B9.8	Disclose your policy of loan machines in the event repairs are not made on-site.		
B9.9	Include a statement outlining your company's quality assurance philosophy and program. This statement should detail how your company will respond to:		
B9.9.1	Service related problems		
B9.9.2	Quality problems		
B9.10	All equipment must be new and 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.		
B10	Operating and Physical Features		
B10.1	State weight of the mailing system.		
B10.2	State power requirements.		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD - 2022
REQUEST FOR TENDER
MAILING MACHINE/SEALER/SCALE
WORKSHEET B - REQUIREMENTS/SPECIFICATIONS

ITEM NO		Response	Comments
B10.3	Comes with the recommended electrical plug.		
B10.4	State maximum distance postage machine must be located from phone jack.		
B11	Supplies		
B11.1	State number of impressions per ink cartridge.		
B11.2	State number of labels per roll.		
B12	Training		
B12.1	Is training provided with lease/purchase?		
B12.2	State length of basic training.		
B12.3	Can you provide additional training? State cost on an hourly basis.		
B13	Other		
B13.1	Describe other functionality your unit has not listed in this specification.		

FIRM NAME: _____

SIGNATURE: _____

REQUEST FOR TENDER
MAILING MACHINE/SEALER/SCALE
WORKSHEET C - PRICING

Item No	Description	Quantity	1 Year Rental Monthly Rate	2 Year Rental Monthly Rate	3 Year Rental Monthly Rate	4 Year Rental Monthly Rate	5 Year Rental Monthly Rate
C1	Mailing machine/sealer/scale	12					
C2	Total Rental Cost of Mailing System						
C3.1	State if there is a further discount if payments are made yearly. State the discount as a percentage.						
C3.2	State Residual Value of Mailing System at the end of each rental period.						
C3.3	State outright purchase cost.						
C3.4	State Buyout Cost of Mailing System at the end of each rental period.						
C4	Service						
C4.1	State the yearly cost for all inclusive on site service, which includes all parts, labour, and travel/mileage expenses						
C4.2	State the hourly cost for on site service based on time and materials, and includes travel/mileage expenses on site.						
C5	Supplies						
C5.1	State cost of cartridge Ink.						
C5.2	State cost of Postage Tape.						
C5.3	State supplier of above supplies.						
C5.4	Rate Change Charges.						
C5.5	Other Costs (state what these other costs are).						
C5.6	Please advise vendor for purchasing the above supplies.						

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD - 2022
REQUEST FOR TENDER
MAILING MACHINE/SEALER/SCALE
WORKSHEET D - LIST OF LOCATIONS

Item No.	Location
D1	Central Elgin Collegiate Institute
	201 Chestnut Street
	St. Thomas ON N4S 2C8
D2	College Avenue S.S.
	700 College Avenue
	Woodstock ON N4S 2C8
D3	East Elgin S.S.
	362 Talbot Street W
	Alymer ON N5H 1K6
D4	Glendale High School
	37 Glendale Drive
	Tillsonburg ON N4G 1J6
D5	Huron Park S.S.
	900 Cromwell Street
	Woodstock ON N4S 5B5
D6	Ingersoll District Collegiate Institute
	37 Alma Street
	Ingersoll ON N5C 1N1
D7	Medway High School
	14405 Medway Road
	Arva ON N0M 1C0
D8	North Middlesex District High School
	100 Parkhill Main Street
	Parkhill ON N0M 2K0
D9	Saunders S.S.
	941 Viscount Road
	London ON N0M 1C0
D10	Sir Frederick Banting S.S.
	125 Sherwood Forest Square
	London N6G 2C3
D11	Strathroy District Collegiate Institute
	361 Second Street
	Strathroy ON N7G 4J8
D12	Woodstock Collegiate Institute
	35 Riddell Street
	Woodstock ON N4S 6L9
	* LOCATIONS MAY BE ADDED AS REQUIRED