



**TENDER #376**  
**TELEPHONE EQUIPMENT AND SERVICE**

ISSUE DATE: Tuesday, July 4, 2017

BUYER: Jennifer Frederickson

ISSUED BY: Thames Valley District School Board

**RETURN DATE and TIME: prior to 12:00:00 noon local time Thursday, July 27, 2017**

THAMES VALLEY DISTRICT SCHOOL BOARD  
2018 - TELEPHONE EQUIPMENT AND SERVICE  
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>1.0</b>	<b>INTRODUCTION</b>		
1.0.1	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 160 schools with an estimated enrolment of 75,000 students.		
1.0.2	The TVDSB may agree to permit other public organizations within Ontario to access any contract(s) that may result from this solicitation. The successful proponent shall allow such access with the understanding that the participating organizations be responsible for their own contract management.		
<b>1.1</b>	<b>PURPOSE</b>		
1.1.1	The purpose of this bid document is to provide interested parties with sufficient information to enable them to prepare and submit bids for consideration by the TVDSB for <b>Telephone Equipment and Service</b> , subject to the conditions herein.		
<b>1.2</b>	<b>BACKGROUND</b>		
1.2.1	TVDSB Currently Operates hybrid VoIP telephone systems consisting of Nortel CS1000, BCM 50, 400 / 450 and some MICS products. These systems currently run a mix of Nortel Digital and IP telephones. This agreement covers the maintenance and installation of all TVDSB school / facility based telephone equipment which includes MICS and BCM systems, telephones, headsets, line sharing devices and associated wiring and accessories. The CS1000 equipment is not part of this contract. The successful bidder is expected to quote on this contract in a time and materials manner.		
1.2.2	TVDSB is expecting to move from our current Telephone infrastructure in the near future.		
<b>2.0</b>	<b>BID DEFINITIONS AND INFORMATION</b>		
<b>2.1</b>	<b>DEFINITIONS</b>		
2.1.1	The following words are used throughout this bid document and 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 bid submission. Failure to include the required information will deem submission noncompliant.		
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 or the successful proponent 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.		
<b>2.2</b>	<b>STRUCTURE OF THIS BID</b>		
2.2.1	Proponents <b>must</b> use the online bid entry system which is available on the internet at:		
2.2.1.1	www.tvdsb.ca		
2.2.1.2	"Board"		
2.2.1.3	"Purchasing"		
2.2.1.4	"Bids"		
2.2.1.5	Scroll to the end of the document, click "Proceed to inquiry/download page".		
2.2.1.6	Proceed to the bid, click "New" icon		
2.2.1.7	You will be directed to the "TVDSB Client Portal"		
2.2.1.7.1	Proponents that already have a TVDSB Client Portal account:		
2.2.1.7.1.1	Click "TVDSB Login".		
2.2.1.7.1.2	Login using TVDSB Client Portal account and password.		
2.2.1.7.2	Proponents that do not already have a TVDSB Client Portal account:		
2.2.1.7.2.1	Click "Sign up now".		
2.2.1.7.2.2	Read TVDSB Client Portal Disclaimer, scroll to bottom and click "I agree" or "I do not agree".		
2.2.1.7.2.3	If "I do not agree" was clicked, you will not be able to proceed. If "I agree" was clicked, you will be taken to "New Account Application".		
2.2.1.7.2.4	Complete account information and click "Create My Account"		
2.2.1.7.2.5	Click "TVDSB Login".		

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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 2018Appendices376.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		
2.2.1.10.1.2	Worksheet B: Requirements in Excel format		
2.2.1.10.1.3	Worksheet C: Equipment in Excel format		
2.2.1.10.1.4	Worksheet D: Price in Excel format		
2.2.1.10.1.5	Worksheet E: Existing Equipment in Excel format (No response is required)		
<b>2.3</b>	<b>RETURN LOCATION</b>		
2.3.1	Sealed bid submissions <b>must</b> be returned to:		
2.3.2	"Tenders Clerk"		
2.3.3	Tenders Clerk's box, Basement, Education Centre		
2.3.4	Thames Valley District School Board		
2.3.5	1250 Dundas Street		
2.3.6	London, Ontario		
2.3.7	N5W 5P2		
2.3.8	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.5 - Labeling of Envelope).		
2.3.9	The bid submission <b>must</b> be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.3.10	Delivery to the "Tenders Clerk" is the responsibility of the proponent.		
2.3.11	Submissions received by electronic transmission (i.e. fax or email) will not be accepted.		
2.3.12	Late bids will be returned to the proponent, unopened, if a return address is included on the submission envelope.		
<b>2.4</b>	<b>IMPORTANT DATES</b>		
2.4.1	ISSUE DATE: Tuesday, July 4, 2017		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon local time Thursday, July 27, 2017		
<b>2.5</b>	<b>QUESTIONS</b>		
2.5.1	All questions pertaining to this bid document are to be addressed to: Jennifer Frederickson, Buyer, by email, j.frederickson@tvdsb.on.ca. All questions pertaining to this bid document must be submitted in writing.		
2.5.2	Should any questions raised by a proponent necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site.		

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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.		
<b>3.0</b>	<b>CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT</b>		
<b>3.1</b>	<b>CONTRACT TERM</b>		
3.1.1	The term of this agreement shall be for one year, unless otherwise provided herein, terminating on July 31, 2018.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of 2 years in one (1) year increments and will advise the proponent, in writing, of their intentions.		
3.1.3	Proponents <b>should</b> state if your company would agree to extending this contract with the same terms and conditions for a third year ending July 31, 2019.		
3.1.4	Proponents <b>should</b> state if your company would agree to extending this contract with the same terms and conditions for a fourth year ending July 31, 2020.		
<b>3.2</b>	<b>PRICING</b>		
3.2.1	Proponents <b>must</b> complete the equipment pricing section - Worksheet C		
3.2.2	Proponents <b>must</b> complete the service pricing section - Worksheet D		
3.2.3	Proponents <b>must</b> print and sign all Worksheets.		
3.2.4	All charges <b>must</b> be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.5	Prices <b>must</b> include delivery, F.O.B. destination. <b>NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.</b>		
3.2.6	Prices <b>must</b> remain in effect for the initial one year term of the contract and thereafter only manufacturers' price increase (supported by documentation) will be allowed.		
3.2.7	The TVDSB expects to order in multiple shipments over the length of this contract.		
3.2.8	The TVDSB would like to take advantage of any promotions, price decreases, rebates or new technologies available during the term of the contract. Detail your company's strategy related to future pricing, new hardware components or new technologies.		
<b>3.3</b>	<b>TAXES</b>		
3.3.1	HST: Where applicable, Harmonized Sales Tax <b>must</b> be shown separately as extra on all invoices in accordance with Canadian and Provincial Government regulations.		
<b>3.4</b>	<b>DELIVERY and ORDERING</b>		

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3.4.1	Delivery for all items will be directly to our Schools, Distribution Centre, Educational Resource Centre, Facility Services Offices or Community Education Centres, as stated at <a href="http://www.tvdsb.ca/schools.cfm?subpage=3826">http://www.tvdsb.ca/schools.cfm?subpage=3826</a> .		
3.4.2	Delivery dates will be specified on all of our purchase orders. Immediate delivery will be accepted unless otherwise designated on our purchase orders.		
3.4.3	Orders are to be delivered to the address stated on the purchase order. If delivery is made to an incorrect location, it will be the responsibility of the successful proponent to pick up and deliver to the correct location.		
3.4.4	The successful proponent bears the cost of repairs to the site and to hardware with respect to damage caused from shipping.		
3.4.5	The successful proponent bears the risk of loss with respect to equipment/supplies until delivery and/or installation is complete.		
3.4.6	The TVDSB's purchase order number <b>must</b> appear on all packages, packing slips, correspondences, customs documentation and freight bills of lading.		
3.4.7	The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time <b>must</b> be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		
3.4.8	Not all goods will be ordered at one time; orders will be placed as requests are received from our schools.		
3.4.9	Proponents <b>must</b> indicate delivery date from receipt of our order.		
3.4.10	Proponents <b>must</b> state the minimum dollar value per order.		
3.4.11	In order to meet any minimum order stipulation, we may combine orders from different sites for delivery to our Distribution Centre at 951 Leathorne Street in London. Those orders would be labeled in the "ship to" portion of our purchase order as "Wrap and Label Care of Distribution Centre". Our expectation is that these shipments will arrive packaged and labeled PER SITE, ready for us to forward directly to the school with no further packaging or resorting required.		
3.4.11.1	Each package must be clearly labelled for the school or location specified on our purchase order. The successful proponent must ensure the school's full name and address is labelled as we have duplicate location names.		
3.4.11.2	The successful proponent must ensure packages are labelled containing the number of packages in each shipment. ie, 1 of 2, 2 of 2, etc.		
3.4.11.3	Each school's order should contain their own packing slip.		
3.4.11.4	The successful proponent must ensure the packaging materials used are adequate so that the product is protected at all times during the distribution process.		
3.4.11.5	Our distribution centre will sign for delivery on all orders subject to inspection at the school.		

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3.4.11.6	The successful proponent must contact the Shipper/Receiver at the Distribution Centre (519-852-4443) prior to shipping any large shipments (skid lots) for arrangement of a delivery date and time.		
<b>3.5</b>	<b>INVOICING/PAYMENT TERMS</b>		
3.5.1	All invoices must be sent to the Thames Valley District School Board, P.O. Box 5888, London, ON N6A 5L1. Attention: Accounts Payable.		
3.5.2	Applicable taxes <b>must</b> be shown as separate line items on all invoices.		
3.5.3	Proponents should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.5.3.1	Proponents should state percentage discount for early payment and net payment terms.		
3.5.4	Purchase Order number <b>must</b> be stated on all invoices; invoices without the Thames Valley District School Board Purchase Order number will be returned unpaid.		
<b>4.0</b>	<b>SPECIFICATIONS/REQUIREMENTS</b>		
<b>4.1</b>	<b>QUALITY</b>		
4.1.1	Unless otherwise specified, supplies <b>must</b> 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	Manufacturers' brand names and numbers are used as guidance for the proponents; alternate items of equal quality will be considered. If bidding on an alternate item, the manufacturer's name and model number must be indicated in the appropriate field in the Worksheets.		
4.1.3	The determination of equal quality will be based on our internal professional opinions.		
4.1.4	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 also be taken into consideration when awarding this contract.		
4.1.5	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 proponent.		
4.1.6	The successful proponent must carry out all work to the satisfaction of the TVDSB. All trade work is to be performed by appropriately certified staff.		
<b>4.2</b>	<b>QUANTITY</b>		

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4.2.1	These estimations are for a one (1) year period based on our actual usage and will be subject to change depending on our needs and budgets. The balance of items will be dependent on our needs as they arise.		
4.2.2	The successful proponent will be responsible for supplying the quantities that are eventually ordered for each item awarded during the term of this bid at the quoted price.		
<b>4.3</b>	<b>REQUIREMENTS</b>		
4.3.1	The requirements are detailed in the Requirements List - Worksheet B.		
4.3.2	The equipment requirements are detailed in Equipment - Worksheet C.		
4.3.3	The existing equipment is detailed in Worksheet E		
4.3.4	For each requirement as described in Worksheet B, C and D, proponents <b>must</b> place a response in the appropriate column.		
<b>4.4</b>	<b>RETURN OF GOODS POLICY</b>		
4.4.1	The TVDSB will return any shipment COLLECT if, in our opinion, the product supplied does not conform to the specification and/or samples submitted in the bid.		
4.4.2	Proponents should state if there is a time limit on returning goods.		
4.4.3	Proponents should state if there is a "restocking charge" on any returned item and the amount or rate to be charged if goods are returned for any other reason than those stated in 4.4.1.		
4.4.4	Proponents should describe their procedure for returned goods with respect to:		
4.4.4.1	Packaging		
4.4.4.2	"Attention To" labeling		
4.4.4.3	Address to where returns should be shipped		
4.4.4.4	Method of shipment (company truck, courier, transport)		
4.4.4.5	If a return authorization number is required		
4.4.4.6	What charges apply and who is responsible for payment		
4.4.5	The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		
<b>4.5</b>	<b>SAMPLES/DEMONSTRATION</b>		
4.5.1	Each proponent may be required to submit, at the proponent's own expense, the items which are being bid upon for examination and comparison purposes. This must be done on request and at a time and location chosen by the TVDSB.		
<b>4.6</b>	<b>SUBSTITUTIONS</b>		

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4.6.1	In the event that an item ordered becomes discontinued during the contract, all proponents must notify the Purchasing Services Department for authorization before the item is substituted and shipped to the appropriate location. Successful proponents may be required to provide samples of the proposed substitutions before sending shipments. The Board reserves the right to return any shipment COLLECT, if in our opinion the products supplied do not conform to the specifications in this bid document.		
<b>4.7</b>	<b>PRESENTATION/INTERVIEW/DEMONSTRATION</b>		
4.7.1	Qualified proponents may be required to make a presentation/attend an interview at the proponents' own expense or arrange a visit for the evaluation committee to an existing installed location that matches the requirements of the bid. No bid alterations will be allowed. Notification will be given to qualified proponents as to time and place.		
<b>4.8</b>	<b>TRAINING / SUPPORT</b>		
4.8.1	Installation, training and support services are a consideration in awarding this bid. Include any and all support and implementation services your company will provide, identifying certification relevant to the support role envisioned.		
<b>4.9</b>	<b>SUPPLIER OCCURRENCE REPORTS</b>		
4.9.1	The TVDSB reserves the right at any time during the contract period to evaluate the successful proponents service based on their contract performance.		
4.9.2	The successful proponent will be evaluated based on the evaluation form - Supplier Occurrence Reports (available upon request).		
4.9.3	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).		
<b>5.0</b>	<b>TERMS AND CONDITIONS</b>		
<b>5.1</b>	<b>GENERAL TERMS AND CONDITIONS</b>		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 120 days.		
5.1.2	A proponent who has already submitted a bid may submit an addendum in writing and signed by the proponent at any time up to the official closing time. No facsimiles shall be accepted. The last submission shall supersede and invalidate all previous submissions by that proponent as it applies to this bid. Addenda must be submitted to the "Tenders Clerk" in the same manner and within the same time constraints as the bid submission.		

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5.1.3	A proponent may withdraw the bid at any time up to the official closing time by letter bearing his/her signature as it is in the submission. Withdrawal requests received after the closing date shall not be permitted. Submission withdrawals must be submitted to the "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 proponent 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 proponent.		
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 proponent within 30 days of the award if in the opinion of the TVDSB the successful proponent is unable or unwilling to enter into a form of contract satisfactory to the TVDSB. The TVDSB shall be entitled to do so without any liability being incurred by the TVDSB to the proponent		
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 proponent for any expense, cost, loss or damage incurred or suffered by the proponent 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 proponent.		
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 proponent and incorporated into the proponent's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful proponent's response to this bid will form the contract between TVDSB and the successful proponent. Any conflict in the wording of the proponent's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the proponent's invoice and/or sales agreement.		

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5.1.12	The successful proponent <b>must</b> not at any time subcontract any portion of its contract with the TVDSB nor shall it assign the contract without the written permission of the TVDSB. The successful proponent 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 proponents. The information is not guaranteed or warranted to be accurate by the TVDSB, nor is it necessarily comprehensive or exhaustive. Nothing in this bid document is intended to relieve proponents from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		
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 proponent to correct a minor irregularity with no change in bid price. Items of non compliancy on any bid submissions which do not strictly comply with the provisions, procedures and requirements of this bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TVDSB. All proponents agree to provide all such additional information as, and when requested, at their own expense, provided no proponent in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its bid submission or in any way materially alter or add to the solution originally proposed.		
5.1.15	All TVDSB policies, procedures and regulations must be adhered to by the successful proponent.		
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 proponent 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 proponent will reimburse the TVDSB for any damages through negligence or wilful acts of any of the successful proponent's employees or contracted staff.		
5.1.17	The successful proponents employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.		
5.1.18	The TVDSB reserves the right to demand the removal of any successful proponent's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		

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5.1.19	The successful proponent will be responsible for seeing that regular supervision is maintained over all working personnel. It is the proponent's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
<b>5.2</b>	<b>CANCELLATION OF CONTRACT / LOSS OF SERVICE</b>		
5.2.1	The TVDSB reserves the right to terminate this contract with 30 days written notice if, in its opinion, the successful proponent fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful proponent shall remain responsible for its obligations under this contract up to the date of termination. The TVDSB reserves the right to commence an action in a court of competent jurisdiction against the successful proponent for damages that result from the breach of the terms and conditions of the contract, by the successful proponent.		
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful proponent under the contract the total outstanding amount from time to time and for all damage claims by the TVDSB or any third parties arising out of this contract which have not been resolved by the successful proponent 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 proponent for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful proponent shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful proponent, the TVDSB's staff or third party interruptions.		
5.2.5	In the event that the successful proponent becomes insolvent, and/or the successful proponent is unable or unwilling to provide the contracted service for a period of more than 30 consecutive days during the period of the contract, the TVDSB shall have the right to replace the successful proponent with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this bid.		
<b>5.3</b>	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT</b>		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.3.1	Proponents 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 proponent, intellectual property right of the proponent, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		
5.3.2	A proponent 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 proponent assigns all rights, titles and interests 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 proponents agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.		
<b>5.4</b>	<b>PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT</b>		
5.4.1	The proponent represents and warrants that if the proponent is or becomes subject to any private sector privacy legislation in responding hereto, or in carrying out its obligations under any subsequent agreement, the proponent will be solely responsible for compliance with such legislation. Without limitation, the proponents represents and warrants that if the proponent is subject to the Personal Information protection and Electronics Act, S.C. 2000, c.5, including any amendments thereto ("PIPEDA"), the proponents shall ensure PIPEDA compliance of:		
5.4.2	All PIPEDA Protected Information the proponents collects directly from the individual or indirectly from the Board or others		
5.4.3	All PIPEDA Protected Information the proponents 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 proponent transfers or discloses to the Board		
5.4.5	For the purposes hereof, "PIPEDA Protected Information" means any "Personal Information" or "Personal Health Information" as such terms are defined in PIPEDA.		
<b>5.5</b>	<b>ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES</b>		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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: <a href="http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm">http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm</a>		
<b>5.6</b>	<b>HUMAN RIGHTS AND CHILD LABOUR LAWS</b>		
5.6.1	Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Proponents 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	Proponents should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.6.3	For proponents information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.6.3.1	<a href="http://www.ilo.org">http://www.ilo.org</a>		
<b>5.7</b>	<b>HEALTH, SAFETY REGULATIONS</b>		
5.7.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear a 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 proponent for the cost of certification/replacement.		
5.7.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB <b>must</b> 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.		
5.7.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/products are not acceptable. If applicable, the successful proponent 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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THAMES VALLEY DISTRICT SCHOOL BOARD  
2018 - TELEPHONE EQUIPMENT AND SERVICE  
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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 WHMIS in accordance with Occupational Health and Safety Act Regulations. They <b>must</b> 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 proponent complies with the conditions above.		
5.7.6	The TVDSB reserves the right to request a copy of a proponent's Health and Safety Policy, Procedures and Guidelines.		
<b>5.8</b>	<b>WORKPLACE SAFETY AND INSURANCE BOARD</b>		
5.8.1	The successful proponent must ensure that all workers are covered by the Workplace Safety and Insurance Board for the duration of this contract.		
5.8.2	The successful proponent must furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board. This certification is to be furnished prior to the commencement of this contract. The good standing must be maintained throughout the contract. It is the responsibility of the Contractor to ensure that the Workplace Safety and Insurance Board Certificate is updated every sixty (60) days. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.8.3	All workplace injuries or accidents on TVDSB property must be reported by the successful proponent to the TVDSB's representative within 24 hours.		
<b>5.9</b>	<b>COMMERCIAL LIABILITY INSURANCE</b>		
5.9.1	The successful proponent must be covered by Commercial General Liability Insurance throughout the term of the contract. Each proponent must state if it has Commercial General Liability Insurance Coverage.		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.9.2	Each proponent should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$2 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the proponent does not presently have \$2 million per occurrence of Commercial Liability Insurance coverage, the proponent shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$2 million per occurrence from the commencement of the contract should the contract be awarded to the proponent. The successful proponent 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 and 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 and 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 proponent by the TVDSB, the successful proponent shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful proponent or its employees or subcontractors during the performance of its obligations under the contract.		
5.9.4	The successful proponent 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 proponent or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
<b>5.10</b>	<b>MOTOR VEHICLE LIABILITY INSURANCE</b>		
5.10.1	Proponents <b>must</b> 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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ITEM 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 proponents must be covered by Automobile Liability Insurance through the term of the Contract. If the proponent's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the proponent. Each proponent must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses 5.10.3 to 5.10.4 also apply to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.10.3	Proponents should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million commercial and \$1 million on all personally owned vehicles per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the proponent does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the proponent shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for commercial Vehicles and \$1 million for personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the proponent. The successful proponent further agrees to maintain that good standing throughout the term of the contract.		
5.10.3.1	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.10.3.2	Third Party Liability Coverage in the form of OAP-1		
5.10.4	Upon an award to the successful proponent by the TVDSB, the successful proponent shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful proponent or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		
5.10.5	The successful proponent agrees to indemnify, hold harmless, and defend, the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the successful proponent or any of its representatives or employees by way of the ownership or operation of an automobile.		
<b>5.14</b>	<b>CANADA'S ANTISPAM LEGISLATION</b>		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.14.1	Please note that vendors are required to comply with all applicable laws, including CASL, in providing goods or services to the TVDSB. This also extends to communications sent on the TVDSB's behalf. The successful proponent will be required to indemnify the TVDSB for any failure by the successful proponent to comply with CASL, to the extent that the successful proponent action, or inaction, could expose the TVDSB to liability.		
<b>6.0</b>	<b>PROPONENT PROFILE</b>		
<b>6.1</b>	<b>REFERENCES</b>		
6.1.1	New proponents must provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference must contain the following information:		
6.1.1.1	Reference 1 - Company Name:		
6.1.1.2	Reference 1 - Address:		
6.1.1.3	Reference 1 - Contact Name:		
6.1.1.4	Reference 1 - Phone Number:		
6.1.1.5	Reference 1 - Fax Number:		
6.1.1.6	Reference 1 - e-mail address:		
6.1.1.7	Reference 2 - Company Name:		
6.1.1.8	Reference 2 - Address:		
6.1.1.9	Reference 2 - Contact Name:		
6.1.1.10	Reference 2 - Phone Number:		
6.1.1.11	Reference 2 - Fax Number:		
6.1.1.12	Reference 2 - e-mail address:		
6.1.1.13	Reference 3 - Company Name:		
6.1.1.14	Reference 3 - Address:		
6.1.1.15	Reference 3 - Contact Name:		
6.1.1.16	Reference 3 - Phone Number:		
6.1.1.17	Reference 3 - Fax Number:		
6.1.1.18	Reference 3 - e-mail address:		
<b>6.2</b>	<b>ADMINISTRATION and ORGANIZATION</b>		
6.2.1	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.		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
6.2.2	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.		
<b>7.0</b>	<b>BID SUBMISSION</b>		
<b>7.1</b>	<b>PROPONENT'S RESPONSE GUIDE</b>		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, proponents should use the same numbering format, as on this bid document.		
7.1.2	The bid submission <b>must</b> include:		
7.1.2.1	Printed and signed copies of all Worksheets.		
7.1.3	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.4	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.5 - Labeling Instructions).		
7.1.5	Proponents' submissions should include page numbers for ease of reference by committee members.		
7.1.6	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.7	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
<b>8.0</b>	<b>AWARD</b>		
<b>8.1</b>	<b>EVALUATION PROCESS</b>		
8.1.1	An evaluation committee will be established to evaluate bid submissions.		
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
8.1.3	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		
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.		

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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.		
<b>8.2</b>	<b>AWARD AND NOTIFICATION OF CONTRACT</b>		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	<a href="http://www.tvdsb.ca">www.tvdsb.ca</a>		
8.2.1.2	"Board"		
8.2.1.3	"Purchasing"		
8.2.1.4	"Bids"		
8.2.1.5	"Electronic Bidding Instructions, Bid Download and Bid Results",		
8.2.1.6	Scroll to the end of the document, click "Proceed to inquiry/download page".		
8.2.1.7	Proceed to the Bid, click "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.		

**Jennifer Frederickson, Buyer**  
**Purchasing Department**

**Matthew Reid**  
**Chairperson**

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>9.0</b>	<b>ELECTRONIC BIDDING INSTRUCTIONS</b>		
<b>9.1</b>	<b>DOWNLOADING BID DOCUMENTS</b>		
9.1.1	All documents are available from the TVDSB Web Site at <a href="http://www.tvdsb.ca">www.tvdsb.ca</a>		
9.1.2	Click "Board"		
9.1.3	Click "Purchasing"		
9.1.4	Click "Bids"		
9.1.5	Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
9.1.6	Click "Proceed to Inquiry/Download page"		
9.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.8	Click on the "NEW" logo to be directed to the TVDSB Client Portal.		
9.1.9	Follow log in instructions beginning with item 2.2.1.7.		
<b>9.2</b>	<b>COMPUTER SYSTEM REQUIREMENTS</b>		
9.2.1	To use the electronic system, proponents must be using Microsoft Internet Explorer.		
<b>9.3</b>	<b>BID WORKSHEETS</b>		
9.3.1	Download the file "2018Appendices376.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		
9.3.1.1.2	Worksheet B: Requirements in Excel format		
9.3.1.1.3	Worksheet C: Equipment in Excel format		
9.3.1.1.4	Worksheet D: Price in Excel format		
9.3.1.1.5	Worksheet E: Existing Equipment in Excel format (No response is 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 all worksheets. The printed and signed copies <b>must</b> be returned as hardcopies.		
9.3.4	Upload files back to us using the "Your Uploaded Files for this Tender" area.		
<b>9.4</b>	<b>BID REPORT</b>		
9.4.1	The "Bid Report" button must be clicked to initiate the transfer of any uploaded files into our system.		
<b>9.5</b>	<b>LABELING OF ENVELOPE</b>		
9.5.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.5.2	From - Company Name and Address		
9.5.3	To: OFFICE OF THE TENDERS CLERK		
9.5.4	Thames Valley District School Board		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.5.5	EDUCATION CENTRE,		
9.5.6	1250 Dundas Street,		
9.5.7	LONDON, Ontario		
9.5.8	N5W 5P2		
9.5.9	Telephone Equipment and Services		
9.5.10	Bid #376		
9.5.11	RETURN DATE and TIME: prior to 12:00:00 noon local time Thursday, July 27, 2017		
<b>10.0</b>	<b>SIGNATURE PAGE</b>		
10.1	This section <b>must</b> be completed, signed, and included with your submission for your bid to be accepted.		
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.		
10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
10.4	NAME (Please print):		
10.5	TITLE:		
10.6	SIGNATURE:		
10.7	FIRM NAME:		
10.8	State the legal entity that your organization operates under:		
10.8.1	Proprietorship		
10.8.2	Partnership		
10.8.3	Corporation		
10.9	If your organization is incorporated, proponents 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, proponents 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 proponent enters into a contract(s) with to carry out any portion of this contract:		
10.10.1	Firm Name:		
10.10.2	Firm Address:		

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10.10.3	Telephone Number:		
10.10.4	Fax Number:		
10.10.5	E-MAIL ADDRESS:		

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THAMES VALLEY DISTRICT SCHOOL BOARD  
2018 - TELEPHONE EQUIPMENT AND SERVICE  
WORKSHEET B - REQUIREMENTS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
<b>B1</b>	<b>EQUIPMENT SPECIFICATIONS</b>		
B1.1	Bids on Refurbished Nortel equipment will be accepted including replacement components in Appendix C . Refurbished Equipment shall mean equipment which has been refurbished to AS NEW condition. Warranty terms shall be stated in Appendix C. The successful proponent will remove all old equipment from the TVDSB facilities and e-waste it as required.		
<b>B2</b>	<b>WIRING SPECIFICATIONS</b>		
B2.1	All voice cabling is to be FT6 Category 6 or higher . All voice cables are to be run directly to Telephone / Data closets and terminated on Patch panels where applicable, or BIX strips in legacy installations		
B2.2	Cables shall be coiled in the in-wall or surface-mount boxes if adequate space is present to house the cable coil without exceeding the manufacturer's bend radius. Surface mount boxes will be attached to the wall using screws as opposed to adhesive strips. In hollow wall installations where box-eliminators are used, excess wire can be stored in the wall. No more than 12" of slack shall be stored in an in-wall box, modular furniture raceway, or insulated wall. Approximately 10 feet of cable shall be neatly coiled and stored in accessible ceilings above each drop to accommodate moves and repairs.		
B2.3	Where it is not possible to place cable in wall cavities, "Wiremold" brand metal raceway is required. Wiremold shall be ivory surface mount #500 or if required #700 Wiremold. The Wiremold must be attached securely to the wall and installed in line, level and parallel to the building lines. Where bends are required, the raceway shall be bent neatly with a Wiremold bending tool and be kept as close to the wall as possible.		
B2.4	Labeling shall conform to ANSI/TIA/EIA-606 standards. In addition, provide the following labeling:		
B2.5	Brady type or reasonable facsimile labeling within 6" of each end of the cable to be used to indicate room number behind the patch panel and patch port number inside the receptacle box.		
B2.6	Labeling on the front cover plate of the outlet shall be as follows: the word "VOICE" in capital letters, patch panel port number and closet number if more than one closet exists in the building.		
B2.7	Labeling on the label area of the patch panel using Manufacturer supplied labeling material shall indicate the room number and number of the voice line within that room, if there is more than one.		
B2.8	All labeling is to be done using mechanically printed labels.		

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

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



ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
B2.9	All outlets are to be labeled with a permanent, self-adhesive, white label with minimum 3/16 inch high characters.		
B2.10	The successful proponent will be required to supply labour, materials (as specified), equipment, hand tools, ladders, scaffolding, etc. necessary to complete all work as specified		
B2.11	The successful proponent shall furnish Certificates for training in: WHIMS, Ladders and Scaffolds, and Asbestos Management for each employee who may be employed by the successful proponent(s). These certificates are to be furnished prior to the commencement of this contract and on the anniversary date of this contract. The good standing <b>must</b> be maintained throughout the contract.		
B2.12	Before starting any work in a Thames Valley District School Board facility, check with the Custodian and/or the Principal to view the site's Asbestos Report.		
B2.13	The successful proponent will be required to <b>sign</b> Pinchin / T Harris Reports on Asbestos at each school before starting any work.		
B2.14	Workplace parties may be required under O.Reg. 654/85 to inspect locations above false ceilings. This guidance note provides the procedure under which these inspections should take place.		
<b>B.3</b>	<b>ASBESTOS</b>		
B.3.1	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.		
B.3.2	The successful contractor <b>must</b> 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.		
B.3.3	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.		

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

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

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
B.3.4	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. <b>Proponent(s) must submit certificates with your bid if staff currently have the "Asbestos Awareness Training" dated within the last five years.</b>		
B.3.5	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.		
B.3.6	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: \_\_\_\_\_

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
B.3.7	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).		
B.3.8	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.		
B.3.9	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:		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
B.3.9.1	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.		
B.3.9.2	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:		
B.3.9.2.1	Place a drop sheet of polyethylene or other suitable material beneath the area where the ceiling space is to be entered;		
B.3.9.2.2	Carefully raise the edge of a ceiling tile and examine the surfaces of adjacent tiles for evidence of fallen debris;		
B.3.9.2.3	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;		
B.3.9.2.4	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		
B.3.9.2.5	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.		
B.3.9.3	If the Report indicates ACM are in good condition above non-ACM containing ceiling tiles, the following procedures are required to be followed:		
B.3.9.3.1	Carefully raise the edge of a ceiling tile and examine the surfaces of adjacent tiles for evidence of fallen debris;		
B.3.9.3.2	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		
B.3.9.3.3	If the surfaces of the adjacent tiles contain debris, <b>STOP WORK IMMEDIATELY</b> , 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.		
<b>B.4</b>	<b>SERVICE / WARRANTY</b>		

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

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
B.4.1	Service is an extremely important consideration in the award of this bid.		
B.4.2	Describe your service and maintenance program.		
B.4.3	Proponents <b>must</b> state length of warranty. Proponents <b>must</b> state if warranty includes parts, labour and if the warranty is on-site. If not, proponents must indicate the terms of the warranty.		
B.4.4	Proponents <b>must</b> state location of service facilities.		
B.4.5	Proponents <b>must</b> state number of employees and service vehicles at each location.		
B.4.6	Proponents <b>must</b> state the number of qualified Technicians at each location.		
B.4.7	Proponents <b>must</b> list vendor certifications of all Technicians at each location.		
B.4.8	Proponents <b>must</b> state all current vendor authorizations/ certifications.		
B.4.9	Proponents <b>must</b> state if you are an Avaya Authorized Dealer.		
B.4.9.1	If yes, state experience details.		
B.4.10	Proponents <b>must</b> state if you are a Panasonic Authorized Dealer.		
B.4.10.1	If yes, state experience details.		
B.4.11	Proponents <b>must</b> state if you have Skype for Business Implementation Experience.		
B.4.11.1	If yes, state installation details and level of experience.		
B.4.12	Proponents <b>must</b> state if you have Audiocodes SBC Implementation Experience.		
B.4.12.1	If yes, state installation details and level of experience.		
<b>B.5</b>	<b>TYPICAL RESPONSE TIME</b>		
B.5.1	State on site response time for regular service		
B.5.2	State on site response time for emergency service (system down, critical set(s) not operational)		
B.5.3	State response time for moves, adds and changes		
B.5.4	State response time for complete system replacement		
B.5.5	State response time to complete non emergency service calls		
B.5.6	Proponents <b>must</b> state mean time to repair commitments in the event of service disruption and associated penalties in the event of extended outages.		
B.5.7	Proponents <b>must</b> include a statement outlining your company's quality assurance philosophy and program. This statement should detail how your company will respond to Service and Quality related problems.		
B.5.8	Proponents <b>must</b> ensure that sufficient spare components will be maintained to meet service level guarantees.		

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

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

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENTS
B.5.9	Proponents should state if their employees service sites wearing uniforms.		
B.5.10	Proponents should state if their employees carry photo identification.		
B.5.11	Proponents should state if the staff involved in the execution of this contract are employees or sub-contractors.		
B.6	<b>REPORTING INFORMATION</b>		
B.6.1	State if you can provide the following information on completion of service:		
B.6.1.1	Location of Unit (School Board Address)		
B.6.1.2	Location of service (where was the unit repaired, onsite or depot)		
B.6.1.3	Time taken to service		
B.6.1.4	Problem description (What was the user's complaint?)		
B.6.1.5	Cause of the problem (What was wrong with the unit?)		
B.6.1.6	Problem solution (What was done to rectify the problem?)		
B.6.1.7	What measures have been taken to ensure that the same problem does not reoccur?		
B.6.1.8	Test results (what test(s) were performed and the results?)		
B.6.1.9	Name of the Board's employee verifying that the service was performed		
B.6.2	Notice of service completion including resolution details <b>must</b> be emailed as soon as possible to TVDSB staff.		
B.6.3	Proponents should state if you can provide the above information in Electronic Format on a monthly basis		

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

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ITEM NO.	DESCRIPTION	COMPLIES WITH SPECIFICATIONS YES/NO COMMENT	OUTRIGHT PURCHASE PRICE	LENGTH OF WARRANTY	DOES WARRANTY INCLUDE ALL PARTS, LABOUR & TRAVEL EXPENSE	IF NO, PLEASE SPECIFY	COMMENTS
<b>C1</b>	<b>NEW PARTS AND REFURBISHED REPLACEMENT PARTS</b>						
C1.1	BCM 50 Ver 1 / Ver 2 - refurbished ready for restore		\$				
C.1.2	BCM400 - refurbished ready for restore		\$				
C.1.3	BCM 450 - refurbished ready for restore		\$				
C.1.4	Avaya Keycode Transfer		\$				
C.1.5	Telephone - Norstar M7208		\$				
C.1.6	Telephone -Norstar M7310		\$				
C.1.7	Telephone - Norstar M7324		\$				
C.1.8	Uninterruptible Power Supply						
C.1.8.1	- APC Smart UPS - SMT 750VA with LCD		\$				
<b>C2</b>	<b>VoIP PHONES - NORTEL/AVAYA IP PHONES</b>						
C2.1	Nortel IP Phone i2001		\$				
C2.2	Nortel IP Phone i2002		\$				
C2.3	Nortel IP Phone i2004		\$				
C2.4	Nortel IP Phone 1120e		\$				
C2.5	Nortel IP Phone 1140e		\$				
C2.6	Handset for Nortel IP 2XXX phones		\$				
C2.7	Handset for Nortel IP 11XX phones		\$				
C2.8	Handset Cord for Nortel IP / Digital phones		\$				
C2.9	Fax Line Manager, referred to as the "Stick"		\$				
C2.10	Handset for Nortel M7XXX telephones		\$				
C2.11	Headset - Wireless - Plantronics CS540		\$				
<b>C3</b>	<b>BATTERY FOR HEADSET</b>						
C3.1	CS50/CS55 Replacement Battery.		\$				
C3.2	CS540 headset Replacement Battery		\$				
<b>C4</b>	<b>LIFTER FOR HEADSET</b>						
C4.1	Handset Lifter - Plantronics HL10		\$				
<b>C5</b>	<b>STOCK LEVELS</b>						
C5.1	State location of distribution centre.						
C5.2	State typical stock levels for Telephones - Norstar M7208						
C5.3	State typical stock levels for Telephones - Norstar M7310						

FIRME NAME: \_\_\_\_\_

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THAMES VALLEY DISTRICT SCHOOL BOARD  
2018 - TELEPHONE EQUIPMENT AND SERVICE  
WORKSHEET C - EQUIPMENT

<i>ITEM NO.</i>	<i>DESCRIPTION</i>	<i>COMPLIES WITH SPECIFICATIONS YES/NO COMMENT</i>	<i>OUTRIGHT PURCHASE PRICE</i>	<i>LENGTH OF WARRANTY</i>	<i>DOES WARRANTY INCLUDE ALL PARTS, LABOUR &amp; TRAVEL EXPENSE</i>	<i>IF NO, PLEASE SPECIFY</i>	<i>COMMENTS</i>
C5.4	State typical stock levels for Telephones - Norstar M7324						
C5.5	State typical stock levels for Telephones - Nortel i2002						
C5.6	State typical stock levels for Telephones - Nortel i2004						
C5.7	State typical stock levels for Telephones - Nortel / Avaya 1120						
C5.8	State typical stock levels for Telephones - Nortel / Avaya 1140						
C5.9	State typical stock levels for a Nortel / Avaya BCM50 release 1						
C5.10	State typical stock levels for a Nortel / Avaya BCM50 release 2						
C5.11	State typical stock levels for a Nortel / Avaya BCM400						
C5.12	State typical stock levels for a Nortel / Avaya BCM450						
C5.13	State typical stock levels for "Stick" fax line manager						

FIRME NAME: \_\_\_\_\_

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



THAMES VALLEY DISTRICT SCHOOL BOARD  
2018 - TELEPHONE EQUIPMENT AND SERVICE  
WORKSHEET D - PRICE

ITEM NO.	DESCRIPTION	WILL COMPLY/WILL NOT COMPLY	UNIT PRICE	COMMENT
D1	<b>SERVICE AND INSTALLATION COSTS</b>			
D1.1	Labour Rate - State Cost Per Hour.		\$	
D1.2	State Travel/Mileage Costs (TVDSB prefers all costs to be included in hourly rate)		\$	
D1.3	State minimum charge for Service Calls/Visits if applicable? In number of hours/minutes			
D1.4	State the billing increment? (15 Minute/half hour etc)			
D1.5	State if you charge labour to replace equipment under warranty ?			
D1.6	State if your company is able to provide this service to all TVDSB locations?			
D2	<b>ADDING NEW PHONES</b>			
D2.1	<b>Cost of New Phone installation - As a sample install provide detailed pricing for the following.</b> M7208 phone 200 feet of cable 10ft V500 Wiremold and Wiremold Box Face Plate, Jack Labeling and Programming. Three hours installation charge including Travel to any TVDSB site		\$	

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

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THAMES VALLEY DISTRICT SCHOOL BOARD  
2018 - TELEPHONE EQUIPMENT AND SERVICE  
WORKSHEET E - EXISTING EQUIPMENT

<i>SCHOOL</i>	<i>ADDRESS</i>	<i>MAIN PHONE NUMBER</i>	<i>EQUIPMENT</i>
<b>SECONDARY SCHOOLS</b>			
<b>LONDON</b>			
AB Lucas	656 Tennant Ave	452-2600	BCM50
Central Secondary	509 Waterloo Street	452-2620	BCM400
Clarke Road	300 Clarke Road	452-2640	BCM400
H.B. Beal	525 Dundas Street	452-2700	BCM400
Montcalm	1350 Highbury Avenue	452-2730	BCM400
Oakridge	1040 Oxford Street West	452-2750	BCM400
Saunders	941 Viscount Road	452-2770	BCM400
Sir Frederick Banting	125 Sherwood Forest Sq	452-2800	BCM400
Sir Wilfrid Laurier	450 Millbank Drive	452-2840	BCM400
London South	371 Tecumseh Avenue	452-2860	BCM50
B. Davidson	785 Trafalgar Street	452-2880	BCM400
Westminster SS	230 Base Line Road West	452-2900	BCM400
<b>ELGIN COUNTY</b>			
Arthur Voaden	41 Flora St.	631-3770	BCM400
Central Elgin Collegiate	201 Chestnut St.	631-4460	BCM50
East Elgin (Eastlink)	362 Talbot St. W	773-3174	BCM400
Glencoe District	3581 Concession St	287-3310	BCM50
Parkside Collegiate	241 Sunset Dr.	633-0090	BCM400
West Elgin Secondary	139 Graham St	768-1350	BCM50
<b>MIDDLESEX COUNTY</b>			
Medway	14405 Medway Rd	660-8418	BCM450
North Middlesex District	100 Main St	294-1128	BCM50
Strathroy DCI	361 Second Street	245-2680	MICS
<b>OXFORD COUNTY</b>			
Glendale	37 Glendale Dr.	842-4207	BCM50
Ingersoll District	37 Alma St	485-1200	BCM50
College Avenue	700 College Ave	539-0020	BCM50
Huron Park	900 Cromwell St	537-2347	BCM50
Woodstock Collegiate	35 Riddell St	537-1050	BCM50
<b>ELEMENTARY SCHOOLS</b>			

THAMES VALLEY DISTRICT SCHOOL BOARD  
2018 - TELEPHONE EQUIPMENT AND SERVICE  
WORKSHEET E - EXISTING EQUIPMENT

<i>SCHOOL</i>	<i>ADDRESS</i>	<i>MAIN PHONE NUMBER</i>	<i>EQUIPMENT</i>
<b>LONDON</b>			
Aberdeen	580 Grey Street	452-8010	BCM50
Arthur Ford	617 Viscount Road	452-8020	BCM50
Arthur Stringer	43 Shaftesbury Avenue	452-8030	BCM50
Ashley Oaks	121 Ashley Crescent	452-8040	BCM50
East Carling	814 Quebec Street	452-8050	BCM50
Bonaventure Meadows	141 Bonaventure Drive	452-8060	BCM50
Byron Northview	1370 Commissioners Rd W	452-8080	BCM50
Byron Somerset	175 Whisperwood Avenue	452-8090	BCM50
Byron Southwood	1379 Lola Street	452-8100	BCM50
CC Carrothers	360 Chippendale Crescent	452-8110	BCM50
Chippewa	1035 Chippewa Drive	452-8120	BCM50
Clara Brenton	1025 St. Croix Avenue	452-8130	BCM50
Cleardale	780 Dulaney Drive	452-8140	BCM50
Eagle Heights	284 Oxford Street West	452-8460	BCM50
Ealing	840 Hamilton Road	452-8150	BCM50
Emily Carr	44 Hawthorne Road	452-8160	BCM50
Evelyn Harrison	50 Tewksbury Crescent	452-8180	BCM50
F.D. Roosevelt	560 Second Street	452-8190	BCM50
Fairmont	1040 Hamilton Road	452-8200	BCM50
Glen Cairn	53 Frontenac Road	452-8210	BCM50
Hillcrest London	1231 Fuller Street	452-8220	BCM50
Huron Heights	1245 Michael Street	452-8230	BCM50
Jack Chambers	1650 Hastings Drive	452-8240	BCM50
Jeanne Sauve	215 Wharncliffe Road North	452-8250	BCM50
John Dearness	555 Sanatorium Road	452-8260	BCM50
JP Roberts	84 Bow Street	452-8270	BCM50
Kensal Park	328 Springbank Drive	452-8280	BCM50
Knollwood Park	70 Gammage Street	452-8290	BCM50
Lambeth	6820 Duffield Street	652-2050	BCM50
Lester B. Pearson	795 Trafalgar Street	452-8300	BCM50
Louise Arbour	365 Belfield Street	452-2820	BCM50

THAMES VALLEY DISTRICT SCHOOL BOARD  
2018 - TELEPHONE EQUIPMENT AND SERVICE  
WORKSHEET E - EXISTING EQUIPMENT

<i>SCHOOL</i>	<i>ADDRESS</i>	<i>MAIN PHONE NUMBER</i>	<i>EQUIPMENT</i>
Lord Elgin	1100 Victoria Drive	452-8310	BCM50
Lord Nelson	1990 Royal Crescent	452-8320	BCM50
Lord Roberts	440 Princess Avenue	452-8330	BCM50
Masonville	25 Hillview Boulevard	452-8390	BCM50
Mountsfield	8 Mountsfield Drive	452-8400	BCM50
Nicholas Wilson	927 Osgoode Drive	452-8410	BCM50
Northbrae London	335 Belfield Street	452-8420	BCM50
Northridge	25 McLean Drive	452-8440	BCM50
Orchard Park	50 Wychwood Park	452-8450	BCM50
Prince Charles	1601 Wavell Street	452-8470	BCM50
Princess Anne London	191 Dawn Drive	452-8480	BCM50
Princess Elizabeth London	247 Thompson Road	452-8490	BCM50
Rick Hansen	70 Ponderosa Crescent	452-8500	BCM50
Riverside	550 Pinetree Drive	452-8510	BCM50
Ryerson	940 Waterloo Street	452-8520	BCM50
Sir George Cartier	695 Chiddington Avenue	452-8550	BCM50
Sir Isaac Brock	80 St. Lawrence Boulevard	452-8560	BCM50
Sir JA MacDonald	1150 Landor Street	452-8570	BCM50
St. Georges	782 Waterloo Street	452-8530	BCM50
Stoney Creek	1335 Nicole Ave	850-8698	BCM50
Stoneybrook	1460 Stoneybrook Crescent	452-8590	BCM50
Tecumseh	401 Tecumseh Avenue	452-8600	BCM50
Trafalgar	919 Trafalgar Street	452-8610	BCM50
Tweedsmuir	349 Tweedsmuir Avenue	452-8620	BCM50
University Heights	27 Ford Crescent	452-8630	BCM50
Victoria London	130 Wharnccliffe Road S.	452-8640	BCM50
W Sherwood Fox	660 Steeplechase Drive	452-8730	BCM50
Westminster Central	2835 Westminster Drive	452-8660	BCM50
West Oaks	1050 Plantation Road	452-8650	BCM50
Westmount	1011 Viscount Road	452-8670	BCM50
Whiteoaks	565 Bradley Avenue	452-8680	BCM50
Wilfrid Jury	950 Lawson Road	452-8690	BCM50

THAMES VALLEY DISTRICT SCHOOL BOARD  
2018 - TELEPHONE EQUIPMENT AND SERVICE  
WORKSHEET E - EXISTING EQUIPMENT

<i>SCHOOL</i>	<i>ADDRESS</i>	<i>MAIN PHONE NUMBER</i>	<i>EQUIPMENT</i>
Wilton Grove	626 Osgoode Drive	452-8700	BCM50
Woodland Heights	474 Springbank Drive	452-8710	BCM50
Wortley	301 Wortley Road	452-8720	BCM50
<b>ELGIN COUNTY</b>			
Aldborough	11443 Furnival Rd., R.R. # 3, Rodney	785-0811	BCM50
Dunwich-Dutton	239 Main St., Dutton	762-2419	BCM50
Eckoe Central	3719 Parkhouse Dr., R.R.#3, Glencoe	287-3330	BCM50
Elgin Court	254 First Ave.	631-7118	BCM50
Forest Park	295 Forest Ave.	631-3563	BCM50
Pierre Elliott Trudeau	112 Churchill Cres.	631-7820	BCM50
John Wise	100 Parkside Drive	633-1611	BCM50
June Rose Callwood	84 Edward St.	631-5010	BCM50
Lockes	22 S. Edgeware Rd.	631-8890	BCM50
Mitchell Hepburn	95 Raven Ave	631-3370	BCM50
Mosa Central	22741 Pratt Siding Rd., R.R.#1	693-4691	BCM50
Port Stanley	350 Carlow Rd. Port Stanley	782-3983	BCM50
Southwold	39261 Fingal Line, R.R.#1, St. Thomas	631-5997	BCM50
Sparta	45885 Sparta Line, Sparta	775-2541	BCM50
West Elgin Sr. Elementary	139 Graham Rd., West Lorne	768-1260	BCM50
Davenport (Eastlink)	80 Rutherford Ave, Aylmer	773-9216	BCM50
McGregor (Eastlink)	204 John St. S, Aylmer	773-3362	BCM50
New Sarum (Eastlink)	9473 Belmont Road, R.R.#3, St. Thomas	773-5185	BCM50
Port Burwell (Eastlink)	30 Strachan, Port Burwell	874-4558	BCM50
South Dorchester (Eastlink)	48614 Crossley Hunter Line, R.R.#1, Belmont	765-4090	BCM50
Springfield (Eastlink)	51336 Ron McNeil Line, Springfield	765-4162	BCM50
Straffordville (Eastlink)	9188 Plank Road, Straffordville	866-3021	BCM50
Summers Corners (Eastlink)	50576 Talbot Line, R.R.#1, Aylmer	773-8106	BCM50
<b>MIDDLESEX COUNTY</b>			
Adelaide -W.G. Macdonald	29059 School Rd., R.R.#5	247-3369	BCM50
Caradoc	714 Bowan St. E, Mt. Brygdes	264-1630	BCM50
Caradoc North	8041 Scotchmere Dr., R.R.#1, Strathroy	245-2085	BCM50
Centennial Central	14774 Medway Rd	660-8193	BCM50

THAMES VALLEY DISTRICT SCHOOL BOARD  
2018 - TELEPHONE EQUIPMENT AND SERVICE  
WORKSHEET E - EXISTING EQUIPMENT

<i>SCHOOL</i>	<i>ADDRESS</i>	<i>MAIN PHONE NUMBER</i>	<i>EQUIPMENT</i>
Delaware Central	14 Osborne Street	652-5371	BCM50
East Williams Memorial	4441 Queens Ave	232-4505	BCM50
J.S. Buchanan	248 Keefer St.	245-0473	BCM50
Mary Wright	213 Carroll Street West	245-2044	BCM50
McGillivray Central	34714 Creamery Road R.R.#3, Ailsa Craig	293-3342	BCM50
North Meadows	82 Middlesex Drive	245-7373	BCM50
Northdale Central	3860 Catherine St.	268-7862	BCM50
Parkview	10008 Oxbow Dr	657-3868	BCM50
River Heights	4269 Hamilton Rd	268-7884	BCM50
Valleyview	10339 Ilderton Rd., R.R.#2, Ilderton	666-1417	BCM50
Wilberforce	340 Beech Street, Lucan	227-2185	
<b>OXFORD COUNTY</b>			
Harrisfield	2 Caffyn St.	485-1600	BCM50
Laurie Hawkins	156 Innes Street	495-5626	BCM50
Royal Roads	210 King St. E.	485-4849	BCM50
Thamesford	130 McCarty St.	285-2043	BCM50
Zorra Highland	Cty. Rd. 6,	475-4121	BCM50
A.J. Baker	195910 19th Line, Kintore	283-1098	BCM50
Algonquin	59 Algonquin Rd.	421-2219	BCM50
Blenheim District	32 Wilmot St. S	463-5169	BCM50
Central	410 Hunter St.	537-5362	BCM50
East Oxford	Old Stage Rd. & Cty Rd. 14, R.R.#4	467-5243	BCM50
Eastdale	65 Aileen Dr, Woodstock	537-2652	BCM50
Hickson Central	161 Loveys St.	462-2415	BCM50
Roch Carrier	840 Sloane St.	537-2642	BCM50
Innerkip Central	180 Coleman St.	469-3435	BCM50
Northdale	290 Victoria St. N.	537-5761	BCM50
Oliver Stephens	164 Fyfe Ave, Woodstock	539-2068	BCM50
Plattsville	112 Mill St. E	684-7436	BCM50
Princeton Central	40 Elgin St. E.,	458-4315	BCM50
Southside	360 Albert St. Woodstock	539-1131	BCM50
Springbank	1060 Sprucedale Rd.	539-7140	BCM50

THAMES VALLEY DISTRICT SCHOOL BOARD  
2018 - TELEPHONE EQUIPMENT AND SERVICE  
WORKSHEET E - EXISTING EQUIPMENT

<i>SCHOOL</i>	<i>ADDRESS</i>	<i>MAIN PHONE NUMBER</i>	<i>EQUIPMENT</i>
Tavistock	79 Maria St.,	655-2350	BCM50
Winchester Street	110 Winchester St.	537-3543	BCM50
Annandale	60 Tillson Ave	688-3498	BCM50
South Ridge	10 Southridge Road	842-7319	BCM50
Westfield	102 Dereham Dr	842-2461	BCM50
Emily Stowe	1 Jerdon Street	468-0201	BCM50
<b>ADULT EDUCATION/MISC SITES</b>			
GA Wheable	70 Jacqueline Street, London	452-2660	BCM400
Balaclava	20 Balaclava St.	631-4930	BCM50
Blossom Park	391 Blossom Park Road	537-0109	BCM50
Madeline Hardy	600 Sanatorium Road	858-2774	BCM50

**\*\*Plus other various TVDSB Sites as required. Complete list can be found on the TVDSB website, [www.tvdsb.on.ca](http://www.tvdsb.on.ca)**