



TENDER #466 - Dust/Fume Extractor Inspections, Repairs and Preventative Maintenance

Issue Date: Novemeber 30, 2023

Buyer: Sandra Davis

Issued by: The Thames Valley District School Board

Return Date: 12:00:00 noon, local time, January 4, 2024

THAMES VALLEY DISTRICT SCHOOL BOARD
2022 - DUST/FUME EXTRACTOR INSPECTIONS, REPAIRS AND PREVENTATIVE MAINTENANCE
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
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 79,000 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(s) shall allow such access with the understanding that the participating organizations be responsible for their own contract management.		
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 Dust/Fume Extractor Inspections, Repairs, and Preventative Maintenance subject to the conditions herein.		
2.0	BID DEFINITIONS AND INFORMATION		
2.1	DEFINITIONS		
2.1.1	The following words are used throughout this bid document and proponents should note these conditions when completing their bid submission.		
2.1.1.1	The word "MUST" shall mean proponents "must" include the required information in bid submission. Failure to include the required information will deem submission		
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.		
2.1.1.4	The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the proponent(s) or the successful proponent(s) to perform any portion or all of this bid.		
2.1.1.5	The word "QUALIFIED" shall mean a proponent who is compliant and has included the required information in their bid submission.		
2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		

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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 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		
2.2	STRUCTURE OF THIS BID		
2.2.1	Proponents must use the online bid entry system which is available on the internet at:		
2.2.1.1	www.tvdsb.ca		
2.2.1.2	click on "I'D LIKE TO"		
2.2.1.3	click on "Go to Purchasing"		
2.2.1.4	click on "Bids"		
2.2.1.5	click on "Proceed to inquiry/download page".		
2.2.1.6	Proceed to the bid, click "New" icon		
2.2.1.7	You will be directed to the "TVDSB Client Portal"		
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 "2024Appendices466.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: Repair Pricing and Service in Excel format		
2.2.1.10.1.4	Worksheet D: Locations/Pricing in Excel format		

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2.2.1.10.1.5	Worksheet E: Sample Report in Excel format		
2.2.1.10.1.6	Worksheet F: Worker Certification		
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: November 30, 2023		
2.4.2	QUESTIONS: December 7, 2023		
2.4.3	ANSWERS TO QUESTIONS: December 28, 2023		
2.4.4	RETURN DATE and TIME: prior to 12:00:00 noon local time, January 4, 2024		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document must be addressed to: Sandra Davis, Buyer, by email: sandra.davis@tvdsb.ca no later than Thursday, December 7, 2023. After this date no further inquiries, concerns or questions may be submitted. The TVDSB reserves the right to distribute a notice of content of any inquiry and the TVDSB's response to all other registered proponents. 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.		
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 shall be for one (1) year, unless otherwise provided herein, terminating on January 4, 2025 .		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of two (2) years in one (1) year increments and will advise the proponent, in writing, of their intentions.		
3.1.3	Proponents should state if your company would agree to extending this contract with the same terms and conditions for a second year ending January 4, 2026 .		
3.1.4	Proponents should state if your company would agree to extending this contract with the same terms and conditions for a third year ending January 4, 2027 .		

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3.2	PRICING		
3.2.1	Proponents must complete the pricing and requirement sections - Worksheet B and Worksheet C and Worksheet D.		
3.2.2	All charges must be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.3	Prices should include delivery, F.O.B. destination.		
3.2.4	Prices must remain in effect for the initial one (1) year term of the contract, commencing on January 4, 2024 .		
3.3	TAXES		
3.3.1	HST: Where applicable, Harmonized Sales Tax must be shown separately as extra on all invoices in accordance with Canadian and Provincial Government regulations.		
3.4	DELIVERY and ORDERING		
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 https://www.tvdsb.ca/en/our-board/purchasing.aspx .		
3.4.2	Service will be requested on an as required basis.		
3.4.3	Inspections must be coordinated with a TVDSB employee (Custodian or Tech/Shop Teacher) and said employee must sign off on the inspection. Contact numbers for the schools/locations have been included in Worksheet D.		
3.4.4	The successful proponent(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping.		
3.4.5	The successful proponent(s) 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 or contract #466 must appear on all packages, packing slips, correspondences, customs documentation and freight bills of lading.		
3.4.7	It is the TVDSB's preference to decrease the number of MasterCard purchases and move to the two preferred methods of ordering, as stated below:		
3.4.7.1	TVDSB employees will call in for service/repairs, they will provide their name, location, contract #466 and 12 digit GL account code.		
3.4.7.2	TVDSB Purchasing Services will issue a Purchase Order.		
3.5	INVOICING/PAYMENT TERMS		
3.5.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, ON N5W 5P2. Attention: Accounts Payable.		
3.5.2	Applicable taxes must 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.		

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3.5.4	Purchase Order or Contract numbers must be stated on all invoices; invoices without the Thames Valley District School Board Purchase Order number 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	Manufacturers' brand names and numbers are used as guidance for the proponents; alternate items of equal quality will be considered.		
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		
4.1.6	The successful proponent(s) must carry out all work to the satisfaction of the TVDSB. All trade work is to be performed by appropriately certified staff.		
4.2	QUANTITY		
4.2.1	Quantities are subject to equipment breakdowns, user requests, program changes and budget approval which may be increased or decreased when orders are placed. All items may not be purchases if costs exceed budget. In no way should the information furnished be considered as a guarantee with respect to the future volume of business. The successful bidder 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.		
4.3	REQUIREMENTS		
4.3.1	For each requirement as described in Worksheet B and Worksheet C, proponents must place a response in the appropriate column.		
4.4	RETURN OF GOODS POLICY		
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 must 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.		

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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.		
4.5	WARRANTY AND MAINTENANCE		
4.5.1	Proponents must state length of warranty. Proponents must state if warranty includes parts, labour and if the warranty is on-site. If not, proponents must indicate the terms of the warranty.		
4.5.2	Proponents must state location of service facilities.		
4.5.3	Proponents must state number of service people at each location.		
4.5.4	Proponents must state time to respond to service calls:		
4.5.4.1	Less than one half day		
4.5.4.2	One half day		
4.5.4.3	One full day		
4.5.4.4	More than one day		
4.5.4.5	Other		
4.5.5	Proponents must state mean time to repair commitments in the event of service disruption and associated penalties in the event of extended outages.		
4.5.6	Proponents must disclose their policy of loan machines in the event repairs are not made on-site.		
4.5.7	Proponents should include a statement outlining your company's quality assurance philosophy and program. This statement should detail how your company will respond to:		
4.5.7.1	Service related problems		
4.5.7.2	Quality problems		
4.5.8	All equipment should be guaranteed for the entire period of the contract you are bidding. The successful proponent(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 proponent(s) and the TVDSB recommends replacement due to any other conditions upon mutual agreement.		
4.5.9	The TVDSB reserves the right to initiate a survey to measure customers' satisfaction.		

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4.6	SUPPLIER OCCURRENCE REPORTS		
4.6.1	The TVDSB reserves the right at any time during the contract period to evaluate the successful proponents service based on their contract performance.		
4.6.2	The successful proponent will be evaluated based on the evaluation form - Supplier Occurrence Reports (available upon request).		
4.6.3	Failure to meet the evaluation criteria may result in termination if performance is deemed unsatisfactory (as set out in Section 5.2.1 - Cancellation of contract / loss of service).		
5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 120 days.		
5.1.2	A 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.		
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		
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 must have satisfactorily fulfilled all relevant obligations as required under the terms and conditions of any previous award in order to be considered as an acceptable proponent.		
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(s) within 30 days of the award if in the opinion of the TVDSB the successful proponent(s) is unable or unwilling to enter into a form of contract satisfactory to the TVDSB. The TVDSB shall be entitled to do so without any liability being incurred by the TVDSB to the proponent.		
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.		

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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(s). Any conflict in the wording of the proponent's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the proponent's invoice and/or sales agreement.		
5.1.12	The successful proponent(s) must not at any time subcontract any portion of its contract with the TVDSB nor shall it assign the contract without the written permission of the TVDSB. The successful proponent(s) must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		
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(s).		
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.		

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

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5.2.5	In the event that the successful proponent(s) becomes insolvent, and/or the successful proponent(s) is unable or unwilling to provide the contracted service for a period of more than 30 consecutive days during the period of the contract, the TVDSB shall have the right to replace the successful proponent(s) with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this bid.		
5.3	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT		
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		
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.		
5.4	PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT		
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		

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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. 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	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 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(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.		
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(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		

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

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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 \$5 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the proponent does not presently have \$5 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 \$5 million per occurrence from the commencement of the contract should the contract be awarded to the proponent. The successful proponent(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
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(s) by the TVDSB, the successful proponent(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful proponent(s) or its employees or subcontractors during the performance of its obligations		
5.9.4	The successful proponent(s) agrees to indemnify, hold harmless and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason or injury (including death) or damage to any property arising out of negligent or wilful acts on the part of the successful proponent(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
5.10	MOTOR VEHICLE LIABILITY INSURANCE		
5.10.1	Proponents must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.		

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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(s) 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(s) by the TVDSB, the successful proponent(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful proponent(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		
5.10.5	The successful proponent(s) agrees to indemnify, hold harmless, and defend, the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the successful proponent(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
5.11	CANADA'S ANTISPAM LEGISLATION		

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THAMES VALLEY DISTRICT SCHOOL BOARD
2022 - DUST/FUME EXTRACTOR INSPECTIONS, REPAIRS AND PREVENTATIVE MAINTENANCE
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.11.1	Please note that vendors are required to comply with all applicable laws, including CASL, in providing goods or services to the TVDSB. This also extends to communications sent on the TVDSB's behalf. The successful proponent(s) will be required to indemnify the TVDSB for any failure by the successful proponent(s) to comply with CASL, to the extent that the successful proponent(s) action, or inaction, could expose the TVDSB to liability.		
6.0	PROPONENT PROFILE		
6.1	REFERENCES		
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 - Contact Name:		
6.1.1.3	Reference 1 - Email address:		
6.1.1.4	Reference 2 - Company Name:		
6.1.1.5	Reference 2 - Contact Name:		
6.1.1.6	Reference 2 - Email address:		
6.1.1.7	Reference 3 - Company Name:		
6.1.1.8	Reference 3 - Contact Name:		
6.1.1.9	Reference 3 - Email address:		
6.2	ADMINISTRATION and ORGANIZATION		
6.2.1	Proponents should include an organizational chart.		
6.2.2	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.		
6.2.3	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.		
6.2.4	Proponents must state location of their distribution centre.		
6.2.5	Proponents should state if their employees service sites wearing uniforms.		
6.2.6	Proponents should state if their employees carry photo identification.		
6.2.7	Proponents should state if they are ISO registered and if so what level.		
6.2.8	Proponents should state if the staff involved in the execution of this contract are employees or sub-contractors.		
7.0	BID SUBMISSION		

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WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
7.1	PROPONENT'S RESPONSE GUIDE		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, proponents should use the same numbering format, as on this bid document.		
7.1.2	The bid submission must include:		
7.1.2.1	Completed " 2024Appendices466.xlsx " file in Excel format.		
7.1.2.2	Signed scans of all Worksheets and Bid Report (in PDF).		
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:		
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.		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	www.tvdsb.ca		
8.2.1.2	click on "I'D LIKE TO"		
8.2.1.3	click on "Go to Purchasing"		
8.2.1.4	click on "Bids"		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.2.1.5	click on "Proceed to inquiry/download page".		
8.2.1.6	Proceed to the Bid, click "Results - Check Mark"		
8.2.1.7	View documents in PDF format.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		

Sandra Davis**Purchasing Department****Chairperson**

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.0	ELECTRONIC BIDDING INSTRUCTIONS		
9.1	DOWNLOADING BID DOCUMENTS		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
9.1.2	click on "I'D LIKE TO"		
9.1.3	click on "Go to Purchasing"		
9.1.4	click on "Bids"		
9.1.5	Read "Electronic Bidding Instructions, Inquiry Instructions, Bid Document Download Instructions".		
9.1.6	click on "Proceed to inquiry/download page".		
9.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.8	Click on the "NEW" logo to be directed to the TVDSB Client Portal.		
9.1.9	Follow log in instructions beginning with item 2.2.1.7.		
9.2	COMPUTER SYSTEM REQUIREMENTS		
9.2.1	To use the electronic system, proponents must be using Microsoft Edge.		
9.3	BID WORKSHEETS		
9.3.1	Download the file " 2024Appendices466.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: Repair Pricing and Service in Excel format		
9.3.1.1.4	Worksheet D: Locations/Pricing in Excel format		
9.3.1.1.5	Worksheet E: Sample Report in Excel format		
9.3.1.1.6	Worksheet F: Worker Certification in Excel format		
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 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	The "Bid Report" button must be clicked to initiate the transfer of any uploaded files into our system. Note that the generation of the bid report is confirmation that a bid has been received. It is not necessary to submit the bid report as a hard copy.		
10.0	SIGNATURE PAGE		
10.1	This section must be completed, signed, scanned, and included with your submission for your bid to be accepted.		

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THAMES VALLEY DISTRICT SCHOOL BOARD
2022 - DUST/FUME EXTRACTOR INSPECTIONS, REPAIRS AND PREVENTATIVE MAINTENANCE
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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:		
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
2022 - DUST/FUME EXTRACTOR INSPECTIONS, REPAIRS, AND PREVENTATIVE MAINTENANCE
WORKSHEET B - REQUIREMENTS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
	SPECIFICATIONS		
B1.0	REQUIREMENTS		
B1.1	Bidders are required to submit a sample of the detailed report that will be provided for each school after inspections take place.		
B1.2	The detailed report should at minimum make reference to the items listed below in section B2.0 and B3.0 for both Dust Extractors and Fume Extractors.		
B1.3	A sample report is shown in Worksheet E.		
B1.4	All inspections must be coordinated and scheduled in advance with the school.		
B2.0	QUALIFICATIONS		
B2.1	The Contractor shall be capable of performing all work required herein.		
B2.2	All personnel performing the inspection, maintenance or repairs shall be appropriately certified to perform the work, maintain current province of Ontario trade qualifications ticket, and be experienced in the preventive maintenance and repair services for the specific equipment.		
B2.3	All equipment, materials and labour utilized, and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the services including, but not exclusively:		
B2.3.1	- American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) Method 110-1995, Method of Testing Laboratory Fume Hoods.		
B2.3.2	- National Sanitation Foundation International (NSF) 49-2020 - Class II Laminar Flow Biohazard Cabinetry		
B2.3.3	- National Environmental Balancing Bureau (NEBB) Procedural Standards for Certified Testing of Clean Rooms		
B2.3.4	- CSA Standard Z316.5-20, Fume Hoods and Associated Exhaust Systems, Health Care Technology - Canadian Standards Association		
B2.3.5	- Treasury Board Guidelines – Handbook of Occupational Safety and Health, Fifth Edition		
B2.3.6	- National Fire Code		
B2.3.7	- Recommendations of the manufacturer of the material/equipment		
B2.3.8	- Accepted industry standards		
B2.3.9	- All relevant by-laws and codes		
B2.4	Equipment must be in good mechanical repair and not require excessive maintenance or create excessive down time that jeopardizes the Contractors ability to provide the services agreed to.		
B2.5	The names of the personnel and copies of the licenses and/or certificate(s) are required to be submitted with the submission.		

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WORKSHEET B - REQUIREMENTS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
B2.6	The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the work.		
B3.0	SUB-CONTRACTORS		
B3.1	The Successful Contractor is expected to have their own journeyman on staff. However, if after becoming involved in a project for TVDSB, it is found by the Contractor that they cannot do part of the job due to it being out of their trade skills, a Sub-Contractor may be called only after approval from the applicable TVDSB Maintenance Supervisor or designate.		
B4.0	INVOICING/PAYMENT TERMS		
B4.1	TVDSB Work Order numbers and facility name must be stated on all invoices. Invoices without the Thames Valley District School Board Work order number will be returned unpaid.		
B4.2	All invoices must be submitted to the applicable Zone email account as follows, along with a copy of the Inspection or Service Report;		
B4.2.1	• Maintenance Zone 1 (mz1@tvdsb.ca)		
B4.2.2	• Maintenance Zone 2 (mz2@tvdsb.ca)		
B4.2.3	• Maintenance Zone 3 (mz3@tvdsb.ca)		
B4.2.4	• Maintenance Zone 4 (mz4@tvdsb.ca)		
B4.2.5	• Maintenance Zone 5 (mz5@tvdsb.ca)		
B4.2.6	Applicable taxes must be shown as separate line items on all invoices.		
B5.0	IDENTIFICATION OF EMPLOYEES		
B5.1	All personnel employed by the Contractor shall at all times be readily identifiable as being an employee of the Contractor. At all times while working on TVDSB premises the Contractors employees and sub-trades shall carry on their person, personal photographic identification. Service vehicles shall also have the Contractor's business name clearly marked.		
B5.2	Only employees of the Contractor (or Contractor's approved sub-Contractor(s)) specifically assigned to carry out the work will be allowed to enter the TVDSB facilities. While the Contractors employees are on the TVDSB's premises, the Contractor shall require them to conduct themselves in a professional manner.		
B5.3	Contractor shall report in and out to the Facility Services Charge Custodian when attending sites.		
B6.0	CONTRACTOR INSPECTION/SERVICE REPORT		
B6.1	A service report must be completed by the Contractor for any work performed at a work site.		

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WORKSHEET B - REQUIREMENTS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
B6.2	Service reports may include pictures detailing the condition of the area in need of repair, both before commencement and after completion of the work.		
B6.3	Where applicable, worksheets for preventive maintenance work may include checklists of items inspected and/or serviced and are to be signed by the technician.		
B6.4	A copy of the Inspection or Service Report must be included with all invoices. Invoices without the Inspection or Service Report will be returned unpaid.		
B7.0	DUST EXTRACTORS - CHECKLIST AND SERVICE REPORT		
B7.1	A copy of the Contractor's Service Report / PM Checklist must be included with each submission.		
B7.2	General guidelines for information to be included on a service report where applicable (Contractor may have additional information):		
B7.2.1	Check completeness of assembly		
B7.2.2	Check duct system for damage, blockage or failure		
B7.2.3	Check equipment operation		
B7.2.4	Inspected exterior of equipment for damage		
B7.2.5	Verify for proper grounding		
B7.2.6	Check instruments		
B7.2.7	Check labelling and tagging		
B7.2.8	Check main disconnect		
B7.2.9	Check mechanical/electrical interlocks		
B7.2.10	Check tightness of bolted connections		
B7.2.11	Inspect anchorage and repair as required		
B7.2.12	Inspect and test emergency stop		
B7.2.13	Inspect and test safety interlocks		
B7.2.14	Inspect bags on collection unit		
B7.2.15	Inspect fire suppression system		
B7.2.16	Inspect shafts, bearings and pulleys		
B7.2.17	Lubricate all moving parts		
B7.2.18	Check and replace belts as needed		
B7.2.19	Inspect door seals and gaskets		
B7.2.20	Replace/clean filters		
B7.2.21	Check pressure differential and verify adequate air flow		
B7.2.22	Provide detailed inspection service report, including the make, model, and serial number		
B8.0	FUME EXTRACTORS - CHECKLIST AND SERVICE REPORT		

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WORKSHEET B - REQUIREMENTS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
B8.1	A copy of the Contractor's Service Report / PM Checklist must be included with each submission.		
B8.2	General guidelines for information to be included on a service report where applicable (Contractor may have additional information):		
B8.3	Air Flow Measurements:		
B8.3.1	Face Velocity Profile		
B8.3.2	Containment & External Leakages		
B8.3.3	Smoke Pattern Testing		
B8.3.4	Location within Room/Air Patterns		
B8.4	Physical Characteristic Tests:		
B8.4.1	The following hood parts (if applicable) will be tested to determine that they are functioning correctly, by physical means:		
B8.4.2	Splashguard/Sash Operation - The splashguard or sash should exhibit free movement during manual operation.		
B8.4.3	Baffle Operation - The damper and/or baffle should exhibit free movement during manual operation.		
B8.4.4	Alarm Operation - Alarms should operate when test button depressed, and when air velocity decreases below set pressure level.		
B8.4.5	Fan Motor Operation - The integrity of the fan motor will be inspected for operation including belt, housing, guard, and overall operation.		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	UNIT PRICE	COMMENT
C1.0	SERVICE AND INSTALLATION COSTS			
C1.1	Labour Rate - Please state cost per hour. State cost from arrival and completion at our premises.			
C1.2	State travel/mileage costs (The TVDSB prefers all costs to be included in hourly rate.)			
C1.3	Is there a minimum charge for service calls/visits? If so, please state in number of hours/minutes.			
C1.4	What is the billing increment? (15 minute/half hour, etc.)			
C1.5	Would your company be able to provide this service to all of our locations?			
C2.0	PARTS/PRODUCTS			
C2.1	The TVDSB reserves the right to sample the market for price comparisons to ensure competitive prices on all new products and/or services required.			
C2.2	All charges must be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.			
C2.3	Vendors must supply their own tools. TVDSB will not be responsible for any costs associated with the rental of tools and/or equipment and these costs will be the responsibility of the successful proponent.			
C2.4	Prices should include delivery, F.O.B. destination.			
C2.5	Prices must remain in effect for the initial one year term of the contract and thereafter only manufacturer's price increase (supported by documentation) will be allowed.			

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<i>SCHOOL NAME</i>	<i>SCHOOL LOCATION</i>	<i>PHONE #</i>	<i>SERVICE REQUIRED AS NEEDED</i>	<i>UNIT PRICE PER LOCATION (must include travel/mileage)</i>	<i>COMMENTS</i>
Arthur Voaden Secondary School	41 Flora St. St. Thomas	519-631-3770	Fume and Dust Extraction		
Sir Frederick Banting Secondary School	125 Sherwood Forest Sq. London	519-452-2800	Fume and Dust Extraction		
H.B. Beal Secondary School	525 Dundas St. London	519-452-2700	Fume and Dust Extraction		
Central Elgin Secondary School	201 Chestnut St. St. Thomas	519-631-4460	Portable Dust Extraction Units		
Clarke Road Secondary School	300 Clarke Road London	519-452-2640	Fume and Dust Extraction		

FIRM NAME : _____

SIGNATURE : _____

2022 - DUST/FUME EXTRACTOR INSPECTIONS, REPAIRS AND PREVENTATIVE MAINTENANCE
WORKSHEET E - SAMPLE REPORT

EVALUATION OF: (SCHOOL NAME) _____

E2.0	DUST EXTRACTORS	COMMENT
E2.1	check overall performance	
E2.2	check if drive motor meets current specifications for type of application	
E2.3	grease any fittings	
E2.4	check belts and tighten and replace if necessary	
E2.5	check the integrity of the motor housing/cover (e.g., holes, leaks)	
E2.6	check operation of containment hopper door	
E2.7	check weather strip and replace as necessary	
E2.8	check the containment hopper for leaks, holes or loss of vacuum and make minor repairs (e.g., small patches and caulking if required)	
E2.9	check filters for wear, damage, or failure	
E2.10	check filter bags for wear, damage or failure	
E2.11	check mounting system/super structure for damage or failure	
E2.12	check duct system for damage, blockage or failure	
E2.13	check spark arrest	
E3.0	FUME EXTRACTORS	
E3.1	check overall performance	
E3.2	check if drive motor meets current specifications for type of application	
E3.3	grease any fittings	
E3.4	check belts and tighten and replace if necessary	
E3.5	check the integrity of the motor housing/cover (e.g., holes, leaks)	
E3.6	check weather strip and replace as necessary	
E3.7	check mounting system/super structure for damage or failure	
E3.8	check duct system for damage or failure	
E4.0	REPAIRS	
E4.1	The estimated cost for repairs (may attach additional sheet if necessary.)	

EVALUATION COMPLETED BY:

NAME _____

SIGNATURE _____

DATE _____

FIRM NAME : _____ SIGNATURE : _____

2022 - DUST/FUME EXTRACTOR INSPECTIONS, REPAIRS, AND PREVENTATIVE MAINTENANCE
WORKSHEET F - WORKER CERTIFICATION

F1.0	CERTIFICATION		
F1.1	Bidders must state the number of workers that will be performing the service for this contract, and the type of certification the workers hold.		
No.	Employee Name	List of Certification(s)	Date of Certification(s)
1			
2			
3			
4			
5			

FIRM NAME:

SIGNATURE: