



PRE-QUALIFICATION #474 - REAL ESTATE SERVICES

Issue Date: Monday, January 9, 2023

Buyer: Jennifer Frederickson

Issued by: Thames Valley District School Board

RETURN DATE and TIME: prior to 12:00:00 local time Monday, January 30, 2023

**THAMES VALLEY DISTRICT SCHOOL BOARD
2023 - REQUEST FOR PRE-QUALIFICATION
REAL ESTATE SERVICES
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 as well as the cities of London and St. Thomas. The TVDSB is the employer of approximately 8,000 staff and operates 160 schools with an estimated enrolment of more than 82,000 students.		
1.1	PURPOSE		
1.1.1	The purpose of this bid document is to pre-qualify Realtors for any upcoming selling, purchasing or leasing of TVDSB property. Once pre-qualified, quotes would be issued for these projects to the successful proponents.		
1.2	BACKGROUND		
1.2.1	TVDSB is seeking real estate brokers specializing in commercial/institutional real estate to provide professional evaluation, marketing, redevelopment and disposition of property deemed surplus to the needs of the TVDSB. The TVDSB is also seeking expertise in purchasing and leasing property and/or land. It is the intent of this pre-qualification for the successful broker(s) to enter into a professional services contract with the TVDSB to provide the real estate services on an as-required basis.		
2.0	BID DEFINITIONS AND INFORMATION		
2.1	DEFINITIONS		
2.1.1	The following words are used throughout this pre-qualification 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.		
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.		

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2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		
2.1.1.6.1	Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the proponent could gain an unfair advantage over competitors. The TVDSB will reject any bid submission which contains a major irregularity.		
2.1.1.6.2	Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the proponent would not gain an unfair advantage over competitors. The TVDSB may permit the proponent to correct a minor irregularity.		
2.2	STRUCTURE OF THIS BID		
2.2.1	Proponents must use the online bidding 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"		

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2.2.1.9	Click on the "New" icon for the bid upon which you will be bidding.		
2.2.1.10	Download the 2023Appendices474.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		
2.2.1.10.1.4	Worksheet C: Criteria in Excel format - No Response Required		
2.3	IMPORTANT DATES		
2.3.1	ISSUE DATE: Monday, January 9, 2023		
2.3.2	RETURN DATE and TIME: prior to 12:00:00 local time Monday, January 30, 2023		
2.4	RETURN LOCATION		
2.4.1	The submission must be returned as a file upload as per 9.3.3.		
2.4.2	Upload of the files as per 9.3.3 is the responsibility of the proponent.		
2.4.3	Submissions received as hardcopies will not be accepted.		
2.4.4	Late bids will not be processed.		
2.5	QUESTIONS		
2.5.1	Questions concerning the terms and conditions of the pre-qualification document, whether made orally or in writing, to any individual other than indicated above may, at the sole discretion of the TVDSB, render your submission noncompliant. Direct questions in written form only to: Jennifer Frederickson, j.frederickson@tvdsb.ca. The TVDSB will only be bound by written answers to questions .		
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. See Section 2.5.3.		
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 year, commencing on February 1, 2023 and unless otherwise provided herein, terminating on January 31, 2024.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of two years in one (1) year increments and will advise the proponent in writing of their intentions, no later than 60 days prior to month,day, year.		
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 31, 2025.		

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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 31, 2026.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	QUALITY		
4.1.1	Any service ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be completed to the specifications at the expense of the successful proponent.		
4.1.2	The successful proponent(s) must carry out all work to the satisfaction of the TVDSB.		
4.2	REQUIREMENTS		
4.2.1	The requirements are detailed in Worksheet B		
4.3	SUPPLIER OCCURRENCE REPORTS		
4.3.1	The TVDSB reserves the right at any time during the contract period to evaluate the successful proponents service based on their contract performance.		
4.3.2	The successful proponent will be evaluated based on the evaluation form - Supplier Occurrence Reports (available upon request).		
4.3.3	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 supercede 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 submission.		

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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(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 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	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.		
5.1.11	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.		

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5.1.12	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.		
5.1.13	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.		
5.1.14	All TVDSB policies, procedures and regulations must be adhered to by the successful proponent(s).		
5.1.14.1	Smoking is prohibited in all TVDSB buildings and on all TVDSB property.		
5.1.14.2	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.14.3	The successful proponent(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		
5.1.15	The successful proponent(s) will reimburse the TVDSB for any damages through negligence or willful acts of any of the successful proponent(s)' employees or contracted staff.		
5.1.16	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.		
5.1.17	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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5.1.18	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.		
5.1.19	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.1.20	The acceptance of the bid by the successful proponent and the award of the contract contemplated by this bid document is subject to approval of the Board of Trustees.		
5.2	PRIVACY AND SECURITY STANDARDS FOR THE COLLECTION, USE AND RETENTION OF PERSONAL INFORMATION		
5.2.1	The successful proponent(s) is responsible to comply with Canadian and Ontario privacy legislation (MFIPPA, PIPEDA, PHIPA).		
5.2.2	The successful proponent(s) is responsible to ensure employees are trained on the appropriate use and safeguarding of personal information.		
5.2.3	The successful proponent(s) will collect personal information only as defined in the agreement and authorized by the board.		
5.2.4	The successful proponent(s) may only use personal information for the purpose defined by the agreement/board, and no other purpose.		
5.2.5	The successful proponent(s) acknowledges the personal information collected is owned by the board.		
5.2.6	Where requested by the board, the successful proponent(s) agrees to the transfer of data upon request, or upon completion of the term of the tender/contract or upon the dissolution of the RFP/contract to ensure there is no interruption of service.		
5.2.7	For web-based services and where applicable, the successful proponent(s) must notify users when cookies are used as part of the provided service.		
5.2.8	The successful proponent(s) must notify the board of any third party data processors, subcontractors or services that the successful proponent(s) may contract for the provision of services as identified in this agreement.		
5.2.9	The successful proponent(s) ensures that all its third party service providers handling personal information, e.g., data processors and subcontractors, only collect, hold, process, use, store and/or disclose personal information for the purpose of providing the service and for no other purpose.		

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5.2.10	The successful proponent(s) ensures that its third party service providers, e.g., data processors and subcontractors, are obligated to have equivalent or better security safeguards for personal information.		
5.2.11	The successful proponent(s) retains data for a period as determined by the board (indefinite retention is not acceptable) and agrees to securely dispose of data at the end of the prescribed retention period.		
5.2.12	If requested, the successful proponent(s) shall provide a written and signed attestation confirming the secure destruction of all personal documentation as agreed upon or directed by the board.		
5.2.13	The successful proponent(s) uses industry-standard technical and physical safeguards to protect data from loss, theft, unauthorized access or inadvertent disclosure. Safeguarding methods include, but are not limited to, access controls, encryption of data at rest and during transition, and up-to-date security practices.		
5.2.14	The successful proponent(s) performs regular security audits and/or threat risk assessments and will make available results upon request.		
5.2.15	The success proponent(s) has a breach response protocol in place that includes immediate notification to the board in the event there is a data breach.		
5.2.16	The successful proponent(s) will require their third parties services to notify the proponent and in turn the board in the event of a breach of board data.		
5.2.17	The successful proponent(s) will cooperate with the board in the event of a regulatory investigation (i.e., breach investigation by the Information Privacy Commissioner).		
5.2.18	The successful proponent(s) will notify the board when the vendor makes material changes to their security measures/practices that affect how personal information is handled.		
5.3	HUMAN RIGHTS AND CHILD LABOUR LAWS		
5.3.1	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.		
5.3.2	Proponents should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		

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5.3.3	For proponents information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.3.3.1	http://www.ilo.org		
5.4	COMMERCIAL LIABILITY INSURANCE		
5.4.1	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.		
5.4.2	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.		
5.4.2.1	This liability policy shall contain the following coverage:		
5.4.2.2	Personal Injury and Property Damage		
5.4.2.3	Non-Owned Automobile Liability		
5.4.2.4	Owners and Contractors Protective Coverage		
5.4.2.5	Contractual Liability		
5.4.2.6	Broad Form Property Damage		
5.4.2.7	Products and Completed Operation Insurance		
5.4.2.8	Contingent Employees Liability		
5.4.2.9	Cross Liability Clause and Severability of Interest Clause		
5.4.3	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 under the contract.		

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5.4.4	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 willful 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.		
5.5	MOTOR VEHICLE LIABILITY INSURANCE		
5.5.1	Proponents must state if their own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.		
5.5.2	In the event of an affirmative answer to 5.5.1, 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 5.5.3 to 5.5.4 also apply to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.5.3	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.		
5.5.4	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.5.4.1	Third Party Liability Coverage in the form of OAP-1		

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5.5.5	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.		
5.5.6	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.		
5.6	CANADA'S ANTISPAM LEGISLATION		
5.6.1	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		

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WORKSHEET B - REQUIREMENTS**

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B1	COMPANY PROFILE		
	Proponents responses to B1.1 to B1.4 must not exceed 5 pages in total. Any additional information submitted will not be reviewed.		
B1.1	Proponents must include the name of the principal agent(s) who would have responsibility for selling/leasing/acquiring the properties and relative experience of the principal agent(s) in dealing with this type of work.		
B1.2	Proponents must describe the firm's overall strategy along with the sales and marketing strategies to be used.		
B1.3	Proponents must briefly describe the firm's awareness and understanding of today's commercial real estate market in the geographic area of the TVDSB.		
B1.4	Proponents must describe and detail the demonstrated ability, including the provision of staff resources to administer the marketing, sale and closing of properties.		
B2	FIRM DETAILS		
B2.1	Proponents must provide the following information about their firm:		
B2.2	Name of firm, address, fax, e-mail, telephone number and contact person.		
B2.3	Number of years in business.		
B2.4	Number of years in business locally.		
B2.5	Size of company, number of employees.		
B2.6	Size of company, number of employees locally.		
B2.7	Experience with similar assignments and clients.		
B2.8	Extent of company resources and available outside resources if required.		
B2.9	Office location used to service our contract.		
B2.10	Number of properties sold.		
B2.11	Number of similar properties sold.		
B2.12	Average length of time properties are on the market.		
B2.13	The percent (%) variance between list price and actual price.		
B3	DOCUMENTATION		
B3.1	Proponents must submit resumes for the principal agent(s).		

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WORKSHEET B - REQUIREMENTS**

B3.2	Proponents must submit evidence of registration under the Real Estate and Business Brokers Act.		
B3.3	Proponents must submit proof that all agents with responsibility for selling the properties are registered with the Ontario Real Estate Association (OREA).		
B3.4	Due regard will be given to firms that can provide evidence that the following RECO (Real Estate Council of Ontario) courses and seminars have been successfully completed by the agents with responsibility for selling the properties:		
B3.4.1	Business Brokerage		
B3.4.2	Commercial Investment		
B3.4.3	Commercial Specialties		
B3.4.4	Commercial Markets and Investment Analysis		
B3.4.5	Investment Calculations and Valuations		
B3.4.6	Real Estate Legislation		
B3.4.7	Property Valuation		
B3.4.8	Rural, Recreational and Agricultural Properties		
B3.4.9	Urban Development		
B3.4.10	Municipal Government		
B3.4.11	Urban Geography		
B3.4.12	Municipal Planning		
B3.4.13	Municipal By-laws		
B3.4.14	Surveying		
B3.4.15	Property Development		
B3.5	Proponents must supply a sample of an information package for potential purchasers.		
B4	SCOPE OF WORK		
B4.1	Purchase/Leasing of New Property		
B4.1.1	Preparing Offers to Purchase/Lease and negotiating amendments, terms and conditions.		
B4.1.2	Providing the TVDSB with advice on the pricing of properties for sale/lease relative to market activity.		
B4.1.3	Acting as the principal contact for the TVDSB by responding to questions and showing properties.		
B4.1.4	Advising and reporting on due diligence with respect to closing deals.		
B4.1.5	Advising on aspects of potential purchases/leases the TVDSB may choose to pursue.		
B4.2	Sale of Surplus Board Properties		

FIRM NAME: _____

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**THAMES VALLEY DISTRICT SCHOOL BOARD
2023 - REQUEST FOR PRE-QUALIFICATION
REAL ESTATE SERVICES
WORKSHEET B - REQUIREMENTS**

B4.2.1	Preparation of information packages for potential purchasers, including graphics.		
B4.2.2	Advertising		
B4.2.3	Administration of the receipt of multiple Offers to Purchase in a short period of time.		
B4.2.4	Receiving, depositing in trust and returning deposit cheques.		
B4.2.5	Provide feasibility studies and assessments of surplus properties		
B4.2.6	Manage calls for disposition of surplus property		
B4.2.7	Reviewing, analyzing, summarizing and making recommendations to the TVDSB staff on the offers received.		
B5 REFERENCES			
B5.1	Proponents must provide a minimum of three references where you have successfully provided services similar to this bid document. The reference must contain the following information:		
B5.1.1	Reference 1 - Company Name:		
B5.1.2	Reference 1 - Address:		
B5.1.3	Reference 1 - Contact Name:		
B5.1.4	Reference 1 - Phone Number:		
B5.1.5	Reference 1 - Fax Number:		
B5.1.6	Reference 1 - e-mail address:		
B5.1.7	Reference 2 - Company Name:		
B5.1.8	Reference 2 - Address:		
B5.1.9	Reference 2 - Contact Name:		
B5.1.10	Reference 2 - Phone Number:		
B5.1.11	Reference 2 - Fax Number:		
B5.1.12	Reference 2 - e-mail address:		
B5.1.13	Reference 3 - Company Name:		
B5.1.14	Reference 3 - Address:		
B5.1.15	Reference 3 - Contact Name:		
B5.1.16	Reference 3 - Phone Number:		
B5.1.17	Reference 3 - Fax Number:		
B5.1.18	Reference 3 - e-mail address:		

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**THAMES VALLEY DISTRICT SCHOOL BOARD
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REAL ESTATE SERVICES
WORKSHEET C - CRITERIA**

ITEM NO.	CRITERIA	POINTS	COMMENTS
1	Marketing	40	Overall strategy, awareness to local market, ability to administer task.
2	References	15	Based on references provided
3	Sales History	40	Properties sold, properties sold of similar type, length of time on market, variance between list price and actual price.
4	Company Profile	20	Size of firm and experience of employees, available resources, strengths relevant to firm.
5	Professional Development	15	Number of professional development courses evidenced.
6	Bid Submission	4	Format, completeness, overall impression
7	Financial Stability	3	Based on response
8	Freedom from potential legal liabilities	3	Based on response
	TOTAL	140	

FIRM NAME: _____

SIGNATURE: _____