



TENDER #489 - MOBILE COMPUTERS

Issue Date: Wednesday, September 30, 2015

Buyer: Jennifer Frederickson

Issued by: Thames Valley District School Board

Return Date and Time 12:00:00 noon, local time, Tuesday, October 27, 2015

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 162 schools with an estimated enrolment of 71,000 students.		
1.0.2	The TVDSB may agree to permit other public organizations within Southwestern Ontario to access any contract(s) that may result from this solicitation. The successful 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 Mobile Computers 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 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.		
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.		

FIRM NAME : _____

SIGNATURE : _____

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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 irregularity.		
2.2	STRUCTURE OF THIS BID		
2.2.1	Proponents must use the online bid entry system which is available on the internet at:		
2.2.1.1	www.tvdsb.ca		
2.2.1.2	"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".		
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 2016Appendices489.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: Warranty Requirements in Excel format		
2.2.1.11	Complete bid information (See Section 9 - Electronic Bidding Instructions.)		
2.3	RETURN LOCATION		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2016 - MOBILE COMPUTERS
WORKSHEET A - TERMS AND CONDITIONS

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2.3.1	Sealed bid submissions must 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 9.7 - Labeling of Envelope).		
2.3.9	The bid submission must 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.		
2.4	IMPORTANT DATES		
2.4.1	ISSUE DATE: Wednesday, September 30, 2015		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon local time Tuesday, October 27, 2015		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Jennifer Frederickson, Buyer, by Fax (519) 452-2399 or email j.frederickson@tvdsb.on.ca. All questions pertaining to this bid document must be submitted in writing.		
2.5.2	Questions concerning the terms and conditions of the bid document, whether made orally or in writing, to any individual other than indicated above, may at the sole discretion of the TVDSB, render your submission noncompliant. Direct questions in written form only to: Jennifer Frederickson. The TVDSB will only be bound by written answers to questions.		
2.5.3	Should any questions raised by a proponent necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site.		
2.5.4	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		

FIRM NAME : _____

SIGNATURE : _____

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2016 - MOBILE COMPUTERS
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3.1.1	The term of this agreement shall be for 1 year commencing on November 1, 2015 and unless otherwise provided herein, terminating on October 31, 2016.		
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 should state if your company would agree to extending this contract with the same terms and conditions for a second year ending October 31, 2017.		
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 October 31, 2018.		
3.2	PRICING		
3.2.1	Proponents must complete the online pricing section (Section 9.0 - Electronic Bidding Instructions).		
3.2.1.1	Proponents must print and sign the Bid Report.		
3.2.1.2	Proponents must print and sign all Worksheets.		
3.2.2	All charges must be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.3	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.		
3.2.4	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.		
3.2.5	The TVDSB expects to order in multiple shipments over the length of this contract.		
3.2.6	It is the intention of the TVDSB to rationalize its supplier base. This contract may be awarded on a per item basis or on the best cost of various groupings. The groupings will be determined by the TVDSB. Each proponent agrees to the award on this basis.		
3.2.7	Proponents should state any further discount, as a percentage, if all items are awarded to your company.		
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.		
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		

FIRM NAME : _____

SIGNATURE : _____

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2016 - MOBILE COMPUTERS
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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 http://www.tvdsb.ca/schools.cfm?subpage=3826 .		
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(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 must 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 must be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		
3.4.7.1	Proponents must state the lead time		
3.4.8	Not all goods will be ordered at one time; orders will be placed as requests are received from our schools.		
3.5	INVOICING/PAYMENT TERMS		
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 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.		
3.5.4	Purchase Order 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.		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2016 - MOBILE COMPUTERS
WORKSHEET A - TERMS AND CONDITIONS

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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 Bid Report FOR EVERY ALTERNATE ITEM BID.		
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(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	The quantities indicated are based on previous 1 years' purchases and projected current year capital projects. 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 purchased if costs exceed budget. In no way should the information furnished be considered as a guarantee with respect to the future volume of business. The successful proponent(s) 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	The specification and pricing requirements are detailed in the Electronic Bidding System.		
4.3.2	The warranty requirements are detailed in Worksheet B. For each requirement as described in Worksheet B, proponents must place a response in the appropriate column.		
4.3.3	The successful proponent(s) should be a certified dealer/distributor of the manufacturer of the equipment/products they are proposing.		
4.3.4	The successful proponent(s) must have the proprietary right or license to use software being provided or imbedded in the hardware that is being provided.		
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.		

FIRM NAME : _____

SIGNATURE : _____

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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.		
4.5	SAMPLES		
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.		
4.6	SUBSTITUTIONS		
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.		
4.7	PRESENTATION/INTERVIEW/DEMONSTRATION		
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.		
4.8	SUPPORT		
4.8.1	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.		
5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		

FIRM NAME : _____

SIGNATURE : _____

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2016 - MOBILE COMPUTERS
WORKSHEET A - TERMS AND CONDITIONS

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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 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(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.		
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.		

FIRM NAME : _____

SIGNATURE : _____

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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.		
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.		

FIRM NAME : _____

SIGNATURE : _____

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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 within 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.		

FIRM NAME : _____

SIGNATURE : _____

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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 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.		
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		

FIRM NAME : _____

SIGNATURE : _____

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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.		
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.		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2016 - MOBILE COMPUTERS
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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.		
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.		

FIRM NAME : _____

SIGNATURE : _____

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 under the contract.		
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.		

FIRM NAME : _____

SIGNATURE : _____

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 also subsection 5.10.3 to subsection 5.10.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.10.3	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 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		

FIRM NAME : _____

SIGNATURE : _____

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 should 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:		
6.2	ADMINISTRATION and ORGANIZATION		
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.		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2016 - MOBILE COMPUTERS
WORKSHEET A - TERMS AND CONDITIONS

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.		
7.0	BID SUBMISSION		
7.1	PROPONENT'S RESPONSE GUIDE		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, proponents should use the same numbering format, as on this bid document.		
7.1.2	The bid submission must include:		
7.1.2.1	Signed copies of all Worksheets and Bid Report		
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 9.7 - 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.		
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.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.1.7	In the event of a tie score the TVDSB will resolve the tie by a draw. The names of the tie proponents will be entered into the draw. All parties will have representation when the draw takes place.		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	www.tvdsb.ca		
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

Ruth Tisdale
Chairperson

FIRM NAME : _____

SIGNATURE : _____

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 "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.		
9.2	COMPUTER SYSTEM REQUIREMENTS		
9.2.1	To use the electronic system, proponents must be using Microsoft Internet Explorer.		
9.3	BID WORKSHEETS		
9.3.1	Download the file "2016Appendices489.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: Warranty Requirements 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 returned as hardcopies.		
9.3.4	Upload files back to us using the "Your Uploaded Files for this Tender" area.		
9.4	ONLINE BID ENTRY		
9.4.1	Enter Company Info.		
9.4.1.1	All bids will default to the Price Expiry Date and Delivery Days entered in the company info. However, if necessary these can be changed at the product level.		
9.4.2	The dropdown list under "Products" lists all items open to bidding. Use it to select the items that you will be bidding upon.		
9.4.3	Enter bids under "Your Bids".		
9.4.3.1	Use the "Make New" button to enter alternative bids.		
9.5	TIPS FOR USING THE BID PROGRAM		
9.5.1	Proponents MUST answer all questions on the Company Information Screen before proceeding.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.5.2	If you do not wish to bid on an item, do not enter "NO BID"; just ignore that item and move onto the next. If you add a bid, you must enter a price (\$0.00 is not valid).		
9.6	BID REPORT		
9.6.1	Use the "Bid Report" option on the menu to create a report showing your bids. If any changes are made after printing the "Bid Report", you must reprint the "Bid Report". Running the "Bid Report" initiates the transfer of data into our system. Any items entered into the bid entry system will not transfer into our system until a "Bid Report" has been generated.		
9.6.2	The first page of the "Bid Report" will list any items that require answers to questions. Bids will not be transferred into our system until the answers are entered and the "Bid Report" is generated again.		
9.6.3	The printed and signed Bid Report must be included in your hard copy submission.		
9.7	LABELING OF ENVELOPE		
9.7.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.7.2	From - Company Name and Address		
9.7.3	To:OFFICE OF THE TENDERS CLERK		
9.7.4	Thames Valley District School Board		
9.7.5	EDUCATION CENTRE,		
9.7.6	1250 Dundas Street,		
9.7.7	LONDON, Ontario		
9.7.8	N5W 5P2		
9.7.9	Mobile Computers		
9.7.10	Bid #489		
9.7.11	Return Date and Time 12:00:00 noon, local time, Tuesday, October 27, 2015		
10.0	SIGNATURE PAGE		
10.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Worksheets. All required Worksheets 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		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2016 - MOBILE COMPUTERS
WORKSHEET A - TERMS AND CONDITIONS

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

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2016 - MOBILE COMPUTERS
WORKSHEET B - WARRANTY REQUIREMENTS

ITEM	WARRANTY SPECIFICATIONS	WILL COMPLY/WILL NOT COMPLY	UNIT PRICE	COMMENT
1.0	WARRANTY AND MAINTENANCE			
1.0.1	Service is an extremely important consideration in the award of this bid. Proponents must provide a response to every question in this Warranty Section - Worksheet B.			
1.1	WARRANTY REQUIREMENTS			
1.1.1	ON-SITE WARRANTY (to include all TVDSB sites, repairs to be done by vendor's technicians at each location, no shipment on parts accepted):			
1.1.2	The TVDSB has multiple locations. Our expectation is that on-site warranty services will be performed at individual TVDSB locations as required.			
1.1.3	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.			
1.1.4	Proponents should state mean time to repair commitments in the event of service disruption and associated penalties in the event of extended outages.			
1.1.5	Proponents should disclose their policy of loan machines in the event repairs are not made on-site.			
1.1.6	Proponents should state if their employees service sites wearing uniforms.			
1.1.7	Proponents should state if their employees carry photo identification.			
1.1.8	Proponents must state location of service facilities.			
1.1.9	Proponents must state number of service people at each location.			
1.1.10	Proponents must state specific terms of the warranty. Proponents must describe in detail how you will respond to a service call from the TVDSB from the time the service call is placed to the time the repair has been completed.			
1.1.11	Proponents must state their method and procedures for returning/replacing a factory defective encrypted hard drive.			
1.1.12	Proponents must state their policy, cost and customer's responsibility for retrieving/recovering/restoring data from the encrypted hard drive if it failed due to factory defect.		\$	
1.1.13	State cost for adding unique identifier to computer in BIOS setting for asset tracking purpose		\$	
1.1.14	State cost for adding a warranty label with QR Code to computer chassis for unit identification purpose		\$	
1.1.14.1	Information includes: PO #, Purchase Date, School or Location Name, Warranty Expiry Date, MAC Address of LAN and/or Wireless LAN, and Serial Number			
1.1.15	State cost for adding a warranty label and QR Code to the LCD monitor for unit identification purpose		\$	
1.1.15.1	Information includes: PO #, Purchase Date, School or Location Name, Warranty Expiry Date, and Serial Number			

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2016 - MOBILE COMPUTERS
WORKSHEET B - WARRANTY REQUIREMENTS

ITEM	WARRANTY SPECIFICATIONS	WILL COMPLY/WILL NOT COMPLY	UNIT PRICE	COMMENT
1.1.16	State cost for pre configured BIOS setting at factory before shipment		\$	
1.1.17	State cost for direct access to dedicated or premium level technical support		\$	
1.1.18	State procedure for technical support request to your technical support department			
1.1.19	State response time for your technician to be dispatched on site			
1.2	QUALITY ASSURANCE			
1.2.1	Proponents must include a statement outlining your company's quality assurance philosophy and program. This statement should detail how your company will respond to:			
1.2.2	Service related problems			
1.2.3	Quality problems			
1.2.4	The TVDSB reserves the right to initiate a survey to measure customers' satisfaction.			
1.3	DEAD ON ARRIVAL UNITS			
1.3.1	The successful proponent(s) must be prepared to exchange all equipment that proves defective or dead on arrival (DOA) during this contract without rewriting the agreement. DOA includes the period up to 90 days after delivery of the computer.			
1.4	SPARE PARTS			
1.4.1	The successful proponent(s) must ensure that sufficient spare components will be maintained to meet service level guarantees. TVDSB reserves the right to say what parts should be maintained, how many of the parts should be maintained and in what vicinity the parts should be maintained.			
1.5	LOANER UNITS			
1.5.1	The successful proponent(s) must supply a loaner unit of the same model, specification and configuration to the user on-site in case of the defective computer and/or its component requires maintenance or repair off site during its warranty coverage.			
1.6	REPORTING			
1.6.1	The successful proponent(s) must provide a summary report to the ITS Department of TVDSB for all purchased units per order. This report must be available in Microsoft Excel format and should include the following:			
1.6.1.1	PO #			
1.6.1.2	Purchase Date			
1.6.1.3	School or Location Name			
1.6.1.4	Warranty Expiry Date			
1.6.1.5	MAC Address of LAN and/or Wireless LAN			
1.6.1.6	Serial Number			

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2016 - MOBILE COMPUTERS
WORKSHEET B - WARRANTY REQUIREMENTS

ITEM	WARRANTY SPECIFICATIONS	WILL COMPLY/WILL NOT COMPLY	UNIT PRICE	COMMENT
1.7	ENVIRONMENTAL			
1.7.1	The successful proponent(s) should provide EPEAT (Electronic Product Environmental Assessment Tool) certification and Energy Star rating.			
1.7.2	Each bidder should state if it has EPEAT Certification.			
1.7.3	Proponent(s) should include a detailed description of any environmental initiative and how your program would be implemented and benefit TVDSB.			
1.8	PRODUCT STABILITY			
1.8.1	It is the desire of the TVDSB to gain efficiencies and effectiveness by reducing or eliminating the need to change desktop software images resulting from the change in hardware models and components. Proponents must state how the equipment specified in your response supports the above goal.			
1.8.2	Proponents must state their ability, methodology and tools to maintain the same model for twelve to sixteen months on the model that is being quoted on.			
1.8.3	Proponents must state in detail the penalty for failure to maintain model line in the time frame requested.			
1.8.4	In case of model number, component and price changes during the contract term, TVDSB requires minimum six weeks of notice before the change and a sample unit to be sent to the ITS department for testing. Only when all tests have been passed according to TVDSB's standard, will the newer model be accepted as the replacement unit.			

FIRM NAME: _____

SIGNATURE: _____



Thames Valley District School Board
Tender Details - Tender # 489

9/30/2015

Item	Product #	Description	Quantity	Unit of Measure
1	172292	CHROMEBOOK c/w Google Management Console c/w Enrollment Service OS: Chrome OS Processor: Intel 2955U 1.4GHz minimum Memory: 2GB DDR3 minimum Storage: 16GB SSD minimum Screen: 11" - 15" Network: Wireless 802.11 b/g/n minimum Bluetooth 4.0 USB Port Acer C720 or equivalent Screen: State screen size: VGA Port? State Yes or No: HDMI Port? State Yes or No: RJ-45 Port? State Yes or No: USB 2.0? Yes or No? If yes, state number of ports: USB 3.0? Yes or No? If yes, state number of ports: Webcam? State Yes or No: Battery: State type of battery: Battery: State number of cells: Battery: State battery life in hours when fully charged: State weight including battery: State dimensions (W x D x H): State cost for model with 4GB RAM: \$ State cost for each model with different screen size in basic configuration: \$ State length and details of manufacturer hardware warranty: State length of battery warranty: State the cost for one year onsite warranty: \$ State the conditions for one year onsite warranty: State the cost for two year onsite warranty: \$ State the conditions for two year onsite warranty: State the cost for three year onsite warranty: \$ State the conditions for three year onsite warranty:	4940	EACH

2	172476	<p>CHROMEBOOK - MUST BE RUGGED DESIGN</p> <p>c/w Google Management Console</p> <p>c/w Enrollment Service</p> <p>OS: Chrome OS</p> <p>Processor: Intel 2955U 1.4GHz minimum</p> <p>Memory: 2GB DDR3 minimum</p> <p>Storage: 16GB SSD minimum</p> <p>Screen: 11" - 15"</p> <p>Network: Wireless 802.11 b/g/n minimum</p> <p>Bluetooth 4.0</p> <p>USB Port</p> <p>Acer C720 Rugged Design or equivalent</p> <p>CONFIRM IT IS A RUGGED DESIGN:</p> <p>Screen: State screen size:</p> <p>VGA Port? State Yes or No:</p> <p>HDMI Port? State Yes or No:</p> <p>RJ-45 Port? State Yes or No:</p> <p>USB 2.0? Yes or No? If yes, state number of ports:</p> <p>USB 3.0? Yes or No? If yes, state number of ports:</p> <p>Webcam? State Yes or No:</p> <p>Battery: State type of battery:</p> <p>Battery: State number of cells:</p> <p>Battery: State battery life in hours when fully charged:</p> <p>State weight including battery:</p> <p>State dimensions (W x D x H):</p> <p>State cost for model with 4GB RAM: \$</p> <p>State cost for each model with different screen size in basic configuration: \$</p> <p>State length and details of manufacturer hardware warranty:</p> <p>State length of battery warranty:</p> <p>State the cost for one year onsite warranty: \$</p> <p>State the conditions for one year onsite warranty:</p> <p>State the cost for two year onsite warranty: \$</p> <p>State the conditions for two year onsite warranty:</p> <p>State the cost for three year onsite warranty: \$</p> <p>State the conditions for three year onsite warranty:</p>	45	EACH
3	172477	<p>CHROMEBOOK - TOUCH</p> <p>c/w Google Management Console</p> <p>c/w Enrollment Service</p> <p>OS: Chrome OS</p> <p>Processor: Intel 2955U 1.4GHz minimum</p> <p>Memory: 2GB DDR3 minimum</p> <p>Storage: 32GB SSD minimum</p> <p>Screen: 11" - 14" multi-touch screen</p>	45	EACH

Network: Wireless 802.11 b/g/n minimum
 Bluetooth 4.0
 USB Port
 Acer C720P or equivalent
 State if Rugged Design, Yes or No?
 Screen: State screen size:
 VGA Port? State Yes or No:
 HDMI Port? State Yes or No:
 RJ-45 Port? State Yes or No:
 USB 2.0? Yes or No? If yes, state number of ports:
 USB 3.0? Yes or No? If yes, state number of ports:
 Webcam? State Yes or No:
 Battery: State type of battery:
 Battery: State number of cells:
 Battery: State battery life in hours when fully charged:
 State weight including battery:
 State dimensions (W x D x H):
 State cost for model with 4GB RAM: \$
 State cost for each model with different screen size
 in basic configuration: \$
 State length and details of manufacturer hardware warranty:

 State length of battery warranty:
 State the cost for one year onsite warranty: \$
 State the conditions for one year onsite warranty:

 State the cost for two year onsite warranty: \$
 State the conditions for two year onsite warranty:

 State the cost for three year onsite warranty: \$
 State the conditions for three year onsite warranty:

4	171385	CONVERTIBLE LAPTOP Operating System: Windows 8 64-bit English Processor: Latest generation Intel Core i5 vPro Meet and Support PAE, NX/XD (DEP) and SSE2 requirements - Physical Address Extension Mode (PAE) - No eXecute (NX) - eXecute Disable (XD) - Data Execution Prevention (DEP) - Streaming SIMD (Intel Single Instruction Multiple Data) Extensions 2 (SSE2) Memory: minimum 4GB RAM Storage: Internal Hard Drive, minimum 120GB SSD Video: Intel HD Graphics	26	EACH
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Display: 12" - 14" LED Backlit Touch
screen capable of flipping 360 degrees
display with 1920 x 1080 resolution minimum
Audio Controller: HD Audio with DTS Studio
Sound; Integrated dual-microphone array
I/O Ports:
- USB, minimum 3
- HDMI
- Stereo Headphone/mic jack
Wireless: Dual-Band 802.11n
Bluetooth 4.0
Media Card Reader: 1
Camera: 720p HD Webcam
Keyboard: backlit
Stereo Speakers: internal
Touch Pad: Multi-gesture and multi-touch
Warranty: to include 1 year manufacturer
HP Spectre x360 or equivalent
Memory, Expandable? State Yes or No:
Maximum Memory, State amount:
Memory Slots: State number available and occupied:

Processor: State cost to upgrade to latest generation
Intel Core i7 vPro: \$
State cost to upgrade to 8GB memory: \$
State cost to upgrade to 16GB memory: \$
State cost to upgrade to 256GB SSD: \$
Dual Band 802.11 ac WIFI: State Cost: \$
Wireless WAN: State cost for LTE/HSPA/EVDO: \$
USB 3.0 Port: Included yes or no?
If yes, state number of USB 3.0 ports:
Network Connection: Gigabit Network (10/100/1000 NIC),
Included? Yes or No:
RJ-45 Jack: Included Yes or No?
If no, state cost for USB to Ethernet Adapter
(support PXE boot): \$
HDMI Port: Included yes or no?
If no, state cost for USB to HDMI adapter: \$
VGA Port: Included yes or no?
If no, state cost for USB to VGA adapter: \$
State cost for adding a USB external DVD-RW drive: \$
State weight including battery:
State dimensions (W x D x H):
State cost for each model with different screen size
in basic configuration: \$
State length and details of manufacturer hardware warranty:

State the cost for one year onsite warranty: \$

State the conditions for one year onsite warranty:

State the cost for two year onsite warranty: \$

State the conditions for two year onsite warranty:

State the cost for three year onsite warranty: \$

State the conditions for three year onsite warranty:

State the cost for one year accidental damage coverage:

\$

State conditions for one year accidental damage coverage:

State the cost for two year accidental damage coverage:

\$

State conditions for two year accidental damage coverage:

State the cost for three year accidental damage coverage:

\$

State conditions for three year accidental damage coverage:

5	171375	Convertible Laptop - AC ADAPTER	12	EACH
6	171369	Convertible Laptop - CARRYING CASE	12	EACH
7	171353	Convertible Laptop - DOCKING STATION - USB ports, Dual Video HDMI, DVI, DisplayPort and/or VGA with Audio and Ethernet	15	EACH
8	172254	NOTEBOOK/LAPTOP Operating System: Microsoft Windows 8 64- bit English Processor: Latest generation Intel Core i5 vPro Meet and support PAE, NX/XD (DEP) and SSE2 requirements - Physical Address Extension Mode (PAE) - No eXecute (NX) - eXecute Disable (XD) - Data Execution Prevention (DEP) - Streaming SIMD (Intel Single Instruction Multiple Data) Extensions 2 (SSE2) Memory: minimum 4GB, DDR3 Storage: 250GB minimum Video: Intel HD Graphics 4400 or better Display: - Screen Size: 14" to 15"	644	EACH

- Resolutions: minimum 1600 x 900
- Type: multi (10) points touch screen

Ports:

USB

VGA

Audio out/Headphones/Aux Jack

RJ-45

Network:

- NIC=10/100/1000Mb
- Wi-Fi 802.11 b/g/n (2x2)
- Bluetooth 4.0

Webcam: 720P High Definition

Audio: Chipset, Internal Speakers

HP EliteBook 840 G2 or equivalent

Maximum Memory: State amount:

Hard Drive: State standard capacity and type:

Hard Drive: State upgradeable capacity, type and price?

State if built in optical drive, DVD RW drive, yes or no?

If no, state cost for slim USB external DVD RW drive: \$

Media card reader, yes or no?

State type of supported cards (SD/CF/MS etc):

Display: State anti-glare or relective:

USB Ports: State number of ports:

VGA Ports: Yes or No? if yes, state number of ports:

If no, state cost for USB to VGA adapter: \$

Display Ports: Yes or No? if yes, state number of ports:

If no, state cost for USB to DisplayPort adapter: \$

HDMI Ports: Yes or No? if yes, state number of ports:

RJ-45 port: Yes or No?

If no, state cost for USB to Ethernet Adapter

Microphone Jack: Yes or No?

AUX Jack: State what it is and number of ports:

Wi-Fi 802.11 b/g/n (2x2): State on/off switch or Function key available, Yes or No?

Bluetooth 4.0: State on/off switch or Function Key, Yes or No

Audio, Chipset: State Make and Model:

Keyboard: Backlit, Yes or No?

Keyboard: Numeric Keypad, Yes or No?

Keyboard: Spill resistant, Yes or No?

Pointing Device: State number of click buttons:

Pointing Device, touchpad: mulit touch, multi gesture, Yes or No?

Chassis: State type/material:

Chassis: State width dimension:

Chassis: State height dimension when lid is closed:

Chassis: State depth dimension:

Chassis: State net weight:
Chassis: State weight including battery:
Chassis: State colour:
Battery: State type of battery:
Battery: State number of cells:
Battery: State battery life in hrs when fully charged:
Energy Star 5.0, Yes or No?
EPEAT Gold Yes or No?
Dual Band 802.11 ac: State cost:
Hard Drive: State cost for upgrade to next size up SATA
Drive: \$
Processor: State cost for latest generation Core i7 vPro
upgrade: \$
State cost to upgrade to 8GB memory: \$
State cost to upgrade to 16GB memory: \$
State cost to upgrade to 120GB or 128GB SSD: \$
State cost to upgrade to 256GB SSD: \$
State length and details of manufacturer hardware warranty:

State length of battery warranty:
State the cost for one year onsite warranty: \$
State the conditions for one year onsite warranty:

State the cost for two year onsite warranty: \$
State the conditions for two year onsite warranty:

State the cost for three year onsite warranty: \$
State the conditions for three year onsite warranty:

State the cost for one year accidental damage coverage:
\$
State conditions for one year accidental damage coverage:

State the cost for two year accidental damage coverage:
\$
State conditions for two year accidental damage coverage:

State the cost for three year accidental damage coverage:
\$
State conditions for three year accidental damage coverage:

Wireless WAN: State cost for LTE/HSPA/EVDO: \$

9	172400	Notebook/Laptop - ADDITIONAL AC ADAPTER	14	EACH
10	172418	Notebook/Laptop - CARRYING BAG	202	EACH

11	172340	Notebook/Laptop - DOCKING STATION	23	EACH
12	172401	Notebook/Laptop - EXTENDED BATTERY	2	EACH
13	172399	Notebook/Laptop - PORT REPLICATOR	21	EACH
14	172421	Notebook/Laptop - UPGRADE to 16GB at time of notebook purchase	10	EACH
15	172441	Notebook/Laptop - UPGRADE to 8GB at time of notebook purchase	10	EACH
16	172155	Notebook/Laptop - UPGRADE to DVD WRITER at time of notebook purchase LG GP60NB50 DVDRW 8X W8 or equivalent	3	EACH
17	172281	Notebook/Laptop - UPGRADE to HDMI adapter at time of notebook purchase	33	EACH
18	171331	<p>TABLET</p> <p>OS: Windows 8 64bit English</p> <p>Storage: minimum 64GB</p> <p>Memory: minimum 4GB DDR3</p> <p>Screen: minimum 10"</p> <p>Resolution: maximum 1920 x 1280</p> <p>Touch: 10-point multi touch</p> <p>Processor: minimum Intel(R) Atom x7-Z8700</p> <p>Wireless: 802.11 b/g/b/ac</p> <p>Bluetooth</p> <p>Web Cam: Front and Rear</p> <p>Ports:</p> <ul style="list-style-type: none"> - Audio, Microphone/headphone built-in - Multimedia Card Reader - USB <p>Warranty: to include 1 year manufactuer</p> <p>Microsoft Surface 3 or equivalent</p> <p>Bluetooth: State version:</p> <p>Multimedia Card Reader: State type/format:</p> <p>USB: State quantity and type:</p> <p>Storage: State cost for 128GB: \$</p> <p>Wireless WAN: State cost for LTE/HSPA/EVDO: \$</p> <p>State cost for USB to Ethernet adapter (support PXE boot): \$</p> <p>State cost for USB to VGA adapter: \$</p> <p>State cost for USB to HDMI adapter: \$</p>	210	EACH

State cost for stylus: \$
 State cost for Type Cover or keyboard: \$
 State cost for docking station: \$
 State cost for power supply: \$
 State cost for protective sleeve: \$
 State length and details of manufacturer hardware warranty:

State the cost for one year onsite warranty: \$
 State the conditions for one year onsite warranty:

State the cost for two year onsite warranty: \$
 State the conditions for two year onsite warranty:

State the cost for three year onsite warranty: \$
 State the conditions for three year onsite warranty:

State the cost for one year accidental damage coverage:
 \$
 State conditions for one year accidental damage coverage:

State the cost for two year accidental damage coverage:
 \$
 State conditions for two year accidental damage coverage:

State the cost for three year accidental damage coverage:
 \$
 State conditions for three year accidental damage coverage:

19	171354	Tablet - AC (POWER) ADAPTER for tablet	15	EACH
20	171341	TABLET - BUNDLE TABLET INCLUDES TYPE COVER AND STYLUS OS: Windows 8 64bit English Storage: minimum 64GB Memory: minimum 4GB DDR3 Screen: minimum 10" Resolution: minimum 1920 x 1280 Touch: 10-point multi touch Processor: minimum Intel(R) Atom x7-Z8700 Wireless: 802.11b/g/n/ac Bluetooth Web Cam: Front and Rear Ports: - Audio, Microphone/headphone built-in - Multimedia Card Reader - USB Warranty: standard warranty included with bundle	10	EACH

Microsoft Surface 3 Bundle or equivalent
 Bluetooth: State version:
 Multimedia Card Reader: State type/format:
 USB: State quantity and type:
 Storage: State cost for 128GB: \$
 Wireless WAN: State cost for LTE/HSPA/EVDO: \$
 State cost for USB to Ethernet adapter (support PXE boot): \$

State cost for USB to VGA adapter: \$
 State cost for USB to HDMI adapter: \$
 State cost for docking station: \$
 State cost for power supply: \$
 State cost for protective sleeve: \$
 State length and details of manufacturer hardware warranty:

State the cost for one year onsite warranty: \$
 State the conditions for one year onsite warranty:

State the cost for two year onsite warranty: \$
 State the conditions for two year onsite warranty:

State the cost for three year onsite warranty: \$
 State the conditions for three year onsite warranty:

State the cost for one year accidental damage coverage: \$
 State conditions for one year accidental damage coverage:

State the cost for two year accidental damage coverage: \$
 State conditions for two year accidental damage coverage:

State the cost for three year accidental damage coverage: \$
 State conditions for three year accidental damage coverage:

21	171345	Tablet - CARRYING CASE (BAG) for tablet - durable nylon material - c/w a carry handle and a padded, adjustable shoulder strap	347	EACH
22	171360	Tablet - DOCKING STATION for tablet	2	EACH
23	171346	Tablet - ETHERNET ADAPTER for tablet - USB to Ethernet Adapter (support PXE Boot) - c/w built in driver for easy setup	232	EACH
24	171344	Tablet - HEADSET for tablet - black - Stereo, USB, Bluetooth - over the head	477	EACH

- noise cancelling microphone
 - works with Dragon Naturally Speaking
 - c/w a case
- Plantronics Blackwire C720 or equivalent

25	171323	Tablet - MOBILE TABLET KEYBOARD for tablet State type of keyboard:	196	EACH
26	171349	Tablet - SLEEVE (CASE COVER) Surface 3 Sleeve or equivalent State type of case cover:	200	EACH
27	171376	Tablet - STYLUS for tablet Microsoft Surface Pen or equivalent State type of stylus:	27	EACH
28	171358	Tablet - VGA ADAPTER for tablet - multi monitor external video adapter	15	EACH