

PRE-QUALIFICATION #533 FOR SECURITY SYSTEM CONTRACTORS

Issue Date: Monday, March 9, 2020

Stacey Shoemaker, Buyer

Issued by: The Thames Valley District School Board

Return Date: prior to 12:00:00 noon, local time, Tuesday, March 24, 2020

**THAMES VALLEY DISTRICT SCHOOL BOARD
2020 REQUEST FOR PRE-QUALIFICATION
SECURITY SYSTEM CONTRACTORS
WORKSHEET A - TERMS AND CONDITIONS**

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
1.0	INTRODUCTION		
1.1	The Thames Valley District School Board (TVDSB) invites interested contractors for the supply and installation of Security System Contractors to respond to this Request for Pre-Qualification.		
1.1	PURPOSE		
1.1.1	In order to be eligible to bid on the above projects and other projects for Security System Contractors must first be pre-qualified. Tender submissions will only be accepted from those Contractors who have been successfully pre-qualified.		
1.2	TERMS		
1.2.1	The term of this agreement shall be for (1) year commencing May 1, 2020 and unless otherwise provided herein, terminating on April 30, 2021.		
1.2.2	The TVDSB may, at the end of the initial Pre-Qualification period extend the Pre-Qualification of the Contractors for an additional two (2) years in one (1) year increments. The TVDSB will advise the bidder in writing, of their intentions.		
2.0	PRE-QUALIFICATION DEFINITIONS AND INFORMATION		
2.1	The following words are used throughout this Pre-Qualification document and contractors should note these conditions when completing their Pre-Qualification submission.		
2.1.1	The word “ MUST ” - Contractors “ must ” include the required information in the Pre-Qualification submission. Failure to include the required information will deem the pre-qualification submission noncompliant.		
2.1.2	The word “ SHOULD ” - Contractors “ should ” include the required information in the pre-qualification submission.		
2.1.3	The word “ NONCOMPLIANT ” - Pre-Qualification submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.4	The word “ CONTRACTOR ” shall mean a person, firm or company to perform all or any portion of this pre-qualification.		
2.1.5	The word “ SUBCONTRACTOR ” shall mean a person, firm or company hired by the contractor(s) or the successful contractor(s) to perform all or any portion of this Pre-Qualification.		
2.1.6	The word “ QUALIFIED ” will mean a Contractor who is compliant and has included the required information in their pre-qualification submission.		
2.1.7	PRE-QUALIFICATION IRREGULATORY:		
2.1.7	A deviation between the requirements (terms, conditions, specifications, special instructions) of a pre-qualification response for the purposes of this Pre-qualification; pre-qualification irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be in the sole discretion of the TVDSB.		

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2.1.7.1	Major Irregularity: A deviation from the pre-qualification request which relates to information that is material to the determination as to whether a contractor should be pre-qualified. If the deviation is permitted, the contractor could gain an unfair advantage over competitors. The TVDSB will reject any pre-qualification submission which contains a major irregularity.		
2.1.7.2	Minor Irregularity: A deviation from the pre-qualification request which affects form, rather than substance. The effect is not material to the determination as to whether a contractor should be pre-qualified or an ambiguity that can be categorized as a clerical error where mandatory information was inadvertently not included in the submission. If the deviation is permitted or corrected the contractor would not gain an unfair advantage over competitors. The TVDSB may permit the contractor to correct a minor irregularity.		
2.2	The TVDSB may accept or waive a minor irregularity, or where practical to do so the TVDSB may as a condition of pre-qualification request a contractor to correct minor irregularity items of non compliance on any pre-qualification submissions which do not strictly comply with the provisions, procedures and requirements of this Pre-Qualification, 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 contractors agree to provide all such additional information as, and when requested, at their own expense, provided no contractor in supplying any such information shall be allowed, in any way materially alter or add to the submission originally proposed.		
3.0	ACCESSABILITY FOR ONTARIANS WITH DISABILITIES		
3.1	The successful bidder 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		
4.0	SUBMISSION REQUIREMENTS		
4.0	Pre-qualification of a Contractor will be based on the Contractor meeting the following requirements to the satisfaction of the TVDSB:		
4.1	Printed and signed copies of 2020Appendices533.xlsx with the following worksheets:		
4.1.1	Worksheet A - Terms and Conditions in Excel format - electronic response required.		
4.1.2	Worksheet B - List of Personnel in Excel format - electronic response required.		
4.1.2	Worksheet C - References in Excel format - electronic response required.		
4.1.3	Worksheet D - Designated Substances - electronic response required.		
4.1.4	Worksheet E - Criteria and Weighting in Excel format.		

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4.2	For each requirement as described in Worksheet A - Terms and Conditions and Worksheet D - Designated Substances contractors must place a response in the appropriate column.		
4.3	The Contractor must not have a conflict of interest with the TVDSB.		
4.4	The Contractor must submit resumes of all staff members in a supervisory capacity who would be assigned to the work.		
4.5	The Contractor should submit a listing of personnel to be assigned to TVDSB projects.		
4.6	The Contractor must submit from its bonding company, a letter indicating bonding capabilities and limitations. Projects may require bonding.		
4.7	The Contractor should submit a financial reference completed by a Canadian Bank or Financial Institution stating maximum credit limits and capabilities.		
4.8	The Contractor should submit a letter from an insurance company (licensed to do business in the Province of Ontario) indicating its insurance limits for Comprehensive Commercial General Liability coverage. These limits should be in accordance with the current Standard Construction Document 2 (CCDC 2 - 2008), Section GC11.1. A minimum of \$5,000,000.00 for Comprehensive Commercial General Liability coverage is required. The Contractor must ensure that all subcontractors are either covered under the Contractor's policy(s) or have their own separate coverage similar to the above limits. In the event that the Contractor does not have the minimum coverage the insurer should confirm that such coverage can be obtained if the Contractor is pre-qualified.		
4.9	The Contractors must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.		
4.9.1	The Contractor should submit a letter from an insurance company (licensed to do business in the Province of Ontario) indicating its insurance limits for Motor Vehicle Liability coverage). These limits should be in accordance with the current Standard Construction Document 2 (CCDC 2 - 2008), Section GC11.1. A minimum of \$2,000,000.00 Automotive Liability Insurance coverage is required for company owned vehicles and a minimum of \$1,000,000.00 for employee owned vehicles. The General Contractor must ensure that all subcontractors and any employees operating vehicles on property of the TVDSB are either covered under the Contractor's policy(s) or have their own separate coverage similar to the above limits. In the event that the Contractor does not have the minimum coverage the insurer should confirm that such coverage can be obtained if the Contractor is pre-qualified.		
4.10	The Contractor should submit a completed Workplace Injury Summary Report (WISR) applicable to the Contractor.		
4.11	The Contractor should submit a current Clearance Certificate from the Workplace Safety and Insurance Board.		
4.12	The Contractor should submit a copy of their company's Health and Safety policy.		

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4.13	The Contractor must submit a completed Standard Construction Document C.C.D.C. 11 - 2018 Contractors' Qualification Statement.		
4.14	Contractors interested in pre-qualifying are advised that it is mandatory they have experience in expediting this type of work.		
4.15	It is the responsibility of the Contractor to ensure that they have submitted all information concerning the requirements of this Request for Pre-qualification.		
4.16	The TVDSB may cancel or withdraw this Request for Pre-qualification for any reason without incurring any cost or liability to any Contractor including expenses incurred in the preparation of the submission.		
4.17	The TVDSB may request additional information from all Contractors.		
5.0	MAINTENANCE/WARRANTY/SERVICE CAPABILITIES		
5.1	Contractors must state length of warranty. The contractor must provide a written description of what the warranty includes. Contractors must state how your company will respond to trouble calls (during the warranty period) for locations throughout the entire Thames Valley District School Board which includes the Counties of Oxford, Middlesex and Elgin. Do you provide 24/7 emergency service? How many employees do you have available for emergency service?		
5.2	Identify maximum response times in your submission.		
6.0	CANADA'S ANTISPAM LEGISLATION		
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.		
7.0	PRE-QUALIFICATION PROCESS		
7.1	The TVDSB reserves the right to disqualify from the request for pre-qualification process:		
7.1.1	an individual who has; or		
7.1.2	an individual who was a shareholder or officer or director, of a corporation or partner in a partnership that has; or		
7.1.3	a corporation or partnership that has; or		
7.1.4	a corporation with a shareholder or officer, or director, or partnership with a partner who has; or		
7.1.5	a corporation or partnership that is, or was, a shareholder of a corporation or a partner in a partnership that has; or		
7.1.6	a corporation that has a shareholder or officer, or director, or partnership that has a partner who is also a shareholder or officer or director of another corporation or a partner in another partnership that has;		
7.1.6.1	had a bond retained, or		
7.1.6.2	had all or part of a performance bond retained, or		

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7.1.6.3	breached a contract with the TVDSB, or		
7.1.6.4	failed to complete its obligations under any prior contract with the TVDSB to the satisfaction of the TVDSB. (the determination of which shall be within the sole discretion of the TVDSB), or		
7.1.6.5	has commenced litigation against the TVDSB in relation to a previous contractual or other relationship.		
8.0	CONTRACT PERFORMANCE EVALUATION		
8.1	The TVDSB reserves the right at any time during the contract period to evaluate the successful proponents service based on their contract performance.		
8.2	The successful proponent will be evaluated based on the evaluation form - Facility Services - Contract Performance Evaluation (available upon request).		
8.3	Failure to meet the evaluation criteria may result in termination if performance is deemed unsatisfactory.		
9.0	QUESTIONS		
9.1	Interested Contractors should forward any questions related to this Request for Pre-qualification in writing to Stacey Shoemaker, Buyer by facsimile: (519) 452-2399 or E-mail: s.shoemaker@tvdsb.ca. no later than Friday, March 20, 2020. After this date no further inquiries, concerns or questions may be submitted. The TVDSB reserves the right to distribute a notice of content of any inquiry and the TVDSB's response to all other registered proponents. All questions pertaining to this bid document must be submitted in writing.		
9.2	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: Stacey Shoemaker. The TVDSB will only be bound by written answers to questions.		
10.0	DOWNLOADING BID DOCUMENTS		
10.1	Proponents must use the online bid entry system which is available on the internet at:		
10.1.1.1	www.tvdsb.ca		
10.1.1.2	click on "I'D LIKE TO"		
10.1.1.3	click on "Go to Purchasing"		
10.1.1.4	click on "Bids"		
10.1.1.5	Read "Electronic Bidding Instructions, Inquiry Instructions, Bid Document Download Instructions".		
10.1.1.6	click on "Proceed to inquiry/download page".		
10.1.1.7	Proceed to the bid, click "New" icon		
10.1.1.7.1	You will be directed to the "TVDSB Client Portal"		
10.1.1.7.1.1	Proponents that already have a TVDSB Client Portal account:		
10.1.1.7.1.2	Click "TVDSB Login".		
10.1.1.7.2	Login using TVDSB Client Portal account and password.		
10.1.1.7.2.1	Proponents that do not already have a TVDSB Client Portal account:		

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10.1.1.7.2.2	Click "Sign up now".		
10.1.1.7.2.3	Read TVDSB Client Portal Disclaimer, scroll to bottom and click "I agree" or "I do not agree".		
10.1.1.7.2.4	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".		
10.1.1.7.2.5	Complete account information and click "Create My Account".		
10.1.1.7.2.6	Click "TVDSB Login".		
10.1.1.8	Login using new TVDSB Client Portal account and password.		
10.1.1.9	Within the Client Portal click "Open to Bid".		
10.1.1.10	Click on the "New" icon for the bid upon which you will be bidding.		
10.1.1.11	The file contains the following worksheets:		
10.1.1.11.1	Worksheet A - Terms and Conditions in Excel format - electronic response required.		
10.1.1.11.2	Worksheet B - References in Excel format - electronic response required.		
10.1.1.11.3	Worksheet C - Criteria and Weighting in Excel format - electronic response not required.		
10.1.1.11.4	Worksheet D - Designated Substances - electronic response required.		
10.1.1.11.5	Worksheet E - Criteria and Weighting in Excel format.		
11.0	COMPUTER SYSTEM REQUIREMENTS		
11.1	To use the electronic system, proponents must be using Microsoft Internet Explorer.		
12.0	BIDDER'S RESPONSE GUIDE		
12.1	Each submission should be structured using only the criteria identified in this document. When submitting the pre-qualification, contractors should use the same numbering format as on this pre-qualification document.		
12.2	The pre-qualification submission must include:		
12.2.1	Printed and signed copies of all Worksheets within the 2020Appendices533.xlsx.		
12.3	In addition, the completed 2020Appendices533.xlsx file must be uploaded back to us using the "Your Uploaded Files for this Tender" area.		
12.3.1	Worksheet A - Terms and Conditions in Excel format - electronic response required.		
12.3.2	Worksheet B - List of Personnel in Excel format - electronic response required.		
12.3.3	Worksheet C - References in Excel format - electronic response required.		
12.3.4	Worksheet D - Designated Substances - electronic response required.		
13.0	EVALUATION PROCESS		
13.1	An evaluation committee will be established to evaluate pre-qualification submissions.		
13.2	All bid submissions will first be evaluated on their compliance with the requirements of the pre-qualification document.		
13.2.1	Ability to supply the requirements identified in the Pre-qualification and other relevant sections.		

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13.2.2	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the evaluation criteria shown on Worksheet E - Criteria and Weighting.		
13.2.3	In the event of a tie score the TVDSB will resolve the tie by a draw. The names of the tie bidders will be entered into the draw. All parties will have representation when the draw takes place.		
14.0	AWARD AND NOTIFICATION OF CONTRACT		
14.1	The results of this Pre-qualification will be posted to the TVDSB web site as soon as decisions have been made:		
14.1.1	www.tvdsb.ca		
14.1.2	click on "I'D LIKE TO"		
14.1.3	click on "Go to Purchasing"		
14.1.4	click on "Bids"		
14.1.5	click on "Proceed to inquiry/download page".		
14.1.6	Proceed to the Bid, Click		
14.1.7	"Results - Check Mark"		
14.1.8	View documents in PDF format.		
15.0	DEBRIEFING		
15.1	Not later than 60 days following the date of posting of a contract award notification in respect to this Pre-qualification a Contractor may contact the Pre-qualification Coordinator requesting a debriefing from the Purchaser, and the Purchaser shall conduct such debriefing in accordance with the requirements of the Supply Chain Guideline.		
15.2	Any request that is not timely received will not be considered and the Contractor will be notified in writing.		
15.3	Contractors should note that, regardless of the time of submission of a request by a Contractor, debriefings will not be provided until such time as a contract award notification has been posted.		
16.0	BID PROTEST PROCEDURE		
16.1	In the event that a Contractor wishes to review the decision of the Purchaser in respect of any material aspect of the Pre-qualification process, and subject to having attended a debriefing, the Contractor shall submit a protest in writing to the Purchaser within 10 Days from such a debriefing.		
16.2	Any protest in writing that is not timely received will not be considered and the Contractor will be notified in writing.		
16.3	A protest in writing shall include the following:		
16.2.1	A specific identification of the provision and/or procurement procedure that is alleged to have been breached;		
16.3.2	A specific description of each act alleged to have breached the procurement process;		
16.2.2	A precise statement of the relevant facts;		
16.2.2	An identification of the issues to be resolved;		

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16.3.3	The Contractor's arguments and supporting documentation; and		
16.2.3	The Contractor's requested remedy.		
17.0	LABELING OF ENVELOPE		
17.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
17.1.1	From - Company Name & Address		
17.1.2	To: OFFICE OF THE TENDERS CLERK		
17.1.3	Thames Valley District School Board		
17.1.4	EDUCATION CENTRE,		
17.1.5	1250 Dundas Street,		
17.1.6	LONDON, Ontario		
17.1.7	N5W 5P2		
17.1.8	"Security System Contractors Pre-Qualification."		
17.1.9	#533		
17.1.10	Return Date: prior to 12:00:00 noon local time Tuesday, March 24, 2020.		
18.0	RETURN LOCATION AND IMPORTANT DATES		
18.1	Contractors should submit three (3) copies of its Pre-Qualification submission in one (1) sealed envelope clearly marked "Security System Contractors Pre-Qualification." and must be delivered prior to 12:00:00 P.M. (noon) local time, Tuesday, March 24, 2020 to: Tender Clerk, Box - Basement Thames Valley District School Board 1250 Dundas Street London ON N5W 4P2 Facsimile submissions will NOT be accepted.		

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19.0	SIGNATURE PAGE		
19.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
19.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.		
19.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
19.4	NAME (Please print):		
19.5	TITLE:		
19.6	SIGNATURE:		
19.7	FIRM NAME:		
19.8	State the legal entity that your organization operates under:		
19.8.1	Proprietorship		
19.8.2	Partnership		
19.8.3	Corporation		
19.8.4	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:		
19.8.5	E-MAIL ADDRESS:		
19.8.6	ADDRESS:		
19.8.7	INTERNET ADDRESS:		
19.8.8	TELEPHONE NO.:		
19.8.9	FAX NO.:		

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THAMES VALLEY DISTRICT SCHOOL BOARD
2020 PRE-QUALIFICATION FOR SECURITY SYSTEM CONTRACTORS
WORKSHEET B - LIST OF PERSONNEL

<i>Item No.</i>	<i>Employee</i>	<i>Position/Title</i>	<i>Qualifications</i>	<i>Number of Years Experience</i>
B1				
B2				
B3				
B4				
B5				
B6				
B7				
B8				
B9				
B10				
B11				
B12				
B13				
B14				
B15				

**THAMES VALLEY DISTRICT SCHOOL BOARD
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WORKSHEET C - REFERENCES**

C1.0	REFERENCES	
	The Contractor must provide a minimum of three references where you have successfully completed projects of a similar nature. The reference must contain the following information:	
C1.1	Reference 1 - Company Name:	
C1.1.1	Reference 1 - Address:	
C1.1.2	Reference 1 - Contact Name:	
C1.1.5	Reference 1 - e-mail address:	
C1.2	Reference 2 - Company Name:	
C1.2.1	Reference 2 - Address:	
C1.2.2	Reference 2 - Contact Name:	
C1.2.5	Reference 2 - e-mail address:	
C1.3	Reference 3 - Company Name:	
C1.3.1	Reference 3 - Address:	
C1.3.2	Reference 3 - Contact Name:	
C1.3.5	Reference 3 - e-mail address:	

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WORKSHEET D - DESIGNATED SUBSTANCES

	DESIGNATED SUBSTANCES	WILL COMPLY/WILL NOT COMPLY
D1	Designated Substances, as listed in Regulation 490/09 made under the Occupational Health and Safety Act (Ontario), including asbestos, lead, mercury, silica and others, may be present within TVDSB facilities.	
D2	The successful contractor must complete all aspects of the Work in strict compliance with: all applicable laws, regulations, ordinances and other legal requirements of all levels of government (together "Applicable Laws"), including, without limitation, Regulations 278/05 and 490/09 made under the Occupational Health and Safety Act (Ontario) and Regulation 347 made under the Environmental Protection Act (Ontario); all of TVDSB's policies and procedures, including, without limitation, TVDSB's Health and Safety policies and procedures; and, the requirements of this Tender, in order to ensure that any Designated Substances that may be affected by, involved with or disturbed by any aspect of the Work are properly addressed, handled and dealt with by the successful contractor.	
D3	All staff and contractors will comply with the Environmental Protection Act, RSO 1990, Section 27 and Ontario Regulation 347, Section 17 when disposing of asbestos waste.	
D4	The successful contractor must provide a certificate of "Asbestos Awareness Training" for every one of its employees or sub-contractors (together, and individually, "Personnel"), who will be assigned by the successful contractor to provide or perform any aspect of the Work, prior to the commencement of any activities in relation to any Work. In addition, the successful contractor must execute and deliver to TVDSB a "Contractor Notification and Acknowledgement Form" (which is an appendix to TVDSB's Asbestos Procedure, under its Health and Safety Policy, and which is located on TVDSB's website), before commencing any Work. To the extent the Contract is renewed, the successful contractor is required to provide the TVDSB with updated copies of all such certificates and such form, prior to undertaking any Work during any such renewal period. Please submit certificates with your pre-qualification if staff currently have the "Asbestos Awareness Training" within the last five years.	
D5	Before starting any Work in any TVDSB facility (including, without limitation, undertaking a site visit), the successful contractor is required to review the Asbestos Product Survey and Designated Substances Report (the "Report") for that facility. This review is to familiarize the successful contractor and its Personnel with the facility and the location of any Designated Substances in any area where Work may be performed. A copy of such Report can be found in two locations in each facility: (a) the Main Office; and, (b) the Custodial Office Document Box. If a copy of such Report cannot be located, Work is not to proceed until: such Report is located; such Report is reviewed by each of the successful contractor's Personnel assigned to perform any part of the Work; and, each of the Personnel assigned to perform any part of the Work signs the Designated Substance Log Book located in the Report as contemplated in C6 below.	
D6	Prior to undertaking: (a) any site visit; and / or, (b) any Work, each of the successful contractor's Personnel assigned to perform any part of the Work must sign the Designated Substance Log Book located in the respective Report for the facility in question, and which indicates that those individuals have received a copy of such Report, have reviewed same and accept its terms and conditions.	

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WORKSHEET D - DESIGNATED SUBSTANCES

	DESIGNATED SUBSTANCES	WILL COMPLY/WILL NOT COMPLY
D7	Should the successful contractor identify asbestos containing materials ("ACM") in a Report, and Type I operations that may disturb ACM are required, the related Work shall be completed during school off-hours. No Type I operations to be completed during school off-hours shall commence until such time as the successful contractor has received verbal approval from the TVDSB contact person for the scheduling of same. If any Type I operations must occur on an expedited basis during school hours, the successful contractor shall contact the TVDSB contact person in order to address the matter and shall not proceed with any such Type I operations without the express written approval of the TVDSB contact person and then, only in strict compliance with the terms of such written approval. School off-hours means when students are not in the facility for instructional purposes or extra curricular activities. As indicated above, all Type I operations shall be completed: in accordance with Applicable Laws; TVDSB's policies and procedures, including, without limitation, its Health and Safety policies and procedures; this Tender; and, by Personnel for whom a certificate of Asbestos Awareness Training has been provided to TVDSB and who has signed the applicable Designated Substance Log Book (as contemplated in section C5 above).	
D8	No Work involving Type 2 or 3 operations shall be undertaken by the successful contractor or its Personnel. To the extent the completion of Work requires Type 2 or 3 operations, the successful contractor shall contact TVDSB so that TVDSB can arrange for an asbestos abatement contractor to complete any Type 2 or 3 operations necessary for the completion of the Work.	
D9	In circumstances where any aspect of the Work requires entry above the ceiling, special precautions are required to be taken by the successful contractor and its Personnel. If spray-on insulation has been applied to the building structure, or if other types of insulation have been applied or affixed to mechanical fixtures, pipes and/or fittings above the ceiling, some ACM may have broken free and fallen onto the surface of the ceiling. Entry above the ceiling could therefore disturb such fallen material, creating an exposure hazard if the material contains asbestos. Accordingly, the successful contractor and Personnel shall and must follow the following procedures for ceiling entry:	
D9.1	If the Report indicates that: any structures above the ceiling have had ACM spray fireproofing applied to them; or, debris is known to be present on top of any ceiling tiles, in either case in any area where any aspect of the Work is to be completed, DO NOT ENTER THE CEILING SPACE, and contact the TVDSB contact person for advice and approval as to how to proceed. Do not proceed without TVDSB's prior written approval.	
D9.2	If the Report indicates that any ceiling tiles required to be disturbed contain ACM or, that the mechanical fittings above the ceiling are in poor or fair condition, proceed using the ceiling entry procedures identified below:	
D9.3	Place a drop sheet of polyethylene or other suitable material beneath the area where the ceiling space is to be entered;	
D9.4	Carefully raise the edge of a ceiling tile and examine the surfaces of adjacent tiles for evidence of fallen debris;	

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2020 REQUEST FOR PRE-QUALIFICATION FOR SECURITY SYSTEM CONTRACTORS
WORKSHEET D - DESIGNATED SUBSTANCES**

	DESIGNATED SUBSTANCES	WILL COMPLY/WILL NOT COMPLY
D9.5	If the surfaces of the adjacent tiles are clean, the raised tile may be removed, by sliding it over an adjacent tile, and the ceiling space entered;	
D9.6	If the surfaces of the adjacent tiles contain debris, STOP WORK IMMEDIATELY, lower the raised tile and contact the TVDSB contact person for advice and approval as to how to proceed. Do not proceed without TVDSB's prior written approval; and	
D9.7	Regardless of the circumstances, once the ceiling tile has been replaced and/or lowered, wipe all surfaces below ceiling level that contain debris with a wet cloth, dispose of polyethylene sheet and wet cloth as asbestos waste in an approved asbestos waste bag.	
D9.8	If the Report indicates ACM are in good condition above non-ACM containing ceiling tiles, the following procedures are required to be followed:	
D9.9	Carefully raise the edge of a ceiling tile and examine the surfaces of adjacent tiles for evidence of fallen debris;	
D9.10	If the surfaces of the adjacent tiles are clean, the raised tile may be removed, by sliding it over an adjacent tile, and the ceiling space entered; and	
D9.11	If the surfaces of the adjacent tiles contain debris, stop work immediately, lower the raised tile and contact the TVDSB contact person for advice and approval as to how to proceed. Do not proceed without TVDSB's prior written approval.	

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2020 REQUEST FOR PRE-QUALIFICATION
FOR THE SECURITY SYSTEM CONTRACTORS
WORKSHEET E-CRITERIA AND WEIGHTING**

ITEM #	CRITERIA	POINTS	SUB POINTS
1.0	EXPERIENCE/REFERENCES	90	
1.1	Year business established.		10
1.2	References.		35
1.3	Personnel.		10
1.4	Experience with similar clients and projects.		25
1.5	Supervisory staff's experience.		10
2.0	PERFORMANCE	20	
2.1	Description of company's warranty service capabilities, number of employees, 24/7.		10
2.2	Call response time.		10
3.0	QUALITY	20	
3.1	Quality of Submission.		5
3.2	Health and Safety Policy		5
3.3	Number of WSIB Claims.		10
	Total Points Overall	130	130

FIRM NAME: _____

SIGNATURE: _____