

**NOTE: IF YOU ARE CURRENTLY DOING WORK FOR TVDSB YOU MUST COMPLETE
THIS PRE-QUALIFICATION TO CONTINUE**

PRE-QUALIFICATION #543 FOR PAINTING CONTRACTORS

Issue Date: Thursday, June 17 2021

Stacey Shoemaker, Buyer

Issued by: The Thames Valley District School Board

Return Date: prior to 12:00:00 noon, local time, Tuesday, July 6, 2021

**THAMES VALLEY DISTRICT SCHOOL BOARD
2021 REQUEST FOR PRE-QUALIFICATION FOR
PAINTING CONTRACTORS
WORKSHEET A - TERMS AND CONDITIONS**

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
1.0	INTRODUCTION		
1.0.1	The Thames Valley District School Board (hereafter referred to as the "Board" or "TVDSB") invites interested experienced Painting contractors to respond to this Request for Pre-Qualification.		
1.0.2	The Thames Valley District School Board is one of the larger public-school Boards in the Province of Ontario and is comprised of all public schools (elementary, secondary and continuing education) within the cities of London, Strathroy, St. Thomas, Woodstock and the counties of Elgin, Middlesex, and Oxford. The district covers more than 7,000 square kilometers. TVDSB's operations are located across this region and include 160 schools, and 5 corporate locations (Education Centre and Facilities Centres). TVDSB is the employer of approximately 8,000 permanent staff and 4,000 casual staff. .		
1.1	PURPOSE		
1.1.1	The TVDSB proposes to pre-qualify painting contractors for the following two categories; •Projects less than \$10,000 on a time and material basis. •Projects estimated to be \$10,001 to \$100,000 to be awarded on the basis of a written Request for Quotation.		
1.1.2	In order to be eligible to bid on the above project(s), interested Painting Contractors must first be pre-qualified. Tender or Request for Quotation submissions will only be accepted from those contractors who have been successfully pre-qualified.		
1.2	GUARANTEE		
1.2.1	All work shall be guaranteed against peeling, blistering or not adhering to the painted surface. Corrective work performed under Guarantee shall be to Owner's approval and at no additional cost to Owner.		
1.2.2	Guarantee shall be effective for a period of two (2) years from date of Substantial Completion.		
1.2.3	All contractors must ensure the existing paint is covered to Owner's satisfaction.		
1.2.4	There will be no additional charges to the Owner for insufficient paint coverage.		
1.3	PERSONNEL		
1.3.1	All personnel providing service to the TVDSB shall be completed by skilled trades with a minimum of 5 year's experience, qualified to perform work on behalf of the TVDSB.		
1.3.2	All personnel shall wear an appropriate uniform that identifies the company performing the work.		
1.3.3	All personnel must wear a name badge or other form of identification with credentials.		
1.4	TERMS		
1.4.1	It is the responsibility of the Contractor to ensure all personnel have signed in and out of each facility upon each visit for health and safety regulations and verification of work.		
1.4.2	The term of this agreement shall be for (1) one year and unless otherwise provided herein, terminating on, July 31, 2022.		

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2021 REQUEST FOR PRE-QUALIFICATION FOR
PAINTING CONTRACTORS
WORKSHEET A - TERMS AND CONDITIONS**

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
1.4.3	The TVDSB may, at the end of the initial pre-qualification period, extend the pre-qualification of the contractors for an additional two years in one year increments. The TVDSB will advise the bidder, in writing, of their intentions.		
1.4.4	Return date: Prior to 12:00:00 noon local time Tuesday, July 6, 2021		
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 ” shall mean a Contractor who is compliant and has included the required information in their pre-qualification submission.		
2.1.7	PRE-QUALIFICATION IRREGULARITY		
2.1.7.1	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.		
2.1.7.2	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.		
2.1.7.3	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.		

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2021 REQUEST FOR PRE-QUALIFICATION FOR
PAINTING CONTRACTORS
WORKSHEET A - TERMS AND CONDITIONS**

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
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		
	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 2021Appendices543.xlsx with the following worksheets:		
4.1.1	Worksheet A - Terms and Conditions in Excel format - electronic response required.		
4.1.2	Worksheet B - References in Excel format - electronic response required.		
4.1.3	Worksheet C - List of Personnel in Excel format - electronic response required.		
4.1.4	Worksheet D - Designated Substances - electronic response required		
4.1.5	Worksheet E - Criteria and Weighting - no response required.		
4.2	For each requirement as described in Worksheet A - Terms and Conditions, 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 should submit resumes of all staff members in a supervisory capacity who would be assigned to the work.		
4.5	The Contractor must submit a listing of personnel to be assigned to TVDSB projects in Worksheet C.		
4.6	The Contractor should submit a financial reference completed by a Canadian Bank or Financial Institution stating maximum credit limits and capabilities.		

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2021 REQUEST FOR PRE-QUALIFICATION FOR
PAINTING CONTRACTORS
WORKSHEET A - TERMS AND CONDITIONS**

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
4.7	The Contractor must submit a completed CCDC Document No. 11 - 2018 Contractor's Qualification Statement. Ensure the inclusion of a list of recently completed similar size school projects.		
4.8	The Contractor must submit a letter from an insurance company (licenced to do business in the Province of Ontario) indicating its insurance limits for Comprehensive Commercial General Liability coverage. These limits must 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 Contractor 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 must submit a letter from an insurance company (licenced to do business in the Province of Ontario) indicating its insurance limits for Motor Vehicle Liability coverage). These limits must 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) document applicable to the Contractor.		
4.11	The Contractor must submit a current Clearance Certificate from the Workplace Safety and Insurance Board.		
4.12	The Contractor must submit a copy of their company's health and safety policy.		
4.13	Contractors interested in pre-qualifying are advised that it is mandatory they have experience in expediting this type of work.		
4.14	It is the responsibility of the Contractor to ensure that they have submitted all information concerning the requirements of this Request for Pre-qualification.		
4.15	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.		
4.16	The TVDSB may request additional information from all Contractors.		
5.0	CANADA'S ANTISPAM LEGISLATION		

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2021 REQUEST FOR PRE-QUALIFICATION FOR
PAINTING CONTRACTORS
WORKSHEET A - TERMS AND CONDITIONS**

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
5.1	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	CONTRACT PERFORMANCE EVALUATION		
6.1	The TVDSB reserves the right at any time during the contract period to evaluate the successful proponents service based on their contract performance.		
6.2	The successful proponent will be evaluated based on the evaluation form - Facility Services - Contract Performance Evaluation (available upon request).		
6.3	Failure to meet the evaluation criteria may result in termination if performance is deemed unsatisfactory, and/or impact the awarding of future bids.		
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		
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.		
9.0	PROPONENT'S RESPONSE GUIDE		
9.1	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.		
9.2	The pre-qualification submission must include:		

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2021 REQUEST FOR PRE-QUALIFICATION FOR
PAINTING CONTRACTORS
WORKSHEET A - TERMS AND CONDITIONS**

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
9.2.1	Printed and signed copies of all worksheets within the 2021ppendices543.xlsx file.		
9.2.2	In addition, the completed 2021Appendices543.xlsx file must be uploaded back to us using the "Your Uploaded Files for this Tender" area.		
9.2.2.1	Worksheet A - Terms and Conditions in Excel format - electronic response required.		
9.2.2.2	Worksheet B - References in Excel format - electronic response required.		
9.2.2.3	Worksheet C - List of Personnel in Excel format - electronic response required.		
9.2.2.4	Worksheet D - Designated Substances - electronic response required		
9.2.2.5	Worksheet E - Criteria and Weighting - no response required.		
9.2.2.6	It is the proponents responsibility to ensure that the necessary "files" have been uploaded back to us.		
9.3	Failure to respond in electronic format will deem the bid noncompliant.		
9.5	Proponents' submissions should include page numbers for ease of reference by committee members.		
10.0	EVALUATION PROCESS		
10.1	An evaluation committee will be established to evaluate pre-qualification submissions.		
10.2	All bid submissions will first be evaluated on their compliance with the requirements of the pre-qualification document.		
10.3	Contractors must have the ability to supply the requirements identified in this Pre-qualification.		
10.4	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the evaluation criteria shown on Worksheet E - Criteria and Weighting.		
10.5	In the event of a tie score, the TVDSB will resolve the tie by drawing names. Both parties will have representation at the draw.		
11.0	AWARD AND NOTIFICATION OF CONTRACT		
11.1	The results of this pre-qualification will be posted to the TVDSB web site as soon as decisions have been made:		
	www.tvdsb.ca		
	click on "I'D LIKE TO"		
	click on "Go to Purchasing"		
	click on "Bids"		
	click on "Proceed to inquiry/download page".		
	Proceed to the Bid, Click		
	"Results - Check Mark"		
	View documents in PDF format.		
12.0	DEBRIEFING		

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2021 REQUEST FOR PRE-QUALIFICATION FOR
PAINTING CONTRACTORS
WORKSHEET A - TERMS AND CONDITIONS**

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
12.1	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.		
12.2	Any request that is not timely received will not be considered and the Contractor will be notified in writing.		
12.3	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.		
13.0	BID PROTEST PROCEDURE		
13.1	In the event that a Bidder wishes to review the decision of the TVDSB in respect of any material aspect of the RFP process, and subject to having attended a debriefing, the Bidder shall submit a protest in writing to the TVDSB within 10 Days from such a debriefing.		
13.2	Any protest in writing that is not timely received will not be considered and the Bidder will be notified in writing.		
13.3	A protest in writing shall include the following:		
13.3.1	A specific identification of the provision and/or procurement procedure that is alleged to have been breached;		
13.3.2	A specific description of each act alleged to have breached the procurement process;		
13.3.3	A precise statement of the relevant facts;		
13.3.4	An identification of the issues to be resolved;		
13.3.5	The Bidder's arguments and supporting documentation; and		
13.3.6	The Bidder's requested remedy.		
13.3.7	In the event of any dispute or claim arising between the Board and any proponent as to their respective rights and obligations under the Contract, either party may give the other written notice of such dispute or claim within fourteen (14) calendar days of dispute or cause of action arising. The parties agree that they will first work together in good faith to resolve the matter internally by escalating it to higher levels of management and then if necessary, use mutually agreeable alternative dispute resolution prior to resorting to litigation. Each party shall continue performing its obligations during the resolution of any dispute.		
14.0	QUESTIONS		

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2021 REQUEST FOR PRE-QUALIFICATION FOR
PAINTING CONTRACTORS
WORKSHEET A - TERMS AND CONDITIONS**

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
14.1	Interested Contractors should forward any questions related to this Pre-Qualification in writing to Stacey Shoemaker, Buyer by E-mail: s.shoemaker@tvdsb.ca. no later than Monday, July 5, 2021. 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.		
14.2	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.		
15.0	DOWNLOADING BID DOCUMENTS		
14.1	Proponents must use the online bid entry system which is available on the internet at:		
15.2.1.1	www.tvdsb.ca		
15.2.1.2	Click on "I'D LIKE TO"		
15.2.1.3	Click on "Go to Purchasing"		
15.2.1.4	Click on "Bids"		
15.2.1.5	Click on "Proceed to inquiry/download page".		
15.2.1.6	Click on "Proceed to inquiry/download page".		
15.2.1.7	Proceed to the bid, click "New" icon		
15.2.1.7.1	You will be directed to the "TVDSB Client Portal"		
15.2.1.7.1.1	Proponents that already have a TVDSB Client Portal account:		
15.2.1.7.1.2	Click "TVDSB Login".		
15.2.1.7.2	Login using TVDSB Client Portal account and password.		
15.2.1.7.2.1	Proponents that do not already have a TVDSB Client Portal account:		
15.2.1.7.2.2	Click "Sign up now".		
15.2.1.7.2.3	Read TVDSB Client Portal Disclaimer, scroll to bottom and click "I agree" or "I do not agree".		
15.2.1.7.2.4	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".		
15.2.1.7.2.5	Complete account information and click "Create My Account"		
15.2.1.7.2.6	Click "TVDSB Login".		
15.2.1.8	Login using new TVDSB Client Portal account and password.		
15.2.1.9	Within the Client Portal click "Open to Bid"		
15.2.1.10	Click on the "New" icon for the bid upon which you will be bidding.		
15.2.1.10.1	Download the 2021Appendices543.xlsx file to your hard drive.		
15.2.1.10.2	The file contains the following worksheets:		
15.2.1.10.3	Worksheet A - Terms and Conditions in Excel format - electronic response required.		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2021 REQUEST FOR PRE-QUALIFICATION FOR
PAINTING CONTRACTORS
WORKSHEET A - TERMS AND CONDITIONS

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
15.2.1.10.4	Worksheet B - References in Excel format - electronic response required.		
15.2.1.10.5	Worksheet C - List of Personnel in Excel format - electronic response required.		
15.2.1.10.6	Worksheet D - Designated Substances - electronic response required		
15.2.1.10.7	Worksheet E - Criteria and Weighting - no response required.		
15.2.1.11	Complete the worksheets.		
15.2.1.11.1	Do not convert the worksheets to a different file format (i.e. Word, .pdf, etc.). They must be uploaded to us in Excel format.		
15.2.1.11.2	Do not modify the Excel files by adding or deleting rows or columns, etc.		
16.0	COMPUTER SYSTEM REQUIREMENTS		
16.1	To use the electronic system, proponents must be using Microsoft Edge or Microsoft Internet Explorer.		
17.0	BID WORKSHEETS		
17.1	Download the file 2021Appendices543.xlsx from the Associated Files.		
17.1.1	The file contains the following worksheets:		
17.1.1.1	Worksheet A - Terms and Conditions in Excel format - electronic response required.		
17.1.1.2	Worksheet B - References in Excel format - electronic response required.		
17.1.1.3	Worksheet C - List of Personnel in Excel format - electronic response required.		
17.1.1.4	Worksheet D - Designated Substances - electronic response required		
17.1.1.5	Worksheet E - Criteria and Weighting - no response required.		
17.2	Complete the worksheets.		
17.3	Print and sign all worksheets. The printed and signed copies must be scanned and returned as a .pdf file.		
17.4	Upload files back to us using the "Your Uploaded Files for this Tender" area.		
17.5	The "Bid Report" button must be clicked to initiate the transfer of any uploaded files into our system.		
18.0	RETURN LOCATION		
18.1	The bid submission must be returned as a file upload as per 17.4		
18.2	Upload of the files as per 17.5 is the responsibility of the proponent.		
18.3	Submissions received as hardcopies will not be accepted.		
18.4	Late bids will not be processed.		
19.0	RETURN DATE		

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2021 REQUEST FOR PRE-QUALIFICATION FOR
PAINTING CONTRACTORS
WORKSHEET A - TERMS AND CONDITIONS**

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY ACCEPT/DECLINE	COMMENT
	Return date: Prior to 12:00:00 noon local time Tuesday, July 6, 2021.		
20.0	SIGNATURE PAGE		
20.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
20.2	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.		
20.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
20.4	NAME (Please print):		
20.5	TITLE:		
20.6	SIGNATURE:		
20.7	FIRM NAME:		
20.8	State the legal entity that your organization operates under:		
20.8.1	Proprietorship		
20.8.2	Partnership		
20.8.3	Corporation		
20.8.4	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:		
20.8.5	Name of each individual Partner or Correct Legal Name of Corporation:		
20.8.6	E-MAIL ADDRESS:		
20.8.7	ADDRESS:		
20.8.8	INTERNET ADDRESS:		
20.8.9	TELEPHONE NO.:		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
2021 REQUEST FOR PRE-QUALIFICATION
PAINTING CONTRACTORS
WORKSHEET B - REFERENCES

B1.0	REFERENCES	
	The Contractor must provide three current job related references where you have successfully completed projects of a similar nature. References from TVDSB will not be accepted. The reference must contain the following information:	
B1.1	Reference 1 - Company Name:	
	Reference 1 - Contact Name:	
	Reference 1 - e-mail address:	
B1.2	Reference 2 - Company Name:	
	Reference 2 - Contact Name:	
	Reference 2 - e-mail address:	
B1.3	Reference 3 - Company Name:	
	Reference 3 - Contact Name:	
	Reference 3 - e-mail address:	

FIRM NAME: _____

SIGNATURE: _____

[illegible]

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2021 REQUEST FOR PRE-QUALIFICATION
FOR PAINTING CONTRACTORS
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 bid if staff currently have the "Asbestos Awareness Training" within the last five years.	

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2021 REQUEST FOR PRE-QUALIFICATION
FOR PAINTING CONTRACTORS
WORKSHEET D - DESIGNATED SUBSTANCES**

	DESIGNATED SUBSTANCES	WILL COMPLY/WILL NOT COMPLY
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 D6 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.	

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2021 REQUEST FOR PRE-QUALIFICATION
FOR PAINTING CONTRACTORS
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 E5 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:	

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
2021 REQUEST FOR PRE-QUALIFICATION
FOR PAINTING CONTRACTORS
WORKSHEET D - DESIGNATED SUBSTANCES**

	DESIGNATED SUBSTANCES	WILL COMPLY/WILL NOT COMPLY
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:	
D9.2.1	Place a drop sheet of polyethylene or other suitable material beneath the area where the ceiling space is to be entered;	
D9.2.2	Carefully raise the edge of a ceiling tile and examine the surfaces of adjacent tiles for evidence of fallen debris;	
D9.2.3	If the surfaces of the adjacent tiles are clean, the raised tile may be removed, by sliding it over an adjacent tile, and the ceiling space entered;	
D9.2.4	If the surfaces of the adjacent tiles contain debris, STOP WORK IMMEDIATELY, lower the raised tile and contact the TVDSB contact person for advice and approval as to how to proceed. Do not proceed without TVDSB's prior written approval; and	
D9.2.5	Regardless of the circumstances, once the ceiling tile has been replaced and/or lowered, wipe all surfaces below ceiling level that contain debris with a wet cloth, dispose of polyethylene sheet and wet cloth as asbestos waste in an approved asbestos waste bag.	
D9.3	If the Report indicates ACM are in good condition above non-ACM containing ceiling tiles, the following procedures are required to be followed:	
D9.3.1	Carefully raise the edge of a ceiling tile and examine the surfaces of adjacent tiles for evidence of fallen debris;	
D9.3.2	If the surfaces of the adjacent tiles are clean, the raised tile may be removed, by sliding it over an adjacent tile, and the ceiling space entered; and	
D9.3.3	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
2021 REQUEST FOR PRE-QUALIFICATION
FOR PAINTING CONTRACTORS
WORKSHEET E - CRITERIA AND WEIGHTING**

ITEM #	CRITERIA	POINTS	SUB POINTS
1.0	EXPERIENCE/REFERENCES	90	
1.1	Number of years in business with current owner/proprietor.		10
1.2	References.		35
1.3	Personnel		10
1.4	Supervisory staff's experience		10
1.5	Experience with similar clients and projects.		25
2.0	QUALITY	15	
2.1	Quality of Submission.		5
2.2	Number of WSIB Claims.		10
		105	105