



## **TENDER #694 - SPORTSFIELD MANAGEMENT (Irrigated Sites)**

Issue Date: Thursday, November 10, 2022  
Buyer: Angela McManus  
Issued by: Thames Valley District School Board  
**Return Date: 12:00:00 noon local time, Thursday, December 1, 2022**

THAMES VALLEY DISTRICT SCHOOL BOARD  
2023 - SPORTSFIELD MANAGEMENT (irrigated sites)  
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>1.0</b>	<b>INTRODUCTION</b>		
1.0.1	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 160 schools with an estimated enrolment of 75,000 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.		
<b>1.1</b>	<b>PURPOSE</b>		
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 <b>SPORTSFIELD MANAGEMENT (irrigated sites)</b> , subject to the conditions herein.		
<b>2.0</b>	<b>BID DEFINITIONS AND INFORMATION</b>		
<b>2.1</b>	<b>DEFINITIONS</b>		
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.		
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.		

FIRM NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

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2023 - SPORTSFIELD MANAGEMENT (irrigated sites)  
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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.		
<b>2.2</b>	<b>STRUCTURE OF THIS BID</b>		
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 <b>2023Appendices694.xlsx</b> file to your hard drive.		
2.2.1.10.1	The file contains the following worksheets:		
2.2.1.10.1.1	Worksheet A: Terms and Conditions in Excel format		
2.2.1.10.1.2	Worksheet B: Requirements in Excel format		
2.2.1.10.1.3	Worksheet C: Equipment in Excel format		
2.2.1.10.1.4	Worksheet D: Staff in Excel format		
2.2.1.10.1.5	Worksheet E: Management Requirements in Excel format		
2.2.1.10.1.6	Worksheet F: Pricing in Excel format		
2.2.1.10.1.7	Appendix A: Permission for Sportsfields Maintenance - Response not required		
<b>2.3</b>	<b>RETURN LOCATION</b>		
2.3.1	The bid submission <b>must</b> be returned as a file upload as per 9.3.3.		

FIRM NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

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2.3.2	Upload of the files as per 9.3.3 is the responsibility of the proponent.		
2.3.3	Submissions received as hardcopies <b>will not</b> be accepted.		
2.3.4	Late bids <b>will not</b> be processed.		
<b>2.4</b>	<b>IMPORTANT DATES</b>		
2.4.1	<b>ISSUE DATE: Thursday, November 10, 2022</b>		
2.4.2	<b>RETURN DATE and TIME: prior to 12:00:00 noon local time, Thursday, December 1, 2022</b>		
<b>2.5</b>	<b>QUESTIONS</b>		
2.5.1	All questions pertaining to this bid document are to be addressed to: Angela McManus, by email <a href="mailto:angela.mcmanus@tvdsb.ca">angela.mcmanus@tvdsb.ca</a> . The TVDSB reserves the right to distribute a notice of content of any inquiry and the TVDSB's response to all other registered proponents.		
2.5.2	Should any questions raised by a proponent necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site.		
2.5.3	All Addenda will be issued at least seven days prior to the closing date. If an addendum is issued within seven days of the closing date, the date will be extended accordingly.		
<b>2.6</b>	<b>SITE VISIT</b>		
2.6.1	A site visit is required. The successful proponent <b>must</b> visit each <b>awarded</b> site prior to April 1, 2023 to become aware of local needs and site conditions arranged by the Facilities Supervisor.		
<b>3.0</b>	<b>CONTRACT TERM/PRICING/TAXES/DELIVERY/PAYMENT</b>		
<b>3.1</b>	<b>CONTRACT TERM</b>		
3.1.1	The term of this agreement shall be for (1) year, unless otherwise provided herein, terminating on November 30, 2023.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of two (2) years, in one 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 November 30, 2024.		
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 November 30, 2025.		
<b>3.2</b>	<b>PRICING</b>		
3.2.1	Proponents <b>must</b> complete the pricing section - Worksheet F		
3.2.2	All charges <b>must</b> 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 <b>must</b> remain in effect for the initial one (1) year term of the contract.		
<b>3.3</b>	<b>TAXES</b>		
3.3.1	HST: Where applicable, Harmonized Sales Tax <b>must</b> be shown separately as extra on all invoices in accordance with Canadian and Provincial Government regulations.		
<b>3.4</b>	<b>INVOICING/PAYMENT TERMS</b>		

FIRM NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

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3.4.1	Prior to season start a work order will be issued to the successful contractor for each location. Invoicing is to be once per month and must reference the work order #, as well as the school's name.		
3.4.2	Successful contractor(s) will forward separate invoices, in detail by site, directly to the Facility Services Supervisor Operation Leathorne for approval and payment purposes. Invoices will bear the school's name.		
3.4.3	If subcontracted by the successful proponent, billing will bear the successful proponent's signature.		
3.4.4	Applicable taxes should be shown as separate line items on all invoices.		
3.4.5	Proponents should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.4.5.1	Proponents should state percentage discount for early payment and net payment terms.		
<b>4.0</b>	<b>SPECIFICATIONS/REQUIREMENTS</b>		
<b>4.1</b>	<b>QUALITY</b>		
4.1.1	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications <b>must</b> immediately be removed and/or completed to the specifications or sample quality at the expense of the successful proponent.		
4.1.2	The successful proponent(s) <b>must</b> carry out all work to the satisfaction of the TVDSB. All trade work is to be performed by appropriately certified staff.		
<b>4.2</b>	<b>QUANTITY</b>		
4.2.1	This is a one (1) year contract that may be awarded to one supplier. Proponents who cannot provide a complete range of services and who will not hold their prices to <b>November 30, 2023</b> will not be considered.		
<b>4.2</b>	<b>REQUIREMENTS</b>		
4.2.1	For each requirement as described in <b>Worksheet B - Requirements</b> , proponents <b>must</b> place a response in the appropriate column.		
<b>4.3</b>	<b>LIST OF EQUIPMENT</b>		
4.3.1	The TVDSB will take into consideration the proponents ability to perform the work bid on, based on the equipment listed by the contractor in <b>Worksheet C - Equipment</b> .		
4.3.1.1	Proponents must list the quantity and equipment that they will have available to perform the work.		
4.3.2	Prior to awarding this tender, it is the TVDSB's discretion to come and inspect the proponent's equipment.		
<b>4.4</b>	<b>CONTRACT PERFORMANCE EVALUATION</b>		
4.4.1	The TVDSB reserves the right at any time during the contract period to evaluate the successful proponents service based on their contract performance.		
4.4.2	The successful proponent will be evaluated based on the evaluation form - Facility Services - Contract Performance Evaluation (available upon request).		

FIRM NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

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4.4.3	Failure to meet the evaluation criteria may result in termination if performance is deemed unsatisfactory (as set out in Section 5.2.1 - Cancellation of contract / loss of service).		
<b>4.5</b>	<b>ENVIRONMENT</b>		
4.5.1	Proponents should include a detailed description of any environmental initiative and how your program would be implemented and benefit TVDSB.		
<b>5.0</b>	<b>TERMS AND CONDITIONS</b>		
<b>5.1</b>	<b>GENERAL TERMS AND CONDITIONS</b>		
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 <b>must</b> 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.		

FIRM NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

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5.1.10	The TVDSB reserves the right to decline or purchase one or all items in this bid from one supplier or from multiple suppliers.		
5.1.11	All of the terms and conditions of this bid are deemed to be accepted by the proponent and incorporated into the proponent's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful proponent's response to this bid will form the contract between TVDSB and the successful proponent(s). Any conflict in the wording of the proponent's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the proponent's invoice and/or sales agreement.		
5.1.12	The successful proponent(s) <b>must</b> 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 <b>must</b> 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.		
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.		

FIRM NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

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2023 - SPORTSFIELD MANAGEMENT (irrigated sites)  
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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.		
<b>5.2</b>	<b>CANCELLATION OF CONTRACT / LOSS OF SERVICE</b>		
5.2.1	The TVDSB reserves the right to terminate this contract with 30 days written notice if, in its opinion, the successful proponent(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful proponent(s) shall remain responsible for its obligations under this contract up to the date of termination. The TVDSB reserves the right to commence an action in a court of competent jurisdiction against the successful proponent(s) for damages that result from the breach of the terms and conditions of the contract, by the successful proponent(s).		
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful proponent(s) under the contract the total outstanding amount from time to time and for all damage claims by the TVDSB or any third parties arising out of this contract which have not been resolved by the successful proponent(s) or its insurer.		
5.2.3	The TVDSB reserves the right to withhold monies owing under a contract to the value of the obligation to a maximum of the monies owing to the successful proponent(s) for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful proponent(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful proponent(s), the TVDSB's staff or third party interruptions.		
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.		
<b>5.3</b>	<b>PRIVACY AND SECURITY STANDARDS FOR THE COLLECTION, USE AND RETENTION OF PERSONAL INFORMATION</b>		
5.3.1	The successful proponent(s) is responsible to comply with Canadian and Ontario privacy legislation (MFIPPA, PIPEDA, PHIPA).		

FIRM NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_



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2023 - SPORTSFIELD MANAGEMENT (irrigated sites)  
WORKSHEET A - TERMS AND CONDITIONS

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5.3.2	The successful proponent(s) is responsible to ensure employees are trained on the appropriate use and safeguarding of personal information.		
5.3.3	The successful proponent(s) will collect personal information only as defined in the agreement and authorized by the board.		
5.3.4	The successful proponent(s) may only use personal information for the purpose defined by the agreement/board, and no other purpose.		
5.3.5	The successful proponent(s) acknowledges the personal information collected is owned by the board.		
5.3.6	Where requested by the board, the successful proponent(s) agrees to the transfer of data upon request, or upon completion of the term of the tender/contract or upon the dissolution of the tender/contract to ensure there is no interruption of service.		
5.3.7	For web-based services and where applicable, the successful proponent(s) must notify users when cookies are used as part of the provided service.		
5.3.8	The successful proponent(s) must notify the board of any third party data processors, subcontractors or services that the successful proponent(s) may contract for the provision of services as identified in this agreement.		
5.3.9	The successful proponent(s) ensures that all its third party service providers handling personal information, e.g., data processors and subcontractors, only collect, hold, process, use, store and/or disclose personal information for the purpose of providing the service and for no other purpose.		
5.3.10	The successful proponent(s) ensures that its third party service providers, e.g., data processors and subcontractors, are obligated to have equivalent or better security safeguards for personal information.		
5.3.11	The successful proponent(s) retains data for a period as determined by the board (indefinite retention is not acceptable) and agrees to securely dispose of data at the end of the prescribed retention period.		
5.3.12	If requested, the successful proponent(s) shall provide a written and signed attestation confirming the secure destruction of all personal documentation as agreed upon or directed by the board.		
5.3.13	The successful proponent(s) uses industry-standard technical and physical safeguards to protect data from loss, theft, unauthorized access or inadvertent disclosure. Safeguarding methods include, but are not limited to, access controls, encryption of data at rest and during transition, and up-to-date security practices.		
5.3.14	The successful proponent(s) performs regular security audits and/or threat risk assessments and will make available results upon request.		
5.3.15	The successful proponent(s) has a breach response protocol in place that includes immediate notification to the board in the event there is a data breach.		

FIRM NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

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5.3.16	The successful proponent(s) will require their third parties services to notify the proponent and in turn the board in the event of a breach of board data.		
5.3.17	The successful proponent(s) will cooperate with the board in the event of a regulatory investigation (i.e., breach investigation by the Information Privacy Commissioner).		
5.3.18	The successful proponent(s) will notify the board when the vendor makes material changes to their security measures/practices that affect how personal information is handled.		
<b>5.5</b>	<b>ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES</b>		
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: <a href="http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm">http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm</a>		
<b>5.6</b>	<b>HUMAN RIGHTS AND CHILD LABOUR LAWS</b>		
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	<a href="http://www.ilo.org">http://www.ilo.org</a>		
<b>5.7</b>	<b>HEALTH, SAFETY REGULATIONS</b>		
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 <b>must</b> 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 : \_\_\_\_\_

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2023 - SPORTSFIELD MANAGEMENT (irrigated sites)  
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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 <b>must</b> adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.7.5	The TVDSB reserves the right to request a copy of a proponent's Health and Safety Policy, Procedures and Guidelines.		
<b>5.8</b>	<b>WORKPLACE SAFETY AND INSURANCE BOARD</b>		
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.		
<b>5.9</b>	<b>COMMERCIAL LIABILITY INSURANCE</b>		
5.9.1	The successful proponent(s) <b>must</b> 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 : \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
2023 - SPORTSFIELD MANAGEMENT (irrigated sites)  
WORKSHEET A - TERMS AND CONDITIONS

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.		
<b>5.10</b>	<b>MOTOR VEHICLE LIABILITY INSURANCE</b>		
5.10.1	Proponents <b>must</b> 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 : \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
2023 - SPORTSFIELD MANAGEMENT (irrigated sites)  
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.10.2	In the event of an affirmative answer to 5.9.1, the successful proponents must be covered by Automobile Liability Insurance through the term of the Contract. If the proponent's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the proponent. Each proponent must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses 5.9.3 to 5.9.4 also apply to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.10.3	Proponents should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million commercial and \$1 million on all personally owned vehicles per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the proponent does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the proponent shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for commercial Vehicles and \$1 million for personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the proponent. The successful proponent(s) further agrees to maintain that good standing throughout the term of the contract.		
5.10.3.1	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.10.3.2	Third Party Liability Coverage in the form of OAP-1		
5.10.4	Upon an award to the successful proponent(s) by the TVDSB, the successful proponent(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful proponent(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		
5.10.5	The successful proponent(s) agrees to indemnify, hold harmless, and defend, the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the successful proponent(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
<b>6.0</b>	<b>PROPONENT PROFILE</b>		
<b>6.1</b>	<b>REFERENCES</b>		

FIRM NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
2023 - SPORTSFIELD MANAGEMENT (irrigated sites)  
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
6.1.1	NEW proponents <b>must</b> provide a minimum of three commercial references where you have successfully provided goods and or services similar to this bid document. The reference <b>must</b> 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:		
<b>6.2</b>	<b>ADMINISTRATION and ORGANIZATION</b>		
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 proponent(s) agree to provide at their own expense, all such above-related information as may be requested by the TVDSB within four (4) days of the date of any such request.		
6.2.2	Proponent(s) are required to list any and all pending or ongoing legal claims or disputes where the proponent(s) could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
6.2.3	Proponent(s) should state if their service employees wear uniforms on sites.		
6.2.4	Proponent(s) should state if the staff involved in the execution of this contract are employees or sub-contractors.		
6.2.5	Proponent(s) should state if their employees carry photo identification.		
<b>7.0</b>	<b>BID SUBMISSION</b>		
<b>7.1</b>	<b>BIDDER'S RESPONSE GUIDE</b>		

FIRM NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
2023 - SPORTSFIELD MANAGEMENT (irrigated sites)  
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>7.1</b>	<b>PROPONENT'S RESPONSE GUIDE</b>		
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 <b>must</b> include:		
7.1.2.1	Completed "2023Appendices694.xlsx" file in Excel format.		
7.1.2.2	Signed copies of all Worksheets in .pdf format.		
7.1.3	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.4	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.5	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
<b>8.0</b>	<b>AWARD</b>		
<b>8.1</b>	<b>EVALUATION PROCESS</b>		
8.1.1	An evaluation committee will be established to evaluate bid submissions.		
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
8.1.3	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria:		
8.1.3.1	Price		
8.1.3.2	Compliance with Specifications		
8.1.4	Compliant proponents may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified proponents as to the time and place. The presentation shall be at the expense of the proponent.		
8.1.5	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.6	The determination of equal quality will be based on our internal professional opinions.		
8.1.7	In the event of a tie score the TVDSB will resolve the tie by a draw. The names of the tied proponents will be entered into the draw. All parties will have representation when the draw takes place.		
<b>8.2</b>	<b>AWARD AND NOTIFICATION OF CONTRACT</b>		
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	<a href="http://www.tvdsb.ca">www.tvdsb.ca</a>		
8.2.1.2	"Board"		
8.2.1.3	"Purchasing"		
8.2.1.4	"Bids"		

FIRM NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
2023 - SPORTSFIELD MANAGEMENT (irrigated sites)  
WORKSHEET A - TERMS AND CONDITIONS

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

**Angela McManus**  
**Purchasing Department**

**Lori-Ann Pizzolato**  
**Chairperson**

FIRM NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_



ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>9.0</b>	<b>ELECTRONIC BIDDING INSTRUCTIONS</b>		
<b>9.1</b>	<b>DOWNLOADING BID DOCUMENTS</b>		
9.1.1	All documents are available from the TVDSB Web Site at <a href="http://www.tvdsb.ca">www.tvdsb.ca</a>		
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.		
<b>9.2</b>	<b>COMPUTER SYSTEM REQUIREMENTS</b>		
9.2.1	To use the electronic system, proponents must be using Microsoft Internet Explorer.		
<b>9.3</b>	<b>BID WORKSHEETS</b>		
9.3.1	Download the file " <b>2023Appendices694.xlsx</b> " from the Associated Files.		
9.3.1.1	The file contains the following worksheets:		
9.3.1.1.1	Worksheet A: Terms and Conditions in Excel format		
9.3.1.1.2	Worksheet B: Requirements in Excel format		
9.3.1.1.3	Worksheet C: Equipment in Excel format		
9.3.1.1.4	Worksheet D: Staff in Excel format		
9.3.1.1.5	Worksheet E: Management Requirements in Excel format		
9.3.1.1.6	Worksheet F: Pricing in Excel format		
9.3.1.1.7	Appendix A: Permission for Sportsfield Maintenance - Response not required		
9.3.2	Complete the worksheets.		
9.3.2.1	Do not convert the worksheets to a different file format (i.e. Word, .pdf, etc.). They must be uploaded to us in Excel format.		
9.3.2.2	Do not modify the Excel files by adding or deleting rows or columns, etc.		
9.3.3	Print and sign all worksheets. The printed and signed copies must be scanned and returned as a .pdf file.		
9.3.4	Upload files back to the TVDSB using the "Your Uploaded Files for this Tender" area.		
9.3.5	<b>The "Bid Report" button must be clicked to initiate the transfer of any uploaded files into our system. Note that the generation of the bid report is confirmation that a bid has been received. It is not necessary to submit the bid report as a hard copy.</b>		
<b>10.0</b>	<b>SIGNATURE PAGE</b>		
10.1	This section <b>must</b> be completed, signed, and included with your submission for your bid to be accepted.		

FIRM NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
2023 - SPORTSFIELD MANAGEMENT (irrigated sites)  
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all 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		
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.:		
10.10	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 : \_\_\_\_\_

TERM	REQUIREMENTS	PROPOSERS MUST RESPOND TO EACH ITEM TERMS AND CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (COMPLY/WILL NOT COMPLY)	COMMENTS
B1	Sportsfield maintenance must not be done during regular school hours unless prior permission (See Appendix A-Permission for Sportsfield Maintenance) has been arranged in writing with the administrator of the school. If permission is granted by the school administrator during school hours, all equipment must be turned off while children are at play in the immediate area of the operation. Immediate area means the equipment will not be operating within 61 meters(200 feet) of the occupied play area.		
B2	Grass cutting must commence in the Spring when grass has attained an average height of 2 inches and the height of the cut is to be standardized 2 inches.		
B2.1	Mowing frequencies shall be a minimum of two times per week with a contingency for a third event during periods of increased growth to maintain the established height of cut without removing more than one third of the grass blades. Blades are to be sharpened after every eight hours of use. On a monthly basis the proponent shall provide evidence of a monthly sharpening program in place.		
B3	Each field is to receive a double cut per visit. The mower must have high lift mulching to eliminate clippings as well must be equipped with striping rollers. Grass cutting speed shall not exceed 5 mph. The successful proponent must trim around posts, curbing, track edges using a line trimmer. All clippings must be removed from track surfaces.		
B3.1	Mowing patterns are to be altered to avoid wear patterns. Where possible the field is to be entered from different directions."		
B4	In extreme weather conditions (i.e. dry spell or heavy rains) cutting may be suspended or reviewed by the Operations Leader or upon recommendation from the proponent.		
B5	Protective material (i.e. 2 x 10 planks) to be provided by successful proponent, MUST be laid down on All Weather Tracks prior to crossing the track. Absolutely no turns with equipment are to be made on the track.		
B7	The successful proponent(s) must visit the Charge Custodian and tour each site awarded prior to April of each year, to introduce themselves and to become aware of local needs and site conditions.		

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TERM	REQUIREMENTS	PROPOSERS MUST RESPOND TO EACH ITEM TERMS AND CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (COMPLY/WILL NOT COMPLY)	COMMENTS
B8	Worksheet E represents the schools and their acreage (acreage is grass only) to be maintained. Site plans are not available for distribution. The TVDSB reserves the right to add or delete locations as the need arises.		
B9	We are aware that proponents would like to be awarded as many sites as they are capable of handling. In order to facilitate this, proponents are encouraged to bid on any or all sites but to indicate the maximum number of sites they are capable of handling. Preference will be given to those proponents that bid on all sites.		
B9.1	Proponent(s) should state any further discount, as a percentage, if all locations are awarded to your company.		
B10	All vehicles used in performing this service must comply with the requirements of the Highway Traffic Act, R.S.O. 1990, C.H-8, as amended, and regulations thereunder.		
B11	The proponent must provide all labour, supplies and equipment required to meet the requirements of this tender. The proponent must have suitable equipment in good working condition to complete the contract. The proponent must ensure the equipment is being used in a safe and responsible manner at all times.		
B12	Field management formulation of fertilizing and top dressing blends will be based on soil sample lab results provided by facilities management.		
B13	For pricing purposes worksheet E should be referenced as the standard specific requirements for this tender, for all sites. Adjustment to fertilizer blends and top dressing texture will be adjusted on a site by site basis based on soil analysis results.		

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

The TVDSB will take into consideration the proponent's ability to perform the work based on the equipment listed.			
Proponents must list the quantity and equipment that the proponent will have available to perform the work.			
C1	Types of Equipment	Age of Equipment	# Available
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

The TVDSB will take into consideration the proponent's ability to perform the work based on the number of personnel listed below and function:			
D1	Staff Job Titles	Number of Staff	Accreditations as appropriate (i.e. safety training, pesticide applicator, IPM agent etc.)

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SPORTSFIELDS Management Requirements						
May	June	July	August	September	October	November
Standardized slit over seeding of the entire field at 2kg per 100m2. To be done in conjunction with coring events if possible	End of June core cultivation no more than 2" deep	Standardized slicing of areas of higher wear areas center of field	Early part of August standardized slit over seeding the entire field at 2kg per 100m2 conjunction with coring events	Standardized slit over seeding at 2kg per 100m2 on center portion of the field	Standardized slit over seeding at 2kg per 100m2 on center portion of the field	Deep solid tine event along with a bulk topdressing late November early December prior to any limitations of frost entering the ground and the risk of any snowfall being realized
Mid May Apply fertilizer 18-18-18 at 5lbs per 1000sq.ft 75% slow release			Core cultivation no more than 2" deep. Compaction moisture analysis			
	Standardized slicing of areas of higher wear center of field (4x per year) emphasis on goal mouths		Standardized slicing of area of higher wear centre of field on goal mouths	Standardized slicing of areas of higher wear center of field on goal mouths		
	Apply fertilizer 24-6-12 at 8lbs per 1000sq.ft down the middle of the field (can be done by overlapping the spreader swath) to ensure adequate nutrition & recuperative potential. This will assist with building minor additional organic matter in those areas. 100% slow release product, and the material is irrigated in post application. These applications should not be done if temperatures exceed 24 degrees Celsius.		Apply fertilizer 18-18-18 at 5lbs per 1000sq.ft 75% slow release	Apply fertilizer 24-6-12 at 8lbs per 1000sq.ft down the middle of the field (can be done by overlapping the spreader swath) to ensure adequate nutrition & recuperative potential. This will assist with building minor additional organic matter in those areas. 100% slow release product, and the material is irrigated in post application. These applications should not be done if temperatures exceed 24 degrees Celsius.	Apply fertilizer 21-0-0 (100% ammonium sulphate) 5.0lbs of material per 1000sq.ft.	Apply fertilizer 30-0-0 with 14% Mg applied at 6.5lbs per 1000sq.ft.

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

***The contractor understands that fertilizer blends and top dressing texture will be adjusted based on soil analysis results.***  
***Over seeding protocols should mandate half rate passes in two directions creating a diamond pattern (versus north/south and east/west)***  
***Fertilizer applicators must be calibrated prior to each application to ensure accurate dispensing of fertilizer as per industry standards.***  
***Contractor is to provide details of calibration methods to the Facility Services Supervisor-Operations prior to season start.***

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



Item No.	School Name	School Location Code	Address	Postal Code	Locale	Zone	Phone	Fax	Acreage for Sportsfields Only	State Total Cost for ALL SERVICES for the entire SEASON BASED ON WORKSHEET E SCHEDULE	State Total Cost for the sportsfield cutting cost per visit based on double cut
1	A. B. Lucas Secondary School	2190	656 Tennent Avenue, London	N5X 1L8	London East	2	452-2600	452-2619	2.35	\$	\$
2	Central Secondary School	2070	509 Waterloo Street, London	N6B 2P8	London East	2	452-2620	452-2659	1.18	\$	\$
3	Clarke Road Secondary School	2080	300 Clarke Road, London	N5W 5N4	London East	2	452-2640	452-2659	2.25	\$	\$
4	H.B. Beal Secondary School	2140	525 Dundas Street, London	N6B 1W5	London East	2	452-2700	452-2729	2.13	\$	\$
5	Montcalm Secondary School	2220	1350 Highbury Ave., London	N5Y 1B5	London East	2	452-2730	452-2749	2.25	\$	\$
6	Saunders Secondary School	2280	941 Viscount Rd;1011 Viscount Rd., Ldn	N6K 1H5	London South	1	452-2770	452-2859	2.38	\$	\$
7	South Secondary School	2290	371 Tecumseh Avenue West, London	N6C 1T4	London South	1	452-2860	452-2879	0.97	\$	\$
8	Central Elgin C. I.	2060	201 Chestnut Street, St. Thomas	N5R 2B5	South	4	631-4460	633-0793	2.61	\$	\$
9	East Elgin Secondary School	2100	362 Talbot Street, Aylmer	N5H 1K6	South	4	773-3174	765-1943	2.25	\$	\$
10	Parkside C. I.	2260	241 Sunset Drive, St. Thomas	N5R 3C2	South	4	633-0090	452-2819	2.25	\$	\$
11	Medway Secondary School	2210	14405 Medway Road, Arva	N0M 1C0	West	5	660-8418	294-0096	2.31	\$	\$
12	Sir Frederick Banting SS	2040	125 Sherwood Forest, London	N6G 2C3	West	5	452-2800	452-2819	6.36	\$	\$
13	Strathroy District Collegiate	2320	361 Second St., Strathroy	N7G4J8	West	5	245-2680	452-2859	2.62	\$	\$
14	Oakridge Secondary School	2250	1040 Oxford Street West, London	N6H 1V4	West	5	452-2750	452-2799	6.49	\$	\$

**\*\*NO AERATION AT PARKSIDE\*\***

**\*\*all weather track locations - South C.I., H.B. Beal S.S., Parkside C.I.**

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_