



**Toronto Catholic District School Board  
80 Sheppard Avenue East  
Toronto, Ontario  
M2N 6E8**

**Custodial Equipment Maintenance Program –  
Unit Prices**

**Request for Quotation (“RFQ”)**

**Reference:** Q-039-10

**Date:** September 02, 2010

**Closing Date:** September 28, 2010

**Closing Time:** 3:00:00 p.m.

**RFQ Coordinator**

Margaret Lesley, C.P.P.  
Senior Buyer

Materials Management Department  
Toronto Catholic District School Board  
80 Sheppard Avenue East  
Toronto, Ontario  
M2N 6E8

Tel: (416) 222-8282 ext. 2107 Fax: (416) 512-3440

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Sealed submissions will be received at the Catholic Education Centre located at 80 Sheppard Ave East **before** 3:00:00 p.m., local time, on **September 28, 2010**. They must be time-stamped and placed in the tender box located on the 4<sup>th</sup> floor in the Materials Management department.

**Late or facsimile submissions will not be accepted or considered.**

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### 1. STATEMENT OF WORK

The Toronto Catholic District School Board's, (hereinafter referred to as "The Board") requests bids from qualified suppliers for the Maintenance and Repair of Custodial Equipment as necessary and as further specified in Appendix "A" Bid Form.

### 2. TERM OF AGREEMENT

The term of this agreement is for a period of two (2) years from date of acceptance with an option to extend for an additional (3) three, one (1) year periods, at the Board's discretion. No vendor contracts will be signed. The Request for Quotation documents, the Bid Response and any subsequently negotiated terms and conditions will form the contractual agreement. Upon award, the bidder will submit a page initialled and signed copy of this document.

### 3. SCHEDULE OF EVENTS

Issuance of RFQ	September 02, 2010
Questions Deadline	September 14, 2010
Bid Submission Deadline	September 28, 2010
Notification of Award	*TBD

\*TBD – To be determined

### 4. RFQ COORDINATOR

An RFQ Coordinator has been assigned by the Board. All communications to the Board with reference to this RFQ must be channelled through this RFQ Coordinator, whose name and address appear below:

**Margaret Lesley, C.P.P.**  
Senior Buyer  
Materials Management Department  
Toronto Catholic District School Board  
80 Sheppard Avenue East  
Toronto, Ontario  
M2N 6E8  
**Tel:** (416) 222-8282 ext. 2107      **Fax:** (416) 512-3440  
**E-Mail:** [margaret.lesley@tcdsb.org](mailto:margaret.lesley@tcdsb.org)

### 5. SEALED SUBMISSION

The Board reserves the right to accept the whole or any part of the quotation. Neither the lowest price nor shall any bid necessarily be accepted.

Responses must be addressed and delivered on or before 3:00:00 p.m., local time, September 28, 2010 in a sealed package to the following address:

Tender Box, 4th Floor, Materials Management Department  
Catholic Education Centre  
RFQ Coordinator: Margaret Lesley, Senior Buyer  
Toronto Catholic District School Board  
80 Sheppard Avenue East  
Toronto, Ontario  
M2N 6E8  
Reference: RFQ- Custodial Equipment Maintenance Program – Unit Prices Q-039-10

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## **6. DOCUMENTS PROVIDED**

Bidders shall promptly examine all the Quotation documents after receipt. Any errors, omissions, or ambiguities discovered therein should be reported to the RFQ Coordinator. If necessary, Addenda may be issued to all Bidders before the closing date. Unless confirmed by Addendum, Bidders shall not take into consideration any instructions or answers modifying the Bid Documents.

The Bid Documents shall consist of the following:

- Instructions to Bidders,
- Appendix "A" – RFQ Bid Response Form
- Appendix "B" – References
- Appendix "C" – General Business and Account Management Information
- Appendix "D" – Related Experience
- Appendix "E" – Agreement to Abide
- Appendix "F" – Scope of Work
- Appendix "G" – School Locations
- All Addenda issued

## **7. DOCUMENTS REQUIRED**

The Bidder's response shall consist of:

- Page initialled Instructions to Bidders and the completed Appendices A through F.
- All Addenda issued

## **8. DELIVERY OF RESPONSE**

Bids received after the Bid Submission Deadline will not be considered. Bidders are solely responsible for ensuring that bids are delivered as required. Delays caused by any delivery service, including Canada Post, will not be grounds for an extension of the Proposal Submission Deadline. Faxed transmissions, telegrams or other forms of unsealed bids will not be considered.

## **9. QUESTIONS**

All questions and requests for clarification must be submitted to the RFQ Coordinator named in this document. Neither the Board nor its agents shall be responsible for any instructions or information given to any Bidder orally. Under no circumstances are Bidders to contact or discuss the bid with school staff.

Bidders may submit written questions to the RFQ Coordinator by e-mail. The final date for questions is **September 14, 2010**. For ease of response, Email subject lines shall state the following: Reference: RFQ- Custodial Equipment Maintenance Program – Unit Prices, Q-039-10 Supplier Name, Representative Name.

No employee or representative of the Board is authorized to amend or waive the terms of the RFQ documents in any way unless the amendment or waiver is approved and signed by the RFQ Coordinator.

It shall be the responsibility of each Bidder to inform itself of all aspects related to this Bid. Should any details necessary to a clear and comprehensive understanding be omitted, or any errors appear in the bid document, or should the Bidder note facts or conditions which in any way conflict with the letter or spirit of the bid documents, it shall be the responsibility of the Bidder to obtain clarification before submitting its bid. The preferred method of communication is email.

## **10. ADDENDA**

Any changes or revisions to this RFQ will be issued in writing as formal addendum to all Bidders.

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## **11. SUBMISSIONS**

No alterations will be accepted after the specified closing time for submitting bids. However, Bidders may alter or withdraw their bids at any time before this closing time.

The bids, once submitted, may be accepted by the Board, in whole or in part, for a period of 90 days from the Closing Date.

## **12. QUANTITIES**

Any unit quantities if specified are estimates only and are subject to Board revision. They are provided without commitment or liability to Board.

## **13. DELIVERY**

All goods FOB school at any Toronto Catholic District School Board location in the City of Toronto.

## **14. RETURNS**

A return policy must be stated.

## **15. PRICES**

Prices must be submitted in Canadian dollars. The prices quoted must include the cost of pick-up and delivery and if required, the cost of installation. The successful bidder must pass on to the Board, during the term of any contract awarded through this bid, any reduction in prices at the time of announcement from the manufacturer up until the time of shipment.

## **16. PRICE PROTECTION**

Prices are to be firm for the length of this contract. The intent of this requirement is to have capped pricing, as per original bid, for the entire term of this contract. Estimates for repairs will be at no charge to the Board. However, if world or market conditions change, this statement would allow for justified price changes. The Board would anticipate, however, that prices would be generally decreased and not increased. Written notification requesting approval of any increase to original bids must be directed to the Senior Manager, Materials Management.

## **17. BILLING**

The successful bidder "Supplier" shall submit billing statements directly to the Board. Billing statements to the Board will clearly set out and itemize the following information regarding purchases by or through the Board. Receipts shall identify the location, individual line item description, the signature of the individual accepting delivery, the purchase order number, the quantities shipped and or services rendered.

## **18. PAYMENT TERMS**

Board standard terms are net 30 days. Payment will be in Canadian funds. Please indicate any payment discount options that are available.

Taxes are to be excluded from all prices quoted.

## **19. ACCOUNT MANAGEMENT**

The bidder must provide a single point of contact (account manager) and alternate for all issues related to the work to be performed as stated herein. All warranties must be indicated on a per item basis. The bidder may be requested to provide management reporting related to the Board's spending with the bidder.

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## **20. EVALUATION PROCESS & AWARD**

Responses will be reviewed by an Evaluation Committee responsible for selection. Responses will be evaluated on the ability of the Bidders to satisfy all defined requirements.

An award will be based on the lowest cost meeting specifications; various factors considered, such as price, quality, response time, parts discount, service, warranty of work, ability, experience and agreement of contract terms.

Although it is the Board's intent to award the entire project to one supplier, the Board reserves the right to award any part of this project to more than one supplier if the supplier's bid poses to be more cost effective and advantageous to the Board.

In the event that a successful bidder fails or refuses to enter into and duly execute a contract within a reasonable time, the Board reserves the right, at its sole discretion, to enter into contract with another vendor, not to accept any bid or to call for new bids.

## **21. ACCEPTANCE**

A delay may occur between the receipt of submissions and the announcement of awards. Submission requiring immediate acceptance by the Board may or may not be considered, at the Board's option.

## **22. HOLD HARMLESS**

The bidder also agrees to defend, indemnify and hold harmless the Board, and its respective Board members, employees, agents, officers and officials from and against liabilities, losses, penalties, damages and, expenses, including costs and attorney fees, arising out of all claims, liens, damages, obligations, actions, suits, judgments or settlements, or causes of action, of every kind, nature and character arising or alleged to arise out of the negligent or wilful acts or omissions of the bidder, its officials, agents and employees and subcontractors in the performance of the Contract.

## **23. NO LIABILITY FOR EXPENSES**

The Board shall not be liable for any expenses incurred in the preparation and submission of the response.

## **24. NO ADJUSTMENTS TO RESPONSES/BIDS**

No adjustments to submitted bids will be permitted after the RFQ Submission deadline. Bidders may withdraw their bid prior to the deadline by notifying the Board in writing. Bidders who have withdrawn a bid prior to the submission deadline may submit a new bid, which must be received by the Board prior to the RFQ Submission Deadline. If a bidder has not withdrawn their bid prior to the RFQ Submission Deadline, the submitted bid will be considered the bidder's submission for this RFQ.

## **25. NO ASSIGNMENTS PERMITTED**

The Supplier shall not assign any part of this project awarded to it under the Contract without the prior written consent of the Board.

## **26. RIGHTS TO DISQUALIFY**

The Board reserves the right to disqualify bid's not submitted in strict accordance with the requirements of the RFQ Documents.

## **27. RIGHT TO REJECT**

The Board reserves the right to reject any bid whether or not completed properly and whether or not it contains all required information. Without prejudice to this right, the Board may request clarification where any bidder's intent is unclear and may waive or request amendment where, in the opinion of the Board there is a minor irregularity or omission in the information that is to be submitted in a required document. It must be clearly understood that if there is any evidence of misleading or false information having been given, the Board may, at its sole discretion, reject the bid.

The Board reserves the right to reject a bid from a supplier who is or has been involved in litigation with the Board directly or indirectly within five (5) years immediately preceding of the issue date of this bid.

In cases where the Board is unable to ascertain the level of the bidder's compliance with the requirements from the bidder's response, the Board may assume the most restrictive interpretation without resorting to requesting further information and clarification from bidders. Should the need arise; verification of responses given will be done through any means possible.

Bidders must be prepared if requested, to present evidence of experience, ability, capacity, financial resources and reputation deemed necessary by the Board in the performance of the contract.

### **28. RIGHT NOT TO PROCEED**

The Board reserves the right not to proceed with this Request for Quotation and to reject all or any of the bids.

### **29. RIGHT TO TERMINATE**

The Board may terminate this Request for Quotation for any reason or for no reason.

The Board may terminate a contract without notice if the successful bidder is in breach of its bid or any of the Request for Quotation Documents or if subsequently the successful bidder fails to provide sufficient skilled forces to satisfy the expectations of the Board. The Board remains the final judge of these expectations.

### **30. RIGHT TO CANCEL**

The Board reserves the right to cancel a contract upon giving 30 days written notice, if a new Board of Trustees, elected during the term of the contract, decides that the contract should be cancelled for whatever reason.

The Board reserves the right to cancel a contract if required by Provincial Legislation.

### **31. UNSATISFACTORY PERFORMANCE**

If the successful bidder for any reason whatsoever fails or defaults in respect of any matter or thing which is an obligation of the bidder under the terms of the Request for Quotation and any resultant Contract, the Board may treat the Contract with the bidder as terminated. In addition, the Board may, at its option, either:

- (a) Consider that the bidder has withdrawn any offer made or has abandoned the Contract if a Contract has been made with the Board whereupon the Contract shall become null and void; or,
- (b) Require the bidder to pay the Board the difference between its bid and any other bid which the Board accepts, if the latter requires a greater payout by the Board, and, in addition, to pay to the Board any costs which the Board may incur by reason of the bidders failure or default, and further the bidder will indemnify and save harmless the Board, its officers, employees and agents from all loss, damage, liability, cost, charge and expense whatsoever and however incurred which it, they or any of them may suffer, incur or be put to by reason of such default or failure of the bidder.

In addition, the Board may consider disqualifying the bidder from participation in future tenders or bid's issued by the Board.

### **32. COOPERATIVE PURCHASING**

It is intended that other School Boards who may have an interest, shall have the option to participate in any award made as a result of this Request for Proposal/Quote/Tender. The TCDSB shall not incur any financial responsibility in connection with any purchase by another School Board. Each School Board shall accept sole responsibility for it's own contract management such as placing orders and making payments to the awarded Vendor.

By bidding, the respondent(s) and subsequently the awarded vendor(s) agrees to allow any other School Board to "Piggy-Back" on this Request for Proposal for the service(s) or commodity(s) being solicited herein based on the terms,

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conditions and prices offered by the awarded vendor to the TCDSB. Additional School Boards can be added to the Contract at any point during the term of the agreement. The awarded vendor will be notified of all Schools Boards partaking in this cooperative purchasing agreement.

### **33. DEBRIEFING**

Proponents may request a debriefing session by contacting the RFP/REQ/Tender Coordinator listed herein via email within 60 days of award date.

### **34. DISPUTE RESOLUTION**

In the event of any dispute or claim arising between the Board and the bidder as to their respective rights and obligations under the Contract, either party may give the other written notice of such dispute or claim. The notifications of dispute or claim shall be made within thirty (30) days of the dispute or cause of action arising. If the dispute or claim cannot be resolved through negotiation to the satisfaction of both parties, the parties may between themselves agree to submit the particular matter to arbitration in accordance with the laws of Ontario. If no agreement is made before arbitration concludes, then either party may submit the dispute to such judicial tribunal as the circumstances may require.

### **35. RIGHT TO CONTRACT FOR IDENTICAL OR SIMILAR GOODS**

By entering into a Contract, the Board shall not limit its right to contract for identical or similar goods from any other source.

### **36. FAIR WAGES AND LABOUR**

The Supplier shall provide Province of Ontario fair wages and work conditions for their employees applicable to related work. If this policy is violated, the Board will not consider letting further contracts to the said Supplier. In all cases of dispute, the decision of the Board is final.

### **37. WORKER'S COMPENSATION AND OCCUPATIONAL HEALTH AND SAFETY ACT**

The Supplier shall provide workers' Compensation coverage for all employees who are employed under the Contract. Proof of this coverage shall be presented to the Board by the successful bidder prior to the issuance of a Purchase Order for the work of the Contract and the Supplier commencing any work on the site. Proof of this coverage shall also be submitted to the Board with each invoice when requesting payment.

The work of this Contract shall be executed in strict accordance with the current Occupational Health and Safety Act of the Province of Ontario.

The Supplier shall be responsible for ensuring that his workmen abide by the Rules and Requirements set forth under the Act and a copy of the Act shall be available on the site at all times when work is being performed.

### **38. INSURANCE**

The Supplier shall provide, maintain and pay for insurance and supply a Certificate of Insurance, including coverage that will indemnify the Board for loss of use of the property with limits not less than:

1. Comprehensive General Liability Insurance: \$2,000,000.00 Inclusive Limits – Bodily Injury & Property Damage.
2. Leased/Owned Automobile Insurance - \$1,000,000.00 Inclusive Limits – Bodily Injury & Property Damage Combined.
3. Non-Owned Automobile Insurance - \$1,000,000 Inclusive Limits – Bodily Injury & Property Damage Combined.

The Comprehensive General Liability Policy shall;

1. Be endorsed to include the name of the Board with respect to operations described in these Contract Documents.

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2. Contain a Cross Liability clause as between all insured named in the policy.
3. Insure the Products and Completed Operations exposure.
4. Contain Blanket Written Contractual Liability
5. Contain Personal Injury Coverage
6. Contain Occurrence Property Damage
7. Contain Board Form Property Damage
8. Contain Contingent Employers' Liability
9. Contain Boards' and Suppliers' liability.

#### Supplier's Tools and Equipment

1. The Supplier's tools, equipment and machinery shall be the sole responsibility of the Supplier and he shall keep the Board harmless from any damages to the tools, equipment and machinery resulting from the operations or ownership of the tools, equipment and machinery not covered by any Property Insurance.
2. The Supplier shall obey the statutory conditions in the Insurance Policies and Agreements.
3. If the insurance described is to be cancelled or materially changes, for any reason, during the duration of the Contract or operations referred to, thirty (30) days prior written notice will be given to the Board.
4. Insurance shall be maintained continuously from commencement of the Work until twelve (12) months, following the date of substantial performance of the work.

### **39. VALUATION OF CHANGES**

Charges for changes in the work, or for extra work, which is not required by the specification, will be authorized through the medium of a "Change Order" issued by the Board on his standard form. No bill or claim for extra payment based on verbal orders will be considered or accepted.

### **40. SERVICE VEHICLES**

Service vehicles must not enter or leave school grounds when students are in the area. Drivers of motor vehicles shall not operate their vehicles beyond the designated parking areas unless permission is obtained from the school principal or an authorized official to locate the vehicle elsewhere. Such vehicles shall be operated with due caution at all times while on school property. The speed limit must not exceed 8 kilometers (5 miles) per hour at any time. Vehicles or equipment must not be operated in the school yard during recess, lunch hour or other times of outdoor activity. The Vendor shall not park any vehicles in fire routes. Any vehicles left unattended shall have their engines turned off and windows/doors locked. The TCDSB is not responsible for any loss, damage, theft etc. which occurs on TCDSB property.

### **41. SUPPLIER ON SITE**

The Supplier shall organize his work at the school in co-operation with the Principal so that the academic program of the school is not disrupted. Such organization shall take place at least forty-eight (48) hours prior to commencing work.

Any cost associated with work outside of regular hours will be charged to and shall be the responsibility of the Supplier.

For the safety of children, no equipment shall be used on the job site between 8:00 pm and 4:00 pm., Monday to Friday during the regular school year except as permitted by the Principal and under the supervision of the Principal, or his designate.

Upon arrival at the school, the Supplier shall report to the school office identifying her/himself and the purpose for which s/he is in the school.

### **42. GARBAGE DISPOSAL**

The Supplier shall clean up and remove debris on a daily basis. Under NO circumstances, shall the Supplier use the school's garbage disposal containers.

**43. NO SMOKING ON BOARD PROPERTY**

Smoking is NOT permitted in any of the Board’s buildings or on any of the Board’s properties. All smoking must be done off School Board premises.

**44. PROTECTION AND MAKING GOOD**

The Supplier shall provide proper and adequate protection for all school property and equipment. The Supplier shall ensure that dust is kept to a minimum. The Supplier shall make good, at no additional cost to the Board, all surfaces disturbed by the execution of this Contract whether such surfaces are located within the area of work or not. The Supplier shall make good to new condition matching surrounding surfaces.

**45. REGULATIONS**

All work shall be carried out in strict accordance with the rules, regulations and by-law of all Jurisdictional Authorities and all work shall be done to the complete satisfaction of the Board and the Jurisdictional Authorities.

**46. WORKMANSHIP AND MATERIAL**

The Supplier shall employ workmen skilled in each phase of the work as their recognized trade.

All material used in the execution of this Contract shall be new and of the best quality to do the work for which it is intended. No defective, unsound, or used material will be permitted.

Manufactured articles, material and equipment used to perform the work shall be applied, installed, connected, erected, cleaned and conditioned in strict accordance with the applicable manufacturer’s instructions and directions.

No deviations from the Specifications shall be made by the Supplier without written approval of the Board.

**47. GUARANTEE**

All material and workmanship on this project shall be guaranteed for a period of two (2) years dated from the date of final acceptance of the work by the Board.

**48. WARRANTY**

Bidders(s) must inform the Board, for the products supplied to the Board, of any and all manufacturers' warranties for those products. Failure to do so will result in the bidder being disqualified and the contract being cancelled. Bidder(s) must describe fully the warranties for all items supplied.

**49. AFTER SALES SERVICE AND MAINTENANCE OF EQUIPMENT**

The Supplier shall warrant that all materials will be new, fit and sufficient for the purpose for which they are intended, of good materials, design and workmanship and free from defect and failure.

**50. LOBBYING**

The Board has established a prohibition on lobbying during all competitive tenders, Bid’s and RFQ’s. The Board has designated an RFQ Coordinator for this Request for Quotation to respond to all communications with respect to the call, from the time of issuance, during the competitive process, and up to and including the announcement of award.

Bidders or any representatives employed or retained by them, or any unpaid representatives acting on behalf of either to promote a bid or oppose any competing bid are strictly prohibited from communicating, either verbally or in writing, with any other Board employees or elected officials from the time of issuance until the time of award.

Any bidder found to be in breach of the Policy will be subject to disqualification from the particular call or future calls at the discretion of the Board.

## 51. RELEVANT POLICIES

The Board has a number of policies which are relevant in the context of the Quotation, Tender and Bid process and with which Bidders should become familiar. The following policies may be found as follows:

Purchasing Policy- <http://www.tcdsb.org/policyregister/FP01.html>  
Sweatshop Free Purchasing- <http://www.tcdsb.org/policyregister/FP04.html>  
Conflict of Interest-Employees- <http://www.tcdsb.org/policyregister/HM31.html>  
Conflict of Interest- Trustees- <http://www.tcdsb.org/policyregister/T01.html>  
Acceptance of Hospitality or Gifts- <http://www.tcdsb.org/policyregister/HM33.html>

Any bidder found to be in breach of the Policy will be subject to disqualification from the particular call or future calls at the discretion of the Board.

## 52. TREATMENT OF INFORMATION

- 1) All requirements, documentation, and information obtained by the bidder in connection with this Request for Quotation are the property of the Board and must be treated as confidential and not used for any purpose other than for replying to this Request for Quotation, and for fulfillment of any subsequent contract(s) if awarded.
- 2) All information obtained by the Board from bidders in connection with this Request for Quotation, will remain with the Board. This information will be retained for public records purposes subject to the provisions of the Municipal Freedom of Information and Privacy Protection Act, R.S.O. 1990, (MFIPPA).
- 3) Any information the bidder wishes to identify as proprietary and have maintained as confidential, excluding unit pricing information, MUST be clearly identified as such and any proposed restrictions on disclosure specified.
- 4) It should be noted that for purposes of a report to the Board, per unit costs will be reported in a public report to the Board and will not be considered confidential.
- 5) The Board under the provisions of MFIPPA may be ordered by the Information and Privacy Commissioner of Ontario to disclose information identified as proprietary and confidential.
- 6) Bids will be disqualified if information relevant to the evaluation process cannot be retained for possible disclosure in established audit processes.

## 53. DECLARATION

No person, firm or corporation other than the bidder has any interest in this quotation or the subject matter herein.

This submission is made by the bidder without any connection, knowledge, comparison on figures or arrangements with any other person or persons making a submission for the same work, and is in all respects fair and without collusion or fraud.

No employee of the Board is, will or has become interested, directly or indirectly, as a contracting party, partner, surety or otherwise howsoever in or in the performance of the Contract, or in the supplies, work or business in connection with the Contract or in any portion of the profits thereof, or in any of the moneys to be derived there from.

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**APPENDIX "A" BID RESPONSE FORM**

1) I have carefully examined the Specifications, examined all amendments thereto, issued prior to this date and numbered \_\_\_\_ to \_\_\_\_ inclusive, and having examined and complied with the Instructions to Bidders, we hereby offer to furnish all materials, labour and equipment necessary for the proper completion of the work set forth for the following sums:

	Pricing
Labour charges per hour (this price is to include service call and/or travel time)	\$
Minimum charge (this price is to include service call and/or travel time)	\$
Percentage of discount on MSRP for parts (attach parts price list as an Appendix to your response)	%
<b>Estimates for repairs will be at no charge to the Board</b>	
	Responses
<ol style="list-style-type: none"> <li>1. Please provide information on the Warranty period for repaired equipment. Include information of what is included and what is not included.</li> <li>2. The Board requires a <u>no cost estimate</u> for repair services, prior to any repair services being performed. Please provide your agreement to these terms. Provide an overview of your process for providing the Board no cost estimates for repairs prior to performing repair services.</li> <li>3. Please outline your return policy.</li> <li>4. Please provide your background and experience in providing similar services to other school boards.</li> <li>5. Please provide four references, preferably school boards. Please include the contact name, telephone number, fax number and e-mail address. (please use Appendix B for this response)</li> </ol>	

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6. Please provide a summary of the resources available in your company, and your ability to perform the required service competently and expeditiously.

This RFQ shall be open for acceptance by the Board and irrevocable by the bidder for a period of sixty (60) days from the date hereof.

**Bid Signature- Q-039-10- Custodial Equipment Maintenance Program – Unit Prices**

Having carefully examined all of the Bid Documents for the above referenced RFQ and any applicable Addenda #s\_\_\_\_\_ (if any issued) being collectively referred to as the RFQ Documents, and having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposes to furnish all labour, materials and/or equipment and services required by the said documents for the entire work, all in strict accordance with the RFQ Documents and by the dollar amounts quoted above.

**Business Name:**

**Signature of Authorized Company Official:**

**Printed Name:**

**Date: DD/MM/YY**

**Telephone:**

**Fax:**

**E-mail:**

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## APPENDIX "B" - REFERENCES

Each Bidder shall provide the reference information as requested in this Bid (other than Toronto Catholic District School Board references). Failure to provide similar references may disqualify the Bidder from further consideration.

### Reference #1

<b>Company Name:</b>
<b>Company Address:</b>
<b>Contact Name:</b>
<b>Contact Telephone Number:</b>
<b>Date Services Provided (Work Undertaken):</b>
<b>Nature of Assignment:</b>

### Reference #2

<b>Company Name:</b>
<b>Company Address:</b>
<b>Contact Name:</b>
<b>Contact Telephone Number:</b>
<b>Date Services Provided (Work Undertaken):</b>
<b>Nature of Assignment:</b>

### Reference #3

<b>Company Name:</b>
<b>Company Address:</b>
<b>Contact Name:</b>
<b>Contact Telephone Number:</b>
<b>Date Services Provided (Work Undertaken):</b>
<b>Nature of Assignment:</b>

### Reference #4

<b>Company Name:</b>
<b>Company Address:</b>
<b>Contact Name:</b>
<b>Contact Telephone Number:</b>
<b>Date Services Provided (Work Undertaken):</b>
<b>Nature of Assignment:</b>

**APPENDIX "C"- GENERAL BUSINESS & ACCOUNT MANAGEMENT INFORMATION**

**GENERAL INFORMATION**

Legal Name of Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_  
Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Cellular No.: \_\_\_\_\_  
Other Company Locations: \_\_\_\_\_

**OWNERSHIP AND ORGANIZATION**

Individual  Partnership  Corporation  Corporate Registration Number: \_\_\_\_\_  
How long in Business under present name: \_\_\_\_\_  
Principal officers/shareholders: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACCOUNT MANAGEMENT**

State the primary point of contract for questions in relation to this RFQ as well as the primary Account Management individual.

**PRIMARY POC FOR TENDER/BID/RFQ QUESTIONS**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**PRIMARY ACCOUNT MANAGEMENT:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Has the company stated above filed for or declared bankruptcy in the last seven years?

Yes \_\_\_\_\_ No \_\_\_\_\_

Is the company stated above delinquent in the payment of any Debt owed to other businesses, financial institutions or any other school boards to include the Toronto Catholic District School Board?

Yes \_\_\_\_\_ No \_\_\_\_\_

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**APPENDIX "D"- RELATED EXPERIENCE**

Please list your facilities (as well as # of employees at each):

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Do you currently supply the Toronto Catholic District School Board or any other School Board? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please state location and work performed and/or products/services provided:

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Have you previously supplied the Toronto Catholic District School Board? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please state location and work performed and/or products/services provided:

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Please state all successful similar work performed related to the requirement in this Bid:

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**APPENDIX "E"**

**AGREEMENT TO ABIDE**

The Board is advising its trustees, staff and agents that the integrity of the process requires observance of the following ground rules:

1. All communications, including requests for information, between suppliers and the school Board regarding this Bid must be between only the representatives of the Board and each supplier who have been authorized and designated for that particular purpose.
2. Apart from the communications between and among the designated representatives, there must be no communication between the school Board and any representative of the supplier, and no giving of information with respect to the Bid, Bid processes and the final Agreement.
3. Any and all information made available by the Board to one supplier will be made available to all.
4. Any attempt on the part of any Vendor, or any of its employees, agents, contractors or representatives to contact any persons other than the designated representatives with respect to the BID or any action or violation of the above requirements will be grounds for disqualification, and the Board may, at its discretion, in addition to any other rights or remedies available at law, forthwith revoke the status of the supplier, and may reject any potential or actual submission or Bid submitted by that supplier.

Suppliers must accept and agree to observe the contents of this "Agreement to Abide by the Established Process", inform their staff thereof, and ensure their compliance therewith.

This agreement must be signed by a person who has the authority to bind the supplier and be submitted with the Bid.

**Certification:**

\_\_\_\_\_, Accepts, and undertakes to ensure compliance with the  
 Company Name term of the Agreement to Abide by the Established  
 Process.

\_\_\_\_\_  
 Signature of the Responsible Office

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## **APPENDIX "F"      SCOPE OF WORK**

The Supplier shall provide and furnish all labour, material, equipment and services necessary for the completion and proper execution of the work set forth in these Specifications.

The Scope of Work for this project includes, but is not limited to, the following:

- To do a complete diagnostics of the equipment to identify and determine the repairs.
- Use only manufacturer's recommended parts/
- Advise the appropriate Service Quality Supervision the cost of the parts, labour and the duration of repair clearly identifying costs separately in writing.
- Work may proceed only upon receiving a Purchase Order number. The Purchase Order number shall be quoted in all invoicing and correspondence related to the job.
- The cost must include pick up and delivery where required.
- Provide quotes for the following:
  - o Labour per hour (indicate if there is a minimum charge)
  - o Discount on MSRP for parts

All work and equipment supplied in this contract is to meet all safety authority standards.

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**APPENDIX "G" TCDSB LOCATIONS**

Please visit our website at [www.TCDSB.org](http://www.TCDSB.org) to view the TCDSB locations and addresses.