



PRINTERS and SCANNERS

TENDER

Wednesday, May 18, 2005
Issued by: The Thames Valley District School Board
#05-45C
Return Date: 12:00:00 Local Time, Wednesday June 15, 2005

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TERMS & CONDITIONS

1.0 INTRODUCTION

The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed Tender submissions for supplying Printers and Scanners, subject to the conditions herein.

SECTION 1.1 BACKGROUND

1.1.1 The Thames Valley District School Board is one of the largest public school boards in the province of Ontario. The TVDSB is the employer of approximately 8,000 staff and operates 186 schools with an estimated enrolment of 87,000 students. The TVDSB comprises all public schools within the counties of Elgin, Middlesex and Oxford.

SECTION 1.2 PURPOSE

1.2.1 The purpose of this Tender is to provide interested parties with sufficient information to enable them to prepare and submit Tenders for consideration by the TVDSB for Printers and Scanners.

2.0 TERMS & CONDITIONS OF THIS TENDER

SECTION 2.1 RETURN LOCATION

- 2.1.1 Sealed Tenders must be returned to:
"Tenders Clerk,"
Tenders Clerk's box, Main Floor Reception, Education Centre
Thames Valley District School Board,
P. O. Box 5888,
1250 Dundas Street
London, Ontario,
N6A 5L1
- 2.1.2 The Tender envelope must show the Tender name, number, return date and time (as set out in Section 8.3 - Labelling Instructions).
- 2.1.3 The Tender submission must be returned to the "Tenders Clerk" for your Tender submission to be accepted.
- 2.1.4 Delivery to the Tenders Clerk is the responsibility of the bidder.

SECTION 2.2 IMPORTANT DATES

- | | | |
|-------|-----------------------|--|
| 2.2.1 | ISSUE DATE: | Wednesday, May 18, 2005 |
| 2.2.2 | INTENT TO SUBMIT BID: | Wednesday, May 25, 2005 |
| 2.2.3 | QUESTIONS: | No later than 4:00 PM, local time, Wednesday, June 1, 2005 |
| 2.2.4 | ANSWERS TO QUESTIONS: | Friday, June 3, 2005 |
| 2.2.5 | RETURN DATE and TIME: | prior to 12:00:00 local time Wednesday, June 15, 2005 |

SECTION 2.3 QUESTIONS/REGISTRATION

2.3.1 An intent to submit a bid shall be registered with Purchasing by fax by Wednesday, May 25, 2005. Only registered bidders will receive questions and answers by Friday, June 3, 2005. A bidder registration form (Intent to Submit Bid) is attached as Appendix A.

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- 2.3.2 All questions pertaining to this Tender shall be addressed to: Jennifer Coyne, Buyer, by Fax (519) 452-2399 no later than 4:00 PM (local time), Wednesday, June 1, 2005. After this date no further inquiries, concerns or questions may be submitted. The TVDSB reserves the right to distribute in writing to all other registered bidders a notice of content of any inquiry and the TVDSB's response, by facsimile if any. All questions pertaining to this Tender must be submitted in writing.
- 2.3.3 Questions concerning the terms and conditions of this Tender whether made orally or in writing, to any individual other than indicated below may, at the sole discretion of the TVDSB, render your submission **non-compliant**. Only registered bidders (see Appendix A) will receive questions and answers by facsimile. Direct questions in written form only to: Jennifer Coyne, Buyer, by Fax (519) 452-2399. The TVDSB will only be bound by written answers to questions.
- 2.3.4 Should any questions raised by a bidder necessitate an addendum to this Tender, each **registered** bidder will receive the addendum by facsimile.

SECTION 2.4 PRESENTATION/INTERVIEW/DEMONSTRATION

- 2.4.1 Qualified bidders may be required to make a presentation/attend an interview at their own expense or arrange a visit for the evaluation committee to an existing installed location that matches the requirements of the Tender. No bid alterations will be allowed. Notification will be given to qualified bidders as to time and place.

SECTION 2.5 DEFINITIONS

- 2.5.1 The following words are used throughout this Tender and bidders shall note these conditions when completing their Tender submission.
- 2.5.1.1 The word "**MUST**" - Bidders "**must**" include the required information in Tender submission. Failure to include the required information will deem submission **noncompliant**.
- 2.5.1.2 The word "**SHALL**" - Bidders "**shall**" include the required information in Tender submission.
- 2.5.1.3 The word "**NONCOMPLIANT**" - Bids will be eliminated from further evaluation if the submission does not include the required information.

SECTION 2.6 GENERAL CONDITIONS

- 2.6.1 Any response submitted to the Tender is IRREVOCABLE for 120 days.
- 2.6.2 A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. (No facsimiles shall be accepted). The last submission shall supercede and invalidate all previous submissions by that bidder as it applies to this Tender. Addenda must be submitted to the Tender Clerk's Box in the same manner and within the same time constraints as the Tender submission.
- 2.6.3 A bidder may withdraw the bid at any time up to the official closing time by letter bearing his/her signature and seal as it is in the submission. Withdrawal requests received after the closing date shall not be permitted. Submission withdrawals must be submitted to the Tender Clerk's box in the same manner and within the same constraints as a Tender submission.
- 2.6.4 The issuance of this call for Tender shall not constitute any obligation on the part of the TVDSB to any firm or individual who submits a Tender.
- 2.6.5 The bidder shall 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 bidder.

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- 2.6.6 The laws of the Province of Ontario shall govern in any dispute occasioned through the performance or nonperformance and/or workmanship of this Tender.
- 2.6.7 The TVDSB reserves the right to withdraw the award of the contract to a successful bidder(s) within 30 days of the award if in the opinion of the TVDSB the successful bidder(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 bidder.
- 2.6.8 The lowest or any Tender submission may not necessarily be accepted. The TVDSB reserves the right to decline any or all Tender submissions, or to cancel the Tender 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 bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal.
- 2.6.9 All costs associated with the preparation of this Tender will be solely the responsibility of the bidder.
- 2.6.10 The TVDSB reserves the right to decline or purchase one or all items in this Tender from one supplier or from multiple suppliers.
- 2.6.11 It is the TVDSB's intention that the successful bidder's returned Tender forms the contract. All of the terms and conditions of this Tender are assumed to be accepted by the bidder and incorporated into the bidder's Tender submission. It is the TVDSB's intention to use a Purchase Order, when establishing a contract with the successful bidder(s).
- 2.6.12 The successful bidder(s) shall 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 bidder(s) shall not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.
- 2.6.13 While the TVDSB has used considerable efforts to ensure an accurate representation of information in this Tender, the information contained herein is contained solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the TVDSB, nor is it necessarily comprehensive or exhaustive. Nothing in this Tender is intended to relieve bidders from forming their own opinions and conclusions in respect to the matters addressed in this Tender.
- 2.6.14 Any Tender submissions which do not strictly comply with the provisions, procedures and requirements of this Tender, 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 bidders agree to provide all such additional information as, and when requested, at their own expense, provided no bidder in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its Tender submission or in any way materially alter or add to the solution originally proposed.
- 2.6.15 All TVDSB policies, procedures and regulations must be adhered to by the successful bidder(s).
- 2.6.15.1 Smoking is prohibited in all TVDSB buildings and on all TVDSB property.
- 2.6.15.2 Some TVDSB sites are equipped with video surveillance cameras.
- 2.6.15.3 The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.
- 2.6.16 The successful bidder(s) will reimburse the TVDSB for any damages through negligence or willful acts of any of the successful bidder(s) employees or contracted staff.

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- 2.6.17 The successful bidder(s) and their employees 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.
- 2.6.18 The TVDSB reserves the right to demand the removal of any successful bidder's employees engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.
- 2.6.19 This Tender is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.

SECTION 2.7 QUALITY

- 2.7.1 Unless otherwise specified equipment must be new items, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the TVDSB pertaining to items being rejected is final.
- 2.7.2 Any material or equipment, which in the opinion of the TVDSB, does not completely fulfill the specifications, must be removed at the expense of the successful bidder(s) and be replaced immediately with the material, or equipment, that fulfills the specifications.
- 2.7.3 Any service or work ordered, which in the opinion of the TVDSB, does not completely fulfill the specifications, must be completed at the expense of the successful bidder(s) and be replaced immediately with the material, equipment, services or work that fulfills the specifications.
- 2.7.4 In addition to price, quality and suitability to school use will be the first consideration. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will be also taken into consideration when awarding this contract. Manufacturers' brand names and numbers are used for the guidance of bidders. Manufacturers' name and model number must be indicated in the appropriate field **IN EVERY CASE**. Alternate items of equal quality will be considered. The determination of equal quality will be based on our internal professional opinions.
- 2.7.5 The successful bidder(s) will carry out all warranty work to the satisfaction of the TVDSB. All warranty work to be performed by appropriately certified staff.

SECTION 2.8 CANCELLATION OF CONTRACT / LOSS OF SERVICE

- 2.8.1 The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder(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 bidder(s) for damages that result from the breach of the terms and conditions of the contract, by the successful bidder(s).
- 2.8.2 The TVDSB shall have the right to retain and set off from any monies payable to the successful bidder(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 bidder(s) or its insurer.
- 2.8.3 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 bidder(s) for any indebtedness of the supplier that may impact on the TVDSB.
- 2.8.4 The successful bidder(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful bidder(s), the TVDSB's staff or third party interruptions.

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- 2.8.5 In the event that the successful bidder(s) becomes insolvent, and/or the successful bidder(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 bidder(s) with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this Tender.

SECTION 2.9 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 2.9.1 Bidders agree that all documentation and information contained in any Tender submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application pursuant to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a Tender submission or an addendum may contain a trade secret of the bidder, intellectual property right of the bidder, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret. A bidder specifically consents to the disclosure of any and all information contained in their Tender or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all right, title and interest that is has in the Tender, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.
- 2.9.2 All bidders agree not to disclose any information provided by the TVDSB in this Tender to any third party without the written consent of the TVDSB.

SECTION 2.10 HUMAN RIGHTS AND CHILD LABOUR LAWS

- 2.10.1 Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Bidders 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.
- 2.10.2 Bidders shall include in **Appendix D**, or attach a statement to this competitive bid indicating your firm's policy and present practices and procedures in place to encourage promotion of this objective.
- 2.10.3 For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:
<http://www.ilo.org>
<http://www.ilo.org/public/english/comp/child/policy/towards.htm>

SECTION 2.11 HEALTH, SAFETY REGULATIONS

- 2.11.1 All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) shall be completely assembled and shall bear 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 bidder(s) for the cost of certification/replacement.
- 2.11.2 Every person who supplies any machine, device, tool, equipment or service to the TVDSB shall 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.
- 2.11.3 The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. If applicable, the successful bidder(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities.

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2.11.4 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 WHIMS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.

SECTION 2.12 WORKPLACE SAFETY AND INSURANCE BOARD

- 2.12.1 The successful bidder must ensure that all work is covered by the Workplace Safety & Insurance Board for the duration of this contract.
- 2.12.2 The successful bidder shall furnish a Certificate of Clearance from the Workplace Safety & Insurance Board as evidence that he has made all returns and paid all necessary assessments as required or levied by the Workplace Safety & Insurance Board. The Certification is to be furnished prior to commencement of work. The successful bidder further agrees to maintain that good standing throughout the contract period. It is therefore the responsibility of the Contractor to ensure that the Workplace Safety & Insurance Board Certificate is updated every sixty (60) days.

SECTION 2.13 COMMERCIAL GENERAL LIABILITY INSURANCE

- 2.13.1 The successful bidder(s) must be covered by Commercial General Liability Insurance.
- 2.13.2 Each bidder shall show proof with the submission of this bid (**See Appendix B, Certificate of Insurance**), and annually thereafter for the term of the contract, that upon the award of this contract that it will be covered by Commercial Liability Insurance with coverage limits of \$5,000,000 per occurrence for liability arising at law for damages caused by reason of bodily injury (including death) or damage to property by employees or subcontractors. If the bidder does not presently have \$5,000,000 per occurrence of Commercial General Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer or agent's letterhead that liability insurance limits will be increased to \$5,000,000 per occurrence from the commencement of the contract and annually thereafter for the term of the contract, shall the contract be awarded to the bidder. This liability policy will contain coverage the following coverage on an occurrence basis:

- Personal Injury & Property Damage
- Broad Form Property Damage
- Products Completed Operation Insurance
- Contingent Employees Liability
- Cross Liability Clause and Severability of Interest Clause
- Non-Owned Automobile Liability
- Owners and Contractors Protective Coverage
- Contractual Liability

- 2.13.3 Upon contract award, if the successful bidder(s) has provided written assurance in their bid submission of their ability to obtain the necessary insurance coverage, the bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB. This will include the **Certificate of Insurance attached to this Request for Proposal, (See Appendix B)**, of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.
- 2.13.4 The successful bidder(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 bidder(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.

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SECTION 2.14 MOTOR VEHICLE LIABILITY INSURANCE

2.14.1 Each bidder shall show proof with the submission of this bid (**See Appendix B, Certificate of Insurance**), and annually thereafter for the term of the contract, that upon the award of this contract that it will be covered by Automotive Liability Insurance with coverage limits of \$2,000,000 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 employees or subcontractors. If the bidder does not presently have \$2,000,000 per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer or agent’s letterhead that liability insurance limits will be increased to \$2,000,000 per occurrence from the commencement of the contract and annually thereafter for the term of the contract, shall the contract be awarded to the bidder. This liability policy will contain the following coverage on an occurrence basis:

Third Party Liability coverage in the form of policy known as OAP-1.

2.14.2 Upon contract award, if the successful bidder(s) has provided written assurance in their bid submission of their ability to obtain the necessary insurance coverage, the bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB. This will include the **Certificate of Insurance attached to this Request for Proposal, (See Appendix B)** of the above mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of a motor vehicle.

2.14.3 The successful bidder(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 part of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of a motor vehicle.

3.0 TENDER AWARD

SECTION 3.1 EVALUATION PROCESS

- 3.1.1 An evaluation committee will be established to evaluate Tenders.
- 3.1.2 All Tenders will first be evaluated on their compliance with the requirements of this Tender.
- 3.1.3 All compliant Tenders will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria:

- 3.1.3.1 Price
- 3.1.3.2 Compliance with Specifications

3.1.4 Compliant bidders may be requested to make a presentation of their Tender for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.

SECTION 3.2 AWARD AND NOTIFICATION OF CONTRACT

- 3.2.1 The results of this Tender will be available from Jennifer Coyne, Buyer, approximately 90 days after Tender closing.
- 3.2.2 The results of this Tender will be posted to the TVDSB Web Site as soon as decisions have been made. See [www.tvdsb.on.ca/Purchasing/Bids/Proceed to Inquiry Download Page/Tender#45](http://www.tvdsb.on.ca/Purchasing/Bids/Proceed%20to%20Inquiry%20Download%20Page/Tender#45) - click on the “Results” checkmark.

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- 3.2.3 The successful bidder(s) will be notified by telephone.
- 3.2.4 The unsuccessful bidder(s) will be notified in writing.
- 3.2.5 A debriefing will be available upon request after awards have been posted to our website. Requests **must** be submitted in writing to: Jennifer Coyne, Buyer, by Fax (519) 452-2399.

4.0 CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT

SECTION 4.1 CONTRACT TERM

- 4.1.1 This contract will endure for a term of one year starting July 1, 2005 and ending June 30, 2006. The TVDSB may terminate the contract at the end of the first year or the TVDSB may exercise the option to extend this contract for a second year and possibly a third year. Should the second and third year option be exercised, the TVDSB shall advise the successful bidder(s) in writing of the yearly extensions no later than (60) days prior to the contract expiry date. Bidders shall state, in **Appendix D**, if a second and/or third year option would be considered.

SECTION 4.2 PRICING

- 4.2.1 All charges must be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian Funds, unless otherwise indicated. Prices shall remain firm for 90 days from your submission date and will be in force for one year from the commencement of this agreement.
- 4.2.2 The successful bidder(s) must notify the TVDSB at least one hundred and twenty (120) days prior to the one year anniversary date of any price increases. The TVDSB has the option in writing to accept this pricing and renew for a second year or terminate the agreement at the end of the first year. If a second year option is accepted, the successful bidder(s) must again, notify the TVDSB at least one hundred and twenty (120) days prior to the second year anniversary of any price increases. The TVDSB has the option in writing to accept the pricing and renew for a third year or terminate the agreement at the end of the second year.

For any price increases to be acceptable, a manufacturers letter of industry increase would be required and ONLY those increases could be charged in the second and/or third year.

- 4.2.3 The TVDSB would like to take advantage of any promotions, price decreases or new technologies available during the term of the contract. Bidders shall state, in **Appendix D**, your company's strategy related to promotions, price decreases or new technologies.
- 4.2.4 Bidders **must** complete the pricing section which is installed using the Setup.exe file. Bidders **must** print and sign Bid Report. (See **Section 8.2** - Electronic Bid Instructions)
- 4.2.5 Prices **must** include delivery. F.O.B. destination. **NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.**

SECTION 4.3 TAXES

- 4.3.1 GST and PST: Where applicable, Goods & Services Tax, and Provincial Sales Tax must be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.

SECTION 4.4 DELIVERY & ORDERING

- 4.4.1 Delivery for all items will be directly to our Schools, Distribution Centre, Facility Services Office or Community Education Centres. For a list of TVDSB locations see:
http://www.tvdsb.on.caa/directory/our_schools.asp

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- 4.4.2 Delivery dates will be specified on all of our purchase orders. Immediate delivery will be accepted unless otherwise designated on our purchase orders.
- 4.4.3 The lead time shown shall be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time must be met.
- 4.4.4 Not all goods will be ordered at one time. Orders will be placed as requests are received from our schools.
- 4.4.5 Bidders shall state, in **Appendix D**, if your company has the ability to encode our six digit product number on packing slips for identification purposes.
- 4.4.6 The successful bidder(s) bears the risk of loss with respect to equipment until delivery is complete.
- 4.4.7 The successful bidder(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping.

SECTION 4.5 INVOICING/PAYMENT TERMS

- 4.5.1 All invoices **must** be sent to the Thames Valley District School Board, 1250 Dundas Street, P.O. 5888, London, Ontario N6A 5L1. **Attention: Accounts Payable.**
- 4.5.2 Applicable taxes must be shown as separate line items on all invoices.
- 4.5.3 Bidders shall indicate, in **Appendix D**, any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.
- 4.5.3.1 Bidders shall state, in **Appendix D**, percentage discount for early payment and net payment terms.
- 4.5.4 The TVDSB prefers electronic invoices. Bidders shall state, in **Appendix D**, if they are able to send us a flat ASCII file in any file layout.

5.0 SPECIFICATIONS

SECTION 5.1 QUANTITY

- 5.1.1 The quantities indicated are based on previous years' purchases and projected current year capital projects. Quantities are subject to equipment breakdowns, user requests, program changes and budget approval and may be increased or decreased when orders are placed. All items may not be purchased if costs exceed budget. In no way shall the information furnished be considered as a guarantee with respect to the future volume of business. The successful bidder(s) shall be responsible for supplying the quantities that are eventually ordered for each item awarded during the term of this Tender at the quoted price.
- 5.1.2 Bidders may submit one or more Tenders

SECTION 5.2 REQUIREMENTS

- 5.2.1 The Tender's requirements are detailed in 2005045.rpt file which is part of the Setup.exe.
- 5.2.2 The successful bidder(s) must be certified dealers/authorized distributors of the manufacturer of the equipment they are bidding on.
- 5.2.3 Bidders shall state, in **Appendix D**, all productivity tools and software included with your equipment

PRINTERS and SCANNERS TENDER

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SECTION 5.3 ILLUSTRATIVE LITERATURE

- 5.3.1 Bidders shall submit, ILLUSTRATIVE and SPECIFICATION INFORMATION for each item on which they are bidding. Bidders who are bidding **EXACTLY** as specified do not need to supply this information. Bidders, who are submitting a catalogue, shall indicate page number where the item is illustrated.
- 5.3.1.1 Bidders shall state, in **Appendix D**, if this literature can be obtained directly from the manufacturer via the internet.
- 5.3.1.2 Bidders shall state, in **Appendix D**, the web site address for each manufacturer.

SECTION 5.4 SAMPLES/TESTING

- 5.4.1 Each bidder may be required to submit, at the bidder's own expense, the items of equipment which are being bid upon for testing, examination and comparison purposes. This must be done on request and at a time and location chosen by the TVDSB.
- 5.4.2 Bidders who do not submit the required samples will be considered noncompliant.
- 5.4.3 Not all samples will be returned immediately. Those retained for quality control purposes or testing will be purchased and any item tested that proves defective will be returned.
- 5.4.4 Bidders shall provide, in **Appendix D**, return instructions (i.e., address and authorization number) if required, for sample returns.

SECTION 5.5 RETURN POLICY

- 5.5.1 Bidders shall state, in **Appendix D**, under what conditions returns will be accepted.
- 5.5.2 Bidders shall state, in **Appendix D**, if there is a time limit on returning goods.
- 5.5.3 Bidders shall state, in **Appendix D**, if there is a "Restocking Charge" on any returned item and the amount or rate to be charged
- 5.5.4 Bidders shall describe, in **Appendix D**, their procedure for "Returned Goods" with respect to:
- 5.5.4.1 Packaging
 - 5.5.4.2 "Ship To" Addressing (Labelling)
 - 5.5.4.3 Location to which returns should be shipped
 - 5.5.4.4 Method of Shipment (Company Truck, Courier, Transport)
 - 5.5.4.5 If a return authorization number is required
 - 5.5.4.6 What charges apply and who is responsible for payment

SECTION 5.6 ENVIRONMENT

- 5.6.1 Each Tender submission shall include, in **Appendix D**, a detailed description of any environmental initiatives and how your program would be implemented and benefit TVDSB.

SECTION 5.7 TRAINING/SUPPORT

- 5.7.1 Training and support services are a consideration in awarding this Tender. Bidders shall include, in **Appendix D**, any and all support and implementation services your company will provide and identify certification relevant to the support role envisioned.

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SECTION 5.8 MANUALS

- 5.8.1 ORIGINAL copies of SERVICE MANUALS, INSTALLATION SOFTWARE, SCHEMATICS, OPERATING MANUALS and PARTS LISTS must be furnished for all items purchased as a result of this Tender. This will be specified on our purchase order and the order will not be considered complete and ready for PAYMENT until these are received.
- 5.8.1.1 Bidders shall state, in **Appendix D**, if this information can be obtained direct from the manufacturer via the internet.
- 5.8.1.2 Bidders shall state web site addresses for each manufacturer.

SECTION 5.9 WARRANTY AND MAINTENANCE

- 5.9.1 Service is an extremely important consideration in the award of this bid. **Warranty Must be a minimum of one year on-site for all printers and scanners.**
- 5.9.2 Bidders must state, in **Appendix D**, time to respond to service calls:
- 5.9.2.1 Less than one half day
 - 5.9.2.2 One half day
 - 5.9.2.3 One full day
 - 5.9.2.4 More than one day
 - 5.9.2.5 Other
- 5.9.3 Bidders must state, in **Appendix D**, mean time to repair commitments in the event of service disruption and associated penalties in the event of extended outages.
- 5.9.4 Bidders must disclose, in **Appendix D**, their policy of loan machines in the event repairs can not be made on-site.
- 5.9.5 Bidders must attach or include in **Appendix D**, a statement outlining your company's quality assurance philosophy and program. This statement shall detail how your company will respond to:
- 5.9.5.1 Service related problems
 - 5.9.5.2 Quality problems
- 5.9.6 Bidders shall state, in **Appendix D**, if their employees service sites wearing uniforms.
- 5.9.7 Bidders shall state, in **Appendix D**, if their employees carry photo identification.
- 5.9.8 The successful bidder(s) will be required to identify all equipment with a label showing: Company Name, Serial Number, Service Toll Free Telephone Number and Date Warranty Expires.
- 5.9.9 The TVDSB reserves the right to initiate a survey to measure customers' satisfaction.

SECTION 5.10 STATISTICAL DATA

- 5.10.1 The successful bidder(s) must be capable of supplying the TVDSB with statistical data when requested in Microsoft Excel format.

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6.0 BIDDER PROFILE

SECTION 6.1 REFERENCES

- 6.1.1 Bidders shall provide, in **Appendix D**, a minimum of three references where you have successfully provided goods and or services similar to this Tender. The reference must contain the following information:(i) agency name, (ii) address, (iii) contact person and telephone number.

SECTION 6.2 ADMINISTRATION & ORGANIZATION - Outline details concerning your company.

- 6.2.1 Bidders shall include an organizational chart.
- 6.2.2 Bidders must provide the correct legal name under which the bidder carries on business, telephone number, fax number, as well as the name(s) of appropriate contact persons, with whom the TVDSB may consult regarding this Tender.
- 6.2.3 If a bidder is a sole proprietor, the full personal name and address, together with the name and address of the proprietorship, (i.e., John Doe, carrying on business under the firm name and style of "John's Copier Service").
- 6.2.4 If a bidder is a partnership, the full name of all individual partners together with the correct legal business name of the partnership.
- 6.2.5 If a bidder is a corporation, the bidder shall provide the full legal name of the corporation, together with the jurisdiction in which the corporation was originally incorporated.
- 6.2.6 Each bidder shall list any subcontractors or partners who would be involved in the contract of this execution.
- 6.2.7 The TVDSB reserves the right at any time after the closing date, to request from any bidder evidence of its financial standing and stability, including that of each of its officers, directors and principals. All bidders 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.
- 6.2.8 Bidders are required to list any and all pending or ongoing legal claims or disputes where the bidder could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.
- 6.2.9 The successful bidder(s) and their employees 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.

7.0 BIDDER RESPONSE GUIDELINES

SECTION 7.1 STRUCTURE OF THIS TENDER

- 7.1.1 Each Tender **must** be structured using only the criteria identified in this Tender. When submitting Tenders, bidders **must** use the same numbering format, as on this Tender.
- 7.1.2 Bidders must use the SETUP.EXE file on the Internet @ [www.tvdsb.on.ca/Purchasing/Bids /Proceed to Inquiry Download Page/ T#45](http://www.tvdsb.on.ca/Purchasing/Bids/Proceed%20to%20Inquiry%20Download%20Page/T#45).

The Setup.exe file contains the following files:

Tender.exe: See Electronic Bid Instructions, Section 8.2

Appendix D: Terms and Conditions Response in Excel format - **Electronic response is required**.

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SECTION 7.2 BIDDERS' RESPONSE GUIDE

- 7.2.1 A signed copy of the Terms & Conditions Signature Page - Section 8.1 must be returned for your bid to be accepted.
- 7.2.2 Bidders must provide one Diskette or CD with filenames:
- 7.2.2.1 Appendix D: Terms and Conditions response in Excel format - ***Electronic response is required***
- 7.2.2.2 Files created in "Diskette Creation" "**Seven (7) Files**". See Electronic Bid Instructions - Section 8.2
- 2005045.rpt
2005045a.dbf
2005045g.dbf
2005045v.dbf
2005045a.mdx
2005045g.mdx
2005045v.mdx
- 7.2.3 It is the bidders responsibility to ensure the that the "**files**" on the diskette or CD are being submitted as their bid.
- 7.2.4 If the diskette/CD is not returned or does not have the files required (Appendix D and the seven (7) files), your bid will be **rejected**. The TVDSB will only accept bids received on properly completed and functional diskettes/CD's.
- 7.2.5 Failure to respond in electronic format will deem the bid **noncompliant**.
- 7.2.6 All bid documents must be submitted in an envelope marked with the Tender name and number (as set out in Section 8.4 - Labelling Instructions).
- 7.2.7 Bidders shall provide one signed copy of the Tender.
- 7.2.8 Bidders' submissions shall include page numbers for ease of reference by Committee Members. Alternative and additional information can be indexed at the end of the Tender. Please minimize extraneous materials supporting your Tender.
- 7.2.9 The specifications and pricing section of the Tender shall not make reference to supplemental materials.
- 7.2.10 Supplemental materials **will not qualify** as substitutes for direct responses to the Tender's requirements.
- 7.2.11 The Tender may make reference to supplemental materials if submitted. However, the response must be stated in such a way within the Tender that it is not necessary to refer to the supplemental material to evaluate the response (except specifically requested material, such as detailed specification sheets, colour charts etc.)
- 7.2.12 Submissions received late or by electronic transmission (i.e., fax/e-mail) shall not be accepted.

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7.2.13 Late bids will be returned unopened to a bidder, if you have a return address on the submission.

Jennifer Coyne, Buyer
Purchasing Department
Thames Valley District School Board

Graham Hart
Chairperson

PRINTERS and SCANNERS TENDER

TERMS & CONDITIONS

8.0 BIDDER RESPONSE FORMS AND ELECTRONIC INSTRUCTIONS

SECTION 8.1 SIGNATURE PAGE

It is the TVDSB's intention that the successful bidder's returned Tender forms the contract. All of the terms and conditions of this Tender are assumed to be accepted by the bidder and incorporated into the bidder's Tender submission. It is the TVDSB's intention to use a Purchase Order, when establishing a contract with the successful bidder(s).

I hereby acknowledge that I have read, understand, and agree to the forgoing pages of the Contract Terms and Conditions. **This page must be signed below and returned with your submission for your bid to be accepted.**

NAME: _____
(Please print)

SIGNATURE: _____
(Individual must be authorized by company to enter into contractual agreements)

FIRM NAME: _____

E-MAIL ADDRESS: _____

ADDRESS: _____

INTERNET ADDRESS: _____

TELEPHONE NO.: _____ **FAX NO.:** _____

PRINTERS and SCANNERS TENDER

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SECTION 8.2 ELECTRONIC BID INSTRUCTIONS

- 8.2.1 Documents are available from the TVDSB Web Site at www.tvdsb.on.ca (click "**Purchasing**" tab, click "**Bids**," scroll to the end of the document, click "**Proceed to inquiry/download page**"). Click on the "name of the Tender" to view documents in PDF format. Click on the "**NEW**" logo to download the executable files for preparing and submitting your bid. All Tender files are available for downloading at no charge from the TVDSB web site.
- 8.2.2 **To use the electronic system, bidders must have the following equipment:**
- Microsoft Windows, **version 95 or greater**
 - 2.5 MB available hard drive space
 - 3 ½ 1.44 MB diskette drive or CD Drive
 - 3 ½ 1.44 MB diskette or CD
- 8.2.3 **WINDOWS 95/98/ME/2000/XP USERS:**
- 8.2.3.1 Start Windows Explorer
- 8.2.3.2 Download the executables from our Web Site as shown above. Open Windows Explorer, click on "3.5" Floppy Drive or CD Drive. Double click on the **setup.exe** file. Follow the instructions.
- 8.2.3.3 The Tender files as well as **Appendix D** are installed into a directory called **C:\LBTENDER**. The installation process also creates a submenu in the Programs group called LBTender. When the installation process is complete, a box will appear with a "**Remove Thames Valley District School Board Tender icon**"; please close this box. When the setup is complete, click close.
- 8.2.3.4 To begin the Tender Program: Go to **Windows Explorer** and click on **C:\ drive**, look for the folder "**lbtender**" double click, choose "**tender.exe** file".
- 8.2.4 **HELP SECTION**
- 8.2.4.1 The "Help" section may be referred to at any time while using the program.
- 8.2.5 To print a working copy of this Tender:
- 8.2.5.1 Open Windows Explorer, click on **2005045r.txt** file in the **C:\lbtender** directory. Click **File | Print**. If the following message appears, "This file is too large for Notepad to open. Would you like to use WordPad to read this file?", click **Yes** - WordPad will open.
- 8.2.6 Bidders **must** answer all questions on the **Company Information Screen** before you can proceed.
- 8.2.7 If you do not wish to bid on an item, **do not** enter "NO BID"; just ignore that item and move onto the next. If you add a bid, you must enter a price (**\$0.00 is not valid**).
- 8.2.8 **BID REPORT:**
- 8.2.8.1 Use the "**Bid Report**" option on the menu to create a report showing your bids. If any changes are made after printing the "Bid Report", you must **reprint** the "Bid Report" before you can create your diskette or CD.
- 8.2.8.2 The first page of the "Bid Report" will list any items that require answers to questions. The diskette or CD cannot be created until the answers are entered and the "Bid Report" is generated again.

PRINTERS and SCANNERS TENDER

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8.2.9 DISKETTE CREATION:

- 8.2.9.1 After all bids have been entered, select "**Diskette Creation**" to copy the data files back to your diskette or CD. Select your "input" (hard drive), output (3.5" floppy drive or CD drive) and click on "**O.K. to Continue**"(at the top of the screen). After the files are loaded, the "Bids for Tender Screen" will appear, click on "**Exit**" at the top of the screen. If diskette creation fails check Bid Report for any unanswered questions.
- 8.2.9.2 A message may appear, "**NO COMMENT REPORT FOUND.**" Please ignore this, press "**Ok**" to continue.
- 8.2.9.3 If you did not bid on any items requiring an answer, a message will appear "**NO ANSWER RECORDS FOUND.**" Press "**OK**" to continue.

8.2.10 THE RETURN DISKETTE/CD:

- 8.2.10.1 Check to ensure that the "**seven (7) files**" are on the diskette or CD. Without these files we will not be able to download your bid. To check that the seven files have been created, go to **Windows Explorer** and double click on 3.5" drive or CD drive. The **seven (7) files** are as follows:

2005045a.dbf
2005045g.dbf
2005045v.dbf
2005045a.mdx
2005045g.mdx
2005045v.mdx
2005045.rpt

- 8.2.10.2 However, if you did not bid on any items requiring "**answers to questions**" you will have **six (6) files**. You will not have a **2005045.rpt** file. If the above files are not on the diskette/CD return to "Diskette Creation" option.
- 8.2.10.3 Once you have completed **AppendixD.xls** save this file to the disk/CD as well and check to ensure that the "file" is on the diskette/CD.

PRINTERS and SCANNERS TENDER

TERMS & CONDITIONS

SECTION 8.3 LABELLING OF ENVELOPE AND DISKETTE/CD

8.3.1 PLEASE ADDRESS TENDER ENVELOPE AS SHOWN BELOW:

| | |
|---|---|
| From: _____ Firm Name | |
| _____ Address | |
| | OFFICE OF THE TENDERS CLERK Thames Valley District School Board EDUCATION CENTRE, 1250 Dundas Street, LONDON, Ontario N5W 5P2 |
| Printers and Scanners Tender #/05-45C Return Date: Wednesday, June 15, 2005 Prior to 12:00:00 local time | |

8.3.2 PLEASE AFFIX LABEL ON DISKETTE/CD AS SHOWN BELOW:

| |
|--|
| THAMES VALLEY DISTRICT SCHOOL BOARD Printers and Scanners Tender #05-45C Return Date: Wednesday, June 15, 2005 <i>Prior to 12:00:00 local time</i> Signature: _____ Firm Name: _____ |
|--|

PRINTERS and SCANNERS TENDER

TERMS & CONDITIONS

INTENT TO SUBMIT A BID FORM

Attention: Jennifer Coyne, Buyer, Purchasing - Fax: (519) 452-2399

We _____ submit a bid for Printers and Scanners #05-45C
Will/Will not

NAME: _____
(Please print)

SIGNATURE: _____

FIRM NAME: _____

E-MAIL ADDRESS: _____

ADDRESS: _____

INTERNET ADDRESS: _____

TELEPHONE NO.: _____ **FAX NO.:** _____

APPENDIX B

Certificate of Insurance

This is to certify that the insured, named below is insured as described below.

*****This form must be completed and signed by your insurer or insurance broker.*****

- Note:**
1. Proof of liability insurance will be accepted on this form only (with no amendments).
 2. If a facsimile has been transmitted, the original certificate must follow.
 3. Insurance company must be licensed to operate in Canada.

| | | |
|---|-------------------------------------|---------|
| Name of Insured | Telephone No. (including area code) | Fax No. |
| Insured's Address (Street Name, City, Province and Postal Code) | | |

| Type of Insurance | Insurance Company (full legal name) | Policy Number | Effective Date | | | Expiry Date | | | Limits of Liability (Bodily injury & Property Damage - inclusive) |
|------------------------------|-------------------------------------|---------------|----------------|-------|-----|-------------|-------|-----|---|
| | | | Year | Month | Day | Year | Month | Day | |
| Commercial General Liability | | | | | | | | | \$ |
| Umbrella Excess | | | | | | | | | \$ |
| Other (Explain) | | | | | | | | | \$ |

Commercial General Liability: Occurrence Basis, Including Personal Injury, Property Damage, Broad Form Property Damage, Contractual Liability, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, Products - Completed Operations, Contingent Employers Liability, Cross Liability Clause and Severability of Interest Clause.

Tenant's Legal Liability: No or Yes . . . (Limit) \$_____

| | | | | | | | | | |
|-------------------------|--|--|--|--|--|--|--|--|----|
| Motor Vehicle Liability | | | | | | | | | \$ |
| Umbrella Excess | | | | | | | | | \$ |
| Other (Explain) | | | | | | | | | \$ |

Motor Vehicle Liability - must cover all vehicle owned, or operated by, or behalf of the insured.

This is to certify that the Policies of Insurance as described above have been issued by the undersigned to the Insured named above and are in force at this time.

If cancelled or changed in any manner, that would affect the Thames Valley District School Board as outlined in coverage specified herein for any reason, so as to affect this certificate, thirty (30) days prior written notice by registered mail or facsimile transmission will be given by the insurer(s) to:

Thames Valley District School Board
Attention: Purchasing Department
1250 Dundas Street
London, Ontario
N5W 5P2
Fax: (519) 452-2399

This certificate is executed and issued to the aforesaid Thames Valley District School Board, the day and date herein written below.

| | | |
|---|--|---------------------------------|
| Name of Insurance Company or Broker (completing form) | | Telephone Number with area code |
| Address | | Fax Number with area code |
| Name of Authorized Representative (Please print) | Signature of Authorized Representative | Date (Year, Month, day) |

PRINTERS and SCANNERS TENDER

TERMS AND CONDITIONS

APPENDIX C

BIDDERS CHECKLIST FORM

Have you included the following with your return submission:

- One signed printed copy of Section 8.1 Signature page
- One diskette or CD with the "Seven Files" and Appendix D in Excel format containing the required information.
- One printed and signed copy of the Bid Report and Appendix D containing the required information.
- Proof of Commercial Liability Insurance provided on our insurance form (Appendix B) or written assurance from the insurer
- Proof of Motor Vehicle Liability Insurance provided on our insurance form (Appendix B) or written assurance from the insurer

| APPENDIX D | | |
|----------------------------------|--|----------------|
| VENDOR RESPONSE WORKSHEET | | |
| TENDER | TERMS & CONDITIONS RESPONSE | COMMENT |
| TERM | (YES OR NO) | |
| NO. | (AGREE OR DISAGREE) | |
| | (UNDERSTAND / COMPLY) | |
| | OR STATE REQUIRED INFORMATION | |
| 1.1.1 | | |
| 1.2.1 | | |
| 2.1.1 | | |
| 2.1.2 | | |
| 2.1.3 | | |
| 2.1.4 | | |
| 2.2.1 | | |
| 2.2.2 | | |
| 2.2.3 | | |
| 2.2.4 | | |
| 2.2.5 | | |
| 2.3.1 | | |
| 2.3.2 | | |
| 2.3.3 | | |
| 2.3.4 | | |
| 2.4.1 | | |
| 2.5.1 | | |
| 2.5.1.1 | | |
| 2.5.1.2 | | |
| 2.5.1.3 | | |
| 2.6.1 | | |
| 2.6.2 | | |
| 2.6.3 | | |
| 2.6.4 | | |
| 2.6.5 | | |
| 2.6.6 | | |
| 2.6.7 | | |
| 2.6.8 | | |
| 2.6.9 | | |
| 2.6.10 | | |
| 2.6.11 | | |
| 2.6.12 | | |
| 2.6.13 | | |
| 2.6.14 | | |
| 2.6.15 | | |
| 2.6.15.1 | | |
| 2.6.15.2 | | |
| 2.6.15.3 | | |
| 2.6.16 | | |
| 2.6.17 | | |
| 2.6.18 | | |
| 2.6.19 | | |
| 2.7.1 | | |
| 2.7.2 | | |

FIRM NAME: _____

SIGNATURE: _____

| APPENDIX D | | |
|----------------------------------|--|----------------|
| VENDOR RESPONSE WORKSHEET | | |
| TENDER | TERMS & CONDITIONS RESPONSE | COMMENT |
| TERM | (YES OR NO) | |
| NO. | (AGREE OR DISAGREE) | |
| | (UNDERSTAND / COMPLY) | |
| | OR STATE REQUIRED INFORMATION | |
| 2.7.3 | | |
| 2.7.4 | | |
| 2.7.5 | | |
| 2.8.1 | | |
| 2.8.2 | | |
| 2.8.3 | | |
| 2.8.4 | | |
| 2.8.5 | | |
| 2.9.1 | | |
| 2.9.2 | | |
| 2.10.1 | | |
| 2.10.2 | | |
| 2.10.3 | | |
| 2.11.1 | | |
| 2.11.2 | | |
| 2.11.3 | | |
| 2.11.4 | | |
| 2.12.1 | | |
| 2.12.2 | | |
| 2.13.1 | | |
| 2.13.2 | | |
| 2.13.3 | | |
| 2.13.4 | | |
| 2.14.1 | | |
| 2.14.2 | | |
| 2.14.3 | | |
| 3.1.1 | | |
| 3.1.2 | | |
| 3.1.3 | | |
| 3.1.3.1 | | |
| 3.1.3.2 | | |
| 3.1.4 | | |
| 3.2.1 | | |
| 3.2.2 | | |
| 3.2.3 | | |
| 3.2.4 | | |
| 3.2.5 | | |
| 4.1.1 | | |
| 4.2.1 | | |
| 4.2.2 | | |
| 4.2.3 | | |
| 4.2.4 | | |
| 4.2.5 | | |
| 4.3.1 | | |

FIRM NAME: _____

SIGNATURE: _____

| APPENDIX D | | |
|----------------------------------|--|----------------|
| VENDOR RESPONSE WORKSHEET | | |
| TENDER | TERMS & CONDITIONS RESPONSE | COMMENT |
| TERM | (YES OR NO) | |
| NO. | (AGREE OR DISAGREE) | |
| | (UNDERSTAND / COMPLY) | |
| | OR STATE REQUIRED INFORMATION | |
| 4.4.1 | | |
| 4.4.2 | | |
| 4.4.3 | | |
| 4.4.4 | | |
| 4.4.5 | | |
| 4.4.6 | | |
| 4.4.7 | | |
| 4.5.1 | | |
| 4.5.2 | | |
| 4.5.3 | | |
| 4.5.3.1 | | |
| 4.5.4 | | |
| 5.1.1 | | |
| 5.1.2 | | |
| 5.2.1 | | |
| 5.2.2 | | |
| 5.2.3 | | |
| 5.3.1 | | |
| 5.3.1.1 | | |
| 5.3.1.2 | | |
| 5.4.1 | | |
| 5.4.2 | | |
| 5.4.3 | | |
| 5.4.4 | | |
| 5.5.1 | | |
| 5.5.2 | | |
| 5.5.3 | | |
| 5.5.4 | | |
| 5.5.4.1 | | |
| 5.5.4.2 | | |
| 5.5.4.3 | | |
| 5.5.4.4 | | |
| 5.5.4.5 | | |
| 5.5.4.6 | | |
| 5.6.1 | | |
| 5.7.1 | | |
| 5.8.1 | | |
| 5.8.1.1 | | |
| 5.8.1.2 | | |
| 5.9.1 | | |
| 5.9.2 | This information must be provided | |
| 5.9.3 | This information must be provided | |
| 5.9.4 | This information must be provided | |
| 5.9.5 | | |

FIRM NAME: _____

SIGNATURE: _____

| APPENDIX D | | |
|----------------------------------|--|----------------|
| VENDOR RESPONSE WORKSHEET | | |
| TENDER | TERMS & CONDITIONS RESPONSE | COMMENT |
| TERM | (YES OR NO) | |
| NO. | (AGREE OR DISAGREE) | |
| | (UNDERSTAND / COMPLY) | |
| | OR STATE REQUIRED INFORMATION | |
| 5.9.5.1 | This information must be provided | |
| 5.9.5.2 | This information must be provided | |
| 5.9.6 | | |
| 5.9.7 | | |
| 5.9.8 | | |
| 5.9.9 | | |
| 5.10.1 | | |
| 6.1.1 | | |
| 6.1.1 | | |
| 6.1.1 | | |
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FIRM NAME: _____

SIGNATURE: _____

Thames Valley District School Board
 TENDER LIST - VENDOR WORKING COPY
 TENDER # 05-45C - PRINTERS & SCANNERS

:ITEM:PROD. : : :UNIT OF :
 : NO.:NUMBER:DESCRIPTION : :QUANTITY:MEASURE :

| ITEM NO. | PROD. NUMBER | DESCRIPTION | QUANTITY | UNIT OF MEASURE |
|----------|--------------|---|----------|-----------------|
| 1 | 172605 | CARDS - NETWORK PRINTER SERVER - EXTERNAL - Supports any parallel-based printer - Ethernet/802.3, RJ-45 (10 Base-T) - Supports Novell NetWare, NDS, NDPS, Microsoft Windows NT, Windows 2003 - Supports 1 to 3 simultaneous printers Hewlett Packard Jetdirect 170X (#J3258B) or equivalent STATE LENGTH OF WARRANTY: _____ DOES THIS INCLUDE ALL PARTS, ALL LABOUR AND TRAVEL EXPENSES: YES: [] NO: [] IF NO, PLEASE SPECIFY: _____ | 4 | EACH |
| 2 | 172615 | PRINTER SERVER - EXTERNAL - Supports any parallel-based printer - Ethernet/802.3, RJ-45 (10/100BaseTX) - Supports the following: Novell NetWare v3.11, 3.12, 4.X, 5.0; NDS NDS; NDPS; Microsoft Windows 95, 98, NT v3.51 & v4.0, Windows 2003 Hewlett Packard Jetdirect 300x (#J3263A) or equivalent STATE LENGTH OF WARRANTY: _____ DOES THIS INCLUDE ALL PARTS, ALL LABOUR AND TRAVEL EXPENSES: YES: [] NO: [] IF NO, PLEASE SPECIFY: _____ | 4 | EACH |
| 3 | 172647 | PRINTER SERVER - INTERNAL - Works with any peripheral w/EIO slot - High speed 10/100MB Ethernet Netowrking - c/w installation software Hewlett Packard Jetdirect 620N (#J7934A) ONLY STATE LENGTH OF WARRANTY: _____ DOES THIS INCLUDE ALL PARTS, ALL LABOUR AND TRAVEL EXPENSES: YES: [] NO: [] IF NO, PLEASE SPECIFY: _____ | 4 | EACH |
| 4 | 172649 | PRINTER SERVER - MINI - 1 PORT - Used to connect printer to several computers - Supports the following: Microsoft Windows 98, 2000 or XP - c/w AC Power Adapter | 100 | EACH |

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| :ITEM:PROD. : | : NO.:NUMBER:DESCRIPTION | : QUANTITY: | :UNIT OF MEASURE : |
|---------------|--|-------------|--------------------|
| 4 | 172649 - c/w Gearbox CD, Reference Manual, Print Server Software and User Guide NETGEAR PS101 ONLY STATE LENGTH OF WARRANTY: _____ DOES THIS INCLUDE ALL PARTS, ALL LABOUR AND TRAVEL EXPENSES: YES: [] NO: [] IF NO, PLEASE SPECIFY: _____ | 100 | EACH |
| 5 | 172620 PRINTER - INKJET - COLOUR - NETWORKED - handles paper 13" x 19" - minimum 48MB RAM Memory - c/w Internal Print Server - c/w Auto-Duplex unit - up to 10,000 pages per month - c/w 2 paper trays - c/w print cartridges - c/w all necessary cards and network cable - Supports: Windows 98, 2000 and XP - c/w PARTS LIST, SERVICE MANUAL, SOFTWARE, SCHEMATICS AND OPERATING MANUAL Hewlett Packard Business Inkjet 2800dn or equivalent STATE LENGTH OF WARRANTY: _____ DOES THIS INCLUDE ALL PARTS, ALL LABOUR AND TRAVEL EXPENSES: YES:[] NO:[] IF NO, PLEASE SPECIFY: _____ | 5 | EACH |
| 6 | 172618 PRINTER - INKJET - COLOUR - minimum 16MB RAM Memory - minimum 100 sheet paper input tray - up to 3,000 pages per month - c/w print cartridges - c/w all necessary cards and USB cable - Supports: Windows 98, 2000 and XP - c/w PARTS LIST, SERVICE MANUAL, SOFTWARE, SCHEMATICS & OPERATING MANUAL Hewlett Packard Deskjet 5740 or equivalent STATE LENGTH OF WARRANTY: _____ DOES THIS INCLUDE ALL PARTS, ALL LABOUR AND TRAVEL EXPENSES: YES: [] NO: [] IF NO, PLEASE SPECIFY: _____ | 100 | EACH |
| 7 | 172628 PRINTER - LASER - COLOUR - NETWORKED - minimum 16 ppm black/16 ppm colour - minimum 128MB RAM Memory - c/w 2 paper trays | 5 | EACH |

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|--------------------------|--------|--|----|------|
| : NO.:NUMBER:DESCRIPTION | : | : QUANTITY:MEASURE : | | |
| 7 | 172628 | - up to 70,000 pages per month - c/w print server - c/w print cartridges - Supports: Windows 98, 2000 and XP - c/w PARTS LIST, SERVICE MANUAL, SOFTWARE, SCHEMATICS AND OPERATING MANUAL Xerox 8400N, HP4650N or equivalent STATE LENGTH OF WARRANTY: _____ DOES THIS INCLUDE ALL PARTS, ALL LABOUR AND TRAVEL EXPENSES: YES:[] NO:[] IF NO, PLEASE SPECIFY: _____ STATE COST FOR ALL CONSUMABLES AND MAINTENANCE ITEMS: _____ _____ _____ | 5 | EACH |
| 8 | 172610 | PRINTER - LASER - NETWORKED - DUPLEX - up to 25 ppm - minimum 1200 x 1200 dpi - up to 40,000 sheets per month - minimum 48MB RAM Memory - c/w automatic duplexer - c/w 2 paper trays - c/w print server - Ethernet 10/100MB - c/w all necessary cards and network cable - Supports: Windows 98, 2000 and XP - c/w PARTS LIST, SERVICE MANUAL, SOFTWARE, SCHEMATICS AND OPERATING MANUAL Hewlett Packard LASERJET 2420DN or equivalent STATE LENGTH OF WARRANTY: _____ DOES THIS INCLUDE ALL PARTS, ALL LABOUR AND TRAVEL EXPENSES: YES: [] NO: [] IF NO, PLEASE SPECIFY: _____ | 17 | EACH |
| 9 | 172621 | PRINTER - LASER - NETWORKED - up to 35 ppm - minimum 64MB RAM Memory - up to 15,000 pages per month - c/w 2 paper trays - c/w print server - c/w print cartridges - c/w all necessary cards and network cable - Supports: Windows 98, 2000 and XP - c/w PARTS LIST, SERVICE MANUAL, SOFTWARE, SCHEMATICS & OPERATING MANUAL Hewlett Packard 4250N or equivalent | 6 | EACH |

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| : ITEM: PROD. : | : | : UNIT OF : | | |
|----------------------------|--------|---|---|------|
| : NO.: NUMBER: DESCRIPTION | : | : QUANTITY: MEASURE : | | |
| 9 | 172621 | STATE LENGTH OF WARRANTY: _____ DOES THIS INCLUDE ALL PARTS, ALL LABOUR AND TRAVEL EXPENSES: YES: [] NO: [] IF NO, PLEASE SPECIFY: _____ | 6 | EACH |
| 10 | 172613 | PRINTER - LASER - up to 25 ppm - minimum 32MB RAM Memory - up to 7,000 pages per month - c/w 1 paper tray - c/w automatic duplexer - c/w all necessary cards and USB cable - Supports: Windows 98, 2000 and XP - c/w PARTS LIST, SERVICE MANUAL, SOFTWARE, SCHEMATICS AND OPERATING MANUAL Hewlett Packard 2420D or equivalent STATE LENGTH OF WARRANTY: _____ DOES THIS INCLUDE ALL PARTS, ALL LABOUR AND TRAVEL EXPENSES: YES: [] NO: [] IF NO, PLEASE SPECIFY: _____ | 5 | EACH |
| 11 | 172619 | PRINTER-LASER-COLOUR-NETWORKED-DUPLEX - minimum 16 ppm black/16 ppm colour - minimum 128MB RAM Memory - c/w 2 paper trays - up to 70,000 pages per month - Automatic duplexer - c/w print server - c/w print cartridges - Supports: Windows 98, 2000 and XP - c/w PARTS LIST, SERVICE MANUAL, SOFTWARE, SCHEMATICS AND OPERATING MANUAL Hewlett Packard LaserJet 4650DN, Xerox Phaser 8400DP or equivalent STATE LENGTH OF WARRANTY: _____ DOES THIS INCLUDE ALL PARTS, ALL LABOUR AND TRAVEL EXPENSES: YES:[] NO:[] IF NO, PLEASE SPECIFY: _____ STATE COST FOR ALL CONSUMABLES AND MAINTENANCE ITEMS: _____ _____ _____ | 5 | EACH |
| 12 | 172611 | PRINTER/FAX/SCANNER/COPIER - LASERJET Printer: up to 15 ppm - Black | 7 | EACH |

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| : NO.: NUMBER: DESCRIPTION | : | : QUANTITY: MEASURE : | | |
| 12 | 172611 | 1 paper tray minimum 32MB RAM Memory USB connectivity up to 7,000 pages per month Fax: transmission speed minimum 4 seconds 90 pages minimum memory Scanner: minimum 600 x 600 dpi Copier: up to 15 copies per minute minimum 600 x 600 dpi - c/w all necessary cards and network cable - Supports: Windows 98, 2000 and XP - c/w PARTS LIST, SERVICE MANUAL, SOFTWARE, SCHEMATICS AND OPERATING MANUAL STATE LENGTH OF WARRANTY: _____ DOES THIS INCLUDE ALL PARTS, ALL LABOUR AND TRAVEL EXPENSES: YES: [] NO: [] IF NO, PLEASE SPECIFY: _____ | 7 | EACH |
| 13 | 172625 | SCANNER - COLOUR - FLATBED - minimum 4800 x 4800 dpi - minimum 48-bit colour depth - maximum document size 8.5" x 14" - network sharable - c/w USB cable - c/w transparency materials adapter - c/w all necessary cards and USB cable - Supports: Windows 98, 2000 and XP - c/w PARTS LIST, SERVICE MANUAL, SOFTWARE, SCHEMATICS AND OPERATING MANUAL STATE LENGTH OF WARRANTY: _____ DOES THIS INCLUDE ALL PARTS, ALL LABOUR AND TRAVEL EXPENSES: YES: [] NO: [] IF NO, PLEASE SPECIFY: _____ | 25 | EACH |
| 14 | 172626 | SCANNER - COLOUR - FLATBED - scan speed: up to 13 seconds - minimum 2400 x 2400 dpi - minimum 48-bit colour depth - scans pages up to 8.5" x 11" - c/w adapter to scan multiple 35mm negatives and slides - Supports Windows 98, 2000 and XP - c/w all necessary cards and USB cable - c/w PARTS LIST, SERVICE MANUAL, SOFTWARE, SCHEMATICS AND OPERATING MANUAL Hewlett Packard Scanjet 4070 or equivalent STATE LENGTH OF WARRANTY: _____ | 25 | EACH |

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TENDER # 05-45C - PRINTERS & SCANNERS

| :ITEM:PROD. : | : | :UNIT OF : | : |
|---|----|-------------------|---|
| : NO.:NUMBER:DESCRIPTION | : | :QUANTITY:MEASURE | : |
| 14 172626 DOES THIS INCLUDE ALL PARTS, ALL LABOUR AND TRAVEL EXPENSES: YES: [] NO: [] IF NO, PLEASE SPECIFY: _____ _____ | 25 | EACH | |