



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

REQUEST FOR QUOTATION # 030-2020

Annual Playground & Equipment Inspections & Repairs

Submission Deadline and Location:

Tuesday, April 21, 2020

4:00:00 PM Local Time

Submission Via Email

Issued: March 31, 2020

Part 1: Introduction

1.1. **INTRODUCTION**

The St. Clair Catholic District School Board (hereafter referred to as the “SCCDSB” or the “Board”) invites interested parties to submit sealed submissions in response to this Request for Quotation (“RFQ”) document. The SCCDSB currently operates 25 elementary schools, 2 secondary schools, and an administrative office within the Municipality of Chatham-Kent and County of Lambton.

1.2. **PURPOSE**

The purpose of this document is to provide interested parties with sufficient information to enable them to prepare and submit bids for consideration by the SCCDSB, subject to the conditions herein.

1.3. **EXTENSION OF PRICING, TERMS & CONDITIONS TO OTHER BPS ORGANIZATIONS**

The Provincial Government encourages co-operative procurement throughout the Broader Public Sector. Bidders shall indicate, where noted, if they are willing to extend pricing and Bid terms to members of the Broader Public Sector including but not limited to other District School Boards in the Province of Ontario. If the Successful Proponent agrees to this provision, a BPS Organization wishing to participate may enter into an independent contract with the Successful Proponent for the purchase of the goods and/or services described based on the terms, conditions, scope of work, prices, special prices and percentages (if any) offered by the Successful Proponent to the Board.

It is encouraged that a Proponent extend the terms, conditions, and pricing to other Broader Public Sector organizations; however, agreeing to extend terms, conditions, and pricing to other BPS organizations will not impact the Board’s evaluation in determining the Successful Proponent.

1.4. **INTERPRETATION AND DEFINITIONS**

The following words are used throughout the bid document and proponents should note these conditions when completing their submission.

“ADDENDUM” means a written instruction and/or clarification issued to the RFQ Document. The term addenda is to mean the same as Addendum.

“AGREEMENT” or “CONTRACT” means the final document including, but not limited to, the terms and conditions of this document.

“APPLICABLE LAW” and “APPLICABLE LAWS” means any common law requirement and all applicable and enforceable statutes, regulations, directives, policies, administrative interpretations, orders, by laws, rules, guidelines, approvals and other legal requirements of any government and/or regulatory authority in effect from time to time.

“BID IRREGULARITY” means a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the SCCDSB.

“BID SUBMISSION” means all of the documentation and information submitted by a Proponent in response to this request.

“CONFLICT OF INTEREST” means any situation or circumstance where, in relation to performance of obligations under the RFQ, the Proponent’s other commitments, relationships, or financial interests could result in a real, perceived, or potential unfair advantage to the Proponent

“CONTRACTOR” or “VENDOR” or “PROPONENT” means an entity that submits a bid in response to this document, as the context may suggest, refers to a potential Contractor, Vendor, or Proponent.

“INFORMAL” shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.

“MUST” shall mean proponents “must” include the required information in the bid submission. Failure to include the required information may deem the submission informal.

“PROPONENT” means an entity that submits a bid in response to this RFQ document, as the context may suggest, refers to a potential Proponent.

“QUALIFIED” shall mean a proponent who is compliant and has included the required information in their bid submission.

“SHOULD” shall mean proponents “should” include the required information in the bid submission.

“SUBCONTRACTOR” means the subcontractor and/or business who contracts to provide some service or material necessary for the performance of another’s contract.

[End of Part 1]

Part 2: RFQ PROCESS AND INSTRUCTIONS

2.1. **RFQ SCHEDULE**

For the purposes of this RFQ, the Board has established the following timing deadlines for the completion of the RFQ process.

Event	Date & Time
Issue Date:	Tuesday, March 31, 2020
Questions / Requests for Clarification Due:	Tuesday, April 14, 2020 @ 12:00 PM
Responses to Questions Received:	Wednesday, April 15, 2020
Closing Date and Time:	Tuesday, April 21, 2020 @ 4:00:00 PM

2.2. **RFQ CONTACT**

Tony Prizio, Supervisor – Procurement
St. Clair Catholic District School Board
420 Creek Street, Wallaceburg, ON
P: (519) 627-6762 x10256
E: tony.prizio@st-clair.net

2.3. **DOCUMENT AVAILABILITY**

RFQ documents are available on the Board’s Website www.st-clair.net under Bid Opportunities or on Biddingo www.biddingo.com.

The Board assumes no responsibility for the proponent’s failure to examine all of the RFQ Documents.

2.4. **ACCEPTANCE OF TERMS**

The submission of a bid by a Proponent represents that the Proponent has read and completely understands, and accepts all provisions contained within this RFQ. Any bid that has alternative terms and conditions to those contained herewith may be considered a counteroffer to the Board’s request and may be rejected.

2.5. **SCOPE OF WORK**

The St. Clair Catholic District School Board is seeking a contractor(s) to provide annual playground and equipment inspections and minor maintenance and repair services of various indoor and outdoor equipment and facilities at each school. A detailed description of required services are provided in Appendix: C: Scope of Work & Specifications.

2.6. **AGREEMENT TO ABIDE BY ESTABLISHED PROCESS**

It is vital to the Board that the process leading the acceptance of a submission(s) be open and fair and that each Bidder be treated equally. No Bidder can be seen to be deriving, intentionally or otherwise, and advantage or information, which is not equally available to all other Bidders. Nor is it acceptable that any advantage or information sought or obtained from any unauthorized staff and representatives of the Board or any benefit is derived from any special or personal relationships or contacts.

The following rules must be observed to protect the integrity of the competitive procurement process:

- All communications, including requests for information, must be between only the Representative of the Board and each Bidder who have been authorized and designated for that particular purpose.
- Apart from the communications between and among the designated representatives, there must be no communication between any other Board staff and any other representatives of the Bidder, and no giving of information with respect to the competitive procurement process and the final contract.
- Any attempt on the part of the Bidder, or any of its Employees, Agents, Vendors, or Representatives to contact any person(s) other than the designated SCCDSB representative(s) with respect to the competitive procurement process or any violation of the above requirements will be grounds for disqualification. The Board may, at its discretion, in addition to any other rights or remedies available at law, reject any potential or actual submission submitted by that Bidder.

Bidders accepts and agrees to observe the conditions listed herein, inform their staff thereof, and ensure their compliance by submitting an executed Bid Submission in response to this RFQ.

2.7. CONTRACT DURATION

The Term of the Agreement is intended to be for a period of approximately three (3) years ending December 31, 2022, with an option in favour of the Purchaser to extend the Term of the Agreement on the same terms and conditions for one (1) additional period of up to two (2) years. The contract term including extensions shall not extend beyond December 31, 2024.

The Agreement will be signed on or around April 2020 and no obligation on the part of the Purchaser to purchase Services shall arise until such time as the Agreement is signed.

2.8. QUOTE SUBMISSION

Bids shall be submitted with the project clearly identified in the subject line of an email. Hard copy submissions will not be accepted:

RFQ: Annual Playground & Equipment Inspections

The Bid and any supplementary documents must be emailed to:

Purchasing Department: purchasing@st-clair.net

Bids MUST be received no later than the date and time specified in this RFQ document.

Bidders are cautioned that the timing of their Bid Submissions is based on when the Bid is RECEIVED by the Board's Server not when a bid is submitted, as email transmissions can be delayed in an "Internet Traffic Jam" due to file transfer size, transmission speed, etc.

In the event that the size of the bid results in a large submission, responsibility is with the bidder to send the bid in multiple e-mails to ensure receipt by the Board, advising the Board as to the number of e-mails being submitted. A bidder may also send a separate e-mail requesting confirmation from the Board that a bid has been received.

For the above reasons, it is recommended that you give yourself sufficient time to complete you Bid Submission and to resolve any issues that may arise. Any bid submissions received after the deadline will be rejected.

One original of the fully completed Bid Form must be submitted. Failure to provide all of the requested information on the Bid Form may result in disqualification of the bid.

Bids by telephone, email, or fax will not be accepted.

After bid closing all submissions will be reviewed by the Board's evaluation team.

Supplier's Bid Submission, all Bid Documents and Purchase Order will form the agreement.

2.9. CONTRACT PRICING

Proponents must complete the Bid Form. Prices must include all travel, reimbursements, delivery prepaid (FOB Destination). The Board May have more than one delivery location. No awards will be made to firms quoting freight extra.

All charges must include the cost of the product or service. Prices quoted must be for products or services exactly as specified, unless otherwise noted or requested on the Bid Form.

Prices must remain in force for the term of the contract, as identified on the bid form. Any price increases are subject to the approval of the SCCDSB and will be limited to proof of manufacturers' industry increases in written form from the successful proponent.

2.10. SHIPMENTS OR DELIVERIES

All shipments or deliveries, including backorders, must be F.O.B. each individual shipping location, delivered by the requested receipt date noted on each purchase order, and utilizing delivery vehicles with power tailgates. All deliveries must be inside the school/site receiving area. If you contract your deliveries to a common carrier this instruction must still apply. A packing slip must accompany each order and be left at each location and it must contain the Board's purchase order number and the serial numbers of the equipment shipped. Due to the volume of items received the supplier may not be contacted immediately regarding shortages. There may be periods of time throughout the year that some locations will not be able to accept shipments, including, but not limited to March Break, Summer Break, and Christmas Break.

2.11. QUESTIONS, REQUESTS FOR CLARIFICATION, AND ADDENDA

Proponents finding discrepancies, ambiguities or omissions in the RFQ documents or having doubt as to the meaning or intent thereof, shall immediately notify the Procurement Department. The board is not responsible for any misunderstanding of the RFQ on the part of a Proponent. Questions must be received by the date and time specified in the RFQ Document

All questions to be addressed in writing to: [Tony Prizio](mailto:Tony.Prizio@st-clair.net), Supervisor - Procurement
St. Clair Catholic District School Board
E-mail: tony.prizio@st-clair.net
CC: victoria.iaccino@st-clair.net

Proponents may also, during the RFQ Process, be advised by Addendum of any additions, deletions or alterations to RFQ documents. All such Addenda shall become part of the RFQ Documents. If an addendum is issued, the document(s) will be made available to Proponents through the same platform that the original

RFQ documents were issued. Proponents are responsible for verifying before submitting its response that it has received all addenda that may have been issued.

Where a Bid Submission has been received by the Board prior to the publication of an Addendum or notice, the Board shall allow that Proponent to submit a revised Bid Submission prior to the closing date for the RFQ or send written acknowledgement (which may be by email) to the RFQ contact that the original Bid Submission still stands.

2.12. WITHDRAWAL OF SUBMISSION

A Proponent may alter, amend, or withdraw a submitted proposal if such request is received in writing by the contact person for this RFQ prior to the closing date and time specified in this document. The last submission shall supersede and invalidate all previous submission by that Proponent as it applies to this bid. Such requests received after the closing date and time will not be permitted. It is solely the Proponent's responsibility to ensure their bid is resubmitted no later than the bid submission deadline.

2.13. BID ACCEPTANCE

It shall be understood by all proponents, that the RFQ submission shall be valid and subject to acceptance by the Board, and that no adjustments shall be made to the proposal for a period of up to and including sixty (60) days from the RFQ Closing Date.

The Board reserves the right to determine the successful proponent at its sole discretion. The lowest cost may not be accepted. The Board reserves the right to decline any or all submissions, in whole or in part, at any time prior to making an award. The Board may accept or reject a Bid if only one (1) bid is received.

The successful proponent shall be required to enter into a formal contract with the Board, which will include the terms and conditions of the RFQ documents, the Proponent's bid, and all other applicable documents.

2.14. CANCELLATION

The Board may cancel this RFQ at its discretion at any time prior to an award. The Board may do so if:

- The Board determines it would be in the best interest of the Board not to award an Agreement
- The Bid prices exceed the bid prices received by the Board for services acquired of a similar nature and previously done work
- The Bid prices exceed the costs the Board would incur by doing the work, or most of the work, with its own resources
- The Bid prices exceed the funds available
- The funding for the acquisition of the proposed Goods or Services has been revoked, modified, or not approved.

Where the Board cancels this RFQ, the Board may do so without providing reasons and may issue a new request for quote, request for qualifications, sole source, or do nothing.

2.15. CLARIFICATION

The Board reserves the right to seek clarification from any Proponents without being obligated to all Proponents if it finds certain aspects of a bid unclear.

2.16. BOARD'S RIGHT TO WAIVE MINOR IRREGULARITY

The Board reserves the right to accept or waive a minor irregularity, or where practical to do so, the Board may as a condition of bid acceptance request a Proponent to correct a minor irregularity with no change in bid price. Items of non-compliance on any bid submissions which do not strictly comply with the provisions,

procedures and requirements of this bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the Board. All proponents agree to provide all such additional information as, and when requested, at their own expense, provided no proponent in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its bid submission or in any way materially alter or add to the solution originally proposed.

2.17. ERRORS AND OMISSIONS

The Board will not be held liable for any errors or omissions in any part of the RFQ. While the Board has used considerable effort to ensure an accurate representation in the RFQ, the information contained in the RFQ is supplied solely as a guideline for the Proponents. The information is not guaranteed or warranted to be accurate by the Board, nor is it necessarily comprehensive or exhaustive.

2.18. PROPONENT EXPENSES

Any and all costs and expenses incurred by Proponents related to its participation in this RFQ process will be borne by the Proponents. The selection of any bid, or the rejection of any or all bids, or the termination/cancellation of this RFQ process, or initiation of a new RFQ process shall not render the Board liable to pay or reimburse any such costs or damages incurred by any Proponent, or any partner or contractor of such Proponents.

2.19. VOLUNTARY ALTERNATE & SEPARATE PRICES

The bid amounts are to be based on the bid documents. Where there is any conflict within the bid documents, the bid amount shall include the higher cost alternative. Alternative proposals are encouraged and should be identified in the bid. Submit complete information including any impact on schedule to allow a full evaluation of the proposal including, as applicable, any particulars in which the alternate proposal is at variance with or unable to meet the specifications. Alternative proposals may be made without limitation, including for items specified as single sourced.

2.20. BID INELIGIBILITY

Bids may, at the discretion of the Owner, be declared informal for any of the following reasons:

- the bid is incomplete, unsigned, improperly signed or sealed, conditional, illegible, obscure, contains arithmetical errors, erasures, alterations, or irregularities of any kind, or
- the Bid Forms and enclosures are improperly prepared, or
- the prices seem to be so unbalanced as to adversely affect the interests of the Owner, or
- the bid is based upon an unreasonable period of time for completion or delivery, or
- the bidder does not provide the required Proof of Insurance and WSIB as specified in these Bid Documents

2.21. AWARD

The Board has the right to reject any or all bids. The lowest Bid will not necessarily be accepted. The invitation to bid does not constitute an offer by the Proponent to enter into a contract. In the event of a tie, a coin flip conducted by the Supervisor – Procurement (or designate) with a minimum of one other Board staff will determine the successful proponent. A Bidder may be required to provide evidence of experience, abilities, financial standing, or other proof necessary to meet the requirements of this RFQ.

Acceptance of the Bid and/or award is subject to the approval of the St. Clair Catholic District School Board's Board of Trustees.

The SCCDSB 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 SCCDSB, the successful bidder(s) is unable or unwilling to enter into a form of contract satisfactory to the SCCDSB. The SCCDSB shall be entitled to do so without any liability being incurred by the SCCDSB to the bidder.

2.22. ENTITLEMENT TO A DEBRIEFING

In accordance with the Broader Public Sector Procurement Directive unsuccessful Bidders are entitled to a debriefing, during which they will be provided with feedback regarding their Bid. In order to be debriefed, unsuccessful Bidders must contact the Owner representative identified in the Bid Documents in writing to request a debriefing within sixty (60) days from the date of the notification of award.

2.23. BID DISPUTE PROCEDURE

In the event that a Bidder wishes to review the decision of the Board in respect of any material aspect of the Request For Quotation process, the Bidder shall submit a protest in writing to the Board to the attention of the Supervisor – Procurement within ten (10) days of the closing date of the RFQ.

Any protest in writing shall include the following:

- a) a specific identification of the provision and/or procurement procedure that is alleged to have been breached;
- b) a specific description of each act alleged to have breached the procurement process;
- c) a precise statement of the relevant facts;
- d) an identification of the issues to be resolved;
- e) the Bidder's arguments and supporting documentation;
- f) the Bidder's requested remedy.

2.24. TIMING OF PROJECT/ SERVICES

Inspections must be completed between April and June annually. Repairs must be scheduled and completed by August 15th annually.

Both the Board and the successful bidder fully intend to adhere to the schedule as laid out in this tender document. Due to limitations relating to Covid-19, The Board is willing to work with the successful bidder on a revised schedule that is both reasonable and fair to both parties, including but not restricted to, changing the completion date to accommodate both parties.

2.25. INVOICING & PAYMENT

The Board shall pay by electronic funds transfer (EFT), P-Card, or cheque within twenty eight (28) days after the receipt of a proper invoice. Invoices must include all back-up material for time and material charges, disbursements, or other fees. Please make reference to the contract number and site on the invoice.

Invoices should be sent digitally to facility.services@st-clair.net. Digital invoices will be processed as an original. Please do not send duplicate copies by mail.

2.26. TAXES

Include in Bid all Taxes and all other Customs Duties and Excise Taxes which are in force at Bid date as detailed in General Conditions. Harmonized Sales Tax (HST) is **not** to be included in the bid. The HST amount and the Bidder's **HST Registration Number** are to be indicated on the Bid Form in the spaces provided.

2.27. SUBCONTRACTORS

The successful Proponent(s) may not, at any time, subcontract any portions of its contract with the Board nor shall it assign the contract without the written permission of the Board. The successful Proponent(s) must not, at any time, change subcontractors approved by the Board without the written permission of the Board.

2.28. GENERAL TERMS AND CONDITIONS

The issuance of this RFQ shall not constitute an obligation on the part of the Board to any proponent who submits a bid.

The laws of the Province of Ontario shall govern any dispute occasioned as a result of the performance or non-performance and/or workmanship of a contract issued pursuant to the bid and any dispute arising out of the issuance of and response to this bid.

All SCCDSB policies, procedures and regulations must be adhered to by the successful bidder(s).

Some of the Board sites are equipped with video surveillance cameras.

The successful proponent(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the Board and each school.

The successful bidder(s)' employees and contracted staff shall not be considered SCCDSB employees and shall not represent themselves as an agent of the SCCDSB nor be eligible for any of the benefits provided to SCCDSB employees.

The SCCDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the SCCDSB's opinion, their conduct has been of an unacceptable nature.

The successful bidder(s) will be responsible for ensuring that regular supervision is maintained over all working personnel. It is the bidder's responsibility to ensure that all their activities are properly coordinated with the SCCDSB's operations and modify assignments as required.

This RFQ document is being issued pursuant to the SCCDSB's Purchasing Policies and Procedures.

The acceptance of the bid by the successful proponent(s) and the award of the contract contemplated by this bid document may be subject to approval of the Board of Trustees.

2.29. INSURANCE

The successful Proponent(s) must maintain, at the Proponent's expense for the entire term of the Contract or as otherwise required, all insurance as set out below. Proof of coverage must be provided as part of the Bid Submission:

- Comprehensive General Liability and Property Damage with a limit of not less than **\$2,000,000.00 (two million dollars)**.
- Motor Vehicle Public Liability and Property Insurance on all owned and rented equipment with a limit of not less than **\$2,000,000.00 (two million dollars)**.
- Professional Liability (Errors & Omissions) Insurance with a project limit of no less than **\$2,000,000 (two million dollars)**

The Proponent agrees to indemnify, hold harmless, and defend the Board, its Consultants, agents or employees from and against any and all liability for loss, damage and expense, which the Board may suffer or for which the Board may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the proponent or any of its representatives, employees, or subcontractors in the execution of the work performed or by way of ownership or operation of an automobile.

The successful Proponent shall provide the Board with a complete certified copy of all policies. Copies of renewed policies must be provided to the Board on or before the policy renewal date for projects that extend past the original policy term or for multi-year contracts. The successful Proponent must name the St. Clair Catholic District School Board as additional insured on their insurance policies.

2.30. WORKPLACE SAFETY INSURANCE BOARD (WSIB)

Successful Proponent(s) must ensure that all workers are covered by the Workplace Safety and Insurance Board coverage for the duration of this contract. Proof of coverage must be provided as part of the Bid Submission.

Proponents must furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board.

Alternatively, if the Proponent is an Independent Operator and is not classified under Class G: Construction, the proponent must provide a letter from the Work Place Safety & Insurance Board confirming independent operator status and identification number under the WSIB Act.

2.31. WARRANTY

The vendor/contractor warrants that all goods/services, materials and equipment supplied under contract are free of all defects in manufacture and workmanship for a period of not less than 1 year from date of delivery, installation or performance (whichever is the later).

The vendor/contractor shall promptly remedy any defect or deficiency in any goods/services, materials and equipment supplied under contract to the satisfaction of the Board within seven (7) calendar days following notice to do so from the Board at no additional cost to the Board, unless otherwise specified.

In the event that the vendor/contractor doesn't promptly honour the above warranties to the satisfaction of the Board, the Board may, at the sole cost of the vendor/contractor do whatever it deems necessary and advisable to remedy, rectify or replace the defective, deficient or non-compliant goods, services, materials or equipment.

All goods/services and/or equipment furnished or supplied pursuant to the contract shall be installed or attached in such a manner as to preserve all manufacturer's and vendor/contractor's warranties, which shall, together with all parts and components, become the property of the Board after the successful and satisfactory installation or attachment.

2.32. GUARANTEE

The vendor/contractor warrants that all goods/services, materials and equipment supplied under contract are new manufacture. The products must not contain re-manufactured parts and/or accessories and must not have been used under contract with any other customer(s) unless specified by the Board. The submissions will be of the latest design and technology at the time of submission by the vendor.

The vendor/contractor represents and warrants that the goods and/or services supplied pursuant to this bid will be manufactured and/or supplied under such conditions that do not contravene the Ontario Human Right Code or the minimum standards of Ontario workplace legislation and regulations or are otherwise unethical. In the event in the opinion of the Board, the bidder is in breach of the foregoing representation and warranty, the Board may cancel the award or any such subsequent contract entered into between the Board and bidder pursuant thereto.

2.33. CONTRACTED SERVICES PROGRAM

Contractors performing work on Board property must complete the Contracted Services Program. The Contracted Services Program is a joint program with Lambton Kent District School Board. This program has three basic components that **must** be met before the bid is awarded. Contractors who cannot meet the minimum requirements of this program will not be awarded this contract. Program information can be found on the Board's web site at www.st-clair.net or through the Board contact identified previously in this document. If the contractor has already been pre-qualified by LKDSB they must provide proof of completion. Identification badges can be used on SCCDSB or LKDSB property. All Insurance and WSIB certificates must be up to date under the Contracted Services Program.

2.34. HEALTH and SAFETY

The Occupational Health and Safety Act describes the responsibilities of an employer. The Board requires Contractors to maintain procedures, training, and enforcement so that the responsibilities are carried out in the workplace. The Contractor 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. All staff employed or hired by the Contractor and working on the Board's premise **MUST** be trained in WHMIS in accordance with Occupational Health and Safety Act and Regulations. They **MUST** adhere to all of the Board's Health and Safety Procedures and Guidelines and to Municipal By-Laws.

Contractor will submit proof of its health and safety program, procedures and training as detailed above upon request by the Board.

The successful Contractor shall conform to the Ontario "Occupational Health and Safety Act" and all regulations made under said act and assume full responsibility for contraventions of same.

All workplace injuries or accidents on Board property **MUST** be reported by the Contractor to the Board's representative within 24 hours.

Any workplace injury that is defined under the Occupational Health and Safety Act as a "Critical Injury" must be reported to the Board's representative **IMMEDIATELY**.

2.35. ELECTRICAL AND SAFETY APPROVALS

All electrical/electronic components supplied by the vendor/contractor must be CSA, ULC and/or Ontario Hydro/Ontario Electrical Safety Authority approved. Appropriate labels must be affixed to the equipment prior to delivery. The vendor/ contractor is responsible for ensuring goods or services supplied to the Board must comply with the Occupational Health and Safety Act and Regulations of Industrial Establishments.

2.36. SAFE SCHOOL PROCEDURES

The successful Proponent is required to adhere to all school specific procedures if applicable. It is the responsibility of the Proponent's staff to sign in and sign out of the Log Book, which is located in the main office area, while performing their duties.

The following information must be recorded in a legible manner:

Date
Company Name
Employee Name
Employee Signature
Reason for Visit
Time Entering Building
Time Leaving Building

2.37. HOISTING, SCAFFOLDS, ELEVATED WORK PLATFORMS

The Contractor is responsible for all hoisting and other equipment necessary to facilitate their work if required.

2.38. ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT

The Purchaser is committed to the highest possible standards for accessibility. Proponent(s) must be capable to recommend and deliver, as appropriate for each Deliverable, accessible and inclusive Services consistent with the Ontario Human Rights Code (OHRC), the Ontarians with Disabilities Act, 2001 (ODA) and Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its regulations in order to achieve accessibility for Ontarians with disabilities.

In accordance with Ontario Regulation 429-07 made under the Accessibility for Ontarians with Disabilities Act, 2005 (Accessibility Standards for Customer Service), the Purchaser has established policies, practices and procedures governing the provision of its services to persons with disabilities.

Proponents are required to comply with the Purchaser's accessibility standards, policies, practices, and procedures, which may be in effect during the Term of the Agreement and which apply to the Deliverables to be provided by the Proponent.

2.39. CANADA'S ANTI-SPAM LEGISLATION

Please note that vendors are required to comply with all applicable laws, including CASL, in providing goods or services to the Board. This also extends to communications sent on the Boards behalf. The successful proponent(s) will be required to indemnify the Board for any failure by the successful proponent(s) to comply with CASL, to the extent that the successful proponent(s) action, or inaction, could expose the Board to liability.

2.40. CONFIDENTIAL INFORMATION

All correspondence, documentation, and information of any kind provided to any Proponent in connection with or arising out of this RFQ or the acceptance of any Bid:

- Remains the property of the Purchaser and shall be removed from the Purchaser's premises only with the prior written consent of the Purchaser.
- Must be treated as confidential and shall not be disclosed except with the prior written consent of the Purchaser.
- Must not be used for any purpose other than for replying to this RFQ and for the fulfilment of any related subsequent agreement.
- Must be returned to the Purchaser upon request.

Except as provided otherwise in this request, or as may be required by Applicable Laws, the Purchaser shall treat the Proponents' Proposals and any information gathered in any related process as confidential,

provided that such obligation shall not include any information that is or becomes generally available to the public other than as a result of disclosure by the Purchaser.

During any part of this RFQ process, the Purchaser or any of its representatives or agents shall be under no obligation to execute a confidentiality agreement.

All correspondence, documentation, and information provided in response to or because of this RFQ may be reproduced for the purposes of evaluating the Proponent's Bid Submission.

If a portion of a Proponent's Bid Submission is to be held confidential, such provisions must be clearly identified in the Bid.

The Purchaser reserves the right to require any Proponent to enter into a non-disclosure and/or confidentiality agreement satisfactory to the Purchaser.

2.41. CONFLICT OF INTEREST

Proponents must declare all conflicts of interest or any situation that may reasonably be perceived as a conflict of interest in relation to the Project that exists now or may exist in the future. The Board, at its sole discretion, waives any and all actual, potential, or perceived conflicts of interest, on such terms and conditions and the Board, at its sole discretion, considers to be appropriately managed, mitigated, and minimized. In this regard the Board may require the Proponent to implement measures or take steps to manage or mitigate the impact of any actual, potential, or perceived conflict of interest.

2.42. COMPETITION ACT

Under Canadian Law, a Proponent's Bid Submission must be prepared without conspiracy, collusion, or fraud.

2.43. MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The *Municipal Freedom of Information and Protection of Privacy Act* (Ontario) applies to information provided by Proponents. A Proponent should identify any information in its Quotation or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Purchaser. The confidentiality of such information will be maintained by the Purchaser, except as otherwise required by law or by order of a court, tribunal, or the Ontario Privacy Commissioner.

By submitting a Bid, including any Personal Information requested in this RFQ, Proponents agree to the use of such information for the evaluation process, for any audit of this procurement process, and for contract management purposes.

2.44. PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT

The Proponent represents and warrants that if the Proponent becomes subject to any private sector privacy legislation in responding hereto, or in carrying out its obligations under any subsequent agreement, the bidder will be solely responsible with such legislation. Without limitation, the Proponent represents and warrants that if the Proponent is subject to the *Personal Information Protection and Electronic Documents Act* (PIPEDA) the Proponent shall ensure compliance of all PIPEDA Protected Information that the Bidder:

- Collects directly from the individuals or indirectly from the Board or others;
- Uses or discloses in the course of responding hereto or in performing its obligations under and subsequent agreement; or
- Transfers or discloses to the Board.

2.45. TRADE AGREEMENTS

Proponents should note that procurements within the scope of either Chapter 5 of the Canadian Free Trade Agreement, Chapter 19 of the Comprehensive Economic and Trade Agreement, within the scope of the Trade and Cooperation Agreement between Quebec and Ontario or any other applicable agreement not listed herein are subject to such agreements, although the rights and obligations of the parties shall be governed by the specific terms of this RFQ.

2.46. INTELLECTUAL PROPERTY

Proponents shall not use any intellectual property of the Purchaser, including but not limited to logos, registered trademarks, or trade names of the Purchaser, at any time without the prior written approval of the Purchaser.

All Deliverables, documentation, services, and intellectual property rights of any kind derived from and/or developed pursuant to this Agreement shall remain the exclusive property of the Purchaser.

2.47. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

The Proponent should provide Workplace Hazardous Materials Information System (WHMIS) safety data sheets (SDS) for all Goods or Services. Additionally, the Proponent should provide the Purchaser's personnel WHMIS training, as it relates to the Services, in accordance with the Ontario Occupational Health and Safety Act.

2.48. VENDOR PERFORMANCE

Where the Contractor fails to comply with any of its obligations under the Contract, the Board may issue a notice setting out the manner and time-frame for rectification. Within seven (7) Business Days of receipt of that notice or in a timeframe as otherwise agreed to, the Contractor shall either: (a) comply with that rectification notice; or (b) provide a rectification plan satisfactory to the Board. If the Contractor fails to either comply with that rectification notice or provide a satisfactory rectification plan, the Board may immediately terminate the Contract. Where the Contractor has been given a prior rectification notice, the same subsequent type of non-compliance by the Contractor may allow the Board to immediately terminate the Contract and result in the suspension of bidding privileges to the Board for up to two years at the sole unfettered discretion of the Board.

2.49. FORCE MAJEURE

Force Majeure are causes beyond a party's control, which are not avoidable by the exercise of reasonable foresight. Neither party shall be responsible for any delay or failure to perform its obligations under this agreement by reason of force majeure. If either party is unable to perform any of its obligations in this contract by reason of force majeure, including flood, fire or other casualty, strike, order of a public authority, Act of God, or other cause beyond reasonable control of such party, then such party shall be excused from such performance of the contract for the duration of such cause.

If a force majeure event occurs which delays or threatens to delay performance of its obligations by a party, the party shall give prompt notice to the other party and shall take all reasonable steps to eliminate the cause or reduce the potential disruption and consequent losses.

In the event such inability to perform shall continue longer than 30 days, the Board may terminate the agreement without further liability or cost of any kind by giving written notice to the other party.

2.50. TERMINATION OF CONTRACT

Either party may terminate the Agreement on written notice to the other where such other party neglects or fails to perform or observe any material term or obligation of the Agreement and such failure has not been cured within 30 Days of written notice being provided.

The Board shall be entitled to terminate the Agreement, without liability, cost, or penalty:

- On written notice to the Proponent, if any proceeding in bankruptcy, receivership, liquidation, or insolvency is commenced against the Proponent or its property;
- On written notice to the Proponent, if the Proponent makes an assignment for the benefit of its creditors, becomes insolvent, commits an act of bankruptcy, ceases to carry on its business or affairs as a going concern, files a notice of intention or a proposal, or seeks any arrangement or compromise with its creditors under any statute or otherwise;
- On written notice to the Proponent in the event of a breach of the representation regarding conflict of interest
- On written notice to the Proponent in the event of a misrepresentation or material breach;
- Or at any time, without cause, by giving the Proponent at least 60 Days written notice.

[End of Part 2]

APPENDIX A: Bidder's Response Guide

Each bid submission should be structured using only the criteria identified in this bid document.

1. A completed copy of APPENDIX B: Bid Form **must** be included in your bid submission.
2. Proof of WSIB Coverage and Proof of Insurance **must** be supplied with your bid submission.
3. Supplemental material will not qualify as substitutes for direct responses to the bid's requirements, except for specifically requested material.
4. The successful vendor(s) must be prequalified under the contracted services program before an award is made.

APPENDIX B: Bid Form

Submitted By (Company): _____

To:

RFQ # 030-2020

Annual Playground & Equipment Inspections & Repairs

Various Locations

B1. Bid Price

Proponents may bid on one or multiple tables. If a proponent is bidding on a table, they must provide costs for all services within that table. If a bidder wishes not to bid on one or multiple tables note "N/A".

All prices are quoted in Canadian funds EXCLUDING HST. HST will be added to the bid price.

In submitting this Bid, the undersigned recognizes and accepts the right of the Owner to accept any Bid, which is deemed the most advantageous to the Owner, or any part thereof, at the price submitted, or to reject any or all Bids.

Table 1: Scope of Work sections C2-C4

Service	Unit	Price – Initial Term (Until Dec 31, 2022)	Price – Extension (Jan 1, 2023 – Dec 31, 2024)
Outdoor Playgrounds, Gymnasium, Interior & Exterior Equipment, Fixtures & Facilities – ELEMENTARY ONLY	Annual Cost Per Location		
Outdoor Playgrounds, Gymnasium, Interior, & Exterior Equipment, Fixtures & Facilities – SECONDARY ONLY	Annual Cost Per Location		
Rototilling	Annual Cost Per Location (if required)		
Admin Building Inspection (Catholic Education Centre)	Annual Cost		
Repair Cost – Labour	Hourly Rate		

Table 2: Scope of Work section C5

Service	Unit	Price – Initial Term (Until Dec 31, 2022)	Price – Extension (Jan 1, 2023 – Dec 31, 2024)
Weight Rooms / Fitness Centres – SECONDARY ONLY	Annual Cost Per Location		
Repair Cost – Labour	Hourly Rate		

Table 3: Scope of Work section C6

Service	Unit	Price – Initial Term (Until Dec 31, 2022)	Price – Extension (Jan 1, 2023 – Dec 31, 2024)
Technology Shops – SECONDARY ONLY	Annual Cost Per Location		
Repair Cost – Labour	Hourly Rate		

B2. Harmonized Sales Tax (HST)

The bidder shall not include the applicable HST in the bid price. The successful contractor will indicate on each application for payment as a separate amount the appropriate HST the Owner is obliged to pay.

HST Registration Number: _____

B3. References

References are required by proponents regardless if they are currently doing business with the St. Clair Catholic District School Board. References should be from other boards, counties, municipalities, academic institutions or companies of a similar size to the SCCDSB, if possible, for contracts for which they have supplied similar goods or services within the past 5 years. By completing this Bid Form the proponent authorizes the SCCDSB to obtain business reference information from the following sources:

Organization Name	
Organization Address	
Contact Name/ Title	
Email	
Phone	
Type of Product/ Service	
Value of Contract	

Organization Address	
Contact Name/ Title	
Email	
Phone	
Type of Product/ Service	
Value of Contract	
Organization Address	

B4. Conflict of Interest

I/We confirm that: (please check one)

_____ There is not nor was there any actual or perceived Conflict of Interest or any other type of unfair advantage in our submitting this Bid or performing or observing the contractual obligations of the Contractor in the Agreement.

OR

_____ Complete with this bid submission is a declaration on company letterhead of situations which may be a Conflict of Interest or an instance of unfair advantage or appears as potentially a Conflict of Interest or unfair advantage in our company submitting this Bid or the contractual obligations of the Contractor under the Agreement.

Please note that the Board has the right to waive an actual or perceived conflict of interest as described in section 2.42 CONFLICT OF INTEREST.

B5. Agreement of Terms

I/We hereby acknowledge and agree that I/we have read and completed all Contract Terms and Conditions and Appendices.

I/We understand it is the SCCDSB's intention that this RFQ and the successful proponent(s)'s returned RFQ submission will form the basis of the proposed contract. All of the terms and conditions of this RFQ must be accepted by the proponent(s) and incorporated into the proponent(s) RFQ submission. It is the SCCDSB's intention to use a Purchase Order when establishing a contract with the successful proponent(s).

I/We acknowledge that all addenda and bid documents issued up to the date of submission have been reviewed and used for consideration when developing this bid submission.

I/We _____ AGREE/ _____ DO NOT AGREE to extend the terms and conditions of this RFQ to other BPS Organizations as described in Section 1.3 (Please check one).

Please note that It is encouraged that a Proponent extend the terms, conditions, and pricing to other Broader Public Sector organizations; however, agreeing to extend terms, conditions, and pricing to other BPS organizations will not impact the Board's evaluation in determining the Successful Proponent.

This page must be signed below and returned with your submission for your bid to be accepted.

I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:

Company: _____

Address: _____

Name: _____

Title: _____

Signature: _____ Date: _____

Phone: _____ Fax: _____

Email: _____

Please refer to Appendix A: Bidder's Response Guide to ensure you include all necessary documentation with your bid submission

APPENDIX C: Scope of Work and Specifications

The successful proponent will be required to perform annual safety inspections and repair services for various indoor and outdoor equipment, facilities, and fixtures at all Board sites as listed in Appendix D: Board Locations. The Board reserves the right to add or remove locations from this contract as a result of school closures or new schools opening without penalty.

C1. General Requirements

The details provided in this section apply to all inspections and repairs covered under the Scope of Work unless otherwise noted. Sections C2 through C4 provide details specific to each category of inspection & repair to supplement the details provided as General Requirements. In the event of a discrepancy, the most stringent shall apply.

Inspection Personnel

- a) Inspections are to be conducted by knowledgeable, trained and experienced staff.

Inspection Standards

- a) Inspect and evaluate the general condition, functionality and compliance of the listed facilities with respect to all appropriate regulations, as amended, including (but not limited to) CSA standards, OPHEA guidelines, the Occupation Health and Safety Act (OSHA) or most recent version, Ontario Fire Code (OFC), National Fire Protection Association (NFPA) and others under Authorities having Jurisdiction.

Inspections of Sites

- a) A list containing all Board site addresses has been provided in Appendix B: Board Locations.
- b) The information contained in Appendix E: Equipment List is based on current Board records. The information contained in Appendix E is to be used as a guide only for bidding purposes and may not be 100% accurate. It is the responsibility of the Successful Proponent to inspect all sites, facilities and equipment outlined in this document during inspection visits.
- c) The Board expects the Successful Proponent to visit ALL Board sites to gather critical data and ensure all equipment, facilities, and fixtures are accounted for and inspected.
- d) Board equipment and facilities are constantly changing. The Board reserves the right to add, subtract, or modify any equipment or facilities requiring inspection at any time. The Successful Proponent will be notified by the Board of known major changes prior to the scheduling of annual inspections whenever possible.

Inspection Schedule

- a) Annual Inspections are based on the school year calendar (September 1 – August 31).
- b) Schedules must be submitted to the Board for prior approval, and any changes to the schedule require mutual agreement. The Board may require two weeks to confirm dates/times with schools.
- c) Inspections should be scheduled in the spring (April - June).
- d) Rototilling should be scheduled in the spring (April - June). Rototilling should be performed just prior to equipment inspection and fall test for compaction being performed.

Deficiency Protocol

- a) Upon completion of every inspection, the Successful Proponent must contact the Principal, Vice-Principal to review the findings and direct attention to any potentially hazardous equipment. This allows the school to shutdown equipment or make the site safe until they are able to coordinate repairs. The Successful Proponent should provide the scope of work to bring the equipment into compliance with all appropriate regulations to the Facility Services Department as soon as possible.
- b) Where deficiencies are encountered for any piece of equipment or facility, the Successful Proponent must affix a self-adhesive label identifying the inspectors name and inspection date with ID number where personal safety could be an issue. Deficient equipment or facilities must be put out of service by means of pylons and/or tape as appropriate.
- c) The inspector should witness the means of lockout and securing of equipment for all powered equipment being tagged. Written verification of this measure is required.

Repairs

- a) The Board reserves the right to initiate repairs through our own forces, third party contractors, or the Successful Proponent, at our sole discretion.
- b) During the school year, the Board will be initiating a program of periodic informal inspections in a manner consistent with OSBIE (Ontario School Board Insurance Exchange) and OPHEA guidelines. These in-school inspections and monitoring is expected to eliminate nuisance inspection items that can be immediately remedied.

General Reporting Requirements

- a) A separate inspection report on each school is to be submitted digitally to the Facility Services Department annually.
- b) Reports are to contain the following:
 - i. Site name & address
 - ii. Company name & address
 - iii. Inspector's name & inspection date
 - iv. Item specific details as described in the sections below
 - v. Identification of any deficiencies and non-compliances, including photographs
 - vi. Scope of work required to repair or bring item into compliance and approximate cost
 - vii. Any Requirements listed below
- c) Reports must be complete and submitted digitally by August 15 each year.

C2. Outdoor Playgrounds

All playground equipment in all facilities of the Board as per Appendix E are to be thoroughly inspected and repaired on an annual basis.

Traditional Playground Climbers & Equipment: any installed, pre-fabricated playground apparatus on the school grounds, used for creative play. Examples include, but are not limited to, climbing structures, slides, swings etc.

Naturalized Playground Climbers & Equipment: any installed apparatus on the school grounds constructed from natural materials, used for creative play. Examples include, but are not limited to, vertical/horizontal embedded logs, bridges, etc.

Inspection Standards

- a) Playground equipment must be inspected according to the applicable CAN/CSA Z614 “Children’s Playspaces and Equipment Standard” for the year it was installed.
- b) Naturalized Playground elements not identified as equipment in CAN/CSA Z614-14 shall be inspected for compliance with regards to safety as outlined in the standard, including but not limited to fall height, no encroachment zones, and ground surface.

Playground Reporting Requirements

- a) Reports are to contain the following information:
 - i. Make
 - ii. Serial number
 - iii. Year of install
 - iv. User age appropriateness
 - v. End of life expectancy
 - vi. Identification of Board signage, or lack thereof
 - vii. Critical fall height of equipment and location of measurement
 - viii. Border material, size, and any faults
 - ix. Surfacing material type, area, depth, faults
 - x. Identification of hardpan
 - xi. Overall recommendations for surfacing material including need for top-up or rototilling
 - xii. All other information required in section C1. General Requirements under General Reporting Requirements

Repairs

- a) Minor repairs of \$500 or less per school are to be identified and completed at the time of the inspection. Repairs in excess of \$500 per school are to receive prior approval from the Facility Services Department. Repairs shall be billed extra to the tendered inspection costs.
- b) All repairs are to be completed such that potential cuts and snags to playing children are not possible.
- c) Welds and bare metal are to be primed and painted.
- d) Work site is to be left absolutely clear of all debris

C3. Rototilling

Rototilling must be completed annually at all applicable sites and must be completed just prior to equipment inspection and fall test for compaction being performed.

Rototilling of pea stone must include the breaking up of hard pan and must ensure that the entire protective surface area is rototilled, including under moveable equipment, such as slides.

C4. Gymnasium, Interior, & Exterior Equipment, Fixtures & Facilities

The Board requires the inspection and repair services for various Gymnasium, Interior, Exterior Equipment, Fixtures, & Facilities including but not limited to:

- a) Basketball Assemblies - retractable & fixed (indoor and outdoor)
- b) Gym Floor Sockets
- c) Gym Floor Surfaces
- d) Gym Wall Mats
- e) Projection screens
- f) Gym Ceiling Lighting
- g) Scoreboards / Score clocks (indoor and outdoor)
- h) Bleachers – motorized & non-motorized (indoor & outdoor)
- i) Benches (indoor & outdoor)
- j) Gym Dividing Walls / Curtains
- k) Gymnasium Storage Rooms
- l) Portable Equipment – Nets, Posts, Ball Carriers, Bases etc.
- m) Stages (including stairs) – folding, fixed, pull out/retractable (indoor & outdoor)
- n) Stage Drapes
- o) Stage Lighting & Equipment
- p) Choral & Platform Risers
- q) Portable Stairs
- r) Access Ladders & Hatches, Fixed Roof Ladder
- s) Dust Collectors (Excluded from Technology Shops)
- t) Fixed Outdoor Sports Posts – Soccer, Volleyball, Football
- u) Baseball & Softball Backstops
- v) Gaga Ball Pits
- w) Tracks, Jump Pits, Runways
- x) Exterior Play Features not covered by C2. Outdoor Playgrounds (triple toss, sunshades, etc.)
- y) Exterior Play surfaces
- z) Flag Poles
- aa) Light Poles
- bb) Board Sidewalks
- cc) Perimeter & Yard Fencing

The above list is intended to identify the relevant types and categories of equipment & is not intended to cover the complete range of facilities and equipment unless specifically excluded.

Please note: Weight Rooms/Fitness Centres and Technology Shops must be priced separately on the Bid Form. The Catholic Education Centre administration building must be priced separately on the Bid Form.

Inspection Standards

- a) Where required, verify rating fire rating for stage curtains in accordance with the following requirements: NFPA 705: Field Flame Test for textiles & films; OFC Section 2.3.2; Ontario Regulation 213/07 as amended.

Gymnasium, Interior, & Exterior Equipment, Fixtures & Facilities Reporting Requirements

- a) Reports are to contain the following information:
 - i. Type of Equipment
 - ii. Make/Serial #/ Year of Install, End of Life Expectancy (if available)

- iii. Numbered System for Identification (if more than one type of the same equipment exists ex. Basketball systems, curtains)
- iv. Location Description & Layout (including visuals/ floor plans if applicable)
- v. Identification of fire testing & results (if applicable)
- vi. All other information required in section C1. General Requirements

Repairs

- a) Minor repairs of \$500 or less per school are to be identified and completed at the time of the inspection. Repairs in excess of \$500 per school are to receive prior approval from the Facility Services Department. Repairs shall be billed extra to the tendered inspection costs.
- b) All repairs are to be completed such that potential cuts and snags to playing children are not possible.
- c) Welds and bare metal are to be primed and painted.
- d) Work site is to be left absolutely clear of all debris

C5. Weight Rooms and Fitness Centres

The Board requires the inspection services for weight room and fitness centres including but not limited to:

- a) Fixed Machinery and Equipment
- b) Movable Machinery and Equipment
- c) Mats
- d) Floors

The above list is intended to identify the relevant types and categories of equipment & is not intended to cover the complete range of facilities and equipment unless specifically excluded.

Weight Rooms and Fitness Centres Reporting Requirements

- a) Reports are to contain the following information:
 - i. Type of Equipment
 - ii. Make/Serial #/ Year of Install, End of Life Expectancy (if available)
 - iii. Numbered System for Identification (if more than one type of the same equipment exists)
 - iv. Location Description & Layout (including visuals/ floor plans if applicable)
 - v. Identification of fire testing & results (if applicable)
 - vi. All other information required in section C1. General Requirements

Repairs

- a) Follow deficiency protocol for all equipment. All repairs shall be quoted and provided to the school and Facility Services department. Repairs on Weight Room and Fitness Centre must receive prior approval from the Facility Services Department. Repairs shall be billed extra to the tendered inspection costs.
- b) All repairs are to be completed such that potential cuts and snags to students are not possible.
- c) Welds and bare metal are to be primed and painted.
- d) Work site is to be left absolutely clear of all debris

C6. Technology Shops

The Board requires the inspection services for technology shops (woodworking and manufacturing) including but not limited to:

- a) Electrical
- b) Shop Lighting
- c) Guarding
- d) Safety Devices
- e) Curtains and Screens
- f) Start Buttons and Emergency Stops
- g) Gauges
- h) Controls
- i) Hydraulics
- j) Equipment Frames and Stands
- k) Brakes

Note: Dust collectors are excluded from this list and shall be included in the scope for section C4. Gymnasium, Interior, Exterior Equipment, Fixtures, & Facilities

The above list is intended to identify the relevant types and categories of equipment & is not intended to cover the complete range of facilities and equipment unless specifically excluded.

Technology Shop Reporting Requirements

- a) Reports are to contain the following information:
 - i. Type of Equipment
 - ii. Make/Serial #/ Year of Install, End of Life Expectancy (if available)
 - iii. Numbered System for Identification (if more than one type of the same equipment exists)
 - iv. Location Description & Layout (including visuals/ floor plans if applicable)
 - v. Identification of fire testing & results (if applicable)
 - vi. All other information required in section C1. General Requirements

Repairs

- a) Follow deficiency protocol for all equipment. All repairs shall be quoted and provided to the school and Facility Services department. Repairs on Weight Room and Fitness Centre must receive prior approval from the Facility Services Department. Repairs shall be billed extra to the tendered inspection costs.
- b) All repairs are to be completed such that potential cuts and snags to students are not possible.
- c) Welds and bare metal are to be primed and painted.

Appendix D: Board Locations

Chatham Kent Locations

SITE NAME	SHIP-TO ADDRESS	CITY	POSTAL CODE	PHONE (519)
Christ the King Catholic School	227 Thomas Avenue	Wallaceburg	N8A 2B9	627-6745
Georges P. Vanier Catholic School	20 Cecile Avenue	Chatham	N7M 2C3	354-6550
Good Shepherd Catholic School	4 Edith Street	Thamesville	N0P 2K0	692-3644
Holy Family Catholic School	649 Murray Street	Wallaceburg	N8A 1W1	627-6003
Monsignor Uyen Catholic School	255 Lark Street	Chatham	N7L 1G9	352-1880
Our Lady of Fatima Catholic School	545 Baldoon Road	Chatham	N7L 5A9	351-4040
St. Anne Catholic School	183 Snow Avenue	Blenheim	N0P 1A0	676-7352
St. Elizabeth Catholic School	1350 Bertha Street	Wallaceburg	N8A 3K4	627-6331
St. Joseph Catholic School	43 St. Clair Street	Tilbury	N0P 2L0	682-2790
St. Michael Catholic School	25 Maple Street S.	Ridgetown	N0P 2C0	674-3475
St. Ursula Catholic School	426 Lacroix Street	Chatham	N7M 2W3	352-3620
Ursuline College Secondary School	85 Grand Avenue West	Chatham	N7L 1B6	351-2987
Catholic Education Centre	420 Creek Street	Wallaceburg	N8A 4C4	627-6762

Sarnia-Lambton Locations

SITE NAME	SHIP-TO ADDRESS	CITY	POSTAL CODE	PHONE (519)
Gregory A. Hogan Catholic School	1825 Hogan Street	Sarnia	N7S 6G9	542-8190
Holy Rosary Catholic School	715 London Street	Wyoming	N0N 1T0	845-3471
Holy Trinity Catholic School	60 Lorne Crescent	Sarnia	N7S 0C3	344-2110
Sacred Heart Catholic School	434 John Street	Port Lambton	N0P 2B0	677-5391
Sacred Heart Catholic School	1411 Lecaron Avenue	Sarnia	N7V 3J1	344-1601
St. Anne Catholic School	1000 Rapids Parkway	Sarnia	N7S 6K3	542-2710
St. John Fisher Catholic School	44 Main Street N.	Forest	N0N 1J0	786-5201
St. Joseph Catholic School	535 Birchbank Drive	Corunna	N0N 1G0	862-1479
St. Matthew Catholic School	720 Elm Street	Sarnia	N7T 4H3	332-4300
St. Michael Catholic School	1930 Wildwood Drive	Bright's Grove	N0N 1C0	869-4204
St. Peter Canisius Catholic School	424 Victoria Street	Watford	N0M 2S0	876-3018
St. Philip Catholic School	420 Queen Street	Petrolia	N0N 1R0	882-1520
St. Patrick's High School	1001 The Rapids Parkway	Sarnia	N7S 6K2	332-3976

The Board reserves the right to add or remove locations to this contract without penalty.

Appendix E: Equipment List

School	Classification	Retractable Basketball Assembly - Interior	Fixed Basketball Assembly - Interior	Gym Floor Sockets	Wall Mats (Y/N)	Projection Screens	Interior Scoreboard	Bleachers (motorized and non-motorized)	Benches	Dividing Walls / Curtains	Access Stairs / Ladder & Hatch	Stages (folding and/or fixed)	Stage Drapes	Portable Stairs	Dust Collectors	Technology Shops (Y/N)	Weight Room / Fitness Centre (Y/N)	Playground Climbers & Equipment - Traditional	Playground Climbers & Equipment - Naturalized	Basketball Systems - Exterior	Baseball/Softball Backstop	Fixed Sports Posts - Soccer, Football, Volleyball, etc	Gaga Ball Pits	Tracks, Jumping Pits, Runways	Bleachers and/or Benches	Fencing (Y/N)	Flag Poles	Exterior Scoreboard	Rototilling & Drop Testing Required (Y/N)
Christ the King	Elementary	2	4	10	Y	0	1	0	2	0	0	1	0	1	0	N	N	2	0	3	0	2	1	2	0	Y	1	0	Y
Georges P Vanier	Elementary	2	4	2	Y	1	1	0	5	0	1	1	1	0	0	N	N	0	0	7	1	4	2	1	0	Y	1	0	Y
Good Shepherd	Elementary	2	2	4	Y	1	1	0	0	0	1	1	1	0	0	N	N	2	0	0	0	2	0	1	0	Y	1	0	Y
Holy Family	Elementary	2	4	9	Y	0	1	0	4	0	1	1	1	0	0	N	N	1	0	2	0	4	0	1	1	Y	1	0	Y
Monsignor Uyen	Elementary	2	4	10	Y	0	1	0	6	0	1	1	1	0	0	N	N	1	1	10	2	4	2	1	4	Y	1	0	N
Our Lady of Fatima	Elementary	2	4	0	Y	1	1	0	4	0	0	1	4	0	0	N	N	1	1	1	0	6	2	2	0	Y	1	0	Y
St. Agnes	Elementary	2	4	0	Y	1	1	0	4	0	0	1	1	0	0	N	N	0	0	5	1	2	0	0	0	Y	1	0	N
St. Anne (Blenheim)	Elementary	2	4	0	Y	1	1	0	4	0	1	1	2	0	0	N	N	2	0	2	2	4	1	2	4	Y	1	0	Y
St. Elizabeth	Elementary	2	4	5	Y	0	1	0	4	0	0	1	1	0	0	N	N	1	1	3	6	4	1	1	6	Y	1	0	Y
St. Joseph (Tilbury)	Elementary	1	5	7	Y	1	1	0	4	0	0	1	3	0	0	N	N	1	1	7	1	6	2	3	3	Y	1	0	Y
St. Michael (Ridgetown)	Elementary	2	4	0	Y	1	1	1	4	0	1	1	2	0	0	N	N	1	1	8	0	5	1	2	8	Y	1	0	Y
St. Ursula	Elementary	2	4	3	Y	1	1	1	6	0	0	1	2	0	0	N	N	1	1	8	1	6	2	1	1	Y	1	0	Y
St. Vincent	Elementary	2	4	5	Y	1	1	0	4	0	1	1	2	0	0	N	N	1	0	4	1	6	0	1	6	Y	1	0	Y
Ursuline College	Secondary	4	6	22	Y	0	2	4	4	1	2	1	2	0	1	Y	Y	0	0	1	1	4	0	3	4	Y	2	1	N
Catholic Education Centre	Administration	0	0	0	N	0	0	0	0	1	2	0	0	0	0	N	N	0	0	0	0	0	0	0	0	Y	1	0	N
Gregory Hogan	Elementary	0	6	2	Y	1	1	0	5	0	2	1	0	7	0	N	N	2	0	4	0	8	2	0	0	Y	1	0	Y
Holy Rosary	Elementary	3	1	2	Y	1	1	0	3	1	2	1	1	0	0	N	N	2	1	5	1	10	2	0	0	Y	1	0	Y
Holy Trinity	Elementary	6	4	6	Y	0	1	0	4	1	2	1	1	0	0	N	N	1	1	6	0	8	2	1	0	Y	1	0	N
Sacred Heart (Port Lambton)	Elementary	0	6	5	Y	1	1	0	6	0	2	1	0	0	0	N	N	2	1	4	0	2	1	0	7	Y	1	0	Y
Sacred Heart (Sarnia)	Elementary	0	6	4	Y	1	1	0	3	0	2	1	0	0	0	N	N	1	1	8	0	10	2	1	4	Y	1	0	Y
St. Anne Sarnia	Elementary	2	4	6	Y	1	1	0	0	0	2	1	0	3	0	N	N	1	1	1	0	12	6	1	4	Y	1	0	Y
St. John Fisher	Elementary	3	3	5	Y	0	1	0	2	0	2	1	0	0	0	N	N	1	1	1	0	5	4	0	6	Y	1	0	Y
St. Joseph (Corunna)	Elementary	4	2	6	Y	1	1	0	4	1	2	1	1	0	0	N	N	1	1	9	1	6	0	0	0	Y	1	0	N
St. Matthew	Elementary	6	4	6	Y	0	1	0	4	1	2	1	1	0	0	N	N	1	1	6	0	8	1	1	4	Y	1	0	N
St. Michael (Bright's Grove)	Elementary	2	4	5	Y	1	1	0	3	0	2	1	0	0	0	N	N	2	1	6	0	6	2	1	4	Y	1	0	Y
St. Peter Canisius	Elementary	3	2	7	Y	1	1	0	4	0	2	1	0	0	0	N	N	1	1	1	0	4	1	1	0	Y	1	0	N
St. Philip	Elementary	6	0	2	Y	1	1	0	2	0	2	0	0	0	0	N	N	2	1	2	0	8	1	1	0	Y	1	0	Y
St. Patrick's	Secondary	8	0	13	Y	1	2	3	6	1	2	1	1	0	1	Y	Y	0	0	0	0	4	0	1	2	Y	4	1	N
Total		72	99	146		19	29	9	101	7	37	26	28	11	2			31	17	114	18	150	38	29	68		32	2	