



Durham District School Board

Preparing Your Best Bid Event

May 8, 2009

Mission Statement

Success in learning to meet the challenges of the future.



*Quality Education Today-
for Tomorrow*

Durham District School Board Facts 2009

- The Durham District School Board covers a geographical area from Oshawa to Pickering (east to west) and north to Beaverton consisting of:
 - Total Students 70,709
 - Total Schools 133
 - Teaching Staff 4714
 - Educational Services Staff 2663

Durham District School Board Facts 2009

- The Durham District School Board is regulated by the Ministry of Education.
- The Durham District School Board is one of 72 School Boards in Ontario including the Catholic, French and French Catholic Boards.

Awards

Durham District School Board was awarded the 1996 Carl Bertelsmann Prize for innovative school systems in an international comparison.

The Bertelsmann Foundation honors innovative policies for key social policy challenges worldwide.

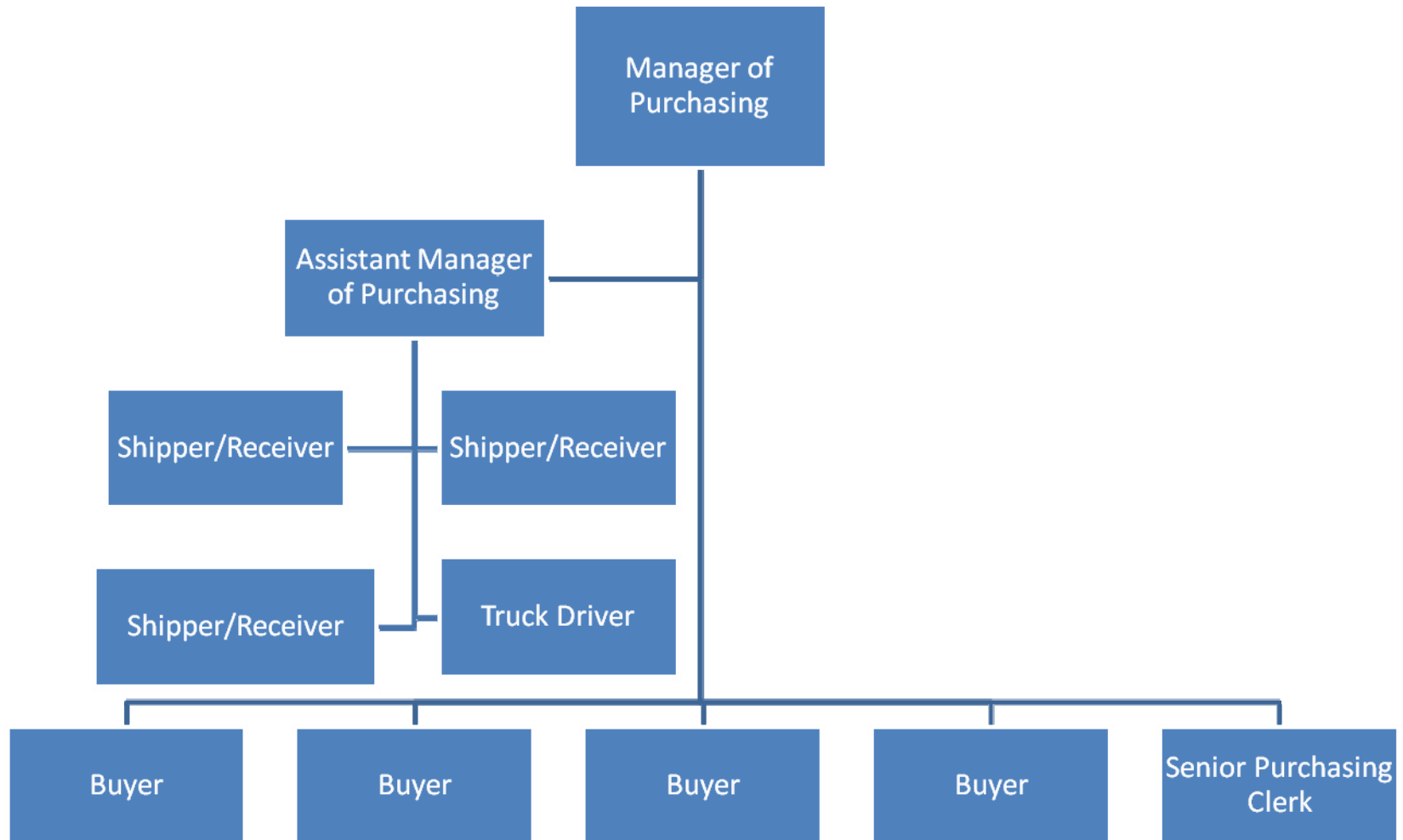
Departments

- Accounting
- Purchasing
- Programs/Area Support
- Special Education
- Business/Information Services
- Central Stores
- Communications
- Directors/Trustees
- Community Use of Schools
- Employee Services/Hiring
- Facilities/Planning
- Security
- Health & Safety
- Operations/Transportation
- Maintenance – located at 710 Bayly Street Ajax.

Locations of Schools

- Ajax
- Brock
- Oshawa
- Pickering
- Scugog
- Uxbridge
- Whitby

Purchasing Department Organizational Chart



Commodities

- The Durham District School Board Purchasing department is a centralized division located at 400 Taunton Road.
- The Purchasing team supports all schools and Education Services Staff in Durham Region.
- Buyers purchase commodity specific items.

Objectives of Purchasing Department

- Purchasing's main objective is to provide the Durham Board of Education with the overall best purchase value for money expended. We encourage fair and open competition in the marketplace.
- Ensure goods and services are received on time and that the vendor/contractor consistently meets or exceeds the expected quality and service level.

Central Stores

- The Central Stores team maintains inventory to supply consumable products for the schools at the 4,700 square foot Stockroom located in the Education Centre .
- Deliveries are completed by Durham District School Board's Truck Driver on a daily basis.

Policy/Regulation

- Purchases less than \$10,000.00 bids will be solicited verbally or written at the discretion of the Buyer.
- For purchases over \$10,000 but less than \$50,000 a minimum of three (3) written formal bids will be requested where possible.
- For purchases over \$50,000 public tenders will be solicited.

Annual Volume

The Purchasing Department processes over 40,000 transactions per year with a spend volume of approximately \$50 Million excluding new capital projects.

RFP/RFQ/RFT

- Request for Proposal – includes terms, conditions, proposal submission guidelines, and specifications.
- Request for Quotation, less formal, generally involve request for price and delivery.
- Request for Tender/Invitation to Tender

Closing of Contract

- It is critical to meet all requirements of the contract closing. Specific instructions which are included in the proposal or document must be adhered to for your bid to be under consideration.
- Bid document packages are date stamped and tender responses are opened in a public forum immediately following the closing time.

Contract Award

- It is the general practice of the Board to award contracts to the vendor offering the lowest responsible bid. However, the lowest priced or any proposal is not necessarily accepted.
- The Board reserves the right to reject any or all proposals.
- The Board reserves the right to award in whole or in part.

General Bid Submission Tips

- Pay close attention to detail i.e.. Specifications, templates supplied.
- Carefully review the mandatory requirements listed. Failure to comply may result in disqualification.
- In some cases copies of current WSIB and insurance forms may need to be supplied with the proposal. Ensure your coverage is up to date.

Vendor Pre-Qualification

- Bid Application Forms can be obtained from the Purchasing department at any time of the year for new vendor/contractors.
- CCDC 11 Submission (as applicable)
- Health & Safety Procedures
- Workers Compensation & Insurance Certificates

CCDC

Contractor's Qualification Form

- Standard form for obtaining information on capacity, skill and experience of Contractors bidding on building construction projects. Only the selected vendors will be invited to Tender on new school construction and/or renovations.
- *Focus on previous school work experience and previous board experience.
- *WSIB, insurance and Health & Safety policy.

Contractors Qualification Request – where to locate?

- A notice will be advertised referring to ex. a new school opening with a projected timeframe. A request for interested contractors to complete a CCDC 11 will also be included in this ad.
- Canadian Construction Documents Committee website:
www.ccdc.org

Pre-Qualification Ad Sample

**THE DURHAM DISTRICT SCHOOL BOARD
REQUEST FOR PROPOSALS
RFP 09-00
INVITATION FOR
PREQUALIFICATION PROPOSALS TO
GENERAL CONTRACTORS,
MECHANICAL & ELECTRICAL TRADE CONTRACTORS, FOR
INTERIOR BUILDING RENOVATIONS AT
VARIOUS LOCATIONS WITHIN THE DURHAM DISTRICT SCHOOL BOARD**

The Durham District School Board proposes to do renovations at several locations over approximately a two (2) year period. The work includes office renovations, window-wall and window replacement projects, revamping and providing new science labs, and various other interior renovations. The project values range from \$200,000 to approximately \$900,000.

Each project will be awarded individually and will be tendered in the same manner.

General Contractors and Mechanical and Electrical Trade Contractors interested in prequalifying for tendering on these projects are requested to indicate their interest in writing, and forward a fully completed CCDC-11 (current edition) Canadian Standard Form of Contractor's Qualification Statement.

Pre-Qualification Ad - Sample

General Contractors (but not Trade Contractors) shall **also** include:

Specific written confirmation from a Surety Company of the Contractor's bonding limits and current bonding commitments, along with evidence of their capacity to obtain bid bonding and Performance and Labor & Material Payment bonding for projects of this size;

A detailed description of the contractor's Health & Safety Policy and written confirmation that all Health and Safety policies will be followed for the duration of the project;

Submission of the latest Workplace Injury Summary Report as issued by the WSIB;

Current WSIB Clearance Certificate; and,

An Insurance Certificate from a recognized Insurance Company detailing the contractor's current liability insurance coverage of at least \$2,000,000 per project, with the capacity to name the Durham District School Board as an additional insured.

Proposals should include the names of site superintendents who will perform on the projects. Submissions should provide relevant experience for the immediate past five years in school projects of similar size and construction value and with similar schedule constraints.

Proposals are to be forwarded to The Durham District School Board, Purchasing Department, 400 Taunton Road East, Whitby, Ontario L1R 2K6, in envelopes with contents clearly marked "**RFP 09-00 Prequalification Submission for Interior Building Renovations at Various Locations within the Durham District School Board**" before the closing time and date:

- **3:00 p.m. (Local Time) Friday May 8, 2009**
- It should be noted that **FAXED OR ELECTRONIC SUBMISSIONS ARE NOT ACCEPTABLE.**

Tender Ad Sample

TENDER NO. T09-00
UNNAMED SCHOOL

PREQUALIFICATION PROPOSALS have been received from General Contractors and Mechanical & Electrical Trade Contractors interested in tendering on this project and the following contractors have been invited to tender:

Drawings, Specifications, and Tender Documents will be available only to invited prequalified General Contractors and Mechanical and Electrical Trade Contractors.

Payment of a refundable deposit of Two Hundred Dollars (\$200.00) cash or certified cheque, made payable to the Durham District School Board, is required. Deposits will be refunded subject to the return of all Drawings, Specifications, and Tender Documents in good condition. Plans and Specifications will be on display at the Durham, Toronto, Hamilton, and Mississauga Construction Associations.

Tender submissions from General Contractors must be accompanied by a bid deposit in the form of a Bid Bond and a letter of Agreement to Bond, both from an authorized Surety, as outlined in the Tender Documents.

Bonds/Surety

- “Tender submissions from General Contractors must be accompanied by a bid deposit in the form of a Bid Bond and a letter of Agreement to Bond, as outlined in the Tender Documents”. This condition may be included as part of the Tender requirement.
- Surety Association of Canada www.surety-canada.com

Tenders

- Daily Commercial News
- Local Newspaper
- Electronic Tendering – Biddingo www.biddingo.com

New Schools Opening 2009

Secondary School

- Maxwell Heights Oshawa

Elementary Schools

- Romeo Dallaire (Hamlet) Ajax
- Vimy Ridge (Meadows of Ajax) Ajax
- Blair Ridge (Olde Winchester) Brooklin
- Robert Munsch (Tormina) Brooklin

New Schools Projected 2010

Elementary School

- Lynde Shores Whitby

Memberships/Affiliations

- Durham Purchasing Co-Operative
- Ontario Association of School Business Officials Purchasing Management (OASBO)
- Ontario Public Buyers Association (OPBA)
- National Institute of Governmental Purchasing (NIGP)
- Ontario Educational Buyers Association (OEBA)
- Purchasing Management Association of Canada (PMAC)

Board Meetings

- Public meetings are held in the boardroom at the Education Centre 400 Taunton Road East Whitby at 7:00 pm generally on the third Monday of each month.
- Members of the public are welcome to attend.

Durham District School Board

For news and reference information, please visit our
website at www.durham.edu.on.ca

Purchasing Department

For general inquiries please contact the Purchasing
Department at:

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