

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
1.01	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 178 schools with an estimated enrolment of 74,000 students.		
1.1	PURPOSE		
1.1.1	The purpose of this bid document is to provide interested parties with sufficient information to enable them to prepare and submit bids for consideration by the TVDSB for general school supplies, subject to the conditions herein.		
2.0	BID DEFINITIONS AND INFORMATION		
2.1	DEFINITIONS		
2.1.1	The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission.		
2.1.1.1	The word "MUST" shall mean bidders "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant.		
2.1.1.2	The word "SHOULD" shall mean bidders "should" include the required information in bid submission.		
2.1.1.3	The word "NONCOMPLIANT" shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.1.4	The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform any portion or all of this bid.		
2.1.1.5	The word "QUALIFIED" shall mean a bidder who is compliant and has included the required information in their bid submission.		
2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		
2.1.1.6.1	Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The TVDSB will reject any bid submission which contains a major irregularity.		
2.1.1.6.2	Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.		
2.2	STRUCTURE OF THIS BID		

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2.2.1	Bidders must use the electronic bidding file (setup.exe) which is available on the internet at:		
2.2.1.1	www.tvdsb.on.ca		
2.2.1.2	"Purchasing Bids"		
2.2.1.3	"Electronic Bidding Instructions, Bid Download and Bid Results",		
2.2.1.4	Scroll to the end of the document, click		
2.2.1.5	"Proceed to inquiry/download page".		
2.2.1.6	Proceed to the bid, click "New" icon		
2.2.1.7	The setup.exe file contains the following file:		
2.2.1.8	tender.exe: See Section 9 Electronic Bidding Instructions		
2.3	RETURN LOCATION		
2.3.1	Sealed bid submissions must be returned to:		
2.3.2	"Tenders Clerk"		
2.3.3	Tenders Clerk's box, Basement, Education Centre		
2.3.4	Thames Valley District School Board		
2.3.5	1250 Dundas Street		
2.3.6	London, Ontario		
2.3.7	N5W 5P2		
2.3.8	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.10 - Labeling of Envelope and diskette or CD).		
2.3.9	The bid submission must be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.3.10	Delivery to the "Tenders Clerk" is the responsibility of the bidder.		
2.3.11	Submissions received by electronic transmission (i.e. fax or email) will not be accepted.		
2.3.12	Late bids will be returned to the bidder, unopened, if a return address is included on the submission envelope.		
2.4	IMPORTANT DATES		
2.4.1	ISSUE DATE: Wednesday, December 29, 2010		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 local time, Monday, January 24, 2011		
2.5	QUESTIONS		
2.5.2	All questions pertaining to this bid document are to be addressed to: Laura Munding, by Fax (519) 452-2399 or email l.munding@tvdsb.on.ca. All questions pertaining to this bid document must be submitted in writing.		
2.5.3	Questions concerning the terms and conditions of the bid document, whether made orally or in writing, to any individual other than indicated above, may at the sole discretion of the TVDSB, render your submission noncompliant. Direct questions in written form only to: Laura Munding. The TVDSB will only be bound by written answers to questions.		
2.5.5	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site.		

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3.0	CONTRACT TERM/PRICING/TAXES/DELIVERY/PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for one year, unless otherwise provided herein, terminating on January 31, 2012.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of three additional years in one year increments and will advise the bidder in writing of their intentions.		
3.1.3	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a second year ending January 31, 2013.		
3.1.4	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a third year ending January 31, 2014.		
3.1.5	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a fourth year ending January 31, 2015.		
3.2	PRICING		
3.2.1	Bidders must complete the pricing section which is installed using the setup.exe file (see Section 9.0 Installation Instructions).		
3.2.1.1	Bidders must print and sign the Bid Report.		
3.2.2	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.		
3.2.3	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.		
3.2.4	The TVDSB expects to order in multiple shipments over the length of this contract.		
3.2.5	The contract will be for a one year term. Prices must remain firm for the first year of the contract and thereafter only manufacturer's price increases (supported by documentation) will be allowed.		
3.2.6	It is the intention of the TVDSB to rationalize its supplier base. This contract may be awarded on a per item basis or, on the best cost of various groupings. The groupings will be determined by the TVDSB. Each bidder agrees to the award on this basis.		
3.2.6.1	Bidders should state any further discount, as a percentage, if all items are awarded to your company.		
3.2.7	The TVDSB would like to take advantage of any promotions, price decreases, rebates or new technologies available during the term of the contract. Detail your company's strategy related to future pricing, new hardware components or new technologies.		
3.3	TAXES		
3.3.1	HST: Where applicable, Harmonized Sales Tax must be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
3.4	ORDERING AND DELIVERY		
3.4.1	Delivery for all items will be directly to our Schools, Distribution Centre, Educational Resource Centre or Community Education Centres.		

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3.4.2	Delivery dates will be specified on all of our purchase orders. Immediate delivery will be accepted unless otherwise designated on our purchase orders. In case of construction of new schools or major school renovations, the TVDSB shall not accept delivery until the date specified on those purchase orders.		
3.4.3	The successful bidder(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping or installation.		
3.4.4	The successful bidder(s) bears the risk of loss with respect to equipment until delivery and/or installation is complete.		
3.4.5	The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time must be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		
3.4.6	Not all goods will be ordered at one time; orders will be placed as requests are received from our schools.		
3.5	WRAP AND LABEL REQUIREMENTS		
3.5.1	In the past, the TVDSB carried the majority of these product in inventory and ordered in large quantities shipped directly to our Distribution Centre. The TVDSB has made a decision to eliminate inventories. Therefore, the products requested on this bid will be shipped directly to our schools and departments. A list of locations is shown in Worksheet C.		
3.5.2	In order to meet any minimum order stipulation, we may combine orders from different sites for delivery to our Distribution Centre at 951 Leathorne Street in London. Those orders would be labeled in the "ship to" portion of our purchase order as "Wrap and Label Care of Distribution Centre". Our expectation is that these shipments will arrive packaged and labeled PER SITE, ready for us to forward directly to the school with no further packaging or resorting required.		
3.5.3	Bidders must state minimum dollar value per order.		
3.5.3.1	Preference may be given to vendors who do not have a minimum dollar value per order.		
3.5.4	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of lading. All items must be individually packaged for each school or location.		
3.5.5	Each package must be clearly labelled for the school or location specified on our purchase order. The successful bidder(s) must ensure the school's full name and address is labelled as we have duplicate location names.		
3.5.6	The successful bidder(s) must ensure packages are labelled containing the number of packages in each shipment. ie, 1 of 2, 2 of 2, etc.		
3.5.7	Each school's order should contain their own packing slip.		
3.5.8	The successful bidder(s) must ensure the packaging materials used are adequate so that the product is protected at all times during the distribution process.		
3.5.9	Our distribution centre will sign for delivery on all orders subject to inspection at the school.		

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3.5.10	The successful bidder must contact Jim Morton, warehouse receiver (519-452-2000 Ext. 21048) prior to shipping any large shipments for arrangement of a delivery date and time.		
3.5.11	Bidders who have a minimum dollar value per order must state if they comply to our wrap and label requirements. Bidders who do not comply to our wrap and label requirements may be considered non compliant.		
3.6	INVOICING/PAYMENT TERMS		
3.6.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Accounts Payable.		
3.6.2	Applicable taxes must be shown as separate line items on all invoices.		
3.6.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.6.3.1	Bidders should state percentage discount for early payment and net payment terms.		
3.6.4	Purchase order numbers must be stated on all invoices; invoices without clearly indicated Purchase order numbers will be returned unpaid.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	QUALITY		
4.1.1	Unless otherwise specified, supplies must be new, 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.		
4.1.2	Manufacturers' brand names and numbers are used as guidance for the bidders; alternate items of equal quality will be considered. If bidding on an alternate item, the manufacturer's name and model number must be indicated in the appropriate field in the Bid Report FOR EVERY ALTERNATE ITEM BID.		
4.1.3	The determination of equal quality will be based on our internal professional opinions.		
4.1.4	In addition to price, quality and suitability to school use will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will also be taken into consideration when awarding this contract.		
4.1.5	Any material, equipment, service or work ordered, which in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
4.2	QUANTITY/TERM		
4.2.1	The quantities indicated are based on the previous one years' purchases. Quantities are subject to equipment breakdowns, user requests, program changes and budget approval which may be increased or decreased when orders are placed. All items may not be purchased if costs exceed budget. In no way should the information furnished be considered as a guarantee with respect to the future volume of business. The successful bidder(s) will be responsible for supplying the quantities that are eventually ordered for each item awarded during the term of this bid at the quoted price.		

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4.3	RETURN OF GOODS POLICY		
4.3.1	The TVDSB will return any shipment (COLLECT) if, in our opinion, the product supplied does not conform to the specification and/or samples submitted in the bid.		
4.3.2	Bidders should state if there is a time limit on returning goods.		
4.3.3	Bidders should state if there is a "restocking charge" on any returned item and the amount or rate to be charged if goods are returned for any other reason than those stated in 4.3.1.		
4.3.4	Bidders should describe their procedure for returned goods with respect to:		
4.3.4.1	Packaging		
4.3.4.2	"Attention To" labelling		
4.3.4.3	Address to where returns should be shipped		
4.3.4.4	Method of shipment (company truck, courier, transport)		
4.3.4.5	If a return authorization number is required		
4.3.4.6	What charges apply and who is responsible for payment		
4.3.5	The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		
4.4	ILLUSTRATIVE LITERATURE		
4.4.1	Bidders should submit ILLUSTRATIVE and SPECIFICATION INFORMATION for each item of which they have bid. Bidders who are bidding EXACTLY as specified do not need to supply this information. Bidders who are submitting a catalogue must indicate page number where the item is illustrated.		
4.4.2	Bidders should state if this literature can be obtained directly from the manufacturer via the internet.		
4.4.2.1	Bidders should state the web site addresses for each manufacturer.		
4.5	SAMPLES/DEMONSTRATION		
4.5.1	Each bidder may be required to submit, at the bidder's own expense, the items which are being bid upon for examination and comparison purposes. This must be done on request and at a time and location chosen by the TVDSB.		
4.5.1.1	Samples requested must be clearly marked with the name of the bidder and the bid item number.		
4.5.1.2	Samples must be sent to our Education Centre, 1250 Dundas Street, London, ON, N5W 5P2, Attention: Laura Mundinger - Purchasing Services		
4.5.2	Bidders who do not submit the required samples will be considered noncompliant.		
4.5.3	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		
4.5.3.1	Bidders should provide return instructions (i.e. address and authorization number) if required, for sample returns.		
4.6	SUBSTITUTIONS		

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4.6.1	In the event that an item ordered becomes discontinued during the contract, all bidders must notify Laura Mundinger for authorization before the item is substituted and shipped to our locations. Bidders may be required to provide samples of the proposed substitutions before sending shipments. The Board reserves the right to return any shipment COLLECT if, in our opinion, the product supplied does not conform to the specifications in this bid document.		
5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 120 days.		
5.1.2	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 supersede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda must be submitted to the "Tenders Clerk" in the same manner and within the same time constraints as the bid submission.		
5.1.3	A bidder may withdraw the bid at any time (up to the official closing time) by letter bearing his/her signature as it is in the submission. Withdrawal requests received after the closing date shall not be permitted. Submission withdrawals must be submitted to the "Tenders Clerk" in the same manner and within the same constraints as a bid submission.		
5.1.4	The issuance of this call for bids shall not constitute any obligation on the part of the TVDSB to any firm or individual who submits a bid.		
5.1.5	The bidder must 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.		
5.1.6	The laws of the Province of Ontario shall govern in any dispute occasioned as a result of the performance or non-performance and/or workmanship of a contract issued pursuant to the bid and any dispute arising out of the issuance of and response to this bid.		
5.1.7	The TVDSB reserves the right to withdraw the award of the contract to a successful 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.		
5.1.8	The lowest or any bid submission may not necessarily be accepted. The TVDSB reserves the right to decline any or all bid submissions, or to cancel the bid call in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by the TVDSB to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal.		
5.1.9	All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.		
5.1.10	The TVDSB reserves the right to decline or purchase one or all items in this bid from one supplier or from multiple suppliers.		

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5.1.11	All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between TVDSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.		
5.1.12	The successful bidder(s) must 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) must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		
5.1.13	While the TVDSB has used considerable efforts to ensure an accurate representation of information in this bid document, the information contained herein is contained solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the TVDSB, nor is it necessarily comprehensive or exhaustive. Nothing in this bid document is intended to relieve bidders from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		
5.1.14	The TVDSB may accept or waive a minor irregularity, or where practical to do so the TVDSB may as a condition of bid acceptance request a bidder to correct a minor irregularity with no change in bid price. Items of non compliancy on any bid submissions which do not strictly comply with the provisions, procedures and requirements of this bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TVDSB. All 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 bid submission or in any way materially alter or add to the solution originally proposed.		
5.1.15	All TVDSB policies, procedures and regulations must be adhered to by the successful bidder(s).		
5.1.15.1	Smoking is prohibited in all TVDSB buildings and on all TVDSB property.		
5.1.15.2	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.15.3	The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		
5.1.16	The successful 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.		
5.1.17	The successful bidder(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.		

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5.1.18	The TVDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		
5.1.19	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.2	CANCELLATION OF CONTRACT/LOSS OF SERVICE		
5.2.1	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).		
5.2.2	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.		
5.2.3	The TVDSB reserves the right to withhold monies owing under a contract to the value of the obligation to a maximum of the monies owing to the successful bidder(s) for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	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.		
5.2.5	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 bid.		
5.3	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT		
5.3.1	Bidders agree that all documentation and information contained in any bid 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 bid 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.		

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5.3.2	A bidder specifically consents to the disclosure of any and all information contained in their bid submission 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 rights, titles and interests that they have in the bid submission, 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.		
5.3.3	All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.		
5.4	HUMAN RIGHTS AND CHILD LABOUR LAWS		
5.4.1	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.		
5.4.2	Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.4.3	For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.4.3.1	http://www.ilo.org		
5.5	HEALTH, SAFETY REGULATIONS		
5.5.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must 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.		
5.5.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB must 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.		
5.5.3	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 with every shipment.		

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5.5.4	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.		
5.5.5	No supplier will be awarded any product that requires a Material Safety Data Sheet unless the bidder complies with the conditions above.		
5.5.6	The TVDSB reserves the right to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		
5.7	COMMERCIAL LIABILITY INSURANCE		
5.7.1	The successful bidder(s) must be covered by Commercial General Liability Insurance throughout the term of the contract. Each bidder must state if it has Commercial General Liability Insurance Coverage.		
5.7.2	Each bidder should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$2 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$2 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.7.2.1	This liability policy shall contain the following coverage:		
5.7.2.2	Personal Injury & Property Damage		
5.7.2.3	Non-Owned Automobile Liability		
5.7.2.4	Owners and Contractors Protective Coverage		
5.7.2.5	Contractual Liability		
5.7.2.6	Broad Form Property Damage		
5.7.2.7	Products & Completed Operation Insurance		
5.7.2.8	Contingent Employees Liability		
5.7.2.9	Cross Liability Clause and Severability of Interest Clause		

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5.7.3	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.7.4	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 willful 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.		
5.8	MOTOR VEHICLE LIABILITY INSURANCE		
5.8.1	Bidders must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.		
5.8.2	In the event of an affirmative answer to 5.8.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the Contract. If the bidder's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.8.3 to subsection 5.8.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.8.3	Bidders should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1million on all personally owned vehicles) per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract.		
5.8.3.1	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.8.3.2	Third Party Liability Coverage in the form of OAP-1		

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SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.8.4	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		
5.8.5	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 party of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
6.0	BIDDER PROFILE		
6.1	REFERENCES		
6.1.1	New bidders must provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference must contain the following information:		
6.1.1.1	Reference 1 - Company Name:		
6.1.1.2	Reference 1 - Address:		
6.1.1.3	Reference 1 - Contact Name:		
6.1.1.4	Reference 1 - Phone Number:		
6.1.1.5	Reference 1 - Fax Number:		
6.1.1.6	Reference 1 - e-mail address:		
6.1.1.7	Reference 2 - Company Name:		
6.1.1.8	Reference 2 - Address:		
6.1.1.9	Reference 2 - Contact Name:		
6.1.1.10	Reference 2 - Phone Number:		
6.1.1.11	Reference 2 - Fax Number:		
6.1.1.12	Reference 2 - e-mail address:		
6.1.1.13	Reference 3 - Company Name:		
6.1.1.14	Reference 3 - Address:		
6.1.1.15	Reference 3 - Contact Name:		
6.1.1.16	Reference 3 - Phone Number:		
6.1.1.17	Reference 3 - Fax Number:		
6.1.1.18	Reference 3 - e-mail address:		
6.2	ADMINISTRATION & ORGANIZATION		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
6.2.1	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.		
6.2.2	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.		
6.2.3	Bidders must state location of their distribution centre.		
7.0	BID SUBMISSION		
7.1	BIDDER'S RESPONSE GUIDE		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, bidders should use the same numbering format as on this bid document.		
7.1.2	The bid submission must include:		
7.1.3	Signed copies of all worksheets and Bid Report		
7.1.3.1	One Diskette or CD with files created in "Disk Creation" "Seven (7) Files See Electronic Bid Instructions - Section 9.		
7.1.3.2	2011003.rpt		
7.1.3.3	2011003a.dbf		
7.1.3.4	2011003g.dbf		
7.1.3.5	2011003v.dbf		
7.1.3.6	2011003a.cdx		
7.1.3.7	2011003g.cdx		
7.1.3.8	2011003v.cdx		
7.1.3.9	Appendices003.xls - Terms & Conditions in Excel format - Electronic Response Required		
7.1.4	It is the bidders responsibility to ensure that the necessary files are on the diskette or CD.		
7.1.5	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.6	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.10 - Labelling Instructions).		
7.1.7	Bidders' submissions should include page numbers for ease of reference by committee members.		
7.1.8	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.9	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
8.0	AWARD		
8.1	EVALUATION PROCESS		
8.1.1	An evaluation committee will be established to evaluate bid submissions.		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
8.1.3	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria:		
8.1.3.1	Price		
8.1.3.2	Compliance with Specifications		
8.1.4	Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.		
8.1.5	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.6	The determination of equal quality will be based on our internal professional opinions.		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	www.tvdsb.on.ca		
8.2.1.2	"Purchasing Bids"		
8.2.1.3	"Electronic Bidding Instructions, Bid Download and Bid Results",		
8.2.1.4	Scroll to the end of the document, click		
8.2.1.5	"Proceed to inquiry/download page".		
8.2.1.6	Proceed to the Bid, click		
8.2.1.7	"Results - Check Mark"		
8.2.1.8	View documents in PDF format.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		

Laura Munding
Purchasing Department

Tracy Grant
Chairperson

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.0	ELECTRONIC BIDDING INSTRUCTIONS		
9.1	DOWNLOADING BID DOCUMENTS		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.on.ca		
9.1.2	Click "Purchasing - Bids" icon		
9.1.3	Click "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
9.1.4	Read instructions		
9.1.5	Click "Proceed to Inquiry/Download page"		
9.1.6	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.7	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.8	All bid files are available for downloading at no charge from the TVDSB web site.		
9.2	PRINTING COPIES OF BID DOCUMENTS		
9.2.1	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
9.3	COMPUTER SYSTEM REQUIREMENTS		
9.3.1	To use the electronic system, bidders must have the following equipment:		
9.3.1.1	Microsoft Windows, version 95 or greater		
9.3.1.2	2.5 MB available hard drive space		
9.3.1.3	3 ½ 1.44 MB diskette drive or CD Burner.		
9.4	INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:		
9.4.1	The TVDSB has made every effort to ensure the files are free of any virus and are functional. However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus.		
9.4.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
9.4.3	The bid files are installed into a default directory called C:\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.		
9.4.4	To begin the Bid Program:		
9.4.4.1	Go to Windows Explorer		
9.4.4.2	Click on C:\ drive		
9.4.4.3	Open the folder "lbtender"		
9.4.4.4	Double click on the "tender.exe file." to open the Appendices003.xls file.		
9.4.5	To start the process open the Excel files and complete as instructed.		
9.5	HELP SECTION AND TIPS FOR USING THE BID PROGRAM		
9.5.1	The "Help" section may be referred to at any time while using the program.		
9.5.2	Bidders MUST answer all questions on the Company Information Screen before you can proceed.		
9.5.3	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).		

FIRM NAME : _____

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.6	BID REPORT		
9.6.1	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.		
9.6.2	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.		
9.7	DISKETTE OR CD CREATION:		
9.7.1	DISKETTE CREATION		
9.7.1.1	After all bids have been entered:		
9.7.1.2	Select "Diskette Creation" to copy the data files back to a blank 3.5" diskette.		
9.7.1.3	Select your "input" (The hard drive where the Bid Executable files where installed. The program defaults to C:\lbtender folder)		
9.7.1.4	Select output (3.5" floppy drive)		
9.7.1.5	Click "O.K. to Continue" (at the top of the screen). After the files are loaded, the "Bids for Tender Screen" will appear		
9.7.1.6	Click "Exit" at the top of the screen.		
9.7.1.7	If diskette creation fails check Bid Report for any unanswered questions. Be sure to label your diskette with company name and signature.		
9.7.2	CD CREATION		
9.7.2.1	After all bids have been entered:		
9.7.2.2	Select "Diskette Creation" to copy the data files back to any computer hard drive.		
9.7.2.3	Select "input" The hard drive where the Bid Executable files where installed. The program defaults to C:\lbtender folder)		
9.7.2.4	Select output drive - MUST BE A DIFFERENT DRIVE THAN THE INPUT DRIVE (The hard drive for output from which you can copy the seven files to CD)		
9.7.2.5	Click on "O.K. to Continue" (at the top of the screen). After the files are loaded, the "Bids for Tender Screen" will appear.		
9.7.2.6	Click on "Exit" at the top of the screen		
9.7.2.7	Copy the seven files from the hard drive to a CD using your company's standard CD Writing program.		
9.7.2.8	If the seven files are not created check the Bid Report for any unanswered questions. Be sure to label your CD with company name and signature.		
9.7.3	A message may appear, "NO COMMENT REPORT FOUND." Please ignore this, press "Ok" to continue.		
9.7.4	If you did not bid on any items requiring an answer, a message will appear "NO ANSWER RECORDS FOUND." Press "OK" to continue.		
9.8	THE RETURN DISKETTE OR CD:		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.8.1	Check to ensure that the eight files are on the diskette or CD. Without these files we will not be unable 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 eight files are as follows:		
9.8.1.1	2011003a.dbf		
9.8.1.2	2011003g.dbf		
9.8.1.3	2011003v.dbf		
9.8.1.4	2011003a.cdx		
9.8.1.5	2011003g.cdx		
9.8.1.6	2011003v.cdx		
9.8.1.7	2011003.rpt		
9.8.1.8	Appendices003.xls		
9.8.2	However, if you did not bid on any items requiring "answers to questions" you will have seven files. You will not have a 2011003.rpt file. If the above files are not on the diskette or CD return to "Diskette Creation" option.		
9.9	THE RETURN DISKETTE OR CD:		
9.9.1	After all bids have been entered:		
9.9.1.1	Copy the all Appendixes to either a 3.5" Diskette or CD using your company's standard CD Writing program.		
9.9.1.2	Check to ensure that the "files" are on the diskette or CD. Without these files we will not be able to download your bid.		
9.9.1.3	Be sure to label your diskette or CD with company name and signature.		
9.10	LABELING OF ENVELOPE		
9.10.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.10.2	From - Company Name & Address		
9.10.3	To: OFFICE OF THE TENDERS CLERK		
9.10.4	Thames Valley District School Board		
9.10.5	EDUCATION CENTRE,		
9.10.6	1250 Dundas Street,		
9.10.7	LONDON, Ontario		
9.10.8	N5W 5P2		
9.10.9	General School Supplies		
9.10.10	Bid #003 - 2011		
9.10.11	Return Date: 12:00:00 local time January 24, 2011.		
9.11	PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:		
9.11.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.11.2	General School Supplies		
9.11.3	Bid #003 - 2011		
9.11.4	Return Date: 12:00:00 local time January 24, 2011.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.11.5	Signature:		
9.11.6	Firm Name:		
10.0	SIGNATURE PAGE		
10.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.		
10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
10.4	NAME (Please print):		
10.5	TITLE:		
10.6	SIGNATURE:		
10.7	FIRM NAME:		
10.8	State the legal entity that your organization operates under:		
10.8.1	Proprietorship		
10.8.2	Partnership		
10.8.3	Corporation		
10.9	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:		
10.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		
10.9.2	E-MAIL ADDRESS:		
10.9.3	ADDRESS:		
10.9.4	INTERNET ADDRESS:		
10.9.5	TELEPHONE NO.:		
10.9.6	FAX NO.:		
10.10	If subcontracting, bidders must provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract:		
10.10.1	Firm Name:		
10.10.2	Firm Address:		
10.10.3	Telephone Number:		
10.10.4	Fax Number:		
10.10.5	E-MAIL ADDRESS:		

FIRM NAME : _____

SIGNATURE : _____



Thames Valley District School Board

2011

Tender Details - Tender # 3

Item	Product #	Description	Quantity	Unit of Measure
1	200011	ACETATE SHEET - Clear - Write on Film - .005 Mil - 8-1/2" x 11" - Pkg. of 100 Grand and Toy #7509101 or Equivalent	220	PK100
2	200013	ACETATE SHEET PROTECTOR - Vinyl - 8 1/2" x 11" - 4 mil weight - punched with 3 holes to fit 3 ring binders - 100 per box Gemex or Equivalent	115	BX100
3	200005	ADDING MACHINE PAPER - 2 1/4" wide x 3 1/8" dia. x 7/16" core B&B #3270410, Grand and Toy #99091 or equivalent	142	ROLL
4	201755	ADHESIVE - RE-USABLE - Hangs posters, photos & notes with no stains, holes or marks - 56 GRAM (2 OZ.) PKG. - LePage Fun Tak Grand and Toy 10-00540-2 ONLY MATERIAL SAFETY DATA SHEET REQUIRED	5878	PKG
5	240018	BAG - PAPER - HARDWARE BAG - PAPER - Approx: 16.5"W x 13"L - 100/bundle - 10 lb. - 60 lb. kraft paper Baldwin #0909 or equivalent State quantity per bundle: _____	60	PK100
6	240019	BAG - PAPER - Approx: 8 1/4"W x 16"L - 100/bundle - 20 lb. - 60 lb. kraft paper Baldwin #0910 or equivalent State quantity per bundle: _____	7	PK100
7	240021	BAG - PAPER 5 lb. - 50 lb. kraft paper - Approx: 5"W x 11"L Baldwin #0908 or equivalent State quantity per bundle: _____	672	PK100
8	240025	BAG - PLASTIC WITH ZIP LOCK TOP - 2 MIL - 6" x 9" (15cm x 23cm) - Pkg/100 State thickness of plastic: _____	50	PK100
9	240026	BAG - PLASTIC WITH ZIP LOCK TOP - 2 MIL - 3" x 5" (7.5cm x 12.5cm), PKG/100 State thickness of plastic: _____	330	PK100

Item	Product #	Description	Quantity	Unit of Measure
10	500591	BALLOON - 30 cm (NON-LATEX ONLY) - Round, Assorted colours - 12/package BALLOON MUST BE MADE FROM RUBBER - NO LATEX ALLOWED State quantity per package: _____	50	PKG12
11	200919	BINDER - 1" capacity - 80 point board stock Vinyl covered pressboard 3 each ROUND 1" rings with DOUBLE triggers BINDER - BLACK - 1" CAPACITY	620	EACH
12	200968	BINDER - BLUE - 1" CAPACITY	500	EACH
13	200970	BINDER - GREEN - 1" CAPACITY	45	EACH
14	200969	BINDER - RED - 1" CAPACITY	53	EACH
15	200920	BINDER - 2" capacity -120 point board stock Vinyl covered pressboard 3 each ROUND 2" rings with DOUBLE triggers BINDER - BLACK - 2" CAPACITY	260	EACH
16	200971	BINDER - BLUE - 2" CAPACITY	285	EACH
17	200973	BINDER - GREEN - 2" CAPACITY	182	EACH
18	200972	BINDER - RED - 2" CAPACITY	331	EACH
19	123985	BINDER - PRESENTATION/SHOWCASE D-Ring, show case type Transparent pocket on front, back & spine BINDER - BLACK PRESENTATION - 1" - Holds 8.5x11" paper	13	EACH
20	200918	BINDER - WHITE PRESENTATION - 1" - Holds 8.5x11" paper	1445	EACH
21	200917	BINDER - WHITE PRESENTATION - 1.5" HOLDS 8-1/2" X 11" SHEETS	53	EACH
22	200916	BINDER - WHITE PRESENTATION - 2.5" HOLDS 8-1/2" X 11" SHEETS	35	EACH
23	123974	BINDER - WHITE PRESENTATION - 3" - HOLDS 8-1/2" X 11" PAPER	11	EACH
24	200580	BLACKBOARD MATHEMATIC INSTRUMENT - METRIC MEASUREMENTS REQUIRED ON ALL INSTRUMENTS BLACKBOARD POINTER - WOODEN - Maple or hickory, rubber tip, open hook on end, 36" long Baldwin School Supply #2024 or equivalent	20	EACH
25	200582	CHALK BOARD RULER - WOODEN - 1 metre with 1/2 cm and cm markings Baldwin School Supply #2019 or equivalent	20	EACH
26	200576	COMPASS - WOODEN Baldwin School Supply #2023 or equivalent	3	EACH

Item	Product #	Description	Quantity	Unit of Measure
27	200577	PROTRACTOR - WOODEN - c/w handle - Laminated, individual markings clearly marked in tens of degrees both ways - Numeralled in cm with 0.5 cm scale Baldwin School Supply #2022 or equivalent	6	EACH
28	200208	CHALK - ASSORTED COLOURS - DUSTLESS - 12 colours/box - No 1 grade Quality Crayola #51-0812 ONLY	360	BOX12
29	200206	CHALK - ASSORTED COLOURS - REGULAR SIZE - 144/box (NO INDIVIDUAL PACKAGES IN BOX) Crayola 51-6144 ONLY	144	BX144
30	200200	CHALK - BUFF - LARGE SIZE- 12/box Alphasite #9333000 or equivalent	12	BOX12
31	200205	CHALK - WHITE - LARGE SIZE - Medium hardness, Dustless - 12/box Alpha #313007 or equivalent	12	BOX12
32	200209	CHALK - WHITE - REGULAR SIZE - 144/box - Medium hardness, Dustless Crayola 51-1406 ONLY	413	BX144
33	200207	CHALK - YELLOW - Dustless - 10/box, REGULAR SIZE Dixon #31344 or equivalent	15	BOX12
34	200999	CLOCK - Battery operated - 12" Diameter - 12 Hour Dial in large black numbers and 24 Hour Dial in small red numbers Grand and Toy 1224BK or equivalent State replacement battery ___ & qty ___	450	EACH
35	200586	COMPASS - STUDENT - BRASS - c/w locking nut feature - bow type compass Baldwin School Supply #1954 or equivalent	316	EACH
36	200584	COMPASS - STUDENT - SAFETY - quality plastic - Measures length in metric & imperial - Draws circles, triangles & other patterns - c/w locking cursor B&B School Supply #3000049 or equivalent	72	EACH
37	200931	CORRECTION FLUID - White - 18 ml bottle - Fast drying - For typed or drawn material with attached tapered brush - spill proof bottle MATERIAL SAFETY DATA SHEET REQUIRED Liquid Paper Grand and Toy #564 or equivalent	1887	EACH

Item	Product #	Description	Quantity	Unit of Measure
38	200930	CORRECTION TAPE - WHITE - 5MM Wide - Single line correction tape, non-refill-able package - For typed or drawn material Liquid Paper Dryline Grip or equivalent	885	EACH
39	200225	COUNTER - COLOURED PLASTIC- 100/box - Primary colours - 1" circular Baldwin School Supply #3082 or equivalent	20	BX100
40	200230	CRAYON - LARGE SIZE - 4" x 7/16" - Non-toxic - Each crayon wrapped in paper label MATERIAL SAFETY DATA SHEET REQUIRED 8 Colour Set - "Assorted Colours" (black, blue, brown, green, orange, red, violet and yellow) CRAYOLA #52-0080 ONLY	1863	BOX08
41	200242	BULK ASSORTMENT - BOX OF 400 - 50 of each colour (red, green, yellow, blue, black, brown, orange, purple) - c/w partioned storage box CRAYOLA #52-8038 ONLY	18	BX400
42	200229	CRAYON - REGULAR SIZE - 3 5/8" x 5/16" - Non-toxic - Round - Each crayon wrapped in paper label MATERIAL SAFETY DATA SHEET REQUIRED 8 Colour Set - "ASSORTED" (black, blue, brown, green, orange, red, violet and yellow) Crayola # 52-0008 ONLY	260	BOX08
43	200228	16 Colour Set - "ASSORTED" - same colours as product #200229 plus: (blue-green, blue-violet, carnation-pink, red-orange, red-violet, yellow-green yellow-orange and white) CRAYOLA #52-0016 ONLY	76	BOX16
44	200222	24 Colour Set - "ASSORTED" - same colours as product #200228 plus: (grey, peach, green-blue, green-yellow, orange-red, orange-yellow, violet-blue, and violet-red) CRAYOLA #52-0024 ONLY	376	BOX24
45	200240	32 Colour Set - "ASSORTED" CRAYOLA 52-0952 ONLY	14	BOX32
46	123573	64 Set - "ASSORTED" 64 Crayons with Built in Sharpener Crayola 52-0064 ONLY	10	BOX64
47	200241	800 Colour BULK Assortment - 100 of each colour (red, green, yellow, blue, black, brown, orange, purple)	47	BX800

Item	Product #	Description	Quantity	Unit of Measure
		- c/w partitioned storage box Crayola #52-8800 ONLY		
48		CRAYON - REGULAR SIZE - 3 5/8" x 5/16" - Non-toxic - Round - Each crayon wrapped in paper label - Packaged in boxes of 12 - 1 colour/box Crayola #52-0836 ONLY MATERIAL SAFETY DATA SHEET REQUIRED		
	200214	BLACK Crayola #52-0836-9051 ONLY	7	BOX12
49	200215	BLUE Crayola #52-0836-9042 ONLY	5	BOX12
50	200216	BROWN Crayola #52-0836-9007 ONLY	2	BOX12
51	200217	GREEN Crayola #52-0836-9044 ONLY	6	BOX12
52	200218	ORANGE Crayola #52-0836-9036 ONLY	7	BOX12
53	200219	RED Crayola #52-0836-9038 ONLY	6	BOX12
54	200220	VIOLET Crayola #52-0836-9040 ONLY	2	BOX12
55	200221	WHITE Crayola #52-0836-9053 ONLY	60	BOX12
56	200213	YELLOW Crayola #52-0836-9034 ONLY	7	BOX12
57		CRAYON - SPECIALTY - Non-toxic - Round MATERIAL SAFETY DATA SHEET REQUIRED		
	200249	16 Colour Set - "GEL FX" Colours - Creates cool effects on coloured papers Crayola #52-5816 ONLY	408	BOX16
58	123574	5 Colour Set - Window Crayons CRAYOLA 52-9703 ONLY	10	BOX5
59	200224	8 Colour Set - "MULTICULTURAL" Colours CRAYOLA #52-0000 ONLY	242	BOX08
60	123583	DRY ERASE - Set of 8: Black, Blue, Green, Red, Brown, Orange, Yellow, Purple - Crayola #98-8658 ONLY	10	BOX8
61	200805	CUP - 3 OZ. - PAPER - Flat Bottom - Waxed - 100 Cups per Tube	440	PK100
62	200806	CUP - 7 OZ. - STYROFOAM - manufactured without use of chlorofluorocarbons	931	PKG50

Item	Product #	Description	Quantity	Unit of Measure
		- 50 Cups per tube Stonetown #064150 or equivalent		
63	200250	DIVIDER - FOR FILING CABINET - Set of 25 Alphabetical (A - Z) Heavy weight 25 pt. green pressboard - Rounded corners - without eyelets 8 1/2" x 11" - Letter size Postfax #425U or equivalent	50	BOX25
64	200251	8 1/2" x 14" - Legal size Postfax #625U or equivalent	1	BOX25
65	200922	DIVIDER/INDEXES - 8 1/2 X 11 for 3 ring binders - set of 5 assorted - Set of 5 assorted colours - Transparent plastic tabs w/blank inserts Grand and Toy 99025 or equivalent	925	SET05
66	200921	- Write-on Paper Tabs - Set of 5 assorted colours Grand and Toy Oxford 213B or equivalent	4838	SET05
67	200276	ELASTIC - rubber band - pure rubber 1/4 lb. boxes or bags Elastic Rubber Band - 1/4 lb box SIZE - MEDIUM	88	BAG
68	200277	Elastic Rubber Band - 1/4 lb box SIZE - LARGE	66	BAG
69	200278	Elastic Rubber Band - 1/4 lb box ASSORTED SIZES	590	BAG
70	200289	ERASER - CHALKBOARD CHALKBOARD ERASER - CUSTODIAL - 12" Long - Metal strip in middle for stability - Brush of 2" foam latex with a wrap around chamois backing Baldwin School Supply 1916 or equivalent	292	EACH
71	200288	CHALKBOARD ERASER - FELT - Thick wood back - approx. 2" x 5" Baldwin School Supply 1911 or equivalent	200	EACH
72	201618	ERASER - DRY ERASE (WHITEBOARD) - Soft pile eraser for dry erase surfaces - Cleans with soap and water Expo - Grand and Toy #81505	704	EACH
73	200292	ERASER - SMALL - PINK PEARL - STUDENT- 20/box - Soft pink eraser with bevelled ends - Approx. 17MM X 50MM (2"long X 5/8" wide X 5/16"High) Pink Pearl #100 or equivalent State quantity per box: _____	1772	BOX20
74	400162	FLAG - MAPLE LEAF - 27" x 54" - Meets Government requirements	25	EACH

Item	Product #	Description	Quantity	Unit of Measure
		- Printed nylon The Flag Shop CA054A or equivalent		
75	400158	FLAG - MAPLE LEAF - 36" x 72" - Meets Government requirements - Printed nylon The Flag Shop CA072A or equivalent	132	EACH
76	400155	FLAG KIT - MAPLE LEAF - 18" X 36" - Meets Government requirements - Printed nylon(Sleeved)w/Gold Acorn Finial - c/w 34" pole and mounting brackets - Assembled, with flag attached to pole	10	EACH
77	123990	FLAGPOLE - AUDITORIUM/INDOOR USE - 8FT. LG. - Aluminum 1" diameter, comes in two pieces - w/Gold Acorn Finial with push-button insert mechanism - Gold tone aluminum finish FLAG SHOP or Equivalent	2	EACH
78	123991	FLAGPOLE STAND (OR BASE) FOR 8FT. FLAGPOLE - Wire folding base - 1" bore to hold flag - Gold tone finish Flag Shop or Equivalent	2	EACH
79	200331	FOLDER - DUO TANG - 3 metal fasteners 8 1/2" x 11" - 1/2" capacity - 25 per box BLACK Hilroy #06235 or Oxford #52506 ONLY	840	BOX25
80	200328	BLUE - LIGHT Hilroy #06226 or Oxford #52501 ONLY	1723	BOX25
81	200327	GREEN Hilroy #06224 or Oxford #52503 ONLY	1680	BOX25
82	200329	GREY Hilroy #06211 Only	560	BOX25
83	200330	NAVY Hilroy #06209 or Oxford #52538 Only	1120	BOX25
84	200333	ORANGE Hilroy #06203 Only	1160	BOX25
85	200325	RED Hilroy #06237 or Oxford #52511 ONLY	1757	BOX25
86	200337	WHITE Hilroy #06212 Only	280	BOX25
87	200326	YELLOW Hilroy #06204 Only	1400	BOX25
88	294247	FOLDER - DUO TANG - with 2 inside pocket(s) 8 1/2" X 11" - 1/2" capacity - c/w 1 inside pocket - 1/2" cap. - 25/box Hilroy #06004 Only	42	BOX25

Item	Product #	Description	Quantity	Unit of Measure
89	200338	ASSORTED COLOURS - c/w 2 inside pockets Hilroy #06049 Only STATE COLOURS AVAILABLE: _____ _____ State quantity per box: _____	520	BOX50
90	200335	FOLDER - FILE - Bleached Kraft - #1 Quality - Reversible - 9 1/2 point board 8 1/2" X 11" - Letter Size - 100/box Grand and Toy Pendaflex 48430C or equivalent	410	BX100
91	200336	8 1/2" x 14" - Legal Size - 100/box Grand and Toy Pendaflex 48431C or equivalent	417	BX100
92	200402	GLUE - BONDFAST - Non toxic - Plastic bottle MATERIAL SAFETY DATA REQUIRED GLUE - 120 ML Elmer's or Ross School Glue ONLY State shelf life: _____ months	2016	EACH
93	200401	GLUE - 3.8 LITRE/1 GALLON Prang, Elmers #0875, LePage, Crayola or Ross ONLY State shelf life: _____ months	200	EACH
94	200400	GLUE - 950 ML/32 OZ Prang, UHU, Elmers #60331, Crayola or Ross ONLY State shelf life: _____ months	14	EACH
95	200404	GLUE - PROJECT - WASHABLE - 118 ml bottle w/ no-clog tip Crayola #66-1104 Only	1008	EACH
96	281265	GLUE - WOOD - YELLOW - For furniture repair & general household projects Elmers #60609 W0846-00 or equivalent	26	EACH
97	200405	GLUE STICK - NON LIQUID For paper and cardboard Washable and odourless MATERIAL SAFETY DATA SHEET REQUIRED 21 Gram - White - 12/package Prang, UHU, Elmers, Crayola, or Ross ONLY State shelf life: _____ months	2100	PKG12
98	200403	25 Gram - BLUE/PURPLE dries CLEAR - 12/package Prang, UHU, Elmers, Crayola or Ross ONLY State shelf life: _____ months	1040	PK12
99	200406	8 gram - BLUE dries CLEAR Crayola #66-1129 or equivalent State shelf life: _____ months	1433	EACH

Item	Product #	Description	Quantity	Unit of Measure
100	281257	JINX WOOD - 1 CM x 1 CM Soft lumber cut to exact size 500 feet/box 36"/piece PHILLMORE ENTERPRISES OR EQUIVALENT	30	500FT
101	123977	LABEL - THERMAL - 2-1/8" X 4" - WHITE - 1" core size for use on Seiko 440 printer - black sensor mark on label release paper - white, 220 labels per roll, 2 rolls/pkg. SEIKO 440 Printer Label or Equivalent	100	ROLL
102	123902	LOCK - COMBINATION Standard - serialized PLEASE SEND ILLUSTRATIVE LITERATURE Special Needs - Two digit for special needs students Dudley RP200 or RP2 Series Dial does not have numbers on it, numbers printed on metal lock.	55	EACH
103	123987	Special Needs - one digit for special needs students Looks identical to a standard lock Dial does not have numbers on it, numbers printed on metal lock. Dudley RP100 or RP1 Series	190	EACH
104	123900	Standard Dudley RP3, RP300 Standard Series or LG7 Series Dial does not have numbers on it, numbers printed on metal lock.	2200	EACH
105	123988	LOCK - KEYED - 30MM - 100% BRASS Master Lock #4130KA or Equivalent	864	EACH
106	200583	MARKER - CHINA - WHITE - Paper wrapped with tear string sharpening - PMA certified non-toxic - 12/package - White lead Grand and Toy Sharpie #02060 or equivalent	2	PKG12
107	201806	MARKER - CHISEL POINT - Heavy duty - Permanent waterproof ink - Non-Toxic - 12 per box Sanford Faber 3000 or equivalent MATERIAL SAFETY DATA REQUIRED BLACK	100	BOX12
108	201808	BLUE	156	BOX12
109	201811	BROWN	74	BOX12
110	201805	GREEN	30	BOX12

Item	Product #	Description	Quantity	Unit of Measure
111	201814	ORANGE	13	BOX12
112	201815	PURPLE	64	BOX12
113	201807	RED	156	BOX12
114	201817	YELLOW	35	BOX12
115		MARKER - CHISEL TIP - WATERBASED - For pupils' use - Non-Toxic - 12 per box Sanford Faber #4000 or equivalent MATERIAL SAFETY DATA SHEET REQUIRED		
	201831	BLACK	30	BOX12
116	201832	BLUE	10	BOX12
117	201834	GREEN	10	BOX12
118		MARKER - COLOURING - WASHABLE - 12 per box - one colour Crayola #56-7912 ONLY MATERIAL SAFETY DATA SHEET REQUIRED		
	201760	BLACK	145	BOX12
119	201761	BLUE	96	BOX12
120	201813	BROWN	48	BOX12
121	201762	GREEN	72	BOX12
122	201819	ORANGE	60	BOX12
123	201818	PURPLE	60	BOX12
124	201763	RED	120	BOX12
125	201816	YELLOW	96	BOX12
126		MARKER - COLOURING - WASHABLE - Non Toxic MATERIAL SAFETY DATA SHEET REQUIRED		
	201752	8 Colour Set - "INTENSE" Colours Crayola #56-7988 Only	415	BOX08
127	201758	8 Colour Set - "ORIGINAL/BASIC" Colours Crayola #56-7908 Only	756	BOX08
128	201756	10 Colour Set - "SCENTSATION" Colours BROAD TIP Crayola #56-8149 Only	132	BOX10
129	201751	16 Colour Set - "COLOSSAL COLLECTION" - 8 BASIC & 8 "TROPICAL & VIBRANT" colours Crayola #56-7916 Only	912	BOX16
130	123569	Crayola Broadline Washable Markers Classpack (8 Colours - 25 Each) CRAYOLA 56-8200 only	1	PACK
131	123575	Crayola Washable Fine Line Markers - Original	10	BOX12

Item	Product #	Description	Quantity	Unit of Measure
		(12 Colours) CRAYOLA 58-7510 only		
132	123576	Crayola Washable Fine Line Markers - Bold (12 Colours) CRAYOLA 56-8612 only	10	BOX12
133	123577	Crayola Washable Fine Line Markers - Colossal (24 Colours) CRAYOLA 56-8524 only	10	BOX24
134	123572	Crayola Washable Markers - Classic Colours 8 Colours - WEDGE TIP CRAYOLA 58-7208 only	1	BOX8
135	123571	Crayola Washable Markers - Multicultural 8 Colours - BROAD TIP CRAYOLA 56-7801 only	10	PK8
136	123570	Crayola Washable Markers - Tropical 8 Colours CRAYOLA 58-7900 only	10	PK8
137		MARKER - DRY ERASE / WHITEBOARD Erases easily with dry cloth or eraser for use on whiteboards, laminated charts or planners Wedge Tip - Low Odour - Vented Cap AP Certified Non-Toxic 12 per box MATERIAL SAFETY DATA SHEET REQUIRED		
	201617	ASSORTED - Set of 4: Black,Blue,Green,Red - Dixon Dry Erase or equivalent	1700	BOX04
138	201609	BLACK - Dixon Dry Erase #92107 or equivalent	572	BOX12
139	201613	BLUE - Dixon Dry Erase #92108 or equivalent	260	BOX12
140	201610	BROWN - Dixon Dry Erase #92105 or equivalent	35	BOX12
141	201611	GREEN - Dixon Dry Erase #92104 or equivalent	144	BOX12
142	201615	ORANGE - Dixon Dry Erase #92102 or equivalent	42	BOX12
143	201616	PURPLE - Dixon Dry Erase #92106 or equivalent	94	BOX12
144	201612	RED - Dixon Dry Erase #92101 or equivalent	160	BOX12
145	201614	YELLOW - Dixon Dry Erase #92103 or equivalent	11	BOX12

Item	Product #	Description	Quantity	Unit of Measure
146		MARKER - FIBRE TIP - Superfine Tip - Micropen Staedtler #321S Series Only MATERIAL SAFETY DATA SHEET REQUIRED		
	201600	BLACK	910	EACH
147	201601	BLUE	132	EACH
148	201604	GREEN	34	EACH
149	201607	RED	312	EACH
150	201796	MARKER - FINE METAL CASED TIP - BLACK - 12/box - Metal cased tip, chrome-like metal clip Bic Roller Grand and Toy GREM-11-1 or equivalent	160	BOX12
151		MARKER/PEN - FINE TIP - POROUS POINT 12 per box Dixon Trend P8100 or equivalent MATERIAL SAFETY DATA REQUIRED		
	201800	BLACK	1316	BOX12
152	201801	BLUE	524	BOX12
153	201803	GREEN	324	BOX12
154	201802	RED	496	BOX12
155	200588	METRE STICK - Hardwood - 1st side: mm - 2nd side: cm Acme #R694-10, Baldwin #2025 or equivalent	375	EACH
156		MODELLING CLAY - 1 LB. PKG. MATERIAL SAFETY DATA SHEET REQUIRED		
	201797	BLACK B&B #1370295 or Equivalent	460	454GR
157	201776	BLUE - DARK B&B #1370402 or Equivalent	413	454GR
158	201799	BROWN B&B #1370345 or Equivalent	490	454GR
159	201791	GREEN (EMERALD) B&B #1370386 or Equivalent	340	454GR
160	201790	GREY B&B #1370261 or Equivalent	329	454GR
161	201766	OLIVE GREEN B&B #1370352 or Equivalent	122	454GR
162	201775	ORANGE B&B #1370303 or Equivalent	365	454GR
163	201788	PINK B&B #1370378 or Equivalent	204	454GR
164	201792	RED	175	454GR

Item	Product #	Description	Quantity	Unit of Measure
		B&B #1370311 or Equivalent		
165	201795	TERRA COTTA B&B #1370329 or Equivalent (Art)	350	454GR
166	201785	VIOLET B&B #1370287 or Equivalent	340	454GR
167	201798	WHITE B&B #1370246 or Equivalent	548	454GR
168	201793	YELLOW B&B #1370279 or Equivalent	548	454GR
169	123581	MODELLING CLAY - MODEL MAGIC - ASSORTED CLASSPACK - Modelling material that dries in 24 Hrs - Does not crumble and is mess free - 75 x 1oz pkgs (21 White, 18 Red, 18 Blue, 18 Yellow) Crayola #03-6002 Only MATERIAL SAFETY DATA SHEET REQUIRED	10	PK
170	123580	MODELLING CLAY - MODEL MAGIC - WHITE - Modelling material that dries in 24 Hrs - Does not crumble and is mess free - 75 x 1oz pkgs Crayola #03-6001 Only MATERIAL SAFETY DATA SHEET REQUIRED	10	PK
171	200201	MODELLING CLAY - MODEL MAGIC - WHITE - Modelling material that dries in 24 Hrs - Does not crumble and is mess free - 112g pouch Crayola #03-1601 Only MATERIAL SAFETY DATA SHEET REQUIRED	454	EACH
172	201794	MODELLING CLAY BOARD - 9" X 12" - 1/2" thick masonite-tempered 2 sides - bevelled edges B&B School Supplies 1202381 or equivalent	5	EACH
173	200268	MOUNTING CLIP - Wax adhesive back -Reusable - self-adheres to any surface - to hang up students work - clip holds cards or paper - 20 per pkg Baldwin #1816,EZ UP Clips or equivalent	30	PKG20
174		PAPER - BOND - PAD - FEINT LINED - 16 lb. weight - 96 sheets per pad - 10 pads per package - Bound at top with padding compound - 30M **MIN** cardboard backing sheet		
	200963	GRAPH - 4 squares/inch 8.5x11" 10 per PKG. Hilroy #51-170 or Equivalent	226	PKG10
175	200965	GRAPH - 5 Squares/inch 8.5x11" 10/package NAPP or Equivalent	215	PKG10

Item	Product #	Description	Quantity	Unit of Measure
176	200962	GRAPH - Squared in CM NAPP or equivalent	80	PKG10
177	200964	LINED - Ruled 5/16" - NO margin - 8.5x11" NAPP or Equivalent	340	PKG10
178	200966	RULED - 1/4" x 8-1/2" x 14" NAPP or Equivalent	40	PKG10
179	200800	PAPER CLIP - Wire - box of 100 #1 - Large - 1 1/4" (32mm) Grand and Toy #072365 or equivalent	1500	BX100
180	200801	#3 - Small - 1" (25mm) Grand and Toy #72380 or equivalent	700	BX100
181	200802	PAPER CLIP - #4 - 2" long - BOX of 100 Grand and Toy #72580 or equivalent	2000	BX100
182	200817	PAPER PLATE - PAPRUS - 8" DIAMETER- Heavy Cardboard Plate - Must be in sealed packages of 125 Stonetown Supply #071028 or equivalent	4	PK125
183	200816	PAPER PLATE - WHITE - 6" DIAMETER - Regular Uncoated - Must be in package of 100 Stonetown Supply #055022 or equivalent	316	PK100
184	200815	PAPER PLATE - WHITE - 9" DIAMETER - Regular Uncoated - Must be in package of 100 (1200/carton) Stonetown Supply #055024 or equivalent	245	PK100
185	201724	PARQUETRY - Gummed with non-toxic glue (which will be licked by students) Assorted colours MATERIAL SAFETY DATA SHEET REQUIRED PARQUETRY CIRCLES - 1" DIAMETER - 500 per package Baldwin School Supply #1870 or equivalent	30	PK500
186	201699	PARQUETRY SQUARES - 1" - 500 per package Baldwin School Supply #1869 or equivalent	41	PK500
187	201754	PASTE - POWDER - 350 GRAM BOX LePages Stickfast #26821 or equivalent MATERIAL SAFETY DATA SHEET REQUIRED	24	500GR
188	200376	PASTE BOTTLE - EMPTY - Plastic 4 OZ. SIZE - Bottle c/w ribbon applicator "A" top Reeves & Poole #RV1179/1115 or equivalent	1195	EACH
189	200374	PASTE BOTTLE - TOP ONLY - RIBBON APPLICATOR - for 4 oz. bottles (our product #200376) Reeves & Poole #R1115 or equivalent	99	EACH
190	200373	PASTE SPREADER - FLEXIBLE-PLASTIC - 12.5 cm long	410	EACH

Item	Product #	Description	Quantity	Unit of Measure
Baldwin School Supply #0896 or equivalent				
191	200994	PEN - BALL POINT - FINE TIP - c/w CAP Coloured plastic barrel - 12 per box BLACK #67121 Dixon or equivalent	377	BOX12
192	200993	BLUE #67120 Dixon or equivalent	524	BOX12
193	200992	RED #67122 Dixon or equivalent	423	BOX12
194	201673	PEN - BALL POINT - MEDIUM TIP - c/w CAP Coloured plastic barrel - 12 per box BLACK #67021 Dixon or equivalent	559	BOX12
195	201672	BLUE #67020 Dixon or equivalent	628	BOX12
196	201671	RED #67022 Dixon or equivalent	509	BOX12
197	201770	PEN - OVERHEAD - NON PERMANENT Medium Point - Water Soluable - Erasable on film and acetate - heat resistant and quick drying. boxes/packages of 12 each MATERIAL SAFETY DATA SHEET REQUIRED BLACK - NON-PERMANENT - PKG/12 Stellar Projection - Black or equivalent	330	BOX12
198	201772	BLUE - NON-PERMANENT - PKG/12 Stellar Projection Med. Blue or equivalent	438	BOX12
199	201771	GREEN - NON-PERMANENT - PKG/12 Stellar Projection Med. Green or equivalent	72	BOX12
200	201773	RED - NON-PERMANENT - PKG/12 Stellar Projection Med. Red or equivalent	241	BOX12
201	200944	PENCIL - STUDENT HB c/w Eraser - GRADE A - 12/box Dixon Ticonderoga, Dixon Classmate, Sanford, Papermate, or Staedtler ONLY	14238	BOX12
202	201777	HB UNTIPPED - GRADE A - 12/box Dixon, Sanford, Papermate, or Staedtler ONLY	1688	BOX12
203	201774	PRIMARY #1 - UNTIPPED - 12/box Grand and Toy #18997 or equivalent	390	BOX12
204	201778	PRIMARY #2 - UNTIPPED - 12/box Grand and Toy #18995 or equivalent	500	BOX12

Item	Product #	Description	Quantity	Unit of Measure
205	201780	PENCIL SHARPENER - 8 Holes Sanford or X-Acto ONLY	1596	EACH
206	201963	POPSICLE STICK - (CRAFT STICK) Wooden 4.5" or 11.5cm in length- 1000/package Baldwin School Supply #0895 or equivalent	810	B1000
207	200585	PROTRACTOR - STUDENT - PLASTIC - Clear plastic with black markings - Degrees marked as follows: line marked for every degree major mark every 5 degrees line mark & numbered every 10 degrees - Numbered 0 to 180 left to right AND right to left Baldwin School Supply #1967 or equivalent	10844	EACH
208		RULER - PRINTED - 30 CM LONG 10/package		
	201883	RULER - PLASTIC - CM & 0.5CM - Opaque plastic w/ black scales & numerals - Flexible double bevel style (FRONT) cm (0-30 grad.) (BACK) 0.5 cm (0-30 grad.) - 10/package Acme #R417-30 or equivalent	100	PKG10
209	201882	RULER - PLASTIC - CM BARS/CM - Opaque plastic w/ black scales & numerals - Spare length - Hot stamped (FRONT) 1st bevel: cm bars 2nd bevel: cm (0-30 grad.) - 10/package - Flexible double bevel style - From 70% or over re-cycled materials Acme #419-30 or equivalent	90	PKG10
210	201885	RULER - PLASTIC - CM/MM - Opaque plastic w/ black scales & numerals - Flexible double bevel style - Spare length - Hot stamped (FRONT) 1st bevel: cm (0-30 grad.) 2nd bevel: mm (0-300 grad.) - 10/package - From 70% or over recycled materials Acme #R411-30 or equivalent	1127	PKG10
211	201887	RULER - PLASTIC - INCHES/MM - Spare length - Hot stamped (FRONT) 1st bevel: 0-12" (1/16" grad.) 2nd bevel: mm (0-300 grad.) - From 70% or over recycled materials - 10/package - Transparent plastic w/ black scales & - Flexible double bevel style Acme #R450-30 or equivalent	779	PKG10
212	201884	RULER - PLASTIC - MM/CM & INCHES - Spare length - Hot stamped	85	PKG10

Item	Product #	Description	Quantity	Unit of Measure
		2nd bevel: cm (0-30 grad.) (BACK) : 0-12" (1/16" grad.) - Opaque/Black w/ white scales & numerals - Flexible double bevel style (FRONT) 1st bevel: mm (0-300 grad.) Acme #R4116-30 or equivalent		
213	201889	RULER - PLASTIC - MM/CM/DM - Opaque plastic w/ black scales & numerals - Flexible double bevel style - Spare length - Hot stamped Acme #R408-30 or equivalent	180	PKG10
214	201888	RULER - WOODEN - MM/CM/DM - Double bevel style with pencil or finger groove crown - Spare length - 3 markings are shown in relationship to one another on one bevel (FRONT) 1st bevel: 100mm/10cm/1dm 2nd bevel: mm (0-300 grad.) - 10/package Acme #R269-30 or equivalent	3	PKG10
215	241938	SAND - PLAY - NON SILICA MUST BE children and environmentally safe Non-Silica Sandtastik 11.3 kg or Equivalent MATERIAL SAFETY DATA SHEET REQUIRED	140	25LB
216	709013	SCISSOR RACK - WOODEN (holds 30 pair) Spectrum #9720327 or equivalent - box size: 25 x 28.75 X 16.25 CM top: 30 holes - diameter 1"	32	EACH
217	201925	SCISSORS 5" - STUDENT - BLUNT - Right/Left handed/Ambidextrous - Full length: 4 3/4" - Cutting length: 1 3/4" - Blunt points - fully ground stainless steel blades Crayola 66-3009, Grand and Toy #14596 or equivalent	2055	EACH
218	201924	6" - Left Handed - Semi point Plastic Handle B&B #1121193, Acme 472 Baldwin #1995 or equivalent	72	EACH
219	201923	6" - Right Handed - Semi Point Plastic Handle B&B #1120781, Acme 472 Baldwin #1995 or equivalent	1314	EACH
220	201922	7" - Right Handed - Sharp Point Stainless steel B&B #1120732, Acme 611 Baldwin #2002, Grand and Toy Westcott #13526 or equivalent	1375	EACH

Item	Product #	Description	Quantity	Unit of Measure
221	201928	8" - Left Handed - Full length: 8 3/4" - Cutting length: 3 1/2" - Semi sharp: one side sharp one side blunt B&B #1121201, Grand and Toy #TUL99101, Acme 631 Baldwin #2010 or equivalent	125	EACH
222	201927	8" - Right handed - Full length: 8" - Cutting length: 3 1/4" - Offset black plastic handle - Fully ground stainless steel blades - Semi-sharp : one side sharp one side blunt Grand and Toy Westcott #22018, Acme 631 Baldwin #2008 or equivalent	3260	EACH
223	200868	SPONGES - 6 per package - Approximately 5" x 3" x 2" Woollatt Building Materials #0080 or equiv.	100	PKG06
224	200595	STAFF LINER - MUSIC - WOODEN - Stout wire - holds chalk only - For ruling board for penmanship and music Westcott 10490 Baldwin School Supply #2018 or equivalent	5	EACH
225	200948	STAPLE REMOVER - PINCH-TYPE - Finger molded grips - removes staples from one sheet or full file - Case hardened jaws for greater strength Grand and Toy #99851 or equivalent	290	EACH
226	201949	STAPLER - DESK MODEL - STANDARD - Front opening - drawer-type staple loader - Takes full strip of 210 standard wire staples - both 1/4" and 5/16" Grand and Toy Swingline #878000 or equivalent	548	EACH
227	201951	STAPLES - 1/4" - STANDARD - CHISEL POINTED 5000/Box Grand and Toy #99500 or equivalent	810	B5000
228	200949	STENO NOTE BOOK - 6" x 9" spiral wire bound - Ruled blue feint - Red centre line - 120 pages/book, white bond - 10/package Baldwin School Supply 2152 or equivalent	195	EACH
229	201955	STICKERS - PEEL AND STICK ANIMALS (Forest) Baldwin #2212 or equivalent	125	PKG36
230	201956	BIRDS Baldwin #2214 or equivalent	70	PKG36

Item	Product #	Description	Quantity	Unit of Measure
231	201957	BUTTERFLIES Baldwin #2210 or equivalent	120	PKG36
232	123586	DINOSAURS Baldwin #2207 or equivalent	10	PKG36
233	201959	DOGS Baldwin #2202 or equivalent	100	PKG36
234	201960	EASTER Baldwin #2221 or equivalent	8	PKG36
235	201968	GREEN Baldwin School Supply #6033 or equivalent	50	PK100
236	201961	HALLOWEEN Baldwin #2223 or equivalent	3	PKG36
237	123585	JUNGLE ANIMALS Baldwin #2203 or equivalent	10	PK
238	123589	SPARKLE GOLD STAR STICKERS Baldwin #5908 or equivalent	10	PK
239	123588	SPARKLE SMILE FACES Baldwin #5910 or equivalent	10	PK
240	123587	SPARKLE SUCCESS CIRCLES Baldwin #5909 or equivalent	10	PK
241	123590	STARS - ASSORTED Baldwin School Supply #6030 or equivalent	10	PK
242	201966	STARS - BLUE Baldwin School Supply #6031 or equivalent	6	PK100
243	201967	STARS - GOLD Baldwin School Supply #6032 or equivalent	84	PK100
244	201969	STARS - RED Baldwin School Supply #6034 or equivalent	8	PK100
245	201970	STARS - SILVER Baldwin School Supply #6035 or equivalent	5	PK100
246	201958	STICKERS - WINTER THEME - Self Adhesive, 500 various sizes per pack Baldwin 6003 or equivalent	150	PK500
247	201962	VALENTINE Baldwin #2220 or equivalent	11	PKG36
248	201964	STRAW - JUMBO - WHITE - 8" LONG - 250 straws per box Baldwin School Supply #2178 or equivalent	60	BX250
249	201965	STRAWS - REGULAR - WHITE - 8" LONG - 500 straws per box Baldwin School Supply #2175 or equivalent	180	BX500
250		TAPE - BOOK REPAIR - 2" - CLOTH Each Roll - 2" x 55 METERS Shurtape PC600 or equivalent		

Item	Product #	Description	Quantity	Unit of Measure
	202001	BLACK - CLOTH - 2" X 55 METER/ROLL Shurtape #PC600 or equivalent	7	ROLL
251	202000	BLUE - CLOTH - 2" X 55 METER/ROLL Shurtape #PC600 or equivalent	8	ROLL
252	202004	BROWN - CLOTH - 2" X 55 METER/ROLL Shurtape #PC600 or equivalent	3	ROLL
253	202003	GREEN - CLOTH - 2" X 55 METER/ROLL Shurtape #PC600 or equivalent	23	ROLL
254	202002	RED - CLOTH - 2" X 55 METER/ROLL Shurtape #PC600 or equivalent	1	ROLL
255	202014	WHITE - CLOTH - 2" X 55 METER ROLL Shurtape #PC600 or equivalent	1	ROLL
256	202015	YELLOW - CLOTH - 2" X 55 METER/ROLL Shurtape #PC600 or equivalent	1	ROLL
257		TAPE - BOOK REPAIR - 3" - CLOTH Each Roll - 3" x 55 METERS Shurtape PC600 or equivalent		
	201999	BLACK - CLOTH - 3" X 55 METER/ROLL Shurtape #PC600 or equivalent	2	ROLL
258	202010	BLUE - CLOTH - 3" X 55 METER/ROLL Shurtape #PC600 or equivalent	2	ROLL
259	202013	BROWN - CLOTH - 3" X 55 METER/ROLL Shurtape #PC600 or equivalent	4	ROLL
260	202011	GREEN - CLOTH - 3" X 55 METER/ROLL Shurtape #PC600 or equivalent	8	ROLL
261	202012	RED - CLOTH - 3" X 55 METER/ROLL Shurtape #PC600 or equivalent	7	ROLL
262	202016	WHITE - CLOTH - 3" X 55 METER/ROLL Shurtape #PC600 or equivalent	2	ROLL
263	202017	YELLOW - CLOTH - 3" X 55 METER/ROLL Shurtape #PC600 or equivalent	1	ROLL
264		TAPE - BOOK REPAIR - CLEAR - Used for repairing, reinforcing, protecting and covering bound edges and surfaces - will not dry or crack		
	202008	- Length: 1080 inches or 30 metres - Width: 2 inches or 48 mm SelloTape #742 or equivalent	225	ROLL
265	202009	- Length: 1080 yards or 30 metres - Width: 3 inches or 72 mm SelloTape #743 or equivalent	71	ROLL
266	110966	- Length: 15 yards or 13.7 metres - Width: 4 inches or 101.6 mm Baldwin Scotch 845 #2517 or equivalent	32	ROLL
267	202028	- Length: 15 yards or 13.7 metres	150	ROLL

Item	Product #	Description	Quantity	Unit of Measure
		- Width: 1.5 inches or 38.1 mm Carr McLean #73-901, Baldwin Scotch 845 #2514, Grand and Toy #845-36MM or equivalent		
268	202029	- Length: 15 yards or 13.7 metres - Width: 2 inches or 50.8 mm Carr McLean #73-902, Baldwin Scotch 845 #2515, or Grand and Toy #845-48MM or Equivalent	540	ROLL
269	202030	- Length: 15 yards or 13.7 metres - Width: 3 inches or 76.2 mm Carr McLean #73-903, Baldwin Scotch 845 #2516, Grand and Toy #845-72MM or equivalent	259	ROLL
270	201995	TAPE - MAGNETIC - 3/8" (12" STRIPS) - Used on steel/metal surfaces - Five 12" strips per package - Non-adhesive - 1 ft. strip x .100 thick Baldwin School Supply #1922 or Equivalent	1274	EACH
271	202020	TAPE - MASKING - ALL PURPOSE - Length: 60 yards or 55 metres - Width: 2 inches or 48 mm 3M #203 or equivalent	542	EACH
272	202021	- Length: 60 yards or 55 metres - Width: 0.5 inches or 12 mm 3M #203 or equivalent	1513	EACH
273	202022	- Length: 60 yards or 55 metres - Width: 3/4 inches or 18 mm 3M #203 or equivalent	4032	EACH
274	202023	- Length: 60 yards or 55 metres - Width: 1 inch or 24 mm 3M #203 or equivalent	1756	EACH
275	202024	- Length: 60 yards or 55 metres - Width: 1.5 inches or 36 mm 3M #203 or equivalent	312	EACH
276	202018	TAPE - PACKAGING - 2" CLEAR - 48 mm X 100metres 3M #369 or equivalent	1292	ROLL
277	200975	TAPE - TRANSPARENT - Frosty tape that becomes invisible when applied to most surfaces - resists yellowing with age-moisture resistant - Can be written on - 1296" Roll - Premium pak 3M #6200 ONLY 1/2" - C/W DISPENSER - 8 ROLLS/PKG 3M #6200 ONLY	190	PKG08
278	201994	1/2" - NO Dispenser (Boxed) 3M #6200 ONLY	24	EACH

Item	Product #	Description	Quantity	Unit of Measure
279	200974	3/4" - C/W DISPENSER - 6 ROLLS/PKG 3M #6200 ONLY	290	PKG06
280	201993	3/4" - NO Dispenser (Boxed) 3M #6200 ONLY	380	EACH
281		TAPE - TRANSPARENT - GENERAL PURPOSE General Purpose Adhesive 33 Metre roll (36 Yard) 3M #500 or equivalent		
	202031	3/4" wide (18 mm) - c/w Dispenser 6/sleeve 3M ONLY	145	PKG06
282	202027	TAPE DISPENSER - HAND TYPE - PLASTIC - Holds both 1/2" or 3/4" scotch tape Baldwin #2518, Grand and Toy #H127 or equivalent	22	EACH
283	123976	THERMAL PAPER ROLLS For EPSON #T01-589 ROLL SIZE: 3-1/8" X 3" X 200 FT. EPSON #TO1-51098 or Equivalent	6	50/CTN
284	202040	THUMB TACKS - 1/2"D Pin Head, 3/8"(10mm) L - Nickel plated steel #4 - Solid Heads - 100/box - Grand and Toy #X520375 or equivalent	71	BX100
285		TOTE CARRIERS - CLEAR - C/W LID		
	200253	11.4 Litre - 16"L x 11"W x 6"D (CLEAR) Rubbermaid #2220 or Equivalent	171	EACH
286	200254	18.5 Litre - 16"L x 11"W x 9"D (CLEAR) Rubbermaid #2222 or Equivalent	106	EACH
287	200256	33 Litre - 23"L x 16 3/4"W x 6"H (CLEAR) Rubbermaid #2221 or Equivalent	50	EACH
288	200257	5.8 Litre - 8 1/4"Lx13 3/8"Wx3 1/2"D CLEAR Rubbermaid #2218 or Equivalent	1190	EACH
289		TRANSPARENCIES - BOND COPIER - 8 1/2 X 11 High Temperature PLEASE SEND ILLUSTRATIVE LITERATURE		
	200552	- MUST BE COMPATIBLE WITH RICOH COPIERS - must provide a written letter from the manufacturer stating that it is compatible with RICOH COPIERS - .5 MIL Thick, 50 PER BOX	3591	BOX50
290	121274	Dry Toner Transparencies - Paper Backed 4mil Sharp #815, 825, 850, 8200 & 8600	8	BOX
291	121260	Dry Toner Transparencies 4mil - 100/Box - Black image on clear background c/w white side sensing stripe - For use in Xerox 5090, 5290, 5388 & 9900 Folex #X50-4, SPX #101-127SP or equivalent	215	BOX
292	202042	TWINE Stonetown Supply #091040 or equivalent	100	1LB

Item	Product #	Description	Quantity	Unit of Measure
		- 1 lb. ball - #4 Butcher Cord Baldwin School Supply #3305 or equivalent		