

	<b>TERMS AND CONDITIONS</b>	<b>WILL COMPLY/WILL NOT COMPLY</b>	<b>COMMENT</b>
<b>1.0</b>	<b>INTRODUCTION</b>		
1.0.1	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.		
<b>1.1</b>	<b>PURPOSE</b>		
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 Music Supplies, subject to the conditions herein.		
<b>2.0</b>	<b>BID DEFINITIONS AND INFORMATION</b>		
<b>2.1</b>	<b>DEFINITIONS</b>		
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	<b>BID IRREGULARITY:</b> 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	<b>Major Irregularity:</b> 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	<b>Minor Irregularity:</b> 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.		

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<b>2.2</b>	<b>STRUCTURE OF THIS BID</b>		
2.2.1	Bidders <b>must</b> 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	"Board"		
2.2.1.3	"Purchasing"		
2.2.1.4	"Bids"		
2.2.1.5	Scroll to the end of the document, click		
2.2.1.6	"Proceed to inquiry/download page".		
2.2.1.7	Proceed to the bid, click		
2.2.1.8	"New" Icon		
2.2.1.9	The setup.exe file contains the following files:		
2.2.1.10	tender.exe: See Section 9 Electronic Bidding Instructions		
2.2.1.11	Appendices004.xls.Terms and Conditions Response in Excel format		
<b>2.3</b>	<b>RETURN LOCATION</b>		
2.3.1	Sealed bid submissions <b>must</b> 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 9.9 - Labeling of Envelope and diskette or CD).		
2.3.9	The bid submission <b>must</b> 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.		
<b>2.4</b>	<b>IMPORTANT DATES</b>		
2.4.1	ISSUE DATE: Thursday, 2010 April 29		
2.4.2	RETURN DATE and TIME: prior to 1200:00 noon local time Friday, May 21, 2010		
<b>2.5</b>	<b>QUESTIONS</b>		
2.5.1	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: Barbara Murch.		
2.5.2	All bid files are available for downloading at no charge from the TVDSB web site.		

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2.5.3	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site. See Section 2.5.2.		
2.5.4	All Addenda will be issued at least seven days prior to the closing date. If an addendum is issued within seven days of the closing date, the date will be extended accordingly.		
<b>3.0</b>	<b>CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT</b>		
<b>3.1</b>	<b>CONTRACT TERM</b>		
3.1.1	The term of this agreement shall be for one year terminating on April 30, 2011.		
3.1.2	Bidders <b>must</b> state if your company would agree to extending this contract with the same terms and conditions for a second year ending April 30, 2012.		
3.1.3	Bidders <b>must</b> state if your company would agree to extending this contract with the same terms and conditions for a third year ending April 30, 2013.		
<b>3.2</b>	<b>PRICING</b>		
3.2.1	Bidders <b>must</b> complete the pricing section which is installed using the setup.exe file (see Section 9.0 - Installation Instructions).		
3.2.2	Bidders <b>must</b> print and sign the Bid Report.		
3.2.3	All charges <b>must</b> 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.		
3.2.4	Prices <b>must</b> include delivery, F.O.B. destination. <b>NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.</b>		
3.2.5	The contract will be for a one-year term ending April 30, 2011 with an option to renew for further 1-year periods in increments of one (1) year ending April 30, 2013 . 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	The TVDSB expects to order in multiple shipments over the length of this contract.		
3.2.7	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.		
3.2.8	Bidders <b>should</b> state any further discount, as a percentage, if all items are awarded to your company.		
3.2.9	Bidder(s) should state if a discount would be offered for any additional purchases made by TVDSB staff not listed in this bid document whether ordered on a purchase order or purchased at the bidder's retail outlet(s).		
<b>3.3</b>	<b>TAXES</b>		
3.3.1	GST, HST and PST: Where applicable, Goods & Services Tax and Provincial Sales Tax <b>must</b> be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		

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<b>3.4</b>	<b>DELIVERY &amp; ORDERING</b>		
3.4.1	In the past, the TVDSB carried the majority of the Music Supply products 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 A.		
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 TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of landing.		
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 <b>must</b> 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.		
3.4.7	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.		
3.4.8	State minimum dollar value per order.		
<b>3.5</b>	<b>INVOICING/PAYMENT TERMS</b>		
3.5.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Accounts Payable.		
3.5.2	Applicable taxes <b>must</b> be shown as separate line items on all invoices.		
3.5.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.5.3.1	Bidders should state percentage discount for early payment and net payment terms.		
3.5.4	Purchase order numbers <b>must</b> be stated on all invoices; invoices without will be returned unpaid.		

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<b>4.0</b>	<b>SPECIFICATIONS/REQUIREMENTS</b>		
<b>4.1</b>	<b>QUALITY</b>		
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 <b>must</b> 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 <b>must</b> immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
<b>4.2</b>	<b>QUANTITY/TERM</b>		
4.2.1	These estimations are for a one (1) year period based on our actual usage from 2009 March 31 to 2010 March 31 and will be subject to change in 2010/2011 depending on our needs and budgets. The balance of items will be dependent on our needs as they arise.		
<b>4.3</b>	<b>REQUIREMENTS</b>		
4.3.1	The requirements are detailed in the Specifications List included in the Specifications File.		
<b>4.4</b>	<b>RETURN OF GOODS POLICY</b>		
4.4.1	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.		
4.4.2	Bidders <b>must</b> state if there is a time limit on returning goods.		
4.4.3	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 4.4.1.		
4.4.4	Bidders should describe their procedure for returned goods with respect to:		
4.4.4.1	Packaging		
4.4.4.2	"Attention To" labeling		
4.4.4.3	Address to where returns should be shipped		
4.4.4.4	Method of shipment (company truck, courier, transport)		
4.4.4.5	If a return authorization number is required		
4.4.4.6	What charges apply and who is responsible for payment		
4.4.5	The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		

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<b>4.5</b>	<b>SAMPLES</b>		
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 <b>must</b> be done on request and at a time and location chosen by the TVDSB.		
4.5.1.1	Samples requested <b>must be</b> clearly marked with the name of the bidder and the bid item number.		
4.5.1.2	Samples <b>must</b> be sent to our Distribution Centre, 951 Leathorne Street, London, ON, N5Z 3M7.		
4.5.1.3	Bidders who do not submit the required samples will be considered noncompliant.		
4.5.1.4	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.		
4.5.1.5	Bidders should provide return instructions (i.e. address and authorization number) if required, for sample returns.		
<b>4.6</b>	<b>SUBSTITUTIONS</b>		
4.6.1	In the event that an item ordered becomes discontinued during the contract, all bidders must notify the Purchasing Services Department for authorization before the item is substituted and shipped to our Distribution Centre or our Schools. Successful bidders may be required to provide samples of the proposed substitutions before sending shipments. The Board reserves the right to return any shipment <b>COLLECT</b> , if in our opinion the products supplied do not conform to the specifications in this bid document.		
<b>5.0</b>	<b>TERMS AND CONDITIONS</b>		
<b>5.1</b>	<b>GENERAL TERMS AND CONDITIONS</b>		
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 <b>must</b> 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 <b>must</b> 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 <b>must</b> have satisfactorily fulfilled all relevant obligations as required under the terms and conditions of any previous award in order to be considered as an acceptable bidder.		

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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.		
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) <b>must</b> 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.		

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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 <b>must</b> 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.		
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.		
<b>5.2</b>	<b>CANCELLATION OF CONTRACT / LOSS OF SERVICE</b>		
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).		

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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.		
<b>5.3</b>	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT</b>		
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.		
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.		
<b>5.4</b>	<b>HUMAN RIGHTS AND CHILD LABOUR LAWS</b>		
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.		

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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	<a href="http://www.ilo.org">http://www.ilo.org</a>		
5.4.3.2	<a href="http://www.ilo.org/public/english/comp/child/policy/towards.htm">http://www.ilo.org/public/english/comp/child/policy/towards.htm</a>		
<b>5.5</b>	<b>HEALTH, SAFETY REGULATIONS</b>		
5.5.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) <b>must</b> be completely assembled and must bear a 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 <b>must</b> 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) <b>must</b> supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
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 <b>must</b> 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.		
5.5.7	Where applicable, the TVDSB will give preference to products made with non-natural rubber latex (synthetic rubber latex). Bidders <b>must</b> indicate any products containing natural rubber latex and its percentage content in Appendix A.		

FIRM NAME : \_\_\_\_\_

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	<b>TERMS AND CONDITIONS</b>	<b>WILL COMPLY/WILL NOT COMPLY</b>	<b>COMMENT</b>
<b>5.6</b>	<b>COMMERCIAL LIABILITY INSURANCE</b>		
5.6.1	The successful bidder(s) <b>must</b> 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.		
5.6.2	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 \$5 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 \$5 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 \$5 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.		
5.6.2.1	This liability policy shall contain the following coverage:		
5.6.2.2	Personal Injury & Property Damage		
5.6.2.3	Non-Owned Automobile Liability		
5.6.2.4	Owners and Contractors Protective Coverage		
5.6.2.5	Contractual Liability		
5.6.2.6	Broad Form Property Damage		
5.6.2.7	Products & Completed Operation Insurance		
5.6.2.8	Contingent Employees Liability		
5.6.2.9	Cross Liability Clause and Severability of Interest Clause		
5.6.3	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.		
5.6.4	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.		

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	<b>TERMS AND CONDITIONS</b>	<b>WILL COMPLY/WILL NOT COMPLY</b>	<b>COMMENT</b>
<b>5.7</b>	<b>MOTOR VEHICLE LIABILITY INSURANCE</b>		
5.7.1	Bidders <b>must</b> state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.		
5.7.2	In the event of an affirmative answer to 5.8.1, the successful bidders <b>must</b> 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.		
5.7.3	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.		
5.7.3.1	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:		
5.7.3.2	Third Party Liability Coverage in the form of OAP-1		
5.7.4	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.		
5.7.5	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.		

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TENDER #004 - MUSIC SUPPLIES  
TERMS AND CONDITIONS

	<i>TERMS AND CONDITIONS</i>	<i>WILL COMPLY/WILL NOT COMPLY</i>	<i>COMMENT</i>
<b>6.0</b>	<b>BIDDER PROFILE</b>		
<b>6.1</b>	<b>REFERENCES</b>		
6.1.1	New bidders <b>must</b> provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference <b>must</b> 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:		

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	<b>TERMS AND CONDITIONS</b>	<b>WILL COMPLY/WILL NOT COMPLY</b>	<b>COMMENT</b>
<b>6.2</b>	<b>ADMINISTRATION &amp; ORGANIZATION</b>		
6.2.1	Bidders <b>should</b> include an organizational chart.		
6.2.2	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.		
6.2.3	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.		
6.2.4	Bidders <b>should</b> state location of their distribution centre.		
<b>7.0</b>	<b>BID SUBMISSION</b>		
<b>7.1</b>	<b>BIDDER'S RESPONSE GUIDE</b>		
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 <b>must</b> include:		
7.1.3	Signed copies of Appendices 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	2010004.rpt		
7.1.3.3	2010004a.dbf		
7.1.3.4	2010004g.dbf		
7.1.3.5	2010004v.dbf		
7.1.3.6	2010004a.cdx		
7.1.3.7	2010004g.cdx,		
7.1.3.8	2010004v.cdx		
7.1.3.9	Appendices004.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 9.9 - Labeling 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.		

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	<b>TERMS AND CONDITIONS</b>	<b>WILL COMPLY/WILL NOT COMPLY</b>	<b>COMMENT</b>
<b>8.0</b>	<b>AWARD</b>		
<b>8.1</b>	<b>EVALUATION PROCESS</b>		
8.1.1	An evaluation committee will be established to evaluate bid submissions.		
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.		
8.1.7	In the event of a tie score the TVDSB will resolve the tie by a draw. The names of the tie bidders will be entered into the draw. All parties will have representation when the draw takes place.		
<b>8.2</b>	<b>AWARD AND NOTIFICATION OF CONTRACT</b>		
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	"Board"		
8.2.1.3	"Purchasing"		
8.2.1.4	"Bids"		
8.2.1.5	Scroll to the end of the document, click		
8.2.1.6	"Proceed to inquiry/download page".		
8.2.1.7	Proceed to the Bid, click		
8.2.1.8	"Results - Check Mark"		
8.2.1.9	View documents in PDF format.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		
	<b>Barbara Murch</b>	<b>Terry Roberts</b>	
	<b>Purchasing Department</b>	<b>Chairperson</b>	

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	<b>TERMS AND CONDITIONS</b>	<b>WILL COMPLY/WILL NOT COMPLY</b>	<b>COMMENT</b>
<b>9.0</b>	<b>ELECTRONIC BIDDING INSTRUCTIONS</b>		
<b>9.1</b>	<b>DOWNLOADING BID DOCUMENTS</b>		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.on.ca		
9.1.2	Click "Board"		
9.1.3	Click "Purchasing"		
9.1.4	"Bids"		
9.1.5	Read instructions		
9.1.6	Click "Proceed to Inquiry/Download page"		
9.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.8	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.9	All bid files are available for downloading at no charge from the TVDSB web site.		
<b>9.2</b>	<b>PRINTING COPIES OF BID DOCUMENTS</b>		
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.		
<b>9.3</b>	<b>SECTION 9.3 COMPUTER SYSTEM REQUIREMENTS</b>		
9.3.1	To use the electronic system, bidders <b>must</b> 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.		
<b>9.4</b>	<b>INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:</b>		
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 program		

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THAMES VALLEY DISTRICT SCHOOL BOARD  
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	<b>TERMS AND CONDITIONS</b>	<b>WILL COMPLY/WILL NOT COMPLY</b>	<b>COMMENT</b>
<b>9.5</b>	<b>HELP SECTION AND TIPS FOR USING THE BID PROGRAM</b>		
9.5.1	The "Help" section may be referred to at any time while using the program.		
9.5.2	Bidders <b>MUST</b> 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 <b>must</b> enter a price (\$0.00 is not valid).		
<b>9.6</b>	<b>BID REPORT</b>		
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 <b>must</b> 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.		
<b>9.7</b>	<b>DISKETTE OR CD CREATION:</b>		
<b>9.7.1</b>	<b>DISKETTE CREATION</b>		
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.		
<b>9.7.2</b>	<b>CD CREATION</b>		
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 - <b>MUST BE A DIFFERENT DRIVE THAN THE INPUT DRIVE</b> (The hard drive for output from which you can copy the seven files to CD)		

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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.		
<b>9.8</b>	<b>THE RETURN DISKETTE OR CD:</b>		
9.8.1	Check to ensure that the "seven (7) 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 seven (7) files are as follows:		
9.8.1.1	2010004a.dbf		
9.8.1.2	2010004g.dbf		
9.8.1.3	2010004v.dbf		
9.8.1.4	2010004a.cdx		
9.8.1.5	2010004g.cdx		
9.8.1.6	2010004v.cdx		
9.8.1.7	2010004.rpt		
9.8.1.8	Appendices004.xls - Terms and Conditions in Excel format		
9.8.2	However, if you did not bid on any items requiring "answers to questions" you will have six (6) files. You will not have a 2010004.rpt file. If the above files are not on the diskette or CD return to "Diskette Creation" option.		

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	<b>TERMS AND CONDITIONS</b>	<b>WILL COMPLY/WILL NOT COMPLY</b>	<b>COMMENT</b>
<b>9.9</b>	<b>LABELING OF ENVELOPE AND DISK</b>		
9.9.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.9.2	From - Company Name & Address		
9.9.3	To:OFFICE OF THE TENDERS CLERK		
9.9.4	Thames Valley District School Board		
9.9.5	EDUCATION CENTRE,		
9.9.6	1250 Dundas Street,		
9.9.7	LONDON, Ontario		
9.9.8	N5W 5P2		
9.9.9	Music Supplies		
9.9.10	Bid #004 - 2010		
9.9.11	Return Date: 12:00:00 noon local time Friday, May 21, 2010		
<b>9.10</b>	<b>PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:</b>		
9.10.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.10.2	Music Supplies		
9.10.3	Bid #004 - 2010		
9.10.4	Return Date: 12:00:00 noon local time Friday, May 21, 2010		
9.10.5	Signature:		
9.10.6	Firm Name:		

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	<b>TERMS AND CONDITIONS</b>	<b>WILL COMPLY/WILL NOT COMPLY</b>	<b>COMMENT</b>
<b>10.0</b>	<b>SIGNATURE PAGE</b>		
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 <b>must</b> 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 <b>must</b> 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:		

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THAMES VALLEY DISTRICT SCHOOL BOARD  
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APPENDIX A

SCHOOL/DEPARTMENT	LOCATION CODE	ADDRESS	POSTAL CODE	PHONE NO.	FAX NO.
A.E. Duffield Public School	1005	6820 Duffield Street, London, ON	N0L 1S1	652-2050	652-1372
A. J. Baker Public School	1010	528 Allen Street, Kintore	N0M 2C0	283-6461	283-1095
Aberdeen Public School	1015	580 Grey Street, London, ON	N6B 1H8	452-8010	452-8019
Adelaide-W. G. MacDonald Public School	1020	29059 School Road, R. R. 5, Strathroy, ON, ON	N7G 3H6	247-3369	247-3030
Aldborough Public School	1025	11443 Furnival Road, Box 400, R. R. 3, Rodney, ON	N0L 2C0	785-0811	785-2143
Algonquin Public School	1030	59 Algonquin Road, Woodstock, ON	N4T 1R8	421-2219	421-0347
Annadale School	2020	60 Tilsonburg Ave. Tilsonburg, Ontario	N4G 3A1	688-3498	688-4839
Arthur Ford Public School	1035	617 Viscount Road, London	N6J 2Y4	452-8020	452-8029
Arthur Stringer Public School	1040	43 Shaftsbury Avenue, London	N6C 2Y5	452-8030	452-8039
Ashley Oaks Public School	1045	121 Ashley Crescent, London	N6E 3P8	452-8040	452-8049
Balaclava Street Public School	1050	20 Balaclava Street, St. Thomas, ON	N5P 3C2	631-4930	631-1006
Beachville Public School	1055	23 Zorra Street, Beachville, ON	N0J 1A0	423-6222	423-1924
Bishop Townshend Public School	1065	814 Quebec Street, London, ON	N5Y 1X4	452-8050	452-8059
Blenheim District P.S.	1925	32 Wilmot St. S., Drumbo, Ontario	N0J 1G0	463-5169	463-5658
Bonaventure Meadows Public School	1070	141 Bonaventure Drive, London, ON	N5V 4S6	452-8060	452-8069
Brick Street Public School	1075	393 Commissioners Road West, London, ON	N6J 1Y4	452-8070	452-8079
Byron Northview Public School	1085	1370 Commissioners Road West, London, ON	N6K 1E1	452-8080	452-8089
Byron Somerset Public School	1090	175 Whisperwood Cres., London, ON	N6K 4C6	452-8090	452-8099
Byron Southwood Public School	1095	1379 Lola Street, London, ON	N6K 3R6	452-8100	452-8109
C.C. Carrothers Public School	1100	360 Chippendale Crescent, London, ON	N5Z 3G2	452-8110	452-8119
Caradoc Central Public School	1105	714 Bowan Street East, Box 244, Mount Brydges, ON	N0L 1W0	264-1630	264-2097
Caradoc North Public School	1115	8041 Scotchmere Drive, R. R. 1, Strathroy, ON	N7G 3H3	245-2085	289-0522
Caradoc South Public School	1110	611 Peter Street, Melbourne, ON	N0L 1T0	289-2091	245-5606
Centennial Central Public School	1120	14774 Medway Road, R. R. 1, Arva, ON	N0M 1C0	660-8193	660-1466
Central Senior Public School	1125	410 Hunter Street, Woodstock, ON	N4S 4G4	537-5362	537-5514
Chippewa Public School	1135	1035 Chippewa Drive, London, ON	N5V 2T6	452-8120	452-8129
Clara Brenton Public School	1140	1025 St. Croix Avenue, London, ON	N6H 3X8	452-8130	452-8139
Cleardale Public School	1145	780 Dulaney Drive, London, ON	N6C 3W4	452-8140	452-8149
Colborne Street Public School	1150	25 Colborne Street, Strathroy, ON	N7G 2M1	245-2044	245-4225
D. M. Sutherland Senior Public School	1155	110 Winchester Street, Woodstock, ON	N4S 7K6	537-3543	537-7244
Davenport Public School	1160	80 Rutherford Avenue, Aylmer, ON	N5H 2N8	773-9216	765-2941
Delaware Central Public School	1165	14 James Street, Box 36, Delaware, ON	N0L 1E0	652-5371	652-3578
Dunwich-Dutton Public School	1175	239 Main Street, Box 40, Dutton, ON	N0L 1J0	762-2419	762-5267
Eagle Heights P.S.	1505	284 Oxford Street West, London, ON	N6H 1S9		
Ealing Public School	1180	840 Hamilton Road, London, ON	N5Z 1V5	452-8150	452-8159
East Oxford Central Public School	1190	R.R.#4 Old Stage Rd. & Cty. R. 14, Woodstock, ON	N4S 7V8	467-5243	467-5536
East Williams Memorial Public School	1185	4441 Queen Street, R. R. 1, Ailsa Craig, ON	N0M 1A0	232-4505	232-4497

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THAMES VALLEY DISTRICT SCHOOL BOARD  
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APPENDIX A

SCHOOL/DEPARTMENT	LOCATION CODE	ADDRESS	POSTAL CODE	PHONE NO.	FAX NO.
Eastdale Public School	1195	65 Aileen Drive, Woodstock, ON	N4S 4A2	537-2652	537-3695
Edward Street Public School	1200	84 Edward Street, St. Thomas, ON	N5P 1Y7	631-5010	631-7756
Ekcoe Central Public School	1205	3719 Parkhouse Drive, R. R. 3, Glencoe, ON	N0L 1M0	287-3330	287-3559
Elgin Court Public School	1215	254 First Avenue, St. Thomas, ON	N5R 4S7	631-1360	842-3004
Emily Carr Public School	1230	44 Hawthorne Road, London, ON	N6G 2H5	452-8160	452-8179
Evelyn Harrison Public School	1245	50 Tewksbury Crescent, London, ON	N5V 2M8	452-8180	452-8189
F.D. Roosevelt Public School	1250	560 Second Street, London, ON	N5V 2B7	452-8190	452-8199
Fairmont Public School	1255	1040 Hamilton Road, London, ON	N5W 1A6	452-8200	452-8209
Forest Park Public School	1260	295 Forest Avenue, St. Thomas, ON	N5R 2K5	631-9750	631-3630
Glen Cairn Public School	1265	53 Frontenac Road, London, ON	N5Z 3Y5	452-8210	452-8219
Harris Heights Public School	1270	2 Caffyn Street, Ingersoll, ON	N5C 3Y5	485-1600	485-4256
Hickson Central Public School	1275	161 Loveys Street, Hickson, ON	N0J 1L0	462-2415	462-1931
Hillcrest Public School ( East )	1280	840 Sloan Street, Woodstock, ON	N4S 7V3	537-2642	537-8478
Hillcrest Public School ( Central )	1285	1231 Fuller Street, London, ON	N5Y 4P7	452-8220	452-8229
Huron Heights Public School	1295	1245 Michael Street, London, ON	N5V 2H4	452-8230	452-8239
Innerkip Central Public School	1300	Box 40, 180 Coleman St., Innerkip, ON	N0J 1M0	469-3698	469-3008
Jack Chambers Public School	1305	1650 Hastings Drive, London, ON	N5X 3E3	452-8240	452-8249
Jeanne Sauve Public School	1310	127 Sherwood Forest Sq., London, ON	N6G 2C3	452-8250	452-8259
John Dearness Public School	1320	555 Sanatorium Road, London, ON	N6H 3W6	452-8260	452-8269
John P. Robarts Public School	1315	84 Bow Street, London, ON	N5V 1B1	452-8270	452-8279
John Wise P.S.	1905	100 Parkside Dr. St. Thomas, ON	N5R 3T9	633-1611	633-8902
Kensal Park Public School	1325	328 Springbank Drive, London, ON	N6J 1G5	452-8280	452-8289
Knollwood Park Public School	1330	70 Gammage Street, London, ON	N5Y 2B1	452-8290	452-8299
Lester B. Pearson School for Arts	1335	795 Trafalgar Street, London, ON	N5Z 1E6	434-2124	452-8309
Leesboro Central	1340	17400 Evelyn Drive, R. R. 2, Thorndale, ON	N0M 2P0	461-0510	461-1355
Locke's Public School	1345	22 South Edgeware Road, St. Thomas, ON	N5P 2H2	631-8890	631-3229
Lord Elgin Public School	1355	1100 Victoria Street, London, ON	N5Y 4E2	452-8310	452-8319
Lord Nelson Public School	1350	1990 Royal Crescent, London, ON	N5V 1N8	452-8320	452-8329
Lord Roberts Public School	1360	440 Princess Avenue, London, ON	N6B 2B3	452-8330	452-8339
Lorne Avenue Public School	1365	723 Lorne Avenue, London, ON	N5W 3K7	452-8340	452-8349
M.B. McEachren Public School	1375	4402 Colonel Talbot Road, Box 70, London, ON	N0L 1S0	652-3121	652-1126
Manor & Highland Park Public School	1385	77 Tecumseh Avenue West, London, ON	N6J 1K8	452-8370	452-8379
Maple Lane Public School	1390	25 Maple Lane, Tillsonburg, ON	N4G 2Y8	688-0810	688-0197
Masonville Public School	1400	25 Hillview Boulevard, London, ON	N6G 3A7	452-8390	452-8399
McGillivray Central Public School	1410	34714 Creamery Road, R. R. 3, Ailsa Craig, ON	N0M 1A0	293-3342	293-3944
McGregor Public School	1405	204 John Street South, Aylmer, ON	N5H 2C8	773-3362	765-2844
Metcalfe Central Public School	1415	6100 Calvert Drive, R. R. 3, Strathroy, ON	N7G 3H5	245-1650	245-1127

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SCHOOL/DEPARTMENT	LOCATION CODE	ADDRESS	POSTAL CODE	PHONE NO.	FAX NO.
Mitchell Hepburn P.S	1900	95 Raven Ave. St. Thomas, ON	N5R 0C2	631-3370	631-1976
Mosa Central Public School	1420	22741Pratt Siding Road, R. R. 1, Glencoe, ON	N0L 1M0	693-4691	693-4575
Mountsfield Public School	1425	8 Mountsfield Drive, London, ON	N6C 2S4	452-8400	452-8409
New Sarum Public School	1435	9473 Belmont Road, R. R. 3, St. Thomas, ON	N5P 3S7	773-5185	773-5755
Nicholas Wilson Public School	1440	927 Osgoode Drive, London, ON	N6E 1C9	452-8410	452-8419
North Meadows Public School	1450	82 Middlesex Drive, Strathroy, ON	N7G 4G5	245-7373	245-7303
North Norwich Public School	1445	Box 40, 40 Main Street South, Burgessville, ON	N0J 1C0	424-9815	424-2855
Northbrae Public School	1455	335 Belfield Street, London, ON	N5Y 2K3	452-8420	452-8429
Northdale Central Public School	1460	3860 Catherine Street, Dorchester, ON	N0L 1G0	268-7862	268-7941
Northdale Public School	1465	655 Tennent Avenue, London, ON	N5X 1L7	452-8430	452-8439
Northdale Public School ( Woodstock )	1470	290 Victoria Street North, Woodstock, ON	N4S 6W5	537-5761	537-1088
Northridge Public School	1475	25 McLean Drive, London, ON	N5X 1Y2	452-8440	452-8449
Norwich Public School	1480	Box 327, 8 Elgin Street, Norwich, ON	N0J 1P0	863-2741	863-3128
Oliver Stephens Senior Public School	1485	164 Fyfe Avenue, Woodstock, ON	N4S 3S6	539-2068	539-3528
Orchard Park Public School	1490	50 Wychwood Park, London, ON	N6G 1R6	452-8450	452-8459
Otterville Public School	1495	118 Main Street West, Otterville, ON	N0J 1R0	879-6546	879-1109
Oxbow Public School	1500	13624 Ilderton Road, R. R. 3, Ilderton, ON	N0M 2A0	666-0310	666-0365
Parkhill-West Williams Public School	1510	204 McLeod Street, Box 488, Prkhill, ON	N0M 2K0	294-6274	294-1124
Parkview Public School	1515	10008 Oxbow Drive, Komoka, ON	N0L 1R0	657-3868	657-2503
Perre Elliot Trudeau F.I.PS.	1290	112 Churchill Crescent, St. Thomas, ON	N5R 1R1	NA	NA
Plattsville & District Public School	1520	112 Mill Street East, Plattsville, ON	N0J 1S0	684-7436	684-7194
Plover Mills Public School	1525	17231 Plover Mills Road, R. R. 3, Thorndale, ON	NOM 2P0	461-0986	461-1814
Port Burwell Public School	1530	Box 209, 30 Strachan, Port Burwell, ON	N0J 1T0	874-4558	874-4326
Port Stanley Public School	1535	Box 490 Carlow Road, Port Stanley, ON	N5L 1B6	782-3983	782-5508
Prince Charles Public School	1540	1601 Wavell Street, London, ON	N5W 2C9	452-8470	452-8479
Prince Andrew Public School	1545	15237 Thirteen Mile Road, R. R. 4, Denfield, ON	N0M 1P0	225-2410	225-2220
Princess Anne Public School ( East )	1550	210 King Street, Ingersoll, ON	N5C 1L8	485-2640	485-5848
Princess Anne Public School ( French Imm	1555	191 Dawn Dr., London, ON	N5W 4W9	452-8480	452-8489
Princess Elizabeth Public School ( East	1560	37 William Street, Ingersoll, ON	N5C 1M2	485-2560	452-8499
Princess Elizabeth Public School	1565	247 Thompson Road, London, ON	N5Z 2Z3	452-8490	485-4280
Rick Hansen Public School	1575	70 Ponderosa Cresent, London, ON	N6E 2L7	452-8500	452-8509
River Heights Public School	1580	4269 Hamilton Road, Dorchester, ON	N0L 1G3	268-7884	268-7951
Riverside Public School	1585	550 Pinetree Drive, London, ON	N6H 3N1	452-8510	452-8519
Rolph Street Public School	1590	83 Rolph Street, Tillsonburg, ON	N4G 3Y2	842-2077	842-4323
Ryerson Public School	1595	940 Waterloo Street, London, ON	N6A 3X3	452-8520	452-8529
Scott Street Public School	1600	50 Scott Street, St. Thomas, ON	N5P 1K6	631-5020	631-1382
Sherwood Forest Public School	1605	7 Annadale Drive, London, ON	N6G 2B5	452-8540	452-8549

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THAMES VALLEY DISTRICT SCHOOL BOARD  
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SCHOOL/DEPARTMENT	LOCATION CODE	ADDRESS	POSTAL CODE	PHONE NO.	FAX NO.
Sir G.E. Cartier Public School	1620	695 Chiddington Avenue, London, ON	N6C 2W9	452-8550	452-8559
Sir Winston Churchill Public School	1610	1837 Churchill Street, London, ON	N5W 2L3	452-8580	452-8589
Sir Isaac Brock Public School	1615	80 St. Lawrence Boulevard, London, ON	N6J 2X1	452-8560	452-8569
Sir John A. MacDonald Public School	1625	1150 Landor Street, London, ON	N5Y 3W3	452-8570	452-8579
South Dorchester Public School	1630	48614 Crossley Hunter Line, R.R.1, Belmont, ON	N0L 1B0	765-4090	765-4547
South Ridge Public School	1635	R. R. 7/391Quarter Line Road, Tillsonburg, ON	N4G 4H1	842-7319	842-7310
Southdale Public School	1640	248 Keefer Street, Strathroy, ON	N7G 1E2	245-0473	245-5074
Southside Public School	1645	360 Albert Street, Woodstock, ON	N4S 2L4	539-1131	539-1193
Southwold Public School	1650	R. R. 1/39261 Fingal Line, St. Thomas, ON	N5P 3S5	631-5997	631-5625
Sparta Public School	1655	Box 60/45885 Sparta Line, Sparta, ON	N0L 2H0	775-2541	775-0172
Springbank Public School	1660	1060 Sprucedale Road, Woodstock, ON	N4S 4Z9	539-9732	539-0351
Springfield Public School	1665	133 Main Street, Springfield, ON	N0L 2J0	765-4225	765-4247
St. George's Public School	1670	782 Waterloo Street, London, ON	N6A 3W4	452-8530	452-8539
Stoneybrook Public School	1675	1460 Stoneybrook Crescent, London, ON	N5X 1C4	452-8590	452-8599
Staffordville Public School	1680	Box 94,9188 Plank Road, Staffordville, ON	N0J 1Y0	866-3021	866-3268
Summers' Corners Public School	1685	50576 Talbot Line, RR 1, Aylmer, ON	N5H 2R1	773-8110	765-2775
Tavistock Public School	1695	Box 370, 79 Maria Street, Tavistock, ON	N0B 2R0	655-2350	655-3431
Tecumseh Public School	1700	401 Tecumseh Avenue, London, ON	N6C 1T4	452-8600	452-8609
Thamesford Public School	1705	Box 250, 130 McCarty Street, Thamesford, ON	N0M 2M0	285-2043	285-3738
Tollgate Central Public School	1710	744993 Oxford Rd.17 & Hwy 59, Woodstock, ON	N4S 7W1	537-7321	537-7729
Trafalgar Public School	1715	919 Trafalgar Street, London, ON	N5Z 1G3	452-8610	452-8619
Tweedsmuir Public School	1720	349 Tweedsmuir Avenue, London, ON	N5W 1L5	452-8620	452-8629
University Heights Public School	1725	27 Ford Crescent, London, ON	N6G 1H8	452-8630	452-8639
Valleyview Public School	1730	10339 Ilderton Road, R. R. 2, Ilderton, ON	N0M 2A0	666-1417	666-2795
Victoria Public School	1740	130 Wharncliffe Road South, London, ON	N6J 2K5	452-8640	452-8649
Victory Memorial	1745	210 Thames Street South, Ingersoll, ON	N5C 2T5	485-2340	485-5721
W. Sherwood Fox Public School	1750	660 Steeplechase Drive, London, ON	N6J 3P4	452-8730	452-8739
West Elgin Senior Elementary School	1760	Box 280, 139 Graham Street, West Lorne, ON	N0L 2P0	768-1260	768-1778
West Nissouri P.S.	1920	37 Elliott Trail, Thorndale, ON	N0M 2P0	461-9575	461-9603
Westdale Public School	1765	1050 Plantation Road, London, ON	N6H 2Y5	452-8650	452-8659
Westfield Public School	1770	38 Glenn Avenue, Ingersoll, ON	N5C 2C8	485-1360	485-4178
Westminster Central Public School	1775	2835 Westminster Drive, London, ON	N6N 1L7	452-8660	452-8669
Westmount Public School	1780	1011 Viscount Road, London, ON	N6K 1H5	452-8670	452-8679
White Oaks Public School	1785	1400 Ernest Avenue, London, ON	N6E 2H8	452-8680	452-8689
Wilberforce P.S.	1910	340 Beech St., Lucan, ON	N0M 2J0	227-2185	227-1273
Wilfrid Jury Public School	1790	950 Lawson Road, London, ON	N6G 3M7	452-8690	452-8699
Wilton Grove Public School	1795	626 Osgoode Drive, London, ON	N6E 1C1	452-8700	452-8709

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SCHOOL/DEPARTMENT	LOCATION CODE	ADDRESS	POSTAL CODE	PHONE NO.	FAX NO.
Woodland Heights Public School	1800	474 Springbank Drive, London, ON	N6J 1G8	452-8710	452-8719
Wortley Road Public School	1805	301 Wortley Road, London, ON	N6C 3R6	452-8720	452-8729
Zorra Highland Park Public School	1810	R.R.#1 County Rd. 6 Embro, ON	N0J 1J0	475-4121	475-4922
A.B. Lucas Secondary School	2190	656 Tennent Avenue, London, ON	N5X 1L8	452-2600	452-2749
Annandale Secondary School	2020	60 Tillson Avenue, Tillsonburg, ON	N4G 3A1	688-2171	688-4839
Arthur Voaden Secondary School	2030	41 Flora Street, St. Thomas, ON	N5P 2X5	631-3770	633-8097
Central Elgin C. I.	2060	201 Chestnut Street, St. Thomas, ON	N5R 2B5	631-4460	633-0793
Central Secondary School	2070	509 Waterloo Street, London, ON	N6B 2P8	452-2620	452-2659
Clarke Road Secondary School	2080	300 Clarke Road, London, ON	N5W 5N4	452-2640	452-2659
College Avenue Secondary School	2090	700 College Avenue, Woodstock, ON	N4S 2C8	539-9873	539-0793
East Elgin Secondary School	2100	362 Talbot Street West, Aylmer, ON	N5H 1K6	773-3174	765-1943
Glencoe District Secondary School	2120	3581 Concession Drive, Box 370, Glencoe, ON	N0L 1M0	287-3310	287-3889
Glendale Secondary School	2130	37 Glendale Drive, Tillsonburg, ON	N4G 1J6	842-4207	842-4551
H.B. Beal Secondary School	2140	525 Dundas Street, London, ON	N6B 1W5	452-2700	452-2729
Huron Park Secondary School	2150	900 Cromwell Street, Woodstock, ON	N4S 5B5	537-2347	537-5741
Ingersoll District C. I.	2160	37 Alma Street, Ingersoll, ON	N5C 1N1	485-1200	425-0142
Lord Dorchester Secondary School	2180	61 Queen Street, Dorchester, ON	N0L 1G0	268-7351	660-0506
Medway Secondary School	2210	14405 Medway Road, Arva, ON	N0M 1C0	660-8418	294-0096
Montcalm Secondary School	2220	1350 Highbury Avenue, London, ON	N5Y 1B5	452-2730	468-2015
North Middlesex District Secondary School	2230	100 Main Street, Box 610, Parkhill, ON	N0M 2K0	294-6236	452-2769
Norwich District Secondary School	2240	R.R. 1 Stove St. & Hwy 59, Norwich, ON	N0J 1P0	468-2014	633-4887
Oakridge Secondary School	2250	1040 Oxford Street West, London, ON	N6H 1V4	452-2750	452-2799
Parkside C. I.	2260	241 Sunset Drive, St. Thomas, ON	N5R 3C2	633-0090	452-2819
Saunders Secondary School	2280	941 Viscount Road, London, ON	N6K 1H5	452-2770	452-2859
Sir Frederick Banting Secondary School	2040	125 Sherwood Forest, London, ON	N6G 2C3	452-2800	452-2639
Sir George Ross Secondary School	2270	365 Belfield Street, London, ON	N5Y 2K3	452-2820	452-2839
Sir Wilfrid Laurier Secondary School	2170	450 Millbank Drive, London, ON	N6C 4W7	452-2840	268-3772
South Secondary School	2290	371 Tecumseh Avenue, London, ON	N6C 1T4	452-2860	452-2879
Strathroy District Secondary School	2320	96 Kittredge Avenue, Strathroy, ON	N7G 2A8	245-2680	245-5498
Thames Secondary School	2340	785 Trafalgar Street, London, ON	N5Z 1E6	452-2880	452-2899
West Elgin Secondary School	2360	139 Graham Street, West Lorne	N0L 2P0	768-1260	768-0534
Westminster Secondary School	2370	230 Base Line Road West, London, ON	N6J 1W1	452-2900	452-2919
Woodstock, C. I.	2390	35 Riddell Street, Woodstock, ON	N4S 6L9	537-6241	537-3668

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**Thames Valley District School Board  
Tender Details - Tender # 4**

4/29/2010

<b>Item</b>	<b>Product #</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit of Measure</b>
1	Overview 165623	BRASS MUSICAL INSTRUMENT SUPPLIES BRUSH - Cleaning - Snake for Trombone - Vinyl coated Trophy or Equivalent	7	EACH
2	263070	BRUSH - Cleaning - Snake for Trumpet - Vinyl coated Trophy or Equivalent	40	EACH
3	165626	BRUSH - Mouthpiece Cleaning - Brass Mouthpiece - Trombone and Trumpet MICRO 7312 or Equivalent	18	EACH
4	163022	CASE - TROMBONE (Tenor) - Injection molded lightweight plastic - Universal ACCENT #CAKBFTB7 or Equivalent STATE LENGTH OF WARRANTY: _____	32	EACH
5	163021	CASE - TRUMPET - Hardshell wooden case - Metal corners & vinyl stitched binding - Universal C02-SC10 DEG or Equivalent STATE LENGTH OF WARRANTY: _____	39	EACH
6	263002	CORK - WATERKEY - BRASS INSTRUMENTS - Box of 30 assorted keys C02-SC10 DEG or Equivalent	45	BOX30
7	165686	MOUTHPIECE PULLER Ferree's 8300 ONLY	23	EACH
8	165665	MUTE - CUP - TRUMPET Stoneline #102 or equivalent	8	EACH
9	165744	MUTE - TROMBONE - CUP STONELINE or equivalent	1	Each
10	165743	MUTE - TROMBONE - STRAIGHT -STONELINE or equivalent	1	Each
11	165742	MUTE - TRUMPET - STRAIGHT	1	each

Item	Product #	Description	Quantity	Unit of Measure
		-STONELINE or equivalent		
12	263077	ROTARY OIL - Rotor - Needlepoint Yamaha, Holton ONLY	58	EACH
13	263251	SLIDE CREAM - TROMBONE Superslik SS11 or Equivalent	135	EACH
14	263076	SLIDE OIL - Electric Trombone Slide Belle Air S/O, Slikstuff or equivalent	116	EACH
15	263001	SPRAY BOTTLE - FOR TROMBONE - Trombone slide spray bottle - SUPERSLIK SB1 OR EQUIVALENT	118	EACH
16	165696	STRING - for French Horn - 10' long for stringing valve, lever to rotor Conn, Yamaha or equivalent	1	EACH
17	263074	VALVE OIL - Electric Valve - Squeeze Bottle 1.4 oz size Belle Air V/O, Slikstuff or Equivalent	729	EACH
18	Overview	CAPS & LIGATURES - WOODWIND		
	263058	LIGATURE - Bb Bass Clarinet Trophy or equivalent	19	EACH
19	263056	LIGATURE - Bb Clarinet Trophy or equivalent	245	EACH
20	263061	LIGATURE - Bb Tenor Saxophone Trophy or Equivalent	122	EACH
21	263060	LIGATURE - Eb Alto Saxophone Trophy or Equivalent	116	EACH
22	263067	MOUTHPIECE CAP Plastic - Tenor Saxophone - TROPHY #TR3273 or equivalent	1	EACH
23	165552	MOUTHPIECE CAP - Bb Clairnet - Woodwind - Metal - TR3271 American Way or Equivalent	1	EACH
24	263063	MOUTHPIECE CAP - Bb Clarinet - TROPHY TR3271 or Equivalent	70	EACH
25	165553	MOUTHPIECE CAP - Bb Tenor Sax - Metal - TR9328N Grover/Trophy or Equivalent	5	EACH
26	263066	MOUTHPIECE CAP - Eb Alto Saxophone - Plastic	11	EACH

Item	Product #	Description	Quantity	Unit of Measure
		- TROPHY TR3272 or Equivalent		
27	Overview 165502	GENERAL MUSIC SUPPLIES BOTTLE - FOR STERISOL - SPRAY TYPE - 8 oz. Refillable - Sterisol or Equivalent	36	EACH
28	160017	CASE - FOR SYNTHESIZER - soft Levy's CM8 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
29	165684	CHROMATIC PITCH PIPE C-C - 13 note Master Key or Equivalent	3	EACH
30	242251	DISINFECTANT- STERISOL CONCENTRATE - 8oz. - 8 oz. bottle of concentrate Ingredients: Active: Disobutylphenoxyethoxyethyl dimethyl benzyl ammonium chloride (trade name Hyamine 1622) Inert: Distilled water, certified red colour (1/4 tsp to 80 gal regular strength) Concentrate: Active Ingredient - 0.94 Inert Ingredient - 99.06 Immerse article for 10 minutes to DISINFECT STERISOL or equivalent	1414	EACH
31	263235	FOLDER - MUSIC -state available colours Waterloo 00172 or Equivalent	350	EACH
32	165736	GUITAR CLASSROOM BOOKS - Series 1,2,3,and 4 Written by Rick Piche	595	EACH
34	165705	STAFF LINER - MUSIC - to hold dry erase markers for whiteboard EMPIRE #E926 or equivalent	4	EACH
35	Overview 163127	GUITAR ACCESSORIES CASE - CLASSICAL GUITAR - Hardshell wooden case Boblen or Equivalent STATE LENGTH OF WARRANTY: _____	19	EACH
36	263031	STRING - Classical Guitar - 1st (E) - HARD TENSION Daddario J4601 ONLY	8	EACH

Item	Product #	Description	Quantity	Unit of Measure
37	263020	STRING - Classical Guitar - 2ND (B) - NORMAL TENSION Daddario J4502 ONLY	25	EACH
38	263023	STRING - Classical Guitar - 4th (D) - HARD TENSION Daddario J4604 ONLY	42	EACH
39	263032	STRING - Classical Guitar - 4th (D)- NORMAL TENSION - Classical Wound Daddario J4504 ONLY	97	EACH
40	263034	STRING - Classical Guitar - 5TH (A) - NORMAL TENSION - Classical Wound Daddario J4505 ONLY	55	EACH
41	263024	STRING - Classical Guitar - 5th (A) - HARD TENSION Daddario J4605 ONLY	97	EACH
42	263022	STRING - Classical Guitar - 6th (E) - NORMAL TENSION Daddario J4506 ONLY	49	EACH
43	263036	STRING - Classical Guitar - 6th (E) - HARD TENSION - Classical Wound Daddario J4606 ONLY	55	EACH
44	165720	STRING - Classical Guitar - HARD TENSION - Classical B - 2nd Daddario J4602 ONLY	25	EACH
45	165721	STRING - Classical Guitar - HARD TENSION - Classical G - 3rd Daddario J4603 ONLY	1	EACH
46	263016	STRING - Classical Guitar - NORMAL TENSION - Classical E - 1st Daddario J4501 ONLY	49	EACH
47	263030	STRING - Classical Guitar - SET - HARD TENSION Daddario EJ46 ONLY	52	EACH
48	263021	STRING - Classical Guitar 3RD (G) - NORMAL TENSION Daddario J4503 ONLY	25	EACH
49	165609	STRING SET - CLASSICAL GUITAR	24	SET OF 6

Item	Product #	Description	Quantity	Unit of Measure
		- Set of 6 strings Daddario or Equivalent		
50	Overview 165740	MOUTHPIECES MOUTHPIECE - Alto Saxophone - Student Model - Intermediate	1	EACH
51	263003	MOUTHPIECE - Alto Saxophone - Student Model - Basic - ESW2 or Equivalent	135	EACH
52	165560	MOUTHPIECE - Baritone / Euphonium 6 1/2 AL-L or equivalent	28	EACH
53	263007	MOUTHPIECE - Baritone / Euphonium - Student Model - Small Shank 12C or Equivalent	71	EACH
54	165564	MOUTHPIECE - Bb Bass Clarinet Yamaha 4C or equivalent	14	EACH
55	165566	MOUTHPIECE - Bb Clarinet Student Model - Intermediate Yamaha 6C or equivalent	17	EACH
56	165568	MOUTHPIECE - Bb Clarinet Student Model - Advanced Van Doren B46 or equivalent	5	EACH
57	263050	MOUTHPIECE - Bb Clarinet - Student model - Basic	369	EACH
58	165570	MOUTHPIECE - Bb Tenor Saxophone - Student Model - Intermediate Selmer 404C or equivalent	1	EACH
59	263054	MOUTHPIECE - Bb Tenor Saxophone - Student model - Basic - ESW3 Encore or Equivalent	84	EACH
60	165582	MOUTHPIECE - Bb Trumpet Student Model - Intermediate Bach #3C or equivalent	15	EACH
61	165574	MOUTHPIECE - French Horn - Student Model - Basic - LM470 or Equivalent	33	EACH
62	165739	MOUTHPIECE - French Horn - Student Model - Intermediate Yamaha 30C4 or Equivalent	1	EACH

Item	Product #	Description	Quantity	Unit of Measure
63	165578	MOUTHPIECE - Trombone Student Model - Basic L&M FTROM6.5AL, 7C or equivalent	35	EACH
64	165579	MOUTHPIECE - Trombone Student Model - Intermediate Bach #6 1/2 AL or equivalent	4	EACH
65	165584	MOUTHPIECE - Trumpet Student Model - Advanced Bach #5C or equivalent	9	EACH
66	263008	MOUTHPIECE - Trumpet Student Model - Basic Belle Air 7C or Equivalent	189	EACH
67	165585	MOUTHPIECE - Tuba - Student Model - Basic 24AW or equivalent	24	EACH
68	165587	MOUTHPIECE - Tuba Student Model - Intermediate Yamaha #207 or equivalent	6	EACH
69	Overview	PERCUSSION MUSICAL INSTRUMENT SUPPLIES		
	165633	BRUSHES - SNARE DRUM (PAIR) Ludwig #191 or equivalent	5	PAIR
70	163131	CASE - PERCUSSION TRAP - Medium size hardshell case - 24"x 24"x 14" - c/w casters - NOMAD N2414C or Equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
71	163044	CYMBAL STAND - HEAVY DUTY BOOM - double braced holds up to 24" - adjustable height - adjustable boom LC726CBS Ludwig or Equivalent STATE LENGTH OF WARRANTY: _____	8	EACH
72	163135	CYMBAL STAND - MINI BOOM - double braced holds up to 22" - adjustable height - adjustable boom BS125 Yamaha or Equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
73	160042	CYMBAL STAND - STRAIGHT - Double braced for cymbals up to 22" - adjustable height	1	EACH

Item	Product #	Description	Quantity	Unit of Measure
		Network CS303 or equivalent		
74	165634	DRUM KEYS - Snare Duplex #3732 or equivalent	4	EACH
75	165643	DRUM MALLETS - Hard - Timpani - Hard Ludwig #307, Payson #307 or equivalent	5	PAIR
76	165641	DRUM MALLETS - Medium - Timpani - Medium Ludwig #306, Payson #306 or equivalent	7	PAIR
77	165642	DRUM MALLETS - Soft - Timpani - Soft Ludwig #305, Payson #305 or equivalent	3	PAIR
78	165639	DRUM STICKS - Concert Snare Drum Vic Firth SD1 or equivalent	47	PAIR
79	165638	DRUM STICKS - Snare Pro Mark TX7A or Equivalent	19	PAIR
80	165640	DRUM STICKS - Snare Drum Ludwig 5B or equivalent	4	PAIR
81	263101	DRUM STICKS - Snare Drum - 2B Mirabella or Equivalent	105	PR
82	263100	DRUM STICKS - Snare Drum - 5A Mirabella or Equivalent	175	PR
83	165737	MALLETS - BASS DRUM - Soft - Dowel handle	1	EACH
84	165735	MALLETS - TIMPANI - MEDIUM - Medium Vic firth or Equivalent	3	EACH
85	165551	MALLETS - Xylophone - Medium - Musser M5 or equivalent	18	PAIR
86	165681	PRACTICE PAD - Percussion Duplex 3561 or equivalent	37	EACH
87	160122	STAND - CONCERT SNARE DRUM - EXTENDED HEIGHT - c/w extension tube to concert height LC632 SSC or equiv. STATE LENGTH OF WARRANTY: _____	4	EACH
88	163045	STAND - FOR BASS DRUM - heavy duty - collapsible Trophy 3002 or equivalent	1	EACH

Item	Product #	Description	Quantity	Unit of Measure
STATE LENGTH OF WARRANTY: _____				
89	163043	STAND - FOR SNARE DRUM - heavy duty Ludwig LC-623-SSC-DIR or equivalent STATE LENGTH OF WARRANTY: _____	3	EACH
90	163120	STAND - METAL - FOR TEMPLE BLOCKS Latin Percussion LP332 or equivalent	1	SET
91	163046	STAND - ORCHESTRA BELLS - heavy duty Ludwig LE1368 or equivalent STATE LENGTH OF WARRANTY: _____	6	EACH
92	165734	STICK BAG - FOR MALLETS & DRUMSTICKS - standard size Levy's or Equivalent	35	EACH
93	160006	PIANO BENCH - ADJUSTABLE - 30"w x 14"d - Jendan 304QM 25" x 15" Polished Ebony or equivalent  PLEASE STATE FINISH: STATE LENGTH OF WARRANTY: _____	1	EACH
94	Overview	REEDS		
	165508	REED - Bassoon - Medium Soft Cane Meason or Equivalent	19	EACH
95	165517	REED - Bassoon - Medium Cane Selmer Artist or Equivalent STATE QUANTITY IN A BOX: _____	12	EACH
96	165523	REED - Bassoon - Medium Plastic Selmer Brillhart or equivalent	1	EACH
97	165543	REED - Bassoon - Medium Hard Cane Meason or equivalent STATE QUANTITY IN A BOX: _____	1	EACH
98	165526	REED - Bb Clarinet - 4 Strength - Box of 10 Vandoren Traditional	11	BOX OF 10
99	263004	REED - Bb Clarinet - 2 Strength	116	BOX25

Item	Product #	Description	Quantity	Unit of Measure
		- Box of 25 Rico or Equivalent		
100	263005	REED - Bb Clarinet - 2 1/2 Strength - Box of 25 Rico or Equivalent	300	BOX25
101	263006	REED - Bb Clarinet - 3 Strength - Box of 25 Rico or Equivalent	122	BOX25
102	263010	REED - Bb Clarinet - 3 Strength - Box of 10 Vandoren Traditional	51	BOX10
103	263009	REED - Bb CLARINET - 3 1/2 - Box of 25 Rico or Equivalent	1	BOX25
104	165511	REED - Bb Tenor Saxophone - 3 1/2 Strength - Box of 25 Rico or Equivalent	6	BOX OF 25
105	165712	REED - Bb Tenor Saxophone - 2 Strength - Box of 25 Rico or Equivalent	31	BOX OF 25
106	165713	REED - Bb Tenor Saxophone - 2 1/2 Strength - Box of 25 Rico or Equivalent	42	BOX OF 25
107	165714	REED - Bb Tenor Saxophone - 3 Strength - Box of 25 Rico or Equivalent	23	BOX OF 25
108	165715	REED - Bb Tenor Saxophone - 4 Strength - Box of 5 Vandoren Traditional	1	BOX OF 5
109	263029	REED - Bb Tenor Saxophone - 3 1/2 Strength - Box of 5 Vandoren Traditional	26	BOX10
110	263201	REED - Bb Tenor Saxophone	1	BOX05

Item	Product #	Description	Quantity	Unit of Measure
		- 3 Strength - Box of 5 Vandoren Traditional		
111	165532	REED - Eb Alto Clarinet - 3 Strength - Box of 25 RICO or Equivalent	5	BOX OF 25
112	165537	REED - Eb Alto Saxophone - 4 Strength - Box of 10 Vandoren Traditional	1	BOX OF 10
113	263012	REED - Eb Alto Saxophone - 2 1/2 Strength - Box of 25 Rico or equivalent	159	BOX25
114	263013	REED - Eb Alto Saxophone - 3 Strength - Box of 25 Rico or equivalent	74	BOX25
115	263026	REED - Eb Alto Saxophone - 3 1/2 Strength - Box of 10 Vandoren Traditional	1	BOX10
116	263185	REED - Eb Alto Saxophone - 3 Strength - Box of 10 Vandoren Traditional	2	BOX10
117	263011	REED - Eb ALTO SAXOPHONE - 3-1/2 - Box of 25 Rico or equivalent	1	BOX25
118	165539	REED - Eb Baritone Saxophone - 3 Strength - Box of 25 Rico or Equivalent	11	BOX OF 25
119	165540	REED - Eb Baritone Saxophone - 3 Strength - Box of 5 Vandoren Traditional	11	BOX OF 5
120	165717	REED - Eb Baritone Saxophone - 4 Strength - Box of 5	1	BOX OF 5

Item	Product #	Description	Quantity	Unit of Measure
		Vandoren Traditional		
121	165716	REED - Eb BARITONE SAXOPHONE - 4 - 4 Strength - Box of 25 Rico or Equivalent	1	BOX OF 25
122	165708	REED - for Bass Clarinet - #4 Strength - Box of 5 Vandoren Traditional	1	BOX OF 5
123	263017	REED - for Bass Clarinet - 2 1/2 Strength - Box of 25 Rico or Equivalent	20	BOX25
124	263018	REED - for Bass Clarinet - 3 Strength - Box of 25 Rico or Equivalent	20	BOX25
125	263019	REED - for Bass Clarinet - 3 Strength - Box of 5 Vandoren Traditional	23	BOX05
126	165512	REED - Oboe - Soft Cane Meason or Equivalent	22	EACH
127	165544	REED - Oboe - Medium Cane Emerald or Equivalent	32	EACH
128	165546	REED - Oboe - Medium Hard Cane Emerald or Equivalent STATE QUANTITY IN A BOX: _____	14	EACH
129	263014	REED - Oboe - Medium Soft Cane Meason or Equivalent	38	EACH
130	263168	REED - Oboe - Medium Hard Cane Meason, RICO MH, 101 JONES or Equivalent	3	EACH
131	Overview	STRINGED MUSICAL INSTRUMENT SUPPLIES		
	165738	BOW - Cello 4/4 - Full size - wooden with real hair Glasser or equivalent	1	EACH

Item	Product #	Description	Quantity	Unit of Measure
132	165611	BOW - STRING BASS 3/4 - wooden with real hair Glasser 503h or equivalent	14	EACH
133	165749	BOW - STRING BASS 3/4 - FIBERGLASS / HORSEHAIR - Fiberglass with real hair Glasser 503h or equivalent	1	EACH
134	165752	BOW - VIOLA 1/2 - FIBREGLASS / HORSEHAIR Glasser 203h 1/2 or equivalent	1	EACH
135	165753	BOW - VIOLA 1/2 - WOODEN / HORSEHAIR Glasser 203h 1/2 or equivalent	1	EACH
136	165750	BOW - VIOLA 3/4 - FIBREGLASS / HORSEHAIR Glasser 203h 3/4 or equivalent	1	EACH
137	165751	BOW - VIOLA 3/4 - WOODEN / HORSEHAIR Glasser 203h 3/4 or equivalent	1	EACH
138	165754	BOW - VIOLA 4/4 - FIBREGLASS / HORSEHAIR Glasser 203h or equivalent	1	EACH
139	165755	BOW - VIOLA 4/4 - WOODEN / HORSEHAIR Glasser 203h or equivalent	1	EACH
140	165616	BOW - VIOLIN - 1/2 - FIBREGLASS / HORSEHAIR Glasser 203h 1/2 or equivalent	1	EACH
141	165746	BOW - VIOLIN - 3/4 WOODEN - HORSEHAIR Glasser 203h 3/4 or equivalent	1	EACH
142	165747	BOW - VIOLIN 1/2 - WOODEN / HORSEHAIR Glasser 203h 1/2 or equivalent	1	EACH
143	165615	BOW - Violin 3/4 - Fibreglass / Horsehair Glasser 203h 3/4 or equivalent	8	EACH
144	165614	BOW - Violin 4/4 - Fibreglass / Horsehair Glasser 203h or equivalent	134	EACH
145	165748	BOW - Violin 4/4 - SECONDARY USE - Wooden/ Horsehair Glasser 203h or equivalent	1	EACH
146	165619	BRIDGE - Unfitted - Bass Hofner 44/2, HF1840 3/4 or equivalent	1	EACH
147	165620	BRIDGE - Unfitted - Cello Hofner 43/2 or equivalent	2	EACH

Item	Product #	Description	Quantity	Unit of Measure
148	165621	BRIDGE - Unfitted - Viola Hofner 118/4 or equivalent	1	EACH
149	165622	BRIDGE - Unfitted - Violin 4/4 Hofner 18/3 or equivalent	5	EACH
150	163011	CASE - VIOLA - Hardshell Case - Holds 2 bows - Fits 16" - 17" Viola's - EVEREST 228 or Equivalent STATE LENGTH OF WARRANTY: _____	12	EACH
151	163130	CASE - VIOLA 3/4 (15") - Hardshell case - Holds 2 bows - Everest or Equivalent STATE LENGTH OF WARRANTY: _____	2	EACH
152	163031	CASE - VIOLIN 1/2 - Hardshell wooden case - Holds 2 bows - EVEREST 210LM 1/2 or Equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
153	163095	CASE - VIOLIN 3/4 - Hardshell case - Holds 2 bows - EVEREST 210LM 3/4 or Equivalent STATE LENGTH OF WARRANTY: _____	17	EACH
154	163007	CASE - VIOLIN 4/4 - Hardshell case - Holds 2 bows - EVEREST 210LM 4/4 or Equivalent STATE LENGTH OF WARRANTY: _____	54	EACH
155	263015	CLEANER / POLISH - FOR STRING INSTRUMENTS - 25ML BOTTLE Heinl #1268 or Equivalent	1	EACH
156	163097	GIG BAG - CELLO - 3/4 SIZE - 3 pockets (Small, Large & Bow) Heinl 320 or Equivalent STATE LENGTH OF WARRANTY: _____	2	EACH
157	163056	GIG BAG - CELLO - 4/4 SIZE - 3 pockets (Small, Large & Bow) Heinl 530 or Equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
158	163010	GIG BAG - STRING BASS 3/4	1	EACH

Item	Product #	Description	Quantity	Unit of Measure
		- Cordura nylon or heavy duck - 3 pockets (Small, large & bow) - Comes with backpack straps - BRINMA 10 4/4 or Equivalent STATE LENGTH OF WARRANTY: _____		
159	163098	GIG BAG - STRING BASS 4/4 - 3 pockets (Small, large & bow) - Comes with backpack straps - HEINL 430 or Equivalent STATE LENGTH OF WARRANTY: _____	3	EACH
160	263143	ROSIN - CELLO - Dark on Red Flannel Hidersine dark #1237 or Equivalent	50	EACH
161	263140	ROSIN - STRING BASS CARLSSON	8	EACH
162	263141	ROSIN - VIOLIN OR VIOLA - Dark on Red Flannel A. B. Hill #1222 or Equivalent	98	EACH
163	263158	SHOULDER REST - Violin 4/4 Kun #300 or equivalent	65	EACH
164	263159	SHOULDER REST - Viola Kun #400 or equivalent	9	EACH
165	165667	VIOLIN MUTE - Flat Ebony - 3 pronged Hofner #21/9 or equivalent	2	EACH
166	Overview	WOODWIND MUSICAL INSTRUMENT SUPPLIES		
	263068	BRUSH - Cleaning - Woodwind Mouthpiece - Soft Superslick or equivalent	160	EACH
167	163013	CASE - ALTO SAX - Hardshell wooden case - Metal corners & vinyl stitched binding - Universal or Equivalent STATE LENGTH OF WARRANTY: _____	3	EACH
168	163018	CASE - BARI SAXOPHONE - Hardshell case - Wood/Stitched vinyl & metal corners - Universal; DEG SC29 or Equivalent STATE LENGTH OF WARRANTY: _____	4	EACH

Item	Product #	Description	Quantity	Unit of Measure
169	165049	CASE - BASS CLARINET - Hardshell wooden case - Metal corners & vinyl stitched binding - Universal or Equivalent STATE LENGTH OF WARRANTY: _____	2	EACH
170	163012	CASE - Bb CLARINET - Hardshell wooden case - Metal corners & vinyl stitched bindings - Universal; DEG C15-MP3 or Equivalent STATE LENGTH OF WARRANTY: _____	18	EACH
171	163023	CASE - FLUTE - Injection molded lightweight plastic - Standard C foot flute - Universal; C21-MP4 DEG or Equivalent  STATE LENGTH OF WARRANTY: _____	12	EACH
172	163017	CASE - TENOR SAX - Hard Shell wooden case - Metal corners & vinyl stitched binding - Universal or equivalent  STATE LENGTH OF WARRANTY: _____	6	EACH
173	165628	CEMENT -PAD AND CORK - for clarinet or saxophone AB Micro or equivalent	36	EACH
174	263033	CORK GREASE - 2oz Tube Belle Air or Equivalent	242	EACH
175	165646	END PLUG - Alto Saxophone - molded, high-impact plastic Selmer #1723 or equivalent	1	EACH
176	165648	END PLUG - Tenor Saxophone - molded, high-impact plastic Selmer #1724 or equivalent	1	EACH
177	263082	NECKSTRAP - Nylon - 1" Wide Belle Air Sax Neckstrap or Equivalent	208	EACH
178	165674	OIL - WOODWIND KEY - 1-1/4 oz bottle Superslick Key or equivalent	7	EACH
179	165675	PAD SAVER - Alto Saxophone H.W. or equivalent	5	EACH
180	165676	PAD SAVER - Clarinet Bb	1	EACH

Item	Product #	Description	Quantity	Unit of Measure
		- Assorted Package of 30 Music Aid H7152 or equivalent		
181	165677	PAD SAVER - Flute - Body only H.W. or equivalent	1	EACH
182	165678	PAD SAVER - Tenor Sax H.W. or equivalent	1	EACH
183	263223	REED HOLDER - Plastic to hold 2 reeds - Clarinet or Alto Sax La Voz Reedgard II or equivalent	21	EACH
184	263224	REED HOLDER - Plastic to hold 2 reeds - Bass Clarinet or Tenor Sax La Voz Reedgard or Equivalent	1	EACH
185	263233	REED HOLDER - Individual Reed - 12 reed holders per card Rico or equivalent	710	PKG12
186	165680	REPLACEMENT PADS - Bb Tenor Sax 30 Assorted - Animal Hide - TSAX PAD SET or equivalent	1	SET
187	165679	REPLACEMENT PADS - Eb Alto Sax 30 Assorted - Animal Hide	1	SET
188	263253	RODS - Flute - Cleaning #2720, Cosmo Metal or Equivalent	111	EACH
189	165693	STAND - Alto or Tenor Saxophone Profile or equivalent	10	EACH
190	263039	SWAB - Alto / Tenor Saxophone Trophy TR300 or equivalent	42	EACH
191	165706	SWAB - Bass Clarinet Belle Air BCS2 or equivalent	14	EACH
192	263035	SWAB - Clarinet - Synthetic Chamois Tiger Rag or Equivalent	257	EACH
193	165698	SWAB - Clarinet - Wool - Wool Selmer Dribore or equivalent	28	EACH
194	263038	SWAB - Flute	71	EACH

<b>Item</b>	<b>Product #</b>	<b>Descripton</b>	<b>Quantity</b>	<b>Unit of Measure</b>
		- Wool on handle Micro #5015 or Equivalent		