



PHOTOCOPY AND FINE PAPER

TENDER

Tuesday, November 06, 2007

Issued by: The Thames Valley District School Board

T#08-05AF

Angela Faubert, Buyer

Return Date: 12:00:00 Monday, November 26, 2007

THAMES VALLEY DISTRICT SCHOOL BOARD

#08-05AF

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TERMS AND CONDITIONS

1.0 INTRODUCTION**ELGIN, MIDDLESEX, OXFORD PURCHASING CO-OPERATIVE BID (EMOP):**

This tender is being issued by the Thames Valley District School Board (TVDSB) on behalf of the Elgin, Middlesex, Oxford Purchasing Cooperative (EMOP) member agencies. The TVDSB accepts no liability for acts of, decisions by, and information about the EMOP Agencies. The decision to participate within the terms of the bid document is strictly the decision of the EMOP agency members. Each EMOP Agency will be individually responsible for ordering, submitting delivery addresses and paying for goods purchased.

SECTION 1.1 PURPOSE/OBJECTIVES

- 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 EMOP Agencies for Photocopy and Fine Papers, subject to the conditions herein.

2.0 BID DEFINITIONS AND INFORMATION**SECTION 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**” - 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**” - Bidders “**should**” include the required information in bid submission.
- 2.1.1.3 The word “**NONCOMPLIANT**” - 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 all or any portion 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.

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SECTION 2.2 STRUCTURE OF THIS BID

- 2.2.1 Bidders **must** use the electronic bidding file (*setup.exe*) which is available on the Internet at www.tvdsb.on.ca ,
“Purchasing Bids”
“Electronic Bidding Instructions, Bid Download and Bid Results”,
 Scroll to the end of the document, click
“Proceed to inquiry/download page”.
 Proceed to the Bid, click
“New” Icon

The *setup.exe* file contains the following Appendices:

- Worksheet A: Terms and Conditions Response in Excel format - Electronic response is required in Excel format.
 Worksheet B: TVDSB location addresses
 Worksheet C: EMOP member agencies
 Worksheet D: Product Specifications

SECTION 2.3 RETURN LOCATION

- 2.3.1 Sealed Tenders **must** be returned to:
 “Tenders Clerk,”
 Tenders Clerk’s box, Main Floor Reception, Education Centre
 Thames Valley District School Board,
 P. O. Box 5888,
 1250 Dundas Street
 London, Ontario,
 N6A 5L1
- 2.3.2 The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.2 - Labelling of Envelope and diskette or CD).
- 2.3.3 The bid submission **must** be returned to the “Tenders Clerk” for your bid submission to be accepted.
- 2.3.4 Delivery to the “Tenders Clerk” is the responsibility of the bidder.
- 2.3.5 Submissions received late or by electronic transmission (i.e. fax/e-mail) shall not be accepted.
- 2.3.6 Late bids will be returned unopened to a bidder, if a return address is included on the submission envelope.

SECTION 2.4 IMPORTANT DATES

- 2.4.1 ISSUE DATE: **Tuesday, November 06, 2007**
 2.4.2 RETURN DATE AND TIME: prior to **12:00:00** local time **Monday, November 26, 2007**.

SECTION 2.5 QUESTIONS/REGISTRATION

- 2.5.1 All questions pertaining to this bid document should be addressed to Angela Faubert, by Fax (519) 452-2000 ext 20463 or e-mail a.faubert@tvdsb.on.ca. The TVDSB reserves the right to distribute in writing to all other registered bidders a notice of content of any inquiry and the TVDB’s response, if any. All questions pertaining to this bid document **must** be submitted in writing.
- 2.5.2 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**SECTION 3.1 CONTRACT TERM**

- 3.1.1 The term of this agreement shall be for one (1) year, commencing on January 1, 2008 and unless otherwise provided herein, terminating on December 31, 2008.
- 3.1.2 The EMOP Agencies may at the end of this contract extend the contract for a period of two (2) year increments.

SECTION 3.2 PRICING

- 3.2.1 Bidders **must** complete the pricing section which is installed using the Setup.exe file - Appendices Bid Report. (See **Section 9.1** - Electronic Bidding 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 Prices **must** remain in force for the initial 1 year term of the contract - commencing on January 1, 2008 and terminating on December 31, 2008.
- 3.2.5 Bidders **must** state if your company would agree to extending this contract with the same terms and conditions for a second year ending December 31, 2009.
- 3.2.6 Bidders **must** state if your company would agree to extending this contract with the same terms and conditions for a third year ending December 31, 2010.
- 3.2.7 Price increases during the contract term are subject to the approval of the TVDSB and will be limited to proof of manufacturers' industry increases in written form from the successful bidder.
- 3.2.8 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.
- 3.2.8.1 Bidders should state any further discount, as a percentage, if all items are awarded to your company.

SECTION 3.3 TAXES

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

SECTION 3.4 DELIVERY & ORDERING

- 3.4.1 Delivery for all items will be directly to our Schools, Distribution Centre, Facility Services Office or Community Education Centres. A list of TVDSB location addresses and EMOP member agencies is attached as **Worksheet B and C**, respectively.
- 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.
- 3.4.3 The successful bidder(s) bears the risk of loss with respect to supplies until delivery is complete.

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- 3.4.4 Purchase Order Numbers should appear on all packages, packing slips, correspondence, customs documentation and freight bills of lading.
- 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. Time is of the essence; it is one of our criteria considered in the decision and award of this contract and for 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 Delivery drivers will be responsible for unloading TVDSB's order from the delivery truck to the TVDSB dock.
- 3.4.8 For safety and ease of stacking, the boxes/cartons should have handle inserts on the side of the box/carton and the ability to be hand lifted.
- 3.4.9 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 any of these shipments will arrive packaged & labeled PER SITE ready for us to forward on directly to the school with no further packaging or resorting required. State minimum dollar value per order.

SECTION 3.5 INVOICING/PAYMENT TERMS

- 3.5.1 All TVDSB invoices **must** be sent to the Thames Valley District School Board, 1250 Dundas Street, P.O. 5888, London, Ontario N6A 5L1. Attention: Accounts Payable. EMOP Agency invoices **must** be sent to each agency as per locations specified on **Worksheet C**.
- 3.5.2 Applicable taxes should 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 **must** be stated on all invoices. All invoices received without a Purchase Order Number will be returned unpaid.

4.0 SPECIFICATIONS/REQUIREMENTS

SECTION 4.1 QUALITY

- 4.1.1 Unless otherwise specified supplies and services **must** be new items, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the EMOP Agencies pertaining to items being rejected is final.
- 4.1.2 Manufacturers' brand names and numbers are used for the guidance of bidders. Alternate items of equal quality will be considered. Manufacturers' name and model number should be indicated in the appropriate field **FOR EVERY ITEM BID**, using the program which is installed using the Setup.exe file.
- 4.1.3 In addition to price, quality and suitability to school use will be the first consideration. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will also be taken into consideration when awarding this contract.
- 4.1.4 The determination of equal quality will be based on our internal professional opinions.

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- 4.1.5 Any material, equipment, service or work ordered, which in the opinion of the EMOP Agencies, does not completely fulfill the specifications, **must** be removed and/or completed at the expense of the successful bidder(s) and be replaced immediately with the material, equipment, services or work that fulfills the specifications or sample quality.

Samples/substitutions

- 4.1.6 In the event that an item ordered becomes discontinued during the contract, all bidders must notify the TVDSB Purchasing Services Department for authorization before the item is substituted and shipped. Successful bidders may be required to provide samples of the proposed substitutions before sending shipments. The EMOP Agencies reserve the right to return any shipment **COLLECT**, if in our opinion the products supplied do not conform to the specifications of this contract.
- 4.1.7 Bidder(s) should include a bid for each (virgin) paper and also a second bid for each item recycled.

SECTION 4.2 QUANTITY/TERM

- 4.2.1 The quantities indicated are based on previous year's purchases. Quantities are subject to user requests, program changes and budget approval and may be increased or decreased when orders are placed. All items may not be purchased if costs exceed budget. In no way 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.
- 4.2.2 Bidders **must** state the minimum dollar value per order.

SECTION 4.3 RETURN OF GOODS POLICY

- 4.3.1 The EMOP Agencies will return any shipment (**COLLECT**), if in our opinion the products supplied do not conform to the specification and/or samples submitted in the bid.
- 4.3.2 Bidders **must** 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 reason other than those stated in 4.4.1.
- 4.3.4 Bidders should describe their procedure for "Returned Goods" with respect to:
- 4.3.4.1 Packaging
 - 4.3.4.2 Location to which returns should be shipped
 - 4.3.4.3 Method of Shipment (Company Truck, Courier, Transport)
 - 4.3.4.4 If a return authorization number is required
 - 4.3.4.5 What charges apply and who is responsible for payment. The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.

SECTION 4.4 SAMPLES

- 4.4.1 Please supply colour charts with the bid. Product samples must be available for all items. After bids have been considered, samples MAY be requested and must be submitted immediately.
- 4.4.1.1 Samples requested must be clearly marked with the name of the bidder and the Tender Item Number on each product submitted.
 - 4.4.1.2 Samples should be sent to our Distribution Centre, 951 Leathorne Street, London, ON N5Z 3M7, Attention: Angela Faubert.

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- 4.4.2 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.
- 4.4.2.1 Bidders should provide return instructions (i.e. address and authorization number) if required, for sample returns.

SECTION 4.5 ENVIRONMENT

- 4.5.1 Bidder(s) should include a detailed description of any environmental initiative and how your program would be implemented and benefit EMOP Agencies. For all applicable 'Environmental' products, please submit pricing with a second bid, on each item.

SECTION 5.0 TERMS AND CONDITIONS

SECTION 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 supercede and invalidate all previous submissions by that bidder as it applies to this Bid. Addenda **must** be submitted to the "Tender Clerk's" box 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 "Tender Clerk's" box 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 EMOP Agencies to any firm or individual who submits a bid.
- 5.1.5 The bidder **would** 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 nonperformance 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 EMOP Agencies reserve 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 EMOP Agencies, the successful bidder(s) is unable or unwilling to enter into a form of contract satisfactory to the EMOP Agencies. The EMOP Agencies shall be entitled to do so without any liability being incurred by the EMOP Agencies to the bidder.
- 5.1.8 The lowest or any bid submission may not necessarily be accepted. The EMOP Agencies reserve 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 EMOP Agencies 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 EMOP Agencies reserve 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 EMOP Agencies' intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between the EMOP Agencies 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 tender, shall be resolved in favor of the EMOP Agencies 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 EMOP Agencies nor shall it assign the contract without the written permission of the EMOP Agencies. The successful bidder(s) **must** not, at any time, change subcontractors approved by the EMOP Agencies without written permission of the EMOP Agencies.
- 5.1.13 While the EMOP Agencies have 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 EMOP Agencies, 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-compliance on any bid submissions which do not strictly comply with the provisions, procedures and requirements of this Bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the 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 EMOP Agencies 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 EMOP Agencies employees and shall not represent themselves as an agent of the EMOP Agencies nor be eligible for any of the benefits provided to TVDSB employees.
- 5.1.18 The EMOP Agencies reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the EMOP Agencies' 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 EMOP Agencies' operations and modify assignments as required.
- 5.1.20 This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.

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SECTION 5.2 CANCELLATION OF CONTRACT / LOSS OF SERVICE

- 5.2.1 The EMOP Agencies reserve the right to terminate this contract within 30 days written notice if, in their 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 EMOP Agencies 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 EMOP Agencies 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 EMOP Agencies reserve 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 EMOP Agencies.
- 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 EMOP Agencies' 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 EMOP Agencies shall have the right to replace the successful bidder(s) with another service provider suitable to the EMOP Agencies in addition to all of its other rights pursuant to the term of this Bid.

SECTION 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 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. 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 right, title and interest 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.
- 5.3.2 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.

SECTION 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 EMOP Agencies. 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.

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- 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:
<http://www.ilo.org>
<http://www.ilo.org/public/english/comp/child/policy/towards.htm>

SECTION 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 EMOP Agencies **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.
- 5.5.4 The Occupational Health and Safety Act describes the responsibilities of an employer. The EMOP Agencies require 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 EMOP Agencies' Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.
- 5.5.5 Upon award, the successful bidder shall supply on a disk or by e-mail a flat ASCII file of Material Safety Data Sheets. This file shall include all information related to these products, including suppliers part number, name of the product, handling and storage instructions, safety precautions, treatments, clean up instructions, hazards, any special instructions as well as suppliers' telephone number and all conditions set forth by federal and provincial legislation.
- 5.5.6 No supplier will be awarded any product that requires a Material Safety Data Sheet unless the bidder complies with the conditions above.
- 5.5.7 The EMOP Agencies reserve the right to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.

SECTION 5.6 COMMERCIAL LIABILITY INSURANCE

- 5.6.1 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 \$1 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 \$1 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 \$1 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.

This liability policy shall contain the following coverage:

- Personal Injury & Property Damage
- Non-Owned Automobile Liability
- Owners and Contractors Protective Coverage

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Contractual Liability
Broad Form Property Damage
Products & Completed Operation Insurance
Contingent Employees Liability
Cross Liability Clause and Severability of Interest Clause

- 5.6.2 Upon an award to the successful bidder(s) by the EMOP Agencies, the successful bidder(s) shall be required to submit certification in a form satisfactory to the EMOP Agencies of the above-mentioned coverage to protect the EMOP Agencies 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.
- 5.6.3 The successful bidder(s) agrees to indemnify, hold harmless and defend the EMOP Agencies from and against any and all liability for loss, damage and expense, which the EMOP Agencies may suffer or for which the EMOP Agencies may be held liable by reason of 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.

SECTION 5.7 MOTOR VEHICLE LIABILITY INSURANCE

- 5.7.1 Bidders **must** state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the EMOP Agencies.
- 5.7.2 In the event of an affirmative answer to 5.7.1, 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 5.7.3 to 5.7.4, also applies to those employees or subcontractors who operate their own automobiles on the property of the EMOP Agencies.
- 5.7.3 Bidders **must** 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. 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:

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 EMOP Agencies 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.

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6.0 BIDDER PROFILE**SECTION 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: (i) agency name, (ii) address, (iii) contact person, (iv) telephone number.

SECTION 6.2 ADMINISTRATION & ORGANIZATION

- 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 should 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.

7.0 BID SUBMISSION**SECTION 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 A signed copy of the Terms & Conditions Signature Page - Section 10.0 **must** be returned for your bid submission to be accepted.
- 7.1.3 Bidders **must** provide one Diskette or CD with file names:
- 7.1.3.1 Files created in "Disk Creation" "Seven (7) Files See Electronic Bidding Instructions - Section 9.
2008005.rpt
2008005a.dbf
2008005g.dbf
2008005v.dbf
2008005a.mdx
2008005g.mdx
2008005v.mdx
 - 7.1.3.2 Worksheet A: Terms and Conditions Response in Excel format - **Electronic response is required.** Bidders must print and submit a signed copy of worksheet.
 - 7.1.3.3 Bidders **must** print and submit a signed copy of the Bid Report.
- 7.1.4 It is the bidders responsibility to ensure that the necessary "**files**" are on the diskette or CD.
- 7.1.5 If the diskette or CD is not returned or does not have the files shown in the Terms and Conditions document, your bid will be rejected. The TVDSB will only accept bids received on properly completed and functional diskettes or CD's.
- 7.1.6 Failure to respond in electronic format will deem the bid noncompliant.
- 7.1.7 All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.2 - Labelling of envelope and diskette or CD).

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- 7.1.8 Bidders **must** provide one signed copy of the bid documents.
- 7.1.9 Bidders' submissions should include page numbers for ease of reference by Committee Members.
- 7.1.10 The specifications and pricing section of the bid submission should not make reference to supplemental materials.
- 7.1.11 Supplemental materials **will not qualify** as substitutes for direct responses to the bid's requirements. (except specifically requested material, such as the detailed specification sheets, colour charts etc.)

8.0 AWARD

SECTION 8.1 EVALUATION PROCESS

- 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.

SECTION 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. At www.tvdsb.on.ca
 - “Purchasing Bids”
 - “Electronic Bidding Instructions, Bid Download and Bid Results”,
Scroll to the end of the document, click
 - “Proceed to inquiry/download page”.
Proceed to the Bid, click
 - “Results - Check Mark”
View documents in PDF format.

All bid files are available for downloading at no charge from the TVDSB web site.

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SECTION 9.0 ELECTRONIC BIDDING INSTRUCTIONS

9.1.1 DOWNLOADING BID DOCUMENTS

9.1.1.1 All documents are available from the TVDSB Web Site at www.tvdsb.on.ca

- Click “**Purchasing - Bids**” icon
- Click “**Electronic Bidding Instructions, Bid Download and Bid Results**” or “**Bids**”
- Read instructions
- Click “**Proceed to Inquiry/Download page**”
- Click on the “**Name of the Bid**” to view documents in PDF format.
- Click on the “**NEW**” logo to download the executable files for preparing and submitting your bid.

All bid files are available for downloading at no charge from the TVDSB web site.

9.1.2 PRINTING COPIES OF BID DOCUMENTS

9.1.2.1 To print a working copy of any bid document:

- Click on the “name of the Bid” to print documents in PDF format

9.1.3 COMPUTER SYSTEM REQUIREMENTS

9.1.3.1 To use the electronic system, bidders must have the following equipment:

- Microsoft Windows, **version 9.5 or greater**
- 2.5 MB available hard drive space
- 3 ½ 1.44 MB diskette drive or CD Burner.

9.1.4 INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:

9.1.4.1 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 these files on your own virus checker to ensure it is free of any virus.*

9.1.4.2 Download the executables from our Web Site as shown above. Double click on the “**NEW**” logo for the executable file. Follow the instructions.

9.1.4.3 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.

9.1.4.4 To begin the Bid Program:

- Go to **Windows Explorer**
- Click on **C:\ drive**
- Open the folder “**lbtender**”
- Double click on the “**tender.exe file.**” to open the program

9.1.5 HELP SECTION AND TIPS FOR USING THE BID PROGRAM

9.1.5.1 The “Help” section may be referred to at any time while using the program.

9.1.5.2 Bidders **MUST** answer all questions on the **Company Information Screen** before you can proceed.

9.1.5.3 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**).

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9.1.6 BID REPORT

9.1.6.1 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.

9.1.6.2 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.

9.1.7 DISKETTE OR CD CREATION:

DISKETTE CREATION

9.1.7.1 After all bids have been entered:

- Select “**Diskette Creation**” to copy the data files back to a blank 3.5" diskette.
- Select your “input” (The hard drive where the Bid Executable files were installed. The program defaults to C:\lbtender folder)
- Select output (3.5" floppy drive)
- Click “**O.K. to Continue**” (at the top of the screen). After the files are loaded, the “Bids for Tender Screen” will appear
- Click “**Exit**” at the top of the screen.

If diskette creation fails check Bid Report for any unanswered questions. Be sure to label your diskette with company name and signature.

CD CREATION

9.1.7.2 After all bids have been entered:

- Select “**Diskette Creation**” to copy the data files back to any computer hard drive.
- Select “input” The hard drive where the Bid Executable files were installed. The program defaults to C:\lbtender folder)
- 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)
- Click on “**O.K. to Continue**” (at the top of the screen). After the files are loaded, the “Bids for Tender Screen” will appear.
- Click on “**Exit**” at the top of the screen
- Copy the seven files from the hard drive to a CD using your company’s standard CD Writing program.

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.

9.1.7.3 A message may appear, “**NO COMMENT REPORT FOUND.**” Please ignore this, press “**Ok**” to continue.

9.1.7.4 If you did not bid on any items requiring an answer, a message will appear “**NO ANSWER RECORDS FOUND.**” Press “**OK**” to continue.

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9.1.8 THE RETURN DISKETTE OR CD:

9.1.8.1 Check to ensure that the “**eight (8) 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 (8) files** are as follows:

1. 2008005a.dbf
2. 2008005g.dbf
3. 2008005v.dbf
4. 2008005a.mdx
5. 2008005g.mdx
6. 2008005v.mdx
7. 2008005.rpt
8. Worksheet A.xls

9.1.8.2 However, if you did not bid on any items requiring “**answers to questions**” you will have **six (6) files**. You will not have a **2008005.rpt** file. If the above files are not on the diskette or CD return to “Diskette Creation” option.

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SECTION 9.2 LABELING OF ENVELOPE AND DISK

9.2.1 PLEASE ADDRESS BID ENVELOPE AS SHOWN BELOW:

From: _____ Firm Name	
_____ Address	
	<p>OFFICE OF THE TENDERS CLERK Thames Valley District School Board EDUCATION CENTRE, 1250 Dundas Street, LONDON, Ontario N5W 5P2</p>
Photocopy & Fine Paper Tender #08-05AF Return Date: Monday, November 26, 2007 12:00:00 local time	

9.2.2 PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:

THAMES VALLEY DISTRICT SCHOOL BOARD Photocopy & Fine Paper Tender #08-05AF Return Date: Monday, November 26, 2007 12:00:00 local time
Signature: _____ Firm Name: _____

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TERMS AND CONDITIONS

10.0 SIGNATURE PAGE

This page **must** be completed, signed below and must be included with your submission for your bid to be accepted.

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.

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

NAME: _____
(Please print)

TITLE: _____

SIGNATURE: _____

FIRM NAME: _____

State the legal entity that your organization operates under:

- Proprietorship Partnership
- Corporation

If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:

Name of each individual Partner or Correct Legal Name of Corporation:

E-MAIL ADDRESS: _____

ADDRESS: _____

INTERNET ADDRESS: _____

TELEPHONE NO.: _____ FAX NO.: _____

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:

Firm Name: _____

Firm Address: _____

Telephone Number: _____ Fax Number: _____

Contact Person: _____ Email Address: _____

**WORKSHEET A
VENDOR RESPONSE WORKSHEET**

TENDER TERM NO.	BIDDERS MUST RESPOND TO EACH ITEM ON THE TERMS & CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (YES OR NO) / (UNDERSTAND / COMPLY)	WILL/WILL NOT COMPLY	COMMENT
SECTION 1.0	INTRODUCTION		
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 EMOP Agencies for Photocopy and Fine Papers, subject to the conditions herein.		
SECTION 2.0	BID DEFINITIONS AND INFORMATION		
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" - 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" - Bidders "should" include the required information in bid submission.		
2.1.1.3	The word "NONCOMPLIANT" - 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 all or any portion 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	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.		
2.2.1	Bidders must use the electronic bidding file		
2.3.1	Must be returned to Tenders Clerk		
2.3.2	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.2 - Labelling of Envelope and diskette or CD).		

Firm Name: _____ Signature: _____

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2.3.3	The bid submission must be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.3.4	Delivery to the "Tenders Clerk" is the responsibility of the bidder.		
2.3.5	Submissions received late or by electronic transmission (i.e. fax/e-mail) shall not be accepted		
2.3.6	Late bids will be returned unopened to a bidder, if a return address is included on the submission envelope.		
2.4.1	Issue Date : Tuesday, Nov 6, 2007		
2.4.2	Must be returned before 12:00:00 local time Tuesday, November 26, 2007.		
2.5.1	All questions pertaining to this bid document should be addressed to Angela Faubert, by Fax (519) 452-2000 ext 20463 or e-mail a.faubert@tvdsb.on.ca. The TVDSB reserves the right to distribute in writing to all other registered bidders a notice of content of any inquiry and the TVDB's response, if any. All questions pertaining to this bid document must be submitted in writing.		
2.5.2	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site		
SECTION 3.0	CONTRACT TERM / PRICING/TAXES / DELIVERY/PAYMENT		
3.1.1	The term of this agreement shall be for one (1) year, commencing on January 1, 2008 and unless otherwise provided herein, terminating on December 31, 2008.		
3.1.2	The EMOP Agencies may at the end of this contract extend the contract for a period of two (2) year increments.		
3.2.1	Bidders must complete the pricing section which is installed using the Setup.exe file - Appendices Bid Report. (See Section 9.1 - Electronic Bidding 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	Prices must remain in force for the initial 1 year term of the contract - commencing on January 1, 2008 and terminating on December 31, 2008.		
3.2.5	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a second year ending December 31, 2009.		
3.2.6	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a third year ending December 31, 2010.		
3.2.7	Price increases during the contract term are subject to the approval of the TVDSB and will be limited to proof of manufacturers' industry increases in written form from the successful bidder.		

Firm Name: _____ Signature: _____

**WORKSHEET A
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TENDER TERM NO.	BIDDERS MUST RESPOND TO EACH ITEM ON THE TERMS & CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (YES OR NO) / (UNDERSTAND / COMPLY)	WILL/WILL NOT COMPLY	COMMENT
3.2.8	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.		
3.2.8.1	Bidders should state any further discount, as a percentage, if all items are awarded to your company.		
3.3.1	GST and PST: Where applicable, Goods & Services Tax, and Provincial Sales Tax must be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
3.4.1	Delivery for all items will be directly to our Schools, Distribution Centre, Facility Services Office or Community Education Centres. A list of TVDSB location addresses and EMOP member agencies is attached as Worksheet B and C, respectively.		
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.		
3.4.3	The successful bidder(s) bears the risk of loss with respect to supplies until delivery is complete.		
3.4.4	Purchase Order Numbers should appear on all packages, packing slips, correspondence, customs documentation and freight bills of lading.		
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. Time is of the essence; it is one of our criteria considered in the decision and award of this contract and for 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	Delivery drivers will be responsible for unloading TVDSB's order from the delivery truck to the TVDSB dock.		
3.4.8	For safety and ease of stacking, the boxes/cartons should have handle inserts on the side of the box/carton and the ability to be hand lifted.		
3.4.9	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 any of these shipments will arrive packaged & labeled PER SITE ready for us to forward on directly to the school with no further packaging or resorting required. State minimum dollar value per order.		

Firm Name: _____ Signature: _____

**WORKSHEET A
VENDOR RESPONSE WORKSHEET**

TENDER TERM NO.	BIDDERS MUST RESPOND TO EACH ITEM ON THE TERMS & CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (YES OR NO) / (UNDERSTAND / COMPLY)	WILL/WILL NOT COMPLY	COMMENT
3.5.1	All TVDSB invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, P.O. 5888, London, Ontario N6A 5L1. Attention: Accounts Payable. EMOP Agency invoices must be sent to each agency as per locations specified on Worksheet C.		
3.5.2	Applicable taxes should 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 must be stated on all invoices. All invoices received without a Purchase Order Number will be returned unpaid.		
SECTION 4.0	SPECIFICATIONS/REQUIREMENTS		
4.1.1	Unless otherwise specified supplies and services must be new items, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the EMOP Agencies pertaining to items being rejected is final.		
4.1.2	Manufacturers' brand names and numbers are used for the guidance of bidders. Alternate items of equal quality will be considered. Manufacturers' name and model number should be indicated in the appropriate field FOR EVERY ITEM BID, using the program which is installed using the Setup.exe file.		
4.1.3	In addition to price, quality and suitability to school use will be the first consideration. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will also be taken into consideration when awarding this contract.		
4.1.4	The determination of equal quality will be based on our internal professional opinions.		
4.1.5	Any material, equipment, service or work ordered, which in the opinion of the EMOP Agencies, does not completely fulfill the specifications, must be removed and/or completed at the expense of the successful bidder(s) and be replaced immediately with the material, equipment, services or work that fulfills the specifications or sample quality.		
4.1.6	In the event that an item ordered becomes discontinued during the contract, all bidders must notify the TVDSB Purchasing Services Department for authorization before the item is substituted and shipped. Successful bidders may be required to provide samples of the proposed substitutions before sending shipments. The EMOP Agencies reserve the right to return any shipment COLLECT, if in our opinion the products supplied do not conform to the specifications of this contract.		

Firm Name: _____ Signature: _____

**WORKSHEET A
VENDOR RESPONSE WORKSHEET**

TENDER TERM NO.	BIDDERS MUST RESPOND TO EACH ITEM ON THE TERMS & CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (YES OR NO) / (UNDERSTAND / COMPLY)	WILL/WILL NOT COMPLY	COMMENT
4.1.7	Bidder(s) should include a bid for each (virgin) paper and also a second bid for each item recycled.		
4.2.1	The quantities indicated are based on previous year's purchases. Quantities are subject to user requests, program changes and budget approval and may be increased or decreased when orders are placed. All items may not be purchased if costs exceed budget. In no way 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.		
4.2.2	Bidders must state the minimum dollar value per order.		
4.3.1	The EMOP Agencies will return any shipment (COLLECT), if in our opinion the products supplied do not conform to the specification and/or samples submitted in the bid.		
4.3.2	Bidders must 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 reason other than those stated in 4.4.1.		
4.3.4.1	Packaging		
4.3.4.2	Location to which returns should be shipped		
4.3.4.3	Method of Shipment (Company Truck, Courier, Transport)		
4.3.4.4	If a return authorization number is required		
4.3.4.5	What charges apply and who is responsible for payment. The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		
4.4.1	Please supply colour charts with the bid. Product samples must be available for all items. After bids have been considered, samples MAY be requested and must be submitted immediately.		
4.4.1.1.	Samples requested must be clearly marked with the name of the bidder and the Tender Item Number on each product submitted.		
4.4.1.2.	Samples should be sent to our Distribution Centre, 951 Leathorne Street, London, ON N5Z 3M7, Attention: Angela Faubert.		
4.4.2	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.		
4.4.2.1.	Bidders should provide return instructions (i.e. address and authorization number) if required, for sample returns.		

Firm Name: _____ Signature: _____

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4.5.1	Bidder(s) should include a detailed description of any environmental initiative and how your program would be implemented and benefit EMOP Agencies. For all applicable 'Environmental' products, please submit pricing with a second bid, on each item.		
SECTION 5.0	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 supercede and invalidate all previous submissions by that bidder as it applies to this Bid. Addenda must be submitted to the "Tender Clerk's" box 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 "Tender Clerk's" box 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 EMOP Agencies to any firm or individual who submits a bid.		
5.1.5	The bidder would 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 nonperformance 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 EMOP Agencies reserve 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 EMOP Agencies, the successful bidder(s) is unable or unwilling to enter into a form of contract satisfactory to the EMOP Agencies. The EMOP Agencies shall be entitled to do so without any liability being incurred by the EMOP Agencies to the bidder		
5.1.8	The lowest or any bid submission may not necessarily be accepted. The EMOP Agencies reserve 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 EMOP Agencies to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal		

Firm Name: _____ Signature: _____

**WORKSHEET A
VENDOR RESPONSE WORKSHEET**

TENDER TERM NO.	BIDDERS MUST RESPOND TO EACH ITEM ON THE TERMS & CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (YES OR NO) / (UNDERSTAND / COMPLY)	WILL/WILL NOT COMPLY	COMMENT
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 EMOP Agencies reserve 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 EMOP Agencies' intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between the EMOP Agencies 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 tender, shall be resolved in favor of the EMOP Agencies 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 EMOP Agencies nor shall it assign the contract without the written permission of the EMOP Agencies. The successful bidder(s) must not, at any time, change subcontractors approved by the EMOP Agencies without written permission of the EMOP Agencies.		
5.1.13	While the EMOP Agencies have 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 EMOP Agencies, 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).		

Firm Name: _____ Signature: _____

**WORKSHEET A
VENDOR RESPONSE WORKSHEET**

TENDER TERM NO.	BIDDERS MUST RESPOND TO EACH ITEM ON THE TERMS & CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (YES OR NO) / (UNDERSTAND / COMPLY)	WILL/WILL NOT COMPLY	COMMENT
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		
5.1.16	The successful bidder(s) will reimburse the EMOP Agencies 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 EMOP Agencies employees and shall not represent themselves as an agent of the EMOP Agencies nor be eligible for any of the benefits provided to TVDSB employees.		
5.1.18	The EMOP Agencies reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the EMOP Agencies' 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 EMOP Agencies' operations and modify assignments as required.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.2.1	The EMOP Agencies reserve the right to terminate this contract within 30 days written notice if, in their 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 EMOP Agencies 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 EMOP Agencies 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 EMOP Agencies reserve 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 EMOP Agencies.		

Firm Name: _____ Signature: _____

**WORKSHEET A
VENDOR RESPONSE WORKSHEET**

TENDER TERM NO.	BIDDERS MUST RESPOND TO EACH ITEM ON THE TERMS & CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (YES OR NO) / (UNDERSTAND / COMPLY)	WILL/WILL NOT COMPLY	COMMENT
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 EMOP Agencies' 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 EMOP Agencies shall have the right to replace the successful bidder(s) with another service provider suitable to the EMOP Agencies in addition to all of its other rights pursuant to the term of this Bid.		
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 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. 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 right, title and interest 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 TVD		
5.3.2	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.		
5.4.1	Any infringement on human rights, but namely those of children, is of considerable concern to the EMOP Agencies. 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: http://www.ilo.org http://www.ilo.org/public/english/comp/child/policy/towards.htm		

Firm Name: _____ Signature: _____

**WORKSHEET A
VENDOR RESPONSE WORKSHEET**

TENDER TERM NO.	BIDDERS MUST RESPOND TO EACH ITEM ON THE TERMS & CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (YES OR NO) / (UNDERSTAND / COMPLY)	WILL/WILL NOT COMPLY	COMMENT
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 EMOP Agencies 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.		
5.5.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The EMOP Agencies require 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 EMOP Agencies' Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.5.5	Upon award, the successful bidder shall supply on a disk or by e-mail a flat ASCII file of Material Safety Data Sheets. This file shall include all information related to these products, including suppliers part number, name of the product, handling and storage instructions, safety precautions, treatments, clean up instructions, hazards, any special instructions as well as suppliers' telephone number and all conditions set forth by federal and provincial legislation.		
5.5.6	No supplier will be awarded any product that requires a Material Safety Data Sheet unless the bidder complies with the conditions above.		
5.5.7	The EMOP Agencies reserve the right to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		

Firm Name: _____ Signature: _____

**WORKSHEET A
VENDOR RESPONSE WORKSHEET**

TENDER TERM NO.	BIDDERS MUST RESPOND TO EACH ITEM ON THE TERMS & CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (YES OR NO) / (UNDERSTAND / COMPLY)	WILL/WILL NOT COMPLY	COMMENT
5.6.1	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 \$1 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 \$1 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 \$1 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	Upon an award to the successful bidder(s) by the EMOP Agencies, the successful bidder(s) shall be required to submit certification in a form satisfactory to the EMOP Agencies of the above-mentioned coverage to protect the EMOP Agencies 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.		
5.6.3	The successful bidder(s) agrees to indemnify, hold harmless and defend the EMOP Agencies from and against any and all liability for loss, damage and expense, which the EMOP Agencies may suffer or for which the EMOP Agencies may be held liable by reason of 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.		
5.7.1	Bidders must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the EMOP Agencies		
5.7.2	In the event of an affirmative answer to 5.7.1, 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 5.7.3 to 5.7.4, also applies to those employees or subcontractors who operate their own automobiles on the property of the EMOP Agencies.		

Firm Name: _____ Signature: _____

**WORKSHEET A
VENDOR RESPONSE WORKSHEET**

TENDER TERM NO.	BIDDERS MUST RESPOND TO EACH ITEM ON THE TERMS & CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (YES OR NO) / (UNDERSTAND / COMPLY)	WILL/WILL NOT COMPLY	COMMENT
5.7.3	Bidders must 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. The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. Th		
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 EMOP Agencies 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.		
SECTION 6.0	BIDDER PROFILE		
6.1.1	Reference 1		
	Agency Name:		
	Address:		
	Contact Person:		
	Telephone Number:		
6.1.1	Reference 2		
	Agency Name:		
	Address:		

Firm Name: _____ Signature: _____

**WORKSHEET A
VENDOR RESPONSE WORKSHEET**

TENDER TERM NO.	BIDDERS MUST RESPOND TO EACH ITEM ON THE TERMS & CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (YES OR NO) / (UNDERSTAND / COMPLY)	WILL/WILL NOT COMPLY	COMMENT
	Contact Person:		
	Telephone Number:		
6.1.1	Reference 3		
	Agency Name:		
	Address:		
	Contact Person:		
	Telephone Number:		
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 should 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.		
SECTION 7.0	BID SUBMISSION		
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	A signed copy of the Terms & Conditions Signature Page - Section 10.0 must be returned for your bid submission to be accepted.		
7.1.3	Bidders must provide one Diskette or CD with files names - (7) seven files.		
7.1.3.1	Bidders must provide one Diskette or CD with file names:		
7.1.3.2	Worksheet A: Terms and Conditions Response in Excel format - Electronic response is required. Bidders must print and submit a signed copy of worksheet.		
7.1.3.3	Bidders must print and submit a signed copy of the Bid Report		
7.1.4	It is the bidders responsibility to ensure that the necessary "files" are on the diskette or CD.		

Firm Name: _____ Signature: _____

**WORKSHEET A
VENDOR RESPONSE WORKSHEET**

TENDER TERM NO.	BIDDERS MUST RESPOND TO EACH ITEM ON THE TERMS & CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (YES OR NO) / (UNDERSTAND / COMPLY)	WILL/WILL NOT COMPLY	COMMENT
7.1.5	If the diskette or CD is not returned or does not have the files shown in the Terms and Conditions document, your bid will be rejected. The TVDSB will only accept bids received on properly completed and functional diskettes or CD's.		
7.1.6	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.7	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.2 - Labelling of envelope and diskette or CD).		
7.1.8	Bidders must provide one signed copy of the following bid documents: Appendix A and Bid Report.		
7.1.9	Bidders' submissions should include page numbers for ease of reference by Committee Members.		
7.1.10	The specifications and pricing section of the bid submission should not make reference to supplemental materials		
7.1.11	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements. (except specifically requested material, such as the detailed specification sheets, colour charts etc.)		
SECTION 8.0	AWARD		
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.		
8.2.1	The results of this bid will be posted to the TVDSB Web Site as soon as decisions have been made. At www.tvdsb.on.ca		
SECTION 9.0			
9.1.1	DOWNLOADING BID DOCUMENTS		
9.1.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.on.ca		
9.1.2	PRINTING COPIES OF BID DOCUMENTS		
9.1.2.1	To print a working copy of any bid document:		

Firm Name: _____ Signature: _____

**WORKSHEET A
VENDOR RESPONSE WORKSHEET**

TENDER TERM NO.	BIDDERS MUST RESPOND TO EACH ITEM ON THE TERMS & CONDITIONS RESPONSE OR STATE REQUIRED INFORMATION (YES OR NO) / (UNDERSTAND / COMPLY)	WILL/WILL NOT COMPLY	COMMENT
9.1.3	COMPUTER SYSTEM REQUIREMENTS		
9.1.3.1	To use the electronic system, bidders must have the following equipment:		
9.1.4	INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:		
9.1.4.1	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 these files on your own virus checker to ensure it is free of any virus.		
9.1.4.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
9.1.4.3	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.		
9.1.4.4	To begin the Bid Program:		
9.1.5	HELP SECTION AND TIPS FOR USING THE BID PROGRAM		
9.1.5.1	The "Help" section may be referred to at any time while using the program.		
9.1.5.2	Bidders MUST answer all questions on the Company Information Screen before you can proceed.		
9.1.5.3	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).		
9.1.6	BID REPORT		
9.1.6.1	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.		
9.1.6.2	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.		
9.1.7	DISKETTE OR CD CREATION:		
9.1.7.1	After all bids have been entered:		
9.1.7.2	After all bids have been entered:		
9.1.7.3	A message may appear, "NO COMMENT REPORT FOUND." Please ignore this, press "Ok" to continue.		
9.1.7.4	If you did not bid on any items requiring an answer, a message will appear "NO ANSWER RECORDS FOUND." Press "OK" to continue.		
9.1.8	THE RETURN DISKETTE OR CD:		

Firm Name: _____ Signature: _____

**WORKSHEET A
VENDOR RESPONSE WORKSHEET**

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9.1.8.1	Check to ensure that the "eight (8) 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		
9.1.8.2	However, if you did not bid on any items requiring "answers to questions" you will have six (6) files. You will not have a 2008005.rpt file. If the above files are not on the diskette or CD return to "Diskette Creation" option.		
SECTION 10.0	SIGNATURE PAGE		
10.0	Signature Page must be printed and signed and included in your submission.		

Firm Name: _____ Signature: _____

WORKSHEET B

Secondary Schools

A. B. Lucas Secondary School
656 Tennent Avenue
London, Ontario N5X 1L8

Adult Learning Centre
10 Ontario Road
St Thomas, Ontario N5P 3N4

Annandale School
60 Tillson Avenue
Tillsonburg, Ontario, N4G 3A1

Arthur Voaden Secondary School
41 Flora Street
St. Thomas, Ontario N5P 2X5

Blossom Park Education Centre
391 Blossom Park Road
Woodstock, Ontario N4S 7J3

Central Secondary School
509 Waterloo Street
London, Ontario N6B 2P8

Central Elgin Collegiate Institute
201 Chestnut Street
St. Thomas, Ontario N5R 2B5

Clarke Road Secondary School
300 Clarke Road
London, Ontario N5W 5N4

College Avenue Secondary School
700 College Avenue
Woodstock, Ontario N4S 2C8

East Elgin Secondary School
362 Talbot Street W.
Aylmer, Ontario N5H 1K6

G. A. Wheable Adult Learning Centre
70 Jacqueline Street
London, Ontario N5Z 3P7

Glencoe Dist. Secondary School
3581 Concession Drive, Box 370
Glencoe, Ontario N0L 1M0

Glendale High School
37 Glendale Drive
Tillsonburg, Ontario, N4G 1J6

H. B. Beal Secondary School
525 Dundas Street
London, Ontario N6B 1W5

Huron Park Secondary School
900 Cromwell Street
Woodstock, Ontario N4S 5B5

Ingersoll District Collegiate Institute
37 Alma Street
Ingersoll, Ontario N5C 1N1

Lord Dorchester Secondary School
61 Queen Street
Dorchester, Ontario N0L 1G0

Medway High School
14405 Medway Road
Arva, Ontario N0M 1C0

Montcalm Secondary School
1350 Highbury Avenue
London, Ontario N5Y 1B5

North Middlesex District Secondary School
100 Main Street, Box 610
Parkhill, Ontario N0M 2K0

Norwich District Secondary School
Stover St. & Hwy 59, RR #1
Norwich, Ontario N0J 1P0

Oakridge Secondary School
1040 Oxford Street W.
London, Ontario N6H 1V4

Parkside Collegiate Institute
241 Sunset Drive
St. Thomas, Ontario N5R 3C2

Saunders Secondary School
941 Viscount Road
London, Ontario N6K 1H5

Sir Frederick Banting Secondary School
125 Sherwood Forest Square
London, Ontario N6G 2C3

Sir George Ross Secondary School
365 Belfield Street
London, Ontario N5Y 2K3

Sir Wilfrid Laurier Secondary School
450 Millbank Drive
London, Ontario N6C 4W7

South Secondary School
371 Tecumseh Avenue E.
London, Ontario N6C 1T4

Strathroy Adult Learning Centre
51 Front Street E.
Strathroy, N7G 1Y5

Strathroy District Secondary School
361 Second Street
Strathroy, Ontario N7G 4J8

Tillson Avenue Education Centre
(The Livingston Centre)
90 Tillson Avenue
Tillsonburg, Ontario,

Thames Secondary School
785 Trafalgar Street
London, Ontario N5Z 1E6

W. D. Sutton
1250 Dundas Street
London, Ontario N5W 5P2

West Elgin Secondary School
139 Graham Street
West Lorne, Ontario N0L 2P0

Westminster Secondary School
230 Base Line Road W.
London, Ontario N6J 1W1

Woodstock Collegiate Institute
35 Riddell Street
Woodstock, Ontario N4S 6L9

WORKSHEET B Elementary Schools

A.E. Duffield P. S.
6820 Duffield Street
Lambeth, Ontario N6P 1A4

A.J. Baker P. S.
528 Allen Street
Kintore, Ontario N0M 2C0

Aberdeen P. S.
580 Grey Street
London, Ontario N6B 1H8

Adelaide-W.G. MacDonald P. S.
29059 School Road, RR#5
Strathroy, Ontario N7G 3H6

Aldborough P. S.
11443 Furnival Road, RR#3
Rodney, Ontario N0L 2C0

Algonquin P. S.
59 Algonquin Road
Woodstock, Ontario N4T 1R8

Arthur Ford P. S.
617 Viscount Road
London, Ontario N6J 2Y4

Arthur Stringer P. S.
43 Shaftesbury Avenue
London, Ontario N6C 2Y5

Ashley Oaks P. S.
121 Ashley Crescent
London, Ontario N6E 3P8

Balaclava Street P. S.
20 Balaclava Street
St. Thomas, Ontario N5P 3C2

Beachville P. S.
23 Zorra Street
Beachville, Ontario N0J 1A0

Biddulph P. S.
34297 Saintebury Line, RR#1
Lucan, Ontario N0M 2J0

Bishop Townshend P. S.
814 Quebec Street
London, Ontario N5Y 1X4

Bonaventure Meadows P. S.
141 Bonaventure Drive
London, Ontario N5V 4S6

Brick Street P. S.
393 Commissioners Road, West
London, Ontario N6J 1Y4

Byron Northview P. S.
1370 Commissioners Road W.
London, Ontario N6K 1E1

Byron Somerset P. S.
175 Whisperwood Avenue
London, Ontario N6K 4C6

Byron Southwood P. S.
1379 Lola Street
London, Ontario N6K 3R6

C.C. Carrothers P. S.
360 Chippendale Crescent
London, Ontario N5Z 3G2

Caradoc Central P. S.
714 Bowan Street E., Box 244,
Mount Brydges, Ontario N0L 1W0

Caradoc North P. S.
8041 Scotchmere Drive, RR#1
Strathroy, Ontario N7G 3H3

Caradoc South P. S.
611 Peter Street
Melbourne, Ontario N0L 1T0

Centennial Central P. S.
14774 Medway Road, RR#1
Arva, Ontario N0M 1C0

Central Senior P. S.
410 Hunter Street
Woodstock, Ontario N4S 4G4

Chippewa P. S.
1035 Chippewa Drive
London, Ontario N5V 2T6

Clara Brenton P. S.
1025 St. Croix Avenue
London, Ontario N6H 3X8

Cleardale P. S.
780 Dulaney Drive
London, Ontario N6C 3W4

Colborne Street P. S.
25 Colborne Street
Strathroy, Ontario N7G 2M1

D.M. Sutherland Sr. P. S.
110 Winchester Street
Woodstock, Ontario N4S 7K6

Davenport P. S.
80 Rutherford Avenue
Aylmer, Ontario N5H 2N8

Delaware Central P. S.
14 James Street Box 36
Delaware, Ontario N0L 1E0

Drumbo Central P. S.
32 Wilmot Street S., Box 129
Drumbo, Ontario N0J 1G0

Dunwich- Dutton P. S.
239 Main Street, Box 40
Dutton, Ontario N0L 1J0

Ealing P. S.
840 Hamilton Road
London, Ontario N5Z 1V5

East Oxford Central P. S.
Old Stage Road, RR#4
Woodstock, Ontario N4S 7V8

East Williams Memorial P. S.
4441 Queen Street, RR#1
Ailsa Craig, Ontario N0M 1A0

Eastdale P. S.
65 Aileen Drive
Woodstock, Ontario N4S 4A2

Edward Street P. S. (Locke's P. S.)
84 Edward Street
St. Thomas, Ontario N5P 1Y7

Ekcoe Central P. S.
3719 Parkhouse Drive, RR#3
Glencoe, Ontario N0L 1M0

Elgin Court P. S.
254 First Avenue
St. Thomas, Ontario N5R 4P5

Elliott Fairbairn P. S. (Maple Lane)
31 Earle Street
Tillsonburg, Ontario N4G 2M3

Elmdale P. S. (Southwold)
25 Elm Street
St. Thomas, Ontario N5R 1H5

Emily Carr P. S.
44 Hawthorne Road
London, Ontario N6G 2H5

Empress P. S.
215 Wharncliffe Rd N.
London, Ontario N6H 2B6

Evelyn Harrison P. S.
50 Tewksbury Crescent
London, Ontario N5V 2M8

F.D. Roosevelt P. S.
560 Second Street
London, Ontario N5V 2B7

Fairmont P. S.
1040 Hamilton Road
London, Ontario N5W 1A6

Forest Park/Mary Bucke P. S.
295 Forest Avenue
St. Thomas, Ontario N5R 2K5

Glen Cairn P. S.
53 Frontenac Road
London, Ontario N5Z 3Y5

Harris Heights P. S.
2 Caffyn Street
Ingersoll, Ontario N5C 3M8

Hickson Central P. S.
161 Loveys Street
Hickson, Ontario N0J 1L0

Hillcrest P. S.
1231 Fuller Street
London, Ontario N5Y 4P7

Hillcrest P. S.
840 Sloane Street
Woodstock, Ontario N4S 7V3

Homedale P. S.
112 Churchill Crescent
St. Thomas, Ontario N5R 1R1

WORKSHEET B

Elementary Schools

Huron Heights P. S. (*French Immersion*)
1245 Michael Street
London, Ontario N5V 2H4

Innerkip Central P. S.
180 Coleman Street, Box 40
Innerkip, Ontario N0J 1M0

Jack Chambers P. S.
1650 Hastings Drive
London, Ontario N5X 3E3

Jeanne Sauvé P. S. (*French Immersion*)
215 Wharncliffe Road North
London, Ontario N6H 2B6

John Dearness P. S.
555 Sanatorium Road
London, Ontario N6H 3W6

John P. Roberts P. S.
84 Bow Street
London, Ontario N5V 1B1

Kensal Park P. S. (*French Immersion*)
328 Springbank Drive
London, Ontario N6J 1G5

Knollwood Park P. S.
70 Gammage Street
London, Ontario N5Y 2B1

Leesboro Central P. S.
17406 Evelyn Drive, RR#2
Thorndale, Ontario N0M 2P0

Lester B. Pearson School for the Arts
795 Trafalgar Street
London, Ontario N5Z 1E6

Locke's P. S. (Edward Street P. S.)
22 South Edgeware Road
St. Thomas, Ontario N5P 2H2

Lord Elgin P. S.
1100 Victoria Drive
London, Ontario N5Y 4E2

Lord Nelson P. S.
1990 Royal Crescent
London, Ontario N5V 1N8

Lord Roberts P. S. (*French Immersion*)
440 Princess Avenue
London, Ontario N6B 2B3

Lorne Avenue P. S.
723 Lorne Avenue
London, Ontario N5W 3K7

Lucan P. S.
270 Main Street
Lucan, Ontario N0M 2J0

M. B. McEachren P. S.
4402 Colonel Talbot Road
London, Ontario N6P 1P9

Madeline Hardy (CPRI) P. S.
600 Sanatorium Road
London, Ontario N6H 3W7

Manor & Highland Park P. S.
77 Tecumseh Avenue
London, Ontario N6J 1K8

Maple Lane P. S.
25 Maple Lane
Tillsonburg, Ontario N4G 2Y8

Masonville P. S.
25 Hillview Boulevard
London, Ontario N6G 3A7

Mc Gregor P. S.
204 John Street S.
Aylmer, Ontario N5H 2C8

McGillivray Central P. S.
34714 Creamery Road, RR#3
Ailsa Craig, Ontario N0M 1A0

Metcalf Central P. S.
6100 Calvert Drive, RR#3
Strathroy, Ontario N7G 3H5

Mosa Central P. S.
22741 Pratt Siding Road, RR#1
Glencoe, Ontario N0L 1M0

Mountsfield P. S.
8 Mountsfield Drive
London, Ontario N6C 2S4

Myrtle Street P. S.
43 Myrtle Street
St. Thomas, Ontario N5R 2E6

New Sarum P. S.
9473 Belmont Road, RR# 3
St. Thomas, Ontario N5P 3S7

Nicholas Wilson P. S.
927 Osgoode Drive
London, Ontario N6E 1C9

North Meadows P. S.
82 Middlesex Drive
Strathroy, Ontario

North Norwich P. S.
40 Main Street S., Box 40
Burgessville, Ontario N0J 1C0

Northbrae P. S.
335 Belfield Street
London, Ontario N5Y 2K3

Northdale P. S.
655 Tennent Avenue
London, Ontario N5X 1L7

Northdale Central P. S.
3860 Catherine Street
Dorchester, Ontario N0L 1G0

Northdale P. S.
290 Victoria Street N.
Woodstock, Ontario N4S 6W5

Northridge P. S.
25 McLean Drive
London, Ontario N5X 1Y2

Norwich P. S.
8 Elgin Street, Box 327
Norwich, Ontario N0J 1P0

Oliver Stephens Sr. P. S.
164 Fyfe Avenue
Woodstock, Ontario N4S 3S6

Orchard Park P. S.
50 Wychwood Park
London, Ontario N6G 1R6

Otterville P. S.
118 Main Street W.
Otterville, Ontario N0J 1R0

Oxbow P. S.
13624 Ilderton Road, RR#3
Ilderton, Ontario N0M 2A0

Oxford Park P. S.
284 Oxford Street W.
London, Ontario N6H 1S9

Parkhill-West Williams P. S.
204 McLeod Street, Box 488
Parkhill, Ontario N0M 2K0

Parkview P. S.
10008 Oxbow Drive
Komoka, Ontario N0L 1R0

Plattsville & District P. S.
112 Mill Street E.
Plattsville, Ontario N0J 1S0

Plover Mills P. S.
17231 Plover Mills Road, RR#3
Thorndale, Ontario N0M 2P0

Port Burwell P. S.
30 Strachan, Box 209
Port Burwell, Ontario N0J 1T0

Port Stanley P. S.
350 Carlow Road, Box 490
Port Stanley, Ontario N5L 1B6

Prince Andrew P. S.
15237 Thirteen Mile Road, RR#4
Denfield, Ontario N0M 1P0

Prince Charles P. S.
1601 Wavell Street
London, Ontario N5W 2C9

Princess Anne P. S.
210 King Street E.
Ingersoll, Ontario N5C 1L8

Princess Anne P. S. (*French Immersion*)
191 Dawn Drive
London, Ontario N5W 4W9

Princess Elizabeth P. S.
37 William Street
Ingersoll, Ontario N5C 1M2

Princess Elizabeth P. S.
247 Thompson Road
London, Ontario N5Z 2Z3

Princeton Central P. S.

WORKSHEET B Elementary Schools

40 Elgin Street E., Box 427
Princeton, Ontario N0J 1V0

Rick Hansen P. S.

70 Ponderosa Crescent
London, Ontario N6E 2L7

River Heights P. S.

4269 Hamilton Road
Dorchester, Ontario N0L 1G3

Riverside P. S.

550 Pinetree Drive
London, Ontario N6H 3N1

Rolph Street P. S.

83 Rolph Street
Tillsonburg, Ontario N4G 3Y2

Ryerson P. S.

940 Waterloo Street
London, Ontario N6A 3X3

Scott Street P. S.

50 Scott Street
St. Thomas, Ontario N5P 1K6

Sherwood Forest P. S.

7 Annadale Drive
London, Ontario N6G 2B5

Sir Georges Etienne Cartier P. S.

695 Chiddington Avenue
London, Ontario N6C 2W9

Sir Isaac Brock P. S.

80 St. Lawrence Blvd.
London, Ontario N6J 2X1

Sir John A. Macdonald P. S.

1150 Landor Street
London, Ontario N5Y 3W3

Sir Winston Churchill P. S.

1837 Churchill Avenue
London, Ontario N5W 2L3

South Dorchester P. S.

48614 Crossley Hunter Line, RR#1
Belmont, Ontario N0L 1B0

South Ridge P. S.

391 Quarter Line Road, RR#7
Tillsonburg, Ontario N4G 4H1

Southdale P. S.

248 Keefer Street
Strathroy, Ontario N7G 1E2

Southside P. S.

360 Albert Street
Woodstock, Ontario N4S 2L4

Southwold (Elmdale)

39261 Fingal Line, RR#1
St. Thomas, Ontario N5P 3S5

Sparta P. S.

45885 Sparta Line, Box 60
Sparta, Ontario N0L 2H0

Springbank P. S.

1060 Sprucedale Road
Woodstock, Ontario N4S 4Z9

Springfield P. S.

133 Main Street
Springfield, Ontario N0L 2J0

St. George's P. S.

782 Waterloo Street
London, Ontario N6A 3W4

Stoneybrook P. S.

1460 Stoneybrook Crescent
London, Ontario N5X 1C4

Straffordville/Eden P. S.

9188 Plank Rd., Box 94
Straffordville, Ontario N0J 1Y0

Summers' Corners P. S.

50576 Talbot Line, RR#1
Alymer, N5H 2R1

Sweaburg P. S.

Dodge Line, RR#1
Woodstock, Ontario N4S 7V6

Tavistock P. S.

79 Maria Street, Box 370
Tavistock, Ontario N0B 2R0

Tecumseh P. S.

401 Tecumseh Avenue
London, Ontario N6C 1T4

Thamesford P. S.

130 McCarty Street, Box 250
Thamesford, Ontario N0M 2M0

Tollgate Central P. S.

744993 Oxford Road 17/Hwy 59
Woodstock, Ontario N4S 7W1

Trafalgar P. S.

919 Trafalgar Street
London, Ontario N5Z 1G3

Tweedsmuir P. S.

349 Tweedsmuir Avenue
London, Ontario N5W 1L5

University Heights P. S.

27 Ford Crescent
London, Ontario N6G 1H8

Valleyview P. S.

10339 Ilderton Road, RR#2
Ilderton, Ontario N0M 2A0

Victoria P. S.

130 Wharcliffe Road S.
London, Ontario N6J 2K5

Victory Memorial P. S.

210 Thames Street S.
Ingersoll, Ontario N5C 2T5

W. Sherwood Fox P. S.

660 Steeplechase Drive
London, Ontario N6J 3P4

Wellington Street P. S.

50 Wellington Street
St. Thomas, Ontario N5R 2P8

West Elgin Sr. Elementary School

139 Graham Street, Box 280
West Lorne, Ontario N0L 2P0

Westdale P. S.

1050 Plantation Road
London, Ontario N6H 2Y5

Westfield P. S.

38 Glenn Avenue
Ingersoll, Ontario N5C 2C8

Westminster Central P. S.

2835 Westminster Drive
London, Ontario N6N 1L7

Westmount P. S.

1011 Viscount Road
London, Ontario N6K 1H5

White Oaks P. S.

1400 Ernest Avenue
London, Ontario N6E 2H8

Wilfrid Jury P. S.

950 Lawson Road
London, Ontario N6G 3M2

Wilton Grove P. S.

626 Osgoode Drive
London, Ontario N6E 1C1

Woodland Heights P. S.

474 Springbank Drive
London, Ontario N6J 1G8

Wortley Road P. S.

301 Wortley Road
London, Ontario N6C 3R6

Zorra Highland Park P. S.

Cty Road 6, RR#1
Embro, Ontario N0J 1J0

ELGIN/MIDDLESEX/OXFORD PURCHASING CO-OPERATIVE
as of November 5th, 2007
WORKSHEET C

Alphabetical by Agency

AYLMER, TOWN OF
Heather Adams, Administrator
46 Talbot Street West
Aylmer, ON N5H 1J7
Telephone: 519-773-4901
Facsimile: 519-765-1446
E-Mail: hadams@town.aylmer.on.ca

CATFISH CREEK CONSERVATION AUTHORITY
Susan Mann
R.R. #5
8079 Springwater Road
Aylmer, Ontario N5H 2R4
Telephone: 519-773-9037
Facsimile: 519-765-1489
E-Mail: admin@catfishcreek.ca

CENTRAL ELGIN, MUNICIPALITY OF
Mary-Jo Aspden
450 Sunset Drive
St. Thomas, Ontario N5R 5V1
Telephone: 519-631-4860 ext. 271
Facsimile: 519-631-4036
E-Mail: MASpden@centralelgin.org

CHILDREN'S AID SOCIETY OF LONDON AND MIDDLESEX
Dorissa Daoust
1680 Oxford Street East, P.O. Box 7010
London, Ontario N5Y 5R8
Telephone: 519-455-9000 ext. 424
Facsimile: 519-455-4355
E-Mail: ddaoust@caslondon.on.ca

COMMUNITY LIVING LONDON
Ken Runge,
190 Adelaide Street South
London, Ontario N5Z 3L1
Telephone: 519-686-3000
Facsimile: 519-686-5490
E-Mail: krunge@cll.on.ca

EAST ELGIN COMMUNITY COMPLEX
Theresa Klachan, General Manager
531 Talbot Street West
Aylmer, ON N5H 2T9
Telephone: 519-773-5631 extension 22
Facsimile: 519-773-5755
E-Mail: tklachan@eastelgincommunitycomplex.ca

EAST ZORRA-TAVISTOCK, TOWNSHIP OF
Jeff Carswell, Deputy Clerk-Treasurer
P.O. Box 100
Hickson, Ontario N0J 1L0
Telephone: 519-462-2697
Facsimile: 519-462-2961
E-Mail: jcarswell@twp.ezt.on.ca

ELGIN ASSOCIATION FOR COMMUNITY LIVING
Dave Round
400 Talbot Street
St Thomas, Ontario N5P 1B8
Telephone: 519-631-8012 ext. 235
Facsimile: 519-633-4392
E-Mail: d.round@eacl.on.ca

ELGIN/MIDDLESEX/OXFORD PURCHASING CO-OPERATIVE
as of November 5th, 2007
WORKSHEET C

ELGIN, COUNTY OF
Sonia Beavers
450 Sunset Drive, 3rd Floor
St. Thomas, Ontario N5R 5V1
Telephone: 519-631-1460 ext. 129
Facsimile: 519-631-4297
E-Mail: sbeavers@elgin-county.on.ca

ELGIN, COUNTY OF
Marjorie Ford
Terrace Lodge
475 Talbot St. E
Aylmer, Ontario, N5H 3A5
Telephone: 519-773-9205 ext 21
Facsimile: 519-765-2627

ELGIN, COUNTY OF
Christine Fielding
Elgin Manor
39262 Fingal Line, RR#1
St. Thomas, Ontario, N5P 3S5
Telephone: 519-631-0620
Facsimile: 519-631-2307

ELGIN, COUNTY OF
Anna Young
Bobier Villa
1 Bobier Lane
Dutton, Ontario, N0L 1J0
Telephone: 519-762-2417
Facsimile: 519-762-2361

ELGIN-ST. THOMAS HEALTH UNIT
Kim Eitel
99 Edward Street
St. Thomas, Ontario N5P 1Y8
Telephone: 519-631-9900 ext. 203
Facsimile: 519-633-0468
E-Mail: keitel@elginhealth.on.ca

ELGIN & ST. THOMAS HOUSING CORPORATION
Larry Nelson
34 Churchill Crescent
St. Thomas, Ontario N5R 1N9
Telephone: 519-631-4580 ext. 105
Facsimile: 519-633-8035
E-Mail: mqrtechservices@esthc.ca

FAMILY AND CHILDREN'S SERVICES OF ELGIN COUNTY
Barry Westman
410 Sunset Drive
St. Thomas, Ontario N5R 3C7
Telephone: 519-631-1492
Facsimile: 519-631-0596
E-Mail: bwestman@caselgin.on.ca

FANSHAWE COLLEGE
Beth Roberts, Buyer, Purchasing Services Fanshawe College,
Corinne Campbell, Manager
P.O. Box 7005
London, Ontario N5Y 5R6
Telephone: 519-452-4430 ext. 4631/ 4630
Facsimile: 519-452-3923
E-Mail: broberts@fanshawec.ca
E-Mail: ccampbell@fanshawec.ca

ELGIN/MIDDLESEX/OXFORD PURCHASING CO-OPERATIVE
as of November 5th, 2007
WORKSHEET C

JOHN LABATT CENTRE
Hector Morrison, Director of Finance
99 Dundas Street
London, Ontario N6A 5J3
Telephone: 519-667-5745
Facsimile: 519-432-3386
E-Mail: hmorrison@johnlabattcentre.com

KETTLE CREEK CONSERVATION AUTHORITY
Elizabeth Godelie (temporary), Director of Operations
4015 Ferguson Line
St. Thomas, Ontario N5P 3T3
Telephone: 519-631-1270
Facsimile: 519-631-5026
E-mail: elizabeth@kettlecreekconservation.on.ca

LONDON, CITY OF
Melody Couvillon, Manager, Purchasing & Supply
267 Dundas Street, 4th Floor
London, Ontario N6A 4L9
Telephone: 519-661-2500 ext. 4718
Facsimile: 519-661-5030
E-Mail: mcouvill@london.ca

LONDON AND MIDDLESEX HOUSING CORP
Kristen Turner, Purchasing & Payroll Co-Coordinator
Derek Grater, Manager, Finance & Administration
379 Dundas Street, Suite 207
London, Ontario N6B 1V5
Telephone: 519-434-2765 ext. 237
Facsimile: 519-679-7000
E-Mail: kturner@london-housing.ca
E-Mail: dgrater@london-housing.ca

LONDON CONVENTION CENTRE
Joanne Serra
300 York Street
London, Ontario N6B 1P8
Telephone: 519-661-6162
Facsimile: 519-661-5990
E-Mail: joannes@londoncc.com

LONDON DISTRICT CATHOLIC SCHOOL BOARD – 58 School Locations
Judy Gilmore, Manager of Purchasing
P.O. Box 5474, Station 'A'
5200 Wellington Road South
London, Ontario N6A 4X5
Telephone: 519-663-2088, ext. 43702
Facsimile: 519-663-9250
E-Mail: j.gilmore@ldcsb.on.ca

LONDON DOWNTOWN BUSINESS ASSOCIATION
Saundra MacKenzie, General Manager
210 Dundas Street
London, Ontario N6A 5J3
Telephone: 519-663-2002
Facsimile: 519-663-9966
E-Mail: sfmacken@london.ca

LONDON HYDRO
Tom Beacock, Purchasing Co-ordinator
P.O. Box 2700 111 Horton Street
London, Ontario N6A 4H6
Telephone: 519-661-5800 ext. 4775
Facsimile: 519-661-2596
E-Mail: beacockt@londonhydro.com

ELGIN/MIDDLESEX/OXFORD PURCHASING CO-OPERATIVE
as of November 5th, 2007
WORKSHEET C

LONDON PUBLIC LIBRARY
Margaret Mitchell, Director, Corp. Relations
251 Dundas Street
London, ON N6A 6H9
Telephone: 519-661-5145
Facsimile: 519-663-5396
E-Mail: Margaret.mitchell@lpl.london.on.ca

LONDON TRANSIT
David Giles, Manager of Purchasing
450 Highbury Avenue North
London, Ontario N5W 5L2
Telephone: 519-451-1340, ext. 315
Facsimile: 519-451-4411
E-Mail: dgiles@london.ca

MALAHIDE, TOWNSHIP OF
Gwen Tracey
Susan Wilson, Treasurer
87 John Street South
Alymer, ON N5H 2C3
Telephone: 519-773-5344
Facsimile: 519-773-5605
E-Mail: gtracey@township.malahide.on.ca
E-Mail: treasurer@township.malahide.on.ca

MIDDLESEX, CORPORATION OF THE COUNTY OF
Donald Hudson, Clerk Treasurer
399 Ridout Street North
London, Ontario N6A 2P1
Telephone: 519-434-7321 ext. 245
Facsimile: 519-434-0638
E-Mail: dHUDSON@county.middlesex.on.ca

MIDDLESEX, LONDON HEALTH UNIT
John Millson, Finance and Operations Manager
50 King Street
London, Ontario N6A 5L7
Telephone: 519-663-5317 ext. 2336
Facsimile: 519-663-5086
E-Mail john.millson@mlhu.on.ca

OXFORD COMMUNITY POLICE SERVICE
Geoff Lee
615 Dundas Street
Woodstock, Ontario
Telephone: 519-421-2800
Facsimile: 519-421-2818
E-Mail: Geoffrey.Lee@oxfordcommunitypolice.on.ca

OXFORD, COUNTY OF
Dave Aristone
P.O. Box 397
Woodstock, Ontario N4S 7Y3
Telephone: 519-539-9800 ext. 311
Facsimile: 519-537-3024
E-Mail: daristone@county.oxford.on.ca

ST. THOMAS, CITY OF
Mike Hoogstra, Purchasing Agent/ Licensing Officer
545 Talbot Street
St. Thomas, Ontario N5P 3V7
Telephone: 519-631-1680, ext. 4112
Facsimile: 519-633-9019
E-Mail: mhoogstra@city.st-thomas.on.ca

ELGIN/MIDDLESEX/OXFORD PURCHASING CO-OPERATIVE
as of November 5th, 2007
WORKSHEET C

ST. THOMAS ENERGY INC.
Mike Thorn
135 Edward Street
St. Thomas, Ontario N5P 4A8
Telephone: 519-631-5550 ext. 241
Facsimile: 519-631-4771
E-Mail: mthorn@stenergy.com

ST. THOMAS SENIORS' CENTRE
David Warden, Administrator
225 Chestnut Street
St. Thomas, Ontario N5R 2B5
Telephone: 519-633-2850
Facsimile: 519-633-8982
E-Mail: seniors_centre@hotmail.com

ST. THOMAS PUBLIC LIBRARY
Maxine Beleutz
153 Curtis Street
St. Thomas, Ontario N5P 3Z7
Telephone: 519-631-6050
Facsimile: 519-631-1987
E-Mail: mbeleutz@st-thomas.library.on.ca

THAMES CENTRE, MUNICIPALITY OF
Florence Lindeboom, Gary Seitz
4305 Hamilton Road
Dorchester, Ontario N0L 1G0
Telephone: 519-268-7334, ext. 221
Facsimile: 519-268-3928
E-Mail: flindeboom@thamescentre.on.ca
E-Mail: gseitz@thamescentre.on.ca

THAMES VALLEY DISTRICT SCHOOL BOARD
Angela Faubert, Buyer
1250 Dundas Street
London, Ontario N5W 5P2
Telephone: 519-452-2000 ext. 20463
Facsimile: 519-452-2399
E-Mail: a.faubert@tvdsb.on.ca

TILLSONBURG DISTRICT MEMORIAL HOSPITAL
Cheryl Fish, Executive Leader
P.O. Box 3100 167 Rolph Street
Tillsonburg, Ontario N4G 4J2
Telephone: 519-842-3611, ext. 284
Facsimile: 519-842-9872
E-Mail: cheryl.fish@tillsonburghospital.on.ca

UNIVERSITY OF WESTERN ONTARIO
Bob Moore
University of Western Ontario Stevenson-Lawson Building Room 232
London, Ontario N6A 5B8
Telephone: 519-661-2111 ext. 84576
Facsimile: 519-661-3772
E-Mail: finrhm@uwo.ca

UPPER THAMES RIVER CONSERVATION AUTHORITY
Alex Shivas, Operations, Recreation Services and Properties Coordinator
1424 Clarke Rd
London, Ontario N5V 5B9
Telephone: 519-451-2800, ext. 227
Facsimile: 519-451-1188
E-Mail: shivasa@thamesriver.on.ca

ELGIN/MIDDLESEX/OXFORD PURCHASING CO-OPERATIVE
as of November 5th, 2007
WORKSHEET C

WESTERN FAIR ASSOCIATION
Vic Soga, Operations Controller
P.O. Box 4550900 King Street
London, Ontario N5W 5K3
Telephone: 519-438-7203, ext. 237
Facsimile: 519-679-3124
E-Mail: vsoga@westernfair.com

WOODSTOCK, CORPORATION OF THE CITY OF
Patrice Hilderley
P.O. Box 40500 Dundas Street
Woodstock, Ontario N4S 7W5
Telephone: 519-539-1291, ext.812
Facsimile: 519-539-7705
E-Mail: philderley@city.woodstock.on.ca

WOODSTOCK HYDRO SERVICES INC.
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Thames Valley District School Board
WORKSHEET D - SPECIFICATIONS
TENDER # 08-5F - PHOTOCOPY AND FINE PAPER

: ITEM :	PROD. :		QUANTITY :	UNIT OF MEASURE :
: NO. :	NUMBER :	DESCRIPTION :		
1	240123	BRISTOL BOARD - 67# - Britewhite - Vellum Finish Insignia Cover, Plainfield or equivalent - 11" X 17" - pkg 250 sheets	45	PKG/250
2	125054	- 18" X 24" - pkg 250 sheets	18	PKG/250
3	125055	- 22" X 28" - pkg 250 sheets	12	PKG/250
4	240126	- 23" x 35"	3000	SHEET
5	240124	- 26" x 40"	1700	SHEET
6	240125	- 8 1/2" x 11" - pkg 250 sheets must be Vellum	140	PKG/250
7	125616	MICROPRINT PAPER Domtar or equivalent - 100# - 18"x12" - Bright White - 8x250/CASE Domtar or equivalent	32	CASE
8	125615	- 28# - 11"x17" - Bright White - 8x500/CASE Domtar or equivalent	21	CASE
9	125614	- 28# - 8.5"x11" - Bright White - 8x500/CASE Domtar or equivalent	6	CASE
10	125070	NCR PADDING ADHESIVE - WHITE - 32 fluid ounces/946 ml	1	CAN/32 OZ.
11	125133	NCR PAPER - 500 sheets/pkg; 5000 sheets/case NCR Superior or equivalent - 8½" X 11" - 2 part - White/Canary	38	CASE
12	125134	- 8½" X 11" - 3 part - Reverse Sequence - Pink/Canary/White	26	CASE
13	125003	- 8½" X 11" - 3 part - Straight Sequence	2	CASE
14	125136	- 8½" X 11" - 4 part - Reverse Sequence - Goldenrod/Pink/Canary/White	8	CASE

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

ITEM NO.	PROD. NUMBER	DESCRIPTION	QUANTITY	UNIT OF MEASURE
15	125407	- 8½" X 11" - Carbon Back - Coloured	2	CASE
16	125404	- 8½" X 11" - Carbon Back - White	1	CASE
17	125410	- 8½" X 11" - Carbon Front & Back - White	1	CASE
18	125405	- 8½" X 11" - Carbon Front & Back-Coloured	1	CASE
19	125406	- 8½" X 11" - Carbon Front - Coloured	1	CASE
20	125411	- 8½" X 11" - Carbon Front - White	1	CASE
21	125140	- 8½" X 11" - Tag - Carbon Front - 250 sheets / 2000 sheet per case	1	CASE
22	125137	- 8½" X 14" - 2 part	5	CASE
23	125589	- 8½" X 14" - 3 part - Reverse Sequence - Pink/Canary/White	1	CASE
24	125138	- 8½" X 14" - 3 part	6	CASE
25	125139	- 8½" X 14" - 4 part	1	CASE
26	125584	XEROFORM - 8½" X 11" - 3 PART - Reverse - 1670 sheets / 5000 sheets per case	1	CASE
27	125041	PAPER - BOND - 20 LB. - 8-1/2" X 11" COLOURED - PLAIN - 100% virgin stock - 500 sheets/pkg; 5000 sheets/case - Xerographic Finish - The colours MUST be able to run in DRY Toner Copier/Duplicators Exact, Fusion Multi-Purpose, GDP, Rockland or equivalent - 8½" X 11" - COLOURED - 10 Packages of 500 sheets	530	CASE
28	125618	- 8½" X 11" - COLOURED - 10 Packages of 500 sheets	530	CASE
29	125565	- DARK - GOLDENROD	131	CASE
30	125566	- LIGHT - BLUE	284	CASE
31	125568	- LIGHT - CANARY	302	CASE
32	125567	- LIGHT - CREAM	58	CASE

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

ITEM NO.	PROD. NUMBER	DESCRIPTION	QUANTITY	UNIT OF MEASURE
33	125569	- LIGHT - GREEN	243	CASE
34	125570	- LIGHT - PINK	199	CASE
35	125256	PAPER - BOND - 20 LB. - COLOURED - 100% virgin stock - Xerographic Finish - The colours MUST be able to run in DRY Toner Copier/Duplicators Exact, Fusion Multi-Purpose, GDP, Rockland or equivalent - 11" X 17" - 2000 sheets/case STATE COLOURS AVAILABLE: _____	188	CASE
36	125619	- 11" X 17" - 2000 sheets/case STATE COLOURS AVAILABLE: _____	188	CASE
37	125040	- 8 1/2" X 11" - 3 hole clean drilled - 5000 sheets/case STATE COLOURS AVAILABLE: _____	9	CASE
38	125034	- 8 1/2" X 14" - 5000 sheets/case STATE COLOURS AVAILABLE: _____	115	CASE
39	125617	- 8 1/2" X 14" - 5000 sheets/case STATE COLOURS AVAILABLE: _____	114	CASE
40	125583	PAPER - BOND - 20 LB. - Coloured - Plain - Package of 500 sheets ROCKLAND or Equivalent - 11" x 17" - COLOURED - 2000 sheets/case	5	CASE
41	125060	PAPER - BOND - 70# - GLOSS - 11" x 17" - White - 2500 sheets/case OPUS GLOSS or Equivalent	8	CASE
42	125596	PAPER - BOND - 70# - TEXT - 12" x 18" - White STATE NUMBER OF SHEETS PER CASE: _____	1	CASE

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

: NO.:NUMBER:DESCRIPTION : QUANTITY:MEASURE :

42	125596	Plainfield Brite or equivalent	1	CASE
+-----+-----+-----+-----+-----+				
		PAPER - BOND - COVER & TEXT WEIGHT - Single sided Cornwall Cover or equivalent		
43	125612	- 10 pt - WHITE - 11" x 17" STATE NUMBER OF SHEETS PER CASE	11	CASE
+-----+-----+-----+-----+-----+				
44	125611	- 10 pt - WHITE - 8.5" x 11" STATE NUMBER OF SHEETS PER CASE	4	CASE
+-----+-----+-----+-----+-----+				
45	125613	- 8 pt - WHITE - 11" x 17" STATE NUMBER OF SHEETS PER CASE	9	CASE
+-----+-----+-----+-----+-----+				
46	125603	- 8 pt - WHITE - 12" x 18" STATE NUMBER OF SHEETS PER CASE	5	CASE
+-----+-----+-----+-----+-----+				
47	125595	- 10 pt - WHITE - 12" x 18" - 133# STATE NUMBER OF SHEETS PER CASE _____	5	CASE
+-----+-----+-----+-----+-----+				
48	125610	- 10 pt - WHITE - 12" x 18" - 133# STATE NUMBER OF SHEETS PER CASE _____	27	CASE
+-----+-----+-----+-----+-----+				
		PAPER - BOND - COVER & TEXT WEIGHT - BRIGHT FLUORESCENT INDIVIDUAL COLOURS Hammermill Brite Hue, Northern Brights, Wausau Astrobright or equivalent		
49	125588	- 50# TEXT - 8½" x 11" - 5000 sheets/case STATE COLOURS AVAILABLE: _____	13	CASE
+-----+-----+-----+-----+-----+				
50	125035	- 60# TEXT - 8½" x 11" - 5000 sheets/case	204	CASE
+-----+-----+-----+-----+-----+				
51	125036	- 60# TEXT - 8½" x 14" - 5000 sheets/case	6	CASE
+-----+-----+-----+-----+-----+				
52	125033	- 60# TEXT - 11" x 17" - 2500 sheets/case	52	CASE
+-----+-----+-----+-----+-----+				
53	125339	- 65# COVER - 8½" x 11" - 2500 sheets/case	53	CASE
+-----+-----+-----+-----+-----+				
54	125399	- 65# COVER - 11" x 17" - 1250 sheets/case	13	CASE
+-----+-----+-----+-----+-----+				
55	125559	- 65# COVER - 23" x 35" - 800 sheets/case	1	CASE
+-----+-----+-----+-----+-----+				
		PAPER - BOND - LINEN - WHITE		

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

		- 5000 sheets/case Earnscliffe Linen Bond or equivalent		
56	125057	- 8½" x 11"	1	CASE
57	125221	PAPER - BOND 20 LB. - WHITE - for use in DRY toners copier/duplicators (Briteness 92) - Long grain mill BG Dual Purpose, XL Dual, Windsor Copy Domtar, Rolland New Life Repro or equiv. - 11" X 17" - 500 sheets/pkg; 2500 sheets/case	776	CASE
58	125562	- 8½" X 11" - 500 sheets/pkg; 5000 sheets/case	24270	CASE
59	125564	- 8½" X 14" - 500 sheets/pkg; 5000 sheets/case	780	CASE
60	125129	PAPER - COVER STOCK - 65# - 250 sheets/package - Finish of sheet must be able to accept an image from a photocopier Exact, Fusion, Plainfield, Rockland or equivalent - 11" X 17" - COLOURED - 1000 sheets/case STATE FINISHES AVAILABLE: _____	1	CASE
61	125128	- 11" X 17" - WHITE - 1000 sheets/case STATE FINISHES AVAILABLE: _____	2	CASE
62	125123	- 8½" X 11" - COLOURED - 2500 sheets/case STATE FINISHES AVAILABLE: _____	8	CASE
63	125395	- 8½" X 11" - WHITE - 2000 sheets/case STATE FINISHES AVAILABLE: _____	5	CASE
64	125103	PAPER - INDEX CARD STOCK - SHORT GRAIN Exact Index, Fusion Index, Rockland Index Domtar Index or equivalent - 110# - Coloured - 8½" x 11" - 2000 sheets/case	1	CASE

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: ITEM :	PROD. :	DESCRIPTION :	QUANTITY :	UNIT OF MEASURE :
65	125102	- 110# - White - 8½" x 11" - 2000 sheets/case	6	CASE

66	125101	- 90# - Coloured - 8½" x 11" - 2000 sheets/case	41	CASE
67	125402	- 90# - Coloured - 11" x 17" - 1000 sheets/case	19	CASE
68	125100	- 90# - White - 8½" x 11" - 2000 sheets/case	206	CASE
69	125594	- 90# - WHITE - 11" x 17" - 1000 sheets/case	37	CASE
70	125069	PAPER - LETTERHEAD - ROLAND INSPIRATION - COVER - 80# - Plain - 8½" X 11" - 2000 sheets/case STATE COLOURS AVAILABLE: _____	13	CASE
71	125587	ROLAND INSPIRATION - LASER FINISH - WHITE ZIRCON - TEXT - 24# - Plain - 8 1/2 X 11 - 500 sheets/pkg; 4000 sheets/case	7	CASE
72	125170	PAPER - OFFSET - 70# ROCKLAND OR EQUIVALENT - 11" X 17" - COLOURED - 2000 sheets/case	9	CASE
73	125169	- 11" X 17" - WHITE - 2000 sheets/case	181	CASE
74	125166	- 8½" X 11" - COLOURED - 4000 sheets/case	3	CASE
75	125165	- 8½" X 11" - WHITE - 4000 sheets/case	73	CASE
76	125168	- 8½" X 14" - COLOURED - 4000 sheets/case	1	CASE
77	125167	- 8½" X 14" - WHITE - 2000 sheets/case	35	CASE
78	125051	PAPER - PARCHMENT - 60# Graphika, Wausau Astroparche or equivalent - 11" X 17" - COLOURED	1	CASE

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: ITEM :	PROD. :	DESCRIPTION :	QUANTITY :	UNIT OF MEASURE :
78	125051	- 2000 sheets/case STATE COLOURS AVAILABLE: _____	1	CASE
79	125175	- 8½" X 11" - COLOURED	7	CASE

		- 5000 sheets/case STATE COLOURS AVAILABLE: _____		
80	125602	PAPER - PARCHMENT - COVER - 65# Graphika, Wausau Astroparche or equivalent - 11" X 17" - COLOURED - 1250 SHEETS/CASE	1	CASE
81	123551	- 8½" X 11" - COLOURED - 2500 sheets/case STATE COLOURS AVAILABLE: _____	1	CASE
82	125056	PAPER - TEXT WEIGHT - Colour copier bond for cover and text - Exact Colour Copy, Fusion Opaque, Hammermill, Rockland Bond Opaque or equiv. - 60# - TEXT - 8½" x 11" - 4000 sheets/case	16	CASE
83	125555	- 60# - TEXT - 8½" x 14" - 4000 sheets/case	2	CASE
84	125593	- 60# - TEXT - 11" x 17" - CREAM - 2000 sheets/case	1	CASE
85	125556	- 60# - TEXT - 11" x 17" - WHITE - 2500 sheets/case	53	CASE
86	241195	PAPER - THERMAL - FAX Buntin-Reid or equivalent - 8½" wide X 98' long - 7/16" Core Size - 6/case	25	CASE/6
87	123976	THERMAL PAPER ROLLS For EPSON #T01-589 Printer - (50 Rolls per carton) ROLL SIZE: 3-1/8" X 3" X 200 FT. EPSON #T01-51098 or Equivalent	10	50/CARTON