



AUDIO VISUAL SUPPLIES - #18

Issue Date: May 26, 2011

Issued by: The Thames Valley District School Board

T#18

Angela McManus, Buyer

RETURN DATE and Time: 12:00:00 noon, Wednesday, June 15, 2011

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
1.01	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 178 schools with an estimated enrolment of 72,000 students.		
1.1	PURPOSE		
1.1.1	The purpose of this bid document is to provide interested parties with sufficient information to enable them to prepare and submit bids for consideration by the TVDSB for audio visual supplies, subject to the conditions herein.		
2.0	BID DEFINITIONS AND INFORMATION		
2.1	DEFINITIONS		
2.1.1	The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission.		
2.1.1.1	The word " MUST " shall mean bidders "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant.		
2.1.1.2	The word " SHOULD " shall mean bidders "should" include the required information in bid submission.		
2.1.1.3	The word " NONCOMPLIANT " shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.1.4	The word " SUBCONTRACTOR " shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform any portion or all of this bid.		
2.1.1.5	The word " QUALIFIED " shall mean a bidder who is compliant and has included the required information in their bid submission.		
2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		
2.1.1.6.1	Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The TVDSB will reject any bid submission which contains a major irregularity.		
2.1.1.6.2	Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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:		
2.2.1.1	www.tvdsb.ca		
2.2.1.2	"Board" → "Purchasing" → "Bids"		
2.2.1.3	Scroll to the end of the document, click		
2.2.1.4	"Proceed to inquiry/download page".		
2.2.1.5	Proceed to the bid, click "new" icon		
2.2.1.6	The setup.exe file contains the following files:		
2.2.1.7	tender.exe: See Section 9.0 Electronic Bidding Instructions		
2.2.1.8	Appendices018.xls		
2.3	RETURN LOCATION		
2.3.1	Sealed bid submissions must be returned to:		
2.3.2	"Tenders Clerk"		
2.3.3	Tenders Clerk's box, Basement, Education Centre		
2.3.4	Thames Valley District School Board		
2.3.5	1250 Dundas Street		
2.3.6	London, Ontario		
2.3.7	N5W 5P2		
2.3.8	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.10 - Labeling of Envelope and diskette, memory stick or CD).		
2.3.9	The bid submission must be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.3.10	Delivery to the "Tenders Clerk" is the responsibility of the bidder.		
2.3.11	Submissions received by electronic transmission (i.e. fax or email) will not be accepted.		
2.3.12	Late bids will be returned to the bidder, unopened, if a return address is included on the submission envelope.		
2.4	IMPORTANT DATES		
2.4.1	ISSUE DATE: Thursday, May 26, 2011		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon local time Wednesday, June 15, 2011.		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to Angela McManus, by Fax (519) 452-2399 or email at angela.mcmanus@tvdsb.on.ca. All questions pertaining to this bid document must be submitted in writing.		
2.5.2	Questions concerning the terms and conditions of the bid document, whether made orally or in writing, to any individual other than indicated above, may at the sole discretion of the TVDSB, render your submission noncompliant. Direct questions in written form only to Angela McManus. The TVDSB will only be bound by written answers to questions .		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
2.5.3	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site.		
2.5.4	All Addenda will be issued at least seven days prior to the closing date. If an addendum is issued within seven days of the closing date, the date will be extended accordingly.		
3.0	CONTRACT TERM/PRICING/TAXES/DELIVERY/PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for one year, unless otherwise provided herein, terminating on May 31, 2012.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of three additional years, in one (1) year increments, and will advise the bidder in writing of their intentions.		
3.1.3	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a second year ending May 31, 2013.		
3.1.4	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a third year ending May 31, 2014.		
3.2	PRICING		
3.2.1	Bidders must complete the pricing section which is installed using the setup.exe file (see Section 9.0 - Installation Instructions).		
3.2.1	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 firm for the first year of the contract and thereafter only manufacturer's price increases (supported by documentation) will be allowed.		
3.2.5	The TVDSB expects to order in multiple shipments over the length of this contract.		
3.2.6	It is the intention of the TVDSB to rationalize its supplier base. This contract may be awarded on a per item basis or on the best cost of various groupings. The groupings will be determined by the TVDSB. Each bidder agrees to the award on this basis.		
3.2.7	Bidders should state any further discount, as a percentage, if all items are awarded to your company.		
3.2.8	The TVDSB would like to take advantage of any promotions, price decreases, rebates or new technologies available during the term of the contract. Detail your company's strategy related to future pricing, new hardware components or new technologies.		
3.3	TAXES		
3.3.1	HST: Where applicable, Harmonized Sales Tax must be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
3.4	DELIVERY & ORDERING		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
3.4.1	Delivery for all items will be directly to our Schools, Distribution Centre, Educational Resource Centre or Community Education Centres.		
3.4.2	Delivery dates will be specified on all of our purchase orders. Immediate delivery will be accepted unless otherwise designated on our purchase orders. In case of construction of new schools or major school renovations, the TVDSB shall not accept delivery until the date specified on those purchase orders.		
3.4.3	The successful bidder(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping or installation.		
3.4.4	The successful bidder(s) bears the risk of loss with respect to equipment until delivery and/or installation is complete.		
3.4.5	The successful bidder(s) will remove all packaging and shipping debris at no cost to the TVDSB.		
3.4.6	The TVDSB's purchase order number must appear on all packages, packing slips, correspondences, customs documentation and freight bills of lading.		
3.4.7	The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time must be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		
3.4.8	Not all goods will be ordered at one time; orders will be placed as requests are received from our schools.		
3.4.8	In the past, the TVDSB carried the majority of these product in inventory and ordered in large quantities shipped directly to our Distribution Centre. The TVDSB has made a decision to eliminate inventories. Therefore, the products requested on this bid will be shipped directly to our schools and departments. A list of locations is located on our TVDSB website.		
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 these shipments will arrive packaged and labeled PER SITE, ready for us to forward directly to the school with no further packaging or resorting required.		
3.4.9.1	State minimum dollar value per order.		
3.4.10	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of landing. All items must be individually packaged for each school or location.		
3.4.10.1	Each package must be clearly labelled for the school or location specified on our purchase order. The successful bidder(s) must ensure the school's full name and address is labelled as we have duplicate location names.		
3.4.10.2	The successful bidder(s) must ensure packages are labelled containing the number of packages in each shipment. ie, 1 of 2, 2 of 2, etc.		
3.4.10.3	Each school's order must contain their own packing slip.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
3.4.10.4	The successful bidder(s) must ensure the packaging materials used are adequate so that the product is protected at all times during the distribution process.		
3.4.10.5	Our distribution centre will sign for delivery on all orders subject to inspection at the school.		
3.4.10.6	The successful bidder must contact Jim Morton at the Distribution Centre (519-852-4443) prior to shipping any large shipments (skid lots) for arrangement of a delivery date and time.		
3.5	INVOICING/PAYMENT TERMS		
3.5.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Accounts Payable.		
3.5.2	Applicable taxes must 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; invoices without the Thames Valley District School Board Purchase Order number will be returned unpaid.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	QUALITY		
4.1.1	Unless otherwise specified, supplies must be new, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the TVDSB pertaining to items being rejected is final.		
4.1.2	Manufacturers' brand names and numbers are used as guidance for the bidders; alternate items of equal quality will be considered. If bidding on an alternate item, the manufacturer's name and model number must be indicated in the appropriate field in the Bid Report FOR EVERY ALTERNATE ITEM BID.		
4.1.3	The determination of equal quality will be based on our internal professional opinions.		
4.1.4	In addition to price, quality and suitability to school use will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will also be taken into consideration when awarding this contract.		
4.1.5	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
4.2	QUANTITY/TERM		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
4.2.1	The quantities indicated are based on previous one years' purchases and projected current year capital projects. Quantities are subject to equipment breakdowns, user requests, program changes and budget approval which may be increased or decreased when orders are placed. All items may not be purchased if costs exceed budget. In no way should the information furnished be considered as a guarantee with respect to the future volume of business. The successful bidder(s) will be responsible for supplying the quantities that are eventually ordered for each item awarded during the term of this bid at the quoted price.		
4.3	REQUIREMENTS		
4.3.1	The requirements are detailed in the Specifications List - Worksheet B.		
4.4	RETURN OF GOODS POLICY		
4.4.1	The TVDSB will return any shipment (COLLECT) if, in our opinion, the product supplied does not conform to the specification and/or samples submitted in the bid.		
4.4.2	Bidders should state if there is a time limit on returning goods.		
4.4.3	Bidders should state if there is a "restocking charge" on any returned item and the amount or rate to be charged if goods are returned for any other reason than those stated in 4.4.1.		
4.4.4	Bidders should describe their procedure for returned goods with respect to:		
4.4.4.1	Packaging		
4.4.4.2	"Attention To" labeling		
4.4.4.3	Address to where returns should be shipped		
4.4.4.4	Method of shipment (company truck, courier, transport)		
4.4.4.5	If a return authorization number is required		
4.4.4.6	What charges apply and who is responsible for payment		
4.4.5	The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		
4.5	SAMPLES/DEMONSTRATION		
4.5.1	Each bidder may be required to submit, at the bidder's own expense, the items which are being bid upon for examination and comparison purposes. This must be done on request and at a time and location chosen by the TVDSB.		
4.5.2	Each bidder must supply a sample of the product that matches the bid response. No alteration of the bid will be allowed.		
4.5.2.1	Samples requested must be clearly marked with the name of the bidder and the bid item number.		
4.5.2.2	Samples must be sent to Angela McManus, 1250 Dundas Street London, Ontario N5W 5P2.		
4.6.2	Bidders who do not submit the required samples will be considered noncompliant.		
4.6.3	Not all samples will be returned immediately. Those retained for quality control purposes or testing will be purchased and any item tested that proves defective will be returned		
4.6.3.1	Bidders should provide return instructions (i.e. address and authorization number) if required, for sample returns.		
4.7	SUBSTITUTIONS		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
4.7.1	In the event that an item ordered becomes discontinued during the contract, all bidders must notify the Purchasing Services Department for authorization before the item is substituted and shipped to the appropriate location. Successful bidders may be required to provide samples of the proposed substitutions before sending shipments. The Board reserves the right to return any shipment COLLECT , if in our opinion the products supplied do not conform to the specifications in this bid document.		
5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 120 days.		
5.1.2	A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. No facsimiles shall be accepted. The last submission shall supersede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda must be submitted to the "Tenders Clerk" in the same manner and within the same time constraints as the bid submission.		
5.1.3	A bidder may withdraw the bid at any time up to the official closing time by letter bearing his/her signature as it is in the submission. Withdrawal requests received after the closing date shall not be permitted. Submission withdrawals must be submitted to the "Tenders Clerk" in the same manner and within the same constraints as a bid submission.		
5.1.4	The issuance of this call for bids shall not constitute any obligation on the part of the TVDSB to any firm or individual who submits a bid.		
5.1.5	The bidder should have satisfactorily fulfilled all relevant obligations as required under the terms and conditions of any previous award in order to be considered as an acceptable bidder.		
5.1.6	The laws of the Province of Ontario shall govern in any dispute occasioned as a result of the performance or non-performance and/or workmanship of a contract issued pursuant to the bid and any dispute arising out of the issuance of and response to this bid.		
5.1.7	The TVDSB reserves the right to withdraw the award of the contract to a successful bidder(s) within 30 days of the award if in the opinion of the TVDSB the successful bidder(s) is unable or unwilling to enter into a form of contract satisfactory to the TVDSB. The TVDSB shall be entitled to do so without any liability being incurred by the TVDSB to the bidder		
5.1.8	The lowest or any bid submission may not necessarily be accepted. The TVDSB reserves the right to decline any or all bid submissions, or to cancel the bid call in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by the TVDSB to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal.		
5.1.9	All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #18 - AUDIO VISUAL SUPPLIES
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.1.10	The TVDSB reserves the right to decline or purchase one or all items in this bid from one supplier or from multiple suppliers.		
5.1.11	All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between TVDSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.		
5.1.12	The successful bidder(s) must not at any time subcontract any portion of its contract with the TVDSB nor shall it assign the contract without the written permission of the TVDSB. The successful bidder(s) must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		
5.1.13	While the TVDSB has used considerable efforts to ensure an accurate representation of information in this bid document, the information contained herein is contained solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the TVDSB, nor is it necessarily comprehensive or exhaustive. Nothing in this bid document is intended to relieve bidders from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		
5.1.14	The TVDSB may accept or waive a minor irregularity, or where practical to do so the TVDSB may as a condition of bid acceptance request a bidder to correct a minor irregularity with no change in bid price. Items of non compliancy on any bid submissions which do not strictly comply with the provisions, procedures and requirements of this bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TVDSB. All bidders agree to provide all such additional information as, and when requested, at their own expense, provided no bidder in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its bid submission or in any way materially alter or add to the solution originally proposed.		
5.1.15	All TVDSB policies, procedures and regulations must be adhered to by the successful bidder(s).		
5.1.15.1	Smoking is prohibited in all TVDSB buildings and on all TVDSB property.		
5.1.15.2	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.15.3	The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		
5.1.16	The successful bidder(s) will reimburse the TVDSB for any damages through negligence or wilful acts of any of the successful bidder(s)' employees or contracted staff.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.1.17	The successful bidder(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.		
5.1.18	The TVDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		
5.1.19	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.2	CANCELLATION OF CONTRACT / LOSS OF SERVICE		
5.2.1	The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder(s) shall remain responsible for its obligations under this contract up to the date of termination. The TVDSB reserves the right to commence an action in a court of competent jurisdiction against the successful bidder(s) for damages that result from the breach of the terms and conditions of the contract, by the successful bidder(s).		
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful bidder(s) under the contract the total outstanding amount from time to time and for all damage claims by the TVDSB or any third parties arising out of this contract which have not been resolved by the successful bidder(s) or its insurer.		
5.2.3	The TVDSB reserves the right to withhold monies owing under a contract to the value of the obligation to a maximum of the monies owing to the successful bidder(s) for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful bidder(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful bidder(s), the TVDSB's staff or third party interruptions.		
5.2.5	In the event that the successful bidder(s) becomes insolvent, and/or the successful bidder(s) is unable or unwilling to provide the contracted service for a period of more than 30 consecutive days during the period of the contract, the TVDSB shall have the right to replace the successful bidder(s) with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this bid.		
5.3	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.3.1	Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application pursuant to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a bid submission or an addendum may contain a trade secret of the bidder, intellectual property right of the bidder, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		
5.3.2	A bidder specifically consents to the disclosure of any and all information contained in their bid submission or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all rights, titles and interests that they have in the bid submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.		
5.3.3	All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.		
5.4	HUMAN RIGHTS AND CHILD LABOUR LAWS		
5.4.1	Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Bidders wishing to do business with the TVDSB are asked to promote the purchase of goods from companies that operate in full compliance with the laws of their respective countries and with all applicable child labour laws, rules and regulations related to hiring, wages, hours worked, overtime and working conditions.		
5.4.2	Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.4.3	For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.4.3.1	http://www.ilo.org		
5.5	HEALTH, SAFETY REGULATIONS		
5.5.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear a label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the TVDSB reserves the right to invoice the successful bidder(s) for the cost of certification/replacement.		
5.5.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB 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.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.5.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/products are not acceptable. If applicable, the successful bidder(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.5.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHMIS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.6	COMMERCIAL LIABILITY INSURANCE		
5.6.1	The successful bidder(s) must be covered by Commercial General Liability Insurance throughout the term of the contract. Each bidder must state if it has Commercial General Liability Insurance Coverage.		
5.6.2	Each bidder should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$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.		
5.6.2.1	This liability policy shall contain the following coverage:		
5.6.2.2	Personal Injury & Property Damage		
5.6.2.3	Non-Owned Automobile Liability		
5.6.2.4	Owners and Contractors Protective Coverage		
5.6.2.5	Contractual Liability		
5.6.2.6	Broad Form Property Damage		
5.6.2.7	Products & Completed Operation Insurance		
5.6.2.8	Contingent Employees Liability		
5.6.2.9	Cross Liability Clause and Severability of Interest Clause		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.6.3	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.6.4	The successful bidder(s) agrees to indemnify, hold harmless and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason or injury (including death) or damage to any property arising out of negligent or wilful 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	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 TVDSB.		
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 also subsection 5.7.3 to subsection 5.7.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.7.3	Bidders should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1 million on all personally owned vehicles) per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract.		
5.7.3.1	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.7.3.2	Third Party Liability Coverage in the form of OAP-1		

FIRM NAME : _____

SIGNATURE : _____

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

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
6.2.1	The TVDSB reserves the right at any time after the closing date, to request from any bidder evidence of its financial standing and stability, including that of each of its officers, directors and principals. All bidders agree to provide at their own expense all such above-related information as may be requested by the TVDSB within four (4) days of the date of any such request.		
6.2.2	Bidders are required to list any and all pending or ongoing legal claims or disputes where the bidder could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
6.2.3	Bidders should state location of their distribution centre.		
7.0	BID SUBMISSION		
7.1	BIDDER'S RESPONSE GUIDE		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, bidders should use the same numbering format, as on this bid document.		
7.1.2	The bid submission must include:		
7.1.3	Signed copies of Appendices018.xls and Bid Report		
7.1.3.1	One Diskette, Memory Stick or CD with files created in "Disk Creation" "Seven (7) Files See Electronic Bid Instructions - Section 9.		
7.1.3.2	2012018.rpt		
7.1.3.3	2012018a.dbf		
7.1.3.4	2012018g.dbf		
7.1.3.5	2012018v.dbf		
7.1.3.6	2012018a.cdx		
7.1.3.7	2012018g.cdx		
7.1.3.8	2012018v.cdx		
7.1.3.9	Appendices018.xls - Terms & Conditions in Excel format - Electronic Response Required		
7.1.4	It is the bidders' responsibility to ensure that the necessary files are on the diskette, memory stick or CD.		
7.1.5	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.6	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.10 - Labeling Instructions).		
7.1.7	Bidders' submissions should include page numbers for ease of reference by committee members.		
7.1.8	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.9	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
8.0	AWARD		
8.1	EVALUATION PROCESS		

FIRM NAME : _____

SIGNATURE : _____

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

Angela McManus
Purchasing Department

Tracy Grant
Chairperson

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.0	ELECTRONIC BIDDING INSTRUCTIONS		
9.1	DOWNLOADING BID DOCUMENTS		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
9.1.2	Click "Board"		
9.1.3	Click "Purchasing"		
9.1.4	Click "Bids"		
9.1.5	Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
9.1.6	Click "Proceed to Inquiry/Download page"		
9.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.8	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.9	All bid files are available for downloading at no charge from the TVDSB web site.		
9.2	PRINTING COPIES OF BID DOCUMENTS		
9.2.1	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
9.3	COMPUTER SYSTEM REQUIREMENTS		
9.3.1	To use the electronic system, bidders must have the following equipment:		
9.3.1.1	Microsoft Windows, version 95 or greater		
9.3.1.2	2.5 MB available hard drive space		
9.3.1.3	3 ½ 1.44 MB diskette drive or CD Burner.		
9.4	INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:		
9.4.1	The TVDSB has made every effort to ensure the files are free of any virus and are functional. However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus.		
9.4.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
9.4.3	The bid files are installed into a default directory called C:\LBTENDER. When the installation process is complete, a box will appear with a "Remove Thames Valley District School Board Tender icon"; please close this box. When the setup is complete, click close.		
9.4.4	To begin the Bid Program:		
9.4.4.1	Go to Windows Explorer		
9.4.4.2	Click on C:\ drive		
9.4.4.3	Open the folder "lbtender"		
9.4.4.4	Double click on the "tender.exe file." to open the program		
9.4.4.5	The following files will be installed in the C:\lbtender directory:		
9.4.4.6	Appendices018.xls		
9.5	HELP SECTION AND TIPS FOR USING THE BID PROGRAM		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.5.1	The "Help" section may be referred to at any time while using the program.		
9.5.2	Bidders MUST answer all questions on the Company Information Screen before you can proceed.		
9.5.3	If you do not wish to bid on an item, do not enter "NO BID"; just ignore that item and move onto the next. If you add a bid, you must enter a price (\$0.00 is not valid).		
9.6	BID REPORT		
9.6.1	Use the "Bid Report" option on the menu to create a report showing your bids. If any changes are made after printing the "Bid Report", you must reprint the "Bid Report" before you can create your diskette, memory stick or CD.		
9.6.2	The first page of the "Bid Report" will list any items that require answers to questions. The diskette, memory stick or CD cannot be created until the answers are entered and the "Bid Report" is generated		
9.7	DISKETTE, MEMORY STICK OR CD CREATION:		
9.7.1	DISKETTE CREATION		
9.7.1.1	After all bids have been entered:		
9.7.1.2	Select "Diskette Creation" to copy the data files back to a blank 3.5" diskette.		
9.7.1.3	Select your "input" (The hard drive where the Bid Executable files where installed. The program defaults to C:\lbtender folder)		
9.7.1.4	Select output (3.5" floppy drive)		
9.7.1.5	Click "O.K. to Continue" (at the top of the screen). After the files are loaded, the "Bids for Tender Screen" will appear		
9.7.1.6	Click "Exit" at the top of the screen.		
9.7.1.7	If diskette creation fails check Bid Report for any unanswered questions. Be sure to label your diskette with company name and signature.		
9.7.2	CD CREATION		
9.7.2.1	After all bids have been entered:		
9.7.2.2	Select "Diskette Creation" to copy the data files back to any computer hard drive.		
9.7.2.3	Select "input" The hard drive where the Bid Executable files where installed. The program defaults to C:\lbtender folder)		
9.7.2.4	Select output drive - MUST BE A DIFFERENT DRIVE THAN THE INPUT DRIVE (The hard drive for output from which you can copy the seven files to CD)		
9.7.2.5	Click on "O.K. to Continue" (at the top of the screen). After the files are loaded, the "Bids for Tender Screen" will appear.		
9.7.2.6	Click on "Exit" at the top of the screen		
9.7.2.7	Copy the seven files from the hard drive to a CD using your company's standard CD Writing program.		
9.7.2.8	If the seven files are not created check the Bid Report for any unanswered questions. Be sure to label your CD with company name and signature.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.7.2.9	A message may appear, "NO COMMENT REPORT FOUND." Please ignore this, press "Ok" to continue.		
9.7.2.10	If you did not bid on any items requiring an answer, a message will appear "NO ANSWER RECORDS FOUND." Press "OK" to continue.		
9.8	THE RETURN DISKETTE, MEMORY STICK OR CD:		
9.8.1	Check to ensure that the seven files are on the diskette, memory stick 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, memory stick or CD Drive. The seven files are as follows:		
9.8.1.1	2012018a.dbf		
9.8.1.2	2012018g.dbf		
9.8.1.3	2012018v.dbf		
9.8.1.4	2012018a.cdx		
9.8.1.5	2012018g.cdx		
9.8.1.6	2012018v.cdx		
9.8.1.7	2012018.rpt		
9.8.1.8	Appendices018.xls		
9.8.2	However, if you did not bid on any items requiring answers to questions, you will have six files. You will not have a 2011018.rpt file. If the above files are not on the diskette, memory stick or CD return to "Diskette Creation" option.		
9.9	THE RETURN DISKETTE, MEMORY STICK OR CD:		
9.9.1	After all bids have been entered:		
9.9.1.1	Copy the all Appendixes to either a 3.5" diskette, memory stick or CD using your company's standard CD Writing program.		
9.9.1.2	Check to ensure that the "files" are on the diskette, memory stick or CD. Without these files we will not be able to download your bid.		
9.9.1.3	Be sure to label your diskette, memory stick or CD with company name and signature.		
9.10	LABELING OF ENVELOPE AND DISK		
9.10.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.10.2	From - Company Name & Address		
9.10.3	To: OFFICE OF THE TENDERS CLERK		
9.10.4	Thames Valley District School Board		
9.10.5	EDUCATION CENTRE,		
9.10.6	1250 Dundas Street,		
9.10.7	LONDON, Ontario		
9.10.8	N5W 5P2		
9.10.9	Audio Visual Supplies		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #18 - AUDIO VISUAL SUPPLIES
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.10.10	Bid #018 - 2012		
9.10.11	Return Date: Wednesday, June 15, 2011 12:00:00 noon local time		
9.11	PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:		
9.11.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.11.2	Audio Visual Supplies		
9.11.3	Bid #018 - 2012		
9.11.4	Return Date: Wednesday, June 15, 2011 12:00:00 noon local time		
9.11.5	Signature:		
9.11.6	Firm Name:		
10.0	SIGNATURE PAGE		
10.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.		
10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
10.4	NAME (Please print):		
10.5	TITLE:		
10.6	SIGNATURE:		
10.7	FIRM NAME:		
10.8	State the legal entity that your organization operates under:		
10.8.1	Proprietorship		
10.8.2	Partnership		
10.8.3	Corporation		
10.9	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:		
10.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		
10.9.2	E-MAIL ADDRESS:		
10.9.3	ADDRESS:		
10.9.4	INTERNET ADDRESS:		
10.9.5	TELEPHONE NO.:		
10.9.6	FAX NO.:		
10.10	If subcontracting, bidders must provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract:		
10.10.1	Firm Name:		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #18 - AUDIO VISUAL SUPPLIES
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
10.10.2	Firm Address:		
10.10.3	Telephone Number:		
10.10.4	Fax Number:		
10.10.5	E-MAIL ADDRESS:		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #18 - AUDIO VISUAL SUPPLIES
WORKSHEET B - SPECIFICATIONS

Item	Product #	Description	Quantity	Unit of Measure
1	Overview	BUTTON PARTS		
		for use with Macaron button machine c/w plastic front and back pin already installed		
	126297	BUTTON 2 1/2", metal, round Macaron #431250 or equivalent State Quantity per package:	1	PKG/1000
2	Overview	CERLOX BINDING		
	126005	CERLOX BINDING 1/2" Capacity, 11" long Grand Valley Direct 5125 or equivalent State colours available: State Quantity per box:	11	BX100
3	126007	CERLOX BINDING 1/2" Capacity, 14" long Grand Valley Direct 5125 or equivalent State colours available: State Quantity per box:	1	BX100
4	126027	CERLOX BINDING 1/4" Capacity, 11" long Grand Valley Direct 5101 or equivalent State colours available: State Quantity per box:	5	BX100
5	126028	CERLOX BINDING 3/4" Capacity, 11" long Grand Valley Direct 5108 or equivalent State colours available: State Quantity per box:	3	BX100
6	126029	CERLOX BINDING 3/8" Capacity, 11" long Grand Valley Direct 5103 or equivalent State colours available: State Quantity per box:	1	BX100
7	126030	CERLOX BINDING 3/8" Capacity, 14" long Grand Valley Direct 5123 or equivalent State colours available: State Quantity per box:	2	BOX/100
8	126031	CERLOX BINDING 5/16" Capacity, 11" long	1	BOX/100

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #18 - AUDIO VISUAL SUPPLIES
WORKSHEET B - SPECIFICATIONS

Grand Valley Direct 5102 or equivalent

State colours available:

State Quantity per box:

9	126032	CERLOX BINDING 5/8" Capacity, 11" long Grand Valley Direct 5107 or equivalent State colours available: State Quantity per box:	1	BOX/100
10	126033	CERLOX BINDING 7/16" Capacity, 11" long Grand Valley Direct 5104 or equivalent State colours available: State Quantity per box:	1	BOX/100
11	126034	CERLOX BINDING 7/8" Capacity, 11" long Grand Valley Direct 5109 or equivalent State colours available: State Quantity per box:	1	BOX/100
12	126035	CERLOX BINDING 9/16" Capacity, 11" long Grand Valley Direct 5106 or equivalent State colours available: State Quantity per box:	1	BX100
13	126036	CERLOX BINDING 1 1/2" Capacity, 14" long Grand Valley Direct 5133 or equivalent State colours available: State Quantity per box:	1	BOX50
14	126037	CERLOX BINDING 1 1/4" Capacity, 11" long Grand Valley Direct 5112 or equivalent State colours available: State Quantity per box:	1	BOX50
15	126038	CERLOX BINDING 1 1/8" Capacity, 11" long Grand valley Direct 5111 or equivalent State colours available: State Quantity per box:	1	BX100
16	126047	CERLOX BINDING 1 3/4" Capacity, 11" long Grand Valley Direct 5114 or equivalent State colours available: State Quantity per box:	1	BX100

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #18 - AUDIO VISUAL SUPPLIES
WORKSHEET B - SPECIFICATIONS

17	126049	CERLOX BINDING 1" Capacity, 11" long Grand Valley Direct 5110 or equivalent State colours available: State Quantity per box:	1	BX100
18	126050	CERLOX BINDING 2" Capacity, 11" long Grand Valley Direct 5115 or equivalent State colours available: State Quantity per box:	1	BX100
19	126360	CERLOX BINDING 1/4" Capacity, 14" long Grand valley Direct 5121 or equivalent State colours available: State Quantity per box:	1	BX100
20	126361	CERLOX BINDING 3/4" Capacity, 14" long Grand Valley Direct 5128 or equivalent State colours available: State Quantity per box:	1	BOX/100
21	126362	CERLOX BINDING 5/16" Capacity, 14" long Grand Valley Direct 5122 or equivalent State colours available: State Quantity per box:	1	BX100
22	126363	CERLOX BINDING 5/8" Capacity, 14" long Grand Valley Direct 5127 or equivalent State colours available: State Quantity per box:	1	BX100
23	126364	CERLOX BINDING 7/16" Capacity, 14" long Grand Valley Direct 5124 or equivalent State colours available: State Quantity per box:	1	BOX/100
24	126365	CERLOX BINDING 7/8" Capacity, 14" long Grand Valley Direct 5129 or equivalent State colours available: State Quantity per box:	1	BX100
25	126366	CERLOX BINDING	1	BX100

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 TENDER #18 - AUDIO VISUAL SUPPLIES
 WORKSHEET B - SPECIFICATIONS

9/16" Capacity, 14" long
 Grand valley Direct 5126 or equivalent

State colours available:
 State Quantity per box:

26	126368	CERLOX BINDING 1 1/2" Capacity, 11" long Grand Valley Direct 5113 or equivalent	1	BX100
----	--------	---	---	-------

State colours available:
 State Quantity per box:

27	126369	CERLOX BINDING 1 1/4" Capacity, 14" long Grand Valley Direct 5132 or equivalent	1	BX100
----	--------	---	---	-------

State Quantity per box:
 State colours available:

28	126371	CERLOX BINDING 1 1/8" Capacity, 14" long Grand Valley Direct 5131 or equivalent	1	BX100
----	--------	---	---	-------

State colours available:
 State Quantity per box:

29	126372	CERLOX BINDING 1 3/4" Capacity, 14" long Grand Valley Direct 5134 or equivalent	1	BX100
----	--------	---	---	-------

State colours available:
 State Quantity per box:

30	126373	CERLOX BINDING 1" Capacity, 14" long Grand Valley Direct 5130	1	BX100
----	--------	---	---	-------

State colours available:
 State Quantity per box:

31	126374	CERLOX BINDING 2" Capacity, 14" long Grand Valley Direct 5135 or equivalent	1	BX100
----	--------	---	---	-------

State colours available:
 State Quantity per box:

32	126351	ELECTRICAL EXTENSION CORD -2 metre -3 prong -Single outlet -Indoor/Outdoor Noma, Leviton or equivalent	10	EACH
----	--------	---	----	------

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 TENDER #18 - AUDIO VISUAL SUPPLIES
 WORKSHEET B - SPECIFICATIONS

MUST BE CSA APPROVED

34	126382	ELECTRICAL EXTENSION CORD - 22'- 3 prong - THREE outlet Noma, Leviton or equivalent - MUST BE CSA APPROVED	14	
35	200320	ELECTRICAL EXTENSION CORD -5 metre -3 prong -Single outlet -Indoor/Outdoor Noma #UT 405M, Leviton #10001-831 or equiv. MUST BE CSA APPROVED	14	EACH
36	126354	ELECTRICAL EXTENSION CORD - 25'- 3 prong - Single outlet - Indoor/Outdoor - 14 Gauge Noma, Leviton or equivalent - MUST BE CSA APPROVED	7	EACH
37	126355	ELECTRICAL EXTENSION CORD - 50'- 3 prong - Single outlet - Indoor/Outdoor - 14 Gauge Noma, Leviton or equivalent MUST BE CSA APPROVED	8	EACH
38	126313	ELECTRICAL EXTENSION CORD HOLDER #52-2492 or equivalent	1	EACH
39	126348	ELECTRICAL POWER BAR 6' cord 7 outlet c/w Surge Protector on-off master switch with built-in circuit breaker MUST BE CSA APPROVED State MAXIMUM Energy spike allowed: _____ VOLTS	248	EACH
40	200321	ELECTRICAL POWER BAR 6' cord 6 Outlet c/w surge protector 3 pin grounded plug and outlets illuminated On/Off switch 15 amp circuit breaker MUST BE CSA APPROVED	111	EACH

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 TENDER #18 - AUDIO VISUAL SUPPLIES
 WORKSHEET B - SPECIFICATIONS

State MAXIMUM Energy spike allowed:
 _____ VOLTS

41	200322	ELECTRICAL POWER BAR 15' cord 6 Outlet c/w surge protector 3 pin grounded plug & outlets illuminated On/Off switch 15 amp circuit breaker MUST BE CSA APPROVED State MAXIMUM Energy spike allowed: _____ VOLTS	277	EACH
----	--------	---	-----	------

44	Overview	LAMINATE - POLYPROPYLENE - 4 MIL Full back Liner, 4-Mil Gloss Repositionable low-tack adhesive Liner has printed square grids for easier measuring and cutting		
	126335	LAMINATING FILM Polypropylene 4 mil gloss 12"W x 400"L Brodart 55 053 012 or equivalent State Quantity per box:	1	ROLL

45	126336	LAMINATING FILM Polypropylene 4 mil gloss 10"W x 400"L Brodart 55 053 010 or equivalent State Quantity per box:	12	ROLL
----	--------	--	----	------

46	126337	LAMINATING FILM Polypropylene 4 mil gloss 9"W x 400"L Brodart 55 053 009 or equivalent State Quantity per box:	1	ROLL
----	--------	---	---	------

47	Overview	LAMINATE - SELF ADHESIVE POLYESTER		
	126325	LAMINATING FILM Polyester clear self adhesive 9"W X 400"H Brodart 55 714 002 or equivalent State Quantity per box:	1	ROLL

48	126326	LAMINATING FILM Polyester	1	ROLL
----	--------	------------------------------	---	------

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 TENDER #18 - AUDIO VISUAL SUPPLIES
 WORKSHEET B - SPECIFICATIONS

clear
 self adhesive
 10"W x 400"H
 Brodart 55 714 003 or equivalent
 State Quantity per box:

49	126327	LAMINATING FILM Polyester clear self adhesive 12"W x 400"H Brodart 55 714 004 or equivalent State Quantity per box:	2	ROLL
----	--------	---	---	------

50	126328	LAMINATING FILM Polyester clear self adhesive 18"W x 400"H Brodart 55 714 006 or equivalent State Quantity per box:	1	ROLL
----	--------	---	---	------

51	Overview	LAMINATE - ULTRA SERIES - 3.0 MIL - 3" CORE - low melt thermal roll fill formulated from co-polyer resins for strength,transparency,stiffness - MATERIAL SAFETY DATA SHEET REQUIRED		
	126341	LAMINATING FILM Polyester 3.0 mil ultra gloss 3" core 44" W x 500' L Grand Valley Direct 2333 or equivalent State Quantity per box:	1	ROLL

52	126342	LAMINATING FILM Polyester 3.0 mil ultra matte 3" core 44" Wide x 500' Long Grand Valley Direct 2433 or equivalent State Quantity per box:	1	ROLL
----	--------	---	---	------

53	Overview	LAMINATE BOOK COVER - 4 MIL - CLEAR		
	126321	LAMINATING FILM - FOR BOOK COVER for book height 10" for book width 17 3/4" 25 covers per package 4 mil clear film sheet 10 3/4"H x 17 3/4" W Brodart 55 123 004 or equivalent	3	PKG/25

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #18 - AUDIO VISUAL SUPPLIES
WORKSHEET B - SPECIFICATIONS

State Quantity per package:				
54	126322	LAMINATING FILM - FOR BOOK COVER for book height 7" for book width 10 1/2" 25 covers per package 4 mil clear film sheet 7 1/2"H x 10 1/2"W Brodart 55 123 001 or equivalent State Quantity per package:	3	PKG/25
55	126323	LAMINATING FILM - FOR BOOK COVER for book height 8" for book width 13" 25 covers per package 4 mil clear film sheet 8"H x 13"W Brodart 55 123 002 or equivalent State Quantity per package:	3	PKG/25
56	126324	LAMINATING FILM - FOR BOOK COVER for book height 9" for book width 9 3/4" 25 covers per package 4 mil clear film sheet 9 3/4"H x 15" W Brodart 55 123 003 or equivalent State Quantity per package:	1	PKG/25
57	126352	LAMINATING CARTRIDGE 2.5 mil 8.5" W x 100' L to work in 3M LS950 laminator Front & Back side lamination 3M DL951 or equivalent	16	EACH
58	126334	LAMINATING FILM Polypropylene 5 mil gloss 18" W x 400" L Brodart 55 117 006 or equivalent	1	ROLL
59	126356	LAMINATING FILM 1.7 mil ultra gloss 2.25" core 38" W x 500' L Grand Valley Direct 2208 or equivalent	2	ROLL
60	126359	LAMINATING FILM	1	ROLL

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 TENDER #18 - AUDIO VISUAL SUPPLIES
 WORKSHEET B - SPECIFICATIONS

1.7 mil ultra gloss, low melt
 2 1/4" core
 25" W x 1000' L
 Grand Valley Direct 3207-1 or equivalent
 State Quantity per box:

61	Overview	LAMINATING FILM - 1.5 Mil - 1" Core - operating temp. of 300 - 310 degree fahrenheit MATERIAL SAFETY DATA SHEET REQUIRED		
	126052	LAMINATING FILM 1.5 mil gloss, high melt 1" core 12" W x 500'L Grand Valley Direct 1522 or equivalent State Quantity per box:	8	ROLL
62	126053	LAMINATING FILM 1.5 mil gloss, high melt 1" core 18" W X 500'L Grand Valley Direct 1524 or equivalent State Quantity per box:	1	ROLL
63	126054	LAMINATING FILM 1.5 mil gloss, high melt 1" core 27" W X 500' L Grand Valley Direct 1528 or equivalent State Quantity per box:	1	ROLL
64	126301	LAMINATING FILM 1.5 mil, 1" core 25" W X 1000'L Grand Valley Direct 1527 or equivalent State Quantity per box:	30	ROLL
65	126338	LAMINATING FILM 1.5 mil gloss, high melt 25" W X 500' L Grand Valley Direct 1526 or equivalent State Quantity per box:	229	ROLL
66	Overview	LAMINATING FILM - 1.7 MIL - 1" CORE MATERIAL SAFETY DATA SHEET REQUIRED		
	126308	LAMINATING FILM 1.7 mil gloss, low melt 1" core 25" W x 500' L	96	ROLL

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 TENDER #18 - AUDIO VISUAL SUPPLIES
 WORKSHEET B - SPECIFICATIONS

Grand valley Direct 3106 or equivalent
 State Quantity per box:

67	126309	LAMINATING FILM 1.7 mil matte, low melt 1" core 25" W x 500' L GBC NAP Lam II 3125118 or equivalent State Quantity per box:	4	ROLL
----	--------	--	---	------

68	126357	LAMINATING FILM 1.7 mil gloss, low melt 1" core 25" W x 750' L Grand valley Direct 3107 or equivalent State Quantity per box:	1	ROLL
----	--------	--	---	------

69	Overview	LAMINATING FILM - 1.7 MIL - 3" CORE MATERIAL SAFETY DATA SHEET REQUIRED		
	126303	LAMINATING FILM 1.7 mil ultra gloss, high melt 3" core 44" W x 1000' L Grand Valley Direct 2313B or equivalent State Quantity per box:	1	ROLL

70	126305	LAMINATING FILM 1.7 mil gloss, low melt 3" core 12" W x 3000' L GBC Nap Lam II 3125375 or equivalent State Quantity per box:	17	ROLL
----	--------	---	----	------

71	Overview	LAMINATING FILM - 3 MIL - 1" CORE MATERIAL SAFETY DATA SHEET REQUIRED		
	126055	LAMINATING FILM 3 mil matte, high melt 1" core 25" W x 250' L Grand valley Direct 2166 or equivalent State Quantity per box:	28	ROLL

72	126056	LAMINATING FILM 3 mil gloss, low melt 1" core 27" W x 250' L GBC NAP LAM II 3125710 or equivalent	2	ROLL
----	--------	---	---	------

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 TENDER #18 - AUDIO VISUAL SUPPLIES
 WORKSHEET B - SPECIFICATIONS

State Quantity per box:				
73	126306	LAMINATING FILM 3 mil gloss, high melt 1" core 25" W x 250' L Grand Valley Direct 1546 or equivalent	69	ROLL
State Quantity per box:				
74	126339	LAMINATING FILM 3 mil gloss, low melt 1" core 25" W x 250' L Grand Valley Direct 2116 or equivalent	12	ROLL
State Quantity per box:				
75	Overview	LAMINATING FILM - 3 MIL - 3" CORE - operating temp. 230-250 degrees fahrenheit MATERIAL SAFETY DATA SHEET REQUIRED		
	126307	LAMINATING FILM 3 mil Ultra gloss, low melt 3" core 25" W x 2000' L Grand Valley Direct 2327 or equivalent	1	ROLL
State Quantity per box:				
76	126312	LAMINATING FILM 3 mil Ultra gloss, low melt 3" core 12" W x 2000' L GBC NAP LAM II 3125332 or equivalent	6	ROLL
State Quantity per box:				
77	Overview	LAMINATING FILM, PREMIUM PVC		
	126314	LAMINATING FILM - PREMIUM PVC Filmolux soft 9 25/64"W x 472"L Brodart 55 064 002 or equivalent	1	ROLL
State Quantity per box:				
78	126315	LAMINATING FILM - PREMIUM PVC Filmolux soft 15 3/4"W x 984"L Brodart 55 024 001 or equivalent	1	ROLL
State Quantity per box:				
79	126316	LAMINATING FILM - PREMIUM PVC Filmolux soft 7 51/64"W x 472"L	1	ROLL

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 TENDER #18 - AUDIO VISUAL SUPPLIES
 WORKSHEET B - SPECIFICATIONS

Brodart 55 064 001 or equivalent
 State Quantity per box:

80	126318	LAMINATING FILM - PREMIUM PVC Filmolux soft 10 3/16"W x 472"L Brodart 55 064 003 or equivalent State Quantity per box:	1	ROLL
----	--------	--	---	------

81	126319	LAMINATING FILM - PREMIUM PVC Filmolux soft 12 1/2"W x 472"L Brodart 55 064 004 or equivalent State Quantity per box:	1	ROLL
----	--------	---	---	------

82	126320	LAMINATING FILM - PREMIUM PVC Filmolux soft 14 3/32"W x 472"L Grand Valley Direct Filmolux FL/S141 or equivalent State Quantity per box:	1	ROLL
----	--------	--	---	------

83	Overview	LAMINATING POUCH - 3.0 mil - pkg of 100		
	126311	LAMINATING POUCH 3.0 mil for 13" laminator matte 8 3/4" W x 11 1/4" L Grand Valley Direct 1133 or Equivalent State Quantity per box:	4	BOX/200

84	126329	LAMINATING POUCH 3 mil 9" W x 11 1/2" L FOR LETTER SIZED PAPER Grand Valley Direct 1221 or equivalent State Quantity per box:	17	BX100
----	--------	--	----	-------

85	126331	LAMINATING POUCH 3 mil gloss 9" W x 14.5" L Have Our Plastics LP221412 L8134-00 or equivalent State Quantity per box:	2	BOX/100
----	--------	---	---	---------

86	126332	LAMINATING POUCH 3 mil 11.5" W x 17.5" L HAvE Our Plastics 221812 L8135-00 or	6	BX100
----	--------	--	---	-------

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 TENDER #18 - AUDIO VISUAL SUPPLIES
 WORKSHEET B - SPECIFICATIONS

equivalent
 State Quantity per box:

87	126345	LAMINATING POUCH 3 mil FOR LEGAL SIZED PAPER 9" W x 11.5" L Grand Valley Direct 1241 or equivalent	1	BOX/100
----	--------	--	---	---------

State Quantity per box:

88	Overview	LAMINATING POUCH		
		- 5.0 mil - pkg of 100		
	126344	LAMINATING POUCH 5 mil gloss 18" W x 24" L Grand Valley Direct 1272 or equivalent	1	BOX/100
		State Quantity per box:		

89	126310	LAMINATING POUCH gloss 5.0 mil, for 13" laminator 9" W x 11.5" L Grand Valley Direct 1222 or equivalent	31	BOX/200
		State Quantity per box:		

90	Overview	RECORDING CASSETTE TAPE		
		Virgin tape only - Low noise output oxide High heat medium impact polysterene 5 Screw housing - Rotating guide rollers operate on lubricating stainless steel pins c/w Attached labels, cardboard insert and plastic case Cassette must be identified in a manner that is visible in the case without opening the case Maxell Communicator or equivalent		
	201853	C 60	27	EACH

91	201854	C 90	1	EACH
----	--------	------	---	------

92	201858	C 120	1	EACH
----	--------	-------	---	------

93	201862	RECORDING CASSETTE TAPE - DICTATING C 30 (2 x 15 minutes per side) For use in MICRO dictating equipment Philips & Dictaphone Brand Sony # MC-60, Pan Canada # MN-30 or equiv.	1	EACH
----	--------	---	---	------

94	Overview	SLEEVE - PLASTIC - 5/16" BINDING		
----	----------	----------------------------------	--	--

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 TENDER #18 - AUDIO VISUAL SUPPLIES
 WORKSHEET B - SPECIFICATIONS

	126349	PLASTIC SLEEVE - FULL POCKET -7.5 gauge vinyl -8 3/4" x 11 1/4" -open top only -three hold punched Grand Valley Direct 5956 or equivalent State Quantity per box:	277	EACH
95	126350	PLASTIC SLEEVE - HALF POCKET 7.5 gauge vinyl 8 3/4" x 5 1/2" open top only GBC or equivalent State Quantity per box:	1	EACH
96	Overview 126386	SLEEVE - VINYL VINYL POCKET SLEEVE - HALF POCKET 9.25" x 11 3/8" Grand Valley Direct 5999TH or equivalent State colours available: State Quantity per box:	5000	EACH
97	126387	VINYL SLEEVE - FULL POCKET 9" x 11" Grand Valley Direct 5999T or equivalent	3000	EACH
98	Overview 126383	SPIRAL BINDING COIL COILS - HEAVY GAUGE 9 mil, 4:1, 36" length Grand Valley Direct 5209B or equivalent State colours available: State Quantity per box:	1000	EACH
99	126385	COILS - HEAVY GAUGE 11 mil, 5:1, 36" length Grand Valley Direct 5211-5B or equivalent State colours available: State Quantity per box:	1000	EACH
100	126384	COILS HEAVY GAUGE 8 mil, 4:1, 36" length Grand Valley Direct 5208B or equivalent State colours available: State Quantity per box:	500	EACH

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #18 - AUDIO VISUAL SUPPLIES
WORKSHEET B - SPECIFICATIONS

101	Overview 201867	VIDEO CAMERA ACCESSORIES video camera - minimum of 120 minutes record time VIDEO TAPE - VHS T120 - regular quality, works with any make of - c/w cardboard sleeve and cello wrapped 3M T120 Pro High Grade (Sleeve) or equiv.	1	EACH
102	201870	- minimum 120 minute record time VIDEO CASSETTE - 8 MM - must work with any make of camcorder Sony P6-120 MP or equivalent	1	EACH
103	201869	VIDEO TAPE - 8mm - HI 8 - must work with any make of video camera - minimum of 60 minutes record time P6-60 or equivalent	1	EACH
104	201868	VIDEO TAPE - DIGITAL - minimum of 60 minutes recording time - must work with any make of video camera SONY DVM60 #A1511158 or equivalent	23	EACH

FIRM NAME: _____

SIGNATURE: _____