

THAMES VALLEY DISTRICT SCHOOL BOARD
24 - MUSICAL INSTRUMENTS
WORKSHEET A

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 186 schools with an estimated enrolment of 77,000 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 Musical Instruments, subject to the conditions herein.		
2.0	BID DEFINITIONS AND INFORMATION		
2.1	DEFINITIONS		
2.1.1	The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission.		
2.1.1.1	The word "MUST" shall mean bidders "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant.		
2.1.1.2	The word "SHOULD" shall mean bidders "should" include the required information in bid submission.		
2.1.1.3	The word "NONCOMPLIANT" shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.1.4	The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform any portion or all of this bid.		
2.1.1.5	The word "QUALIFIED" shall mean a bidder who is compliant and has included the required information in their bid submission.		
2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		
2.1.1.6.1	Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The TVDSB will reject any bid submission which contains a major irregularity.		
2.1.1.6.2	Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.		
2.2	STRUCTURE OF THIS BID		
2.2.1	Bidders must use the electronic bidding file (setup.exe) which is available on the internet at:		
2.2.1.1	www.tvdsb.on.ca		
2.2.1.2	"Purchasing Bids"		
2.2.1.3	"Electronic Bidding Instructions, Bid Download and Bid Results",		
2.2.1.4	Scroll to the end of the document, click		
2.2.1.5	"Proceed to inquiry/download page".		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
24 - MUSICAL INSTRUMENTS
WORKSHEET A

1.0	INTRODUCTION		
2.2.1.6	Proceed to the bid, click		
2.2.1.7	"New" Icon		
2.2.1.8	The setup.exe file contains the following files/Appendices:		
2.2.1.9	tender.exe: See Section 9.0 - Electronic Bidding Instructions		
2.2.1.10	Readme: Terms and Conditions and Specifications- PDF format		
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 9.9 - Labeling of Envelope and diskette or CD).		
2.3.9	The bid submission must be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.3.10	Delivery to the "Tenders Clerk" is the responsibility of the bidder.		
2.3.11	Submissions received by electronic transmission (i.e. fax or email) will not be accepted.		
2.3.12	Late bids will be returned to the bidder, unopened, if a return address is included on the submission envelope.		
2.4	IMPORTANT DATES		
2.4.1	ISSUE DATE: Tuesday 2009 December 15		
2.4.2	QUESTIONS: Tuesday 2009 December 22		
2.4.3	RETURN DATE and TIME: prior to 12:00:00 local time, Wednesday 2010 January 19		
2.4.4	MANDATORY: MUSICAL INSTRUMENT DISPLAY DAY: Thursday 2010 January 28		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Barbara Murch, Buyer, by Fax (519) 452-2399 or email b.murch@tvdsb.on.ca no later than Wednesday 2010 January 5. After this date no further inquiries, concerns or questions may be submitted. The TVDSB reserves the right to distribute a notice of content of any inquiry and the TVDSB's response to all other registered bidders. 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: Barbara Murch, Buyer.		
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.		
2.6	MANDATORY SITE VISIT		
2.6.1	A mandatory site visit is required. Bidders must attend the Musical Instrument Display Day to be held at 1250 Dundas Street, Thames Room, London, Ontario, N6A 5L1, on Thursday, January 28, 2010, from 1:00 p.m. to 5:00 p.m..		
3.0	CONTRACT TERM/ PRICING / TAXES / DELIVERY / PAYMENT		
3.1	CONTRACT TERM		

FIRM NAME : _____

SIGNATURE : _____

1.0	INTRODUCTION		
3.1.1	The term of this agreement shall be for one year, terminating on March 31, 2011.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of (2) two years in one (1) year increments and will advise the bidder in writing of their intentions, no later than 60 days prior to March 31, 2011.		
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 March 31, 2012.		
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 March 31, 2013.		
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).		
3.2.2	Bidders must print and sign the Bid Report.		
3.2.3	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.		
3.2.4	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.		
3.2.5	Prices must remain in effect for the initial one year term of the contract, ending March 31, 2011.		
3.2.6	The TVDSB expects to order in multiple shipments over the length of this contract.		
3.2.7	It is the intention of the TVDSB to rationalize its supplier base. This contract may be awarded on a per item basis or on the best cost of various groupings. The groupings will be determined by the TVDSB. Each bidder agrees to the award on this basis.		
3.2.8	Bidders should state any further discount, as a percentage, if all items are awarded to your company.		
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.		
3.4	DELIVERY & ORDERING		
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 TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of landing.		
3.4.4	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.		
3.4.5	Not all goods will be ordered at one time; orders will be placed as requests are received from our schools.		

FIRM NAME : _____

SIGNATURE : _____

1.0	INTRODUCTION		
3.4.6	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.		
3.4.6.1	State minimum dollar value per order.		
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 purchase orders will be returned unpaid.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	QUALITY		
4.1.1	The requirements are detailed in the Specifications File.		
4.1.2	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.		
4.1.3	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.		
4.1.4	The determination of equal quality will be based on our internal professional opinions.		
4.1.5	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.		
4.1.6	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
4.2	QUANTITY/TERM		
4.2.1	The quantities indicated are based on the previous years' purchases and projected current year capita 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	RETURN OF GOODS POLICY		
4.3.1	The TVDSB will return any shipment (COLLECT) if, in our opinion, the product supplied does not conform to the specification and/or samples submitted in the bid.		
4.3.2	Bidders must state if there is a time limit on returning goods.		

FIRM NAME : _____

SIGNATURE : _____

1.0	INTRODUCTION		
4.3.3	Bidders should state if there is a "restocking charge" on any returned item and the amount or rate to be charged if goods are returned for any other reason than those stated in 4.4.1.		
4.3.4	Bidders should describe their procedure for returned goods with respect to:		
4.3.4.1	Packaging		
4.3.4.2	"Attention To" labeling		
4.3.4.3	Address to where returns should be shipped		
4.3.4.4	Method of shipment (company truck, courier, transport)		
4.3.4.5	If a return authorization number is required		
4.3.4.6	What charges apply and who is responsible for payment		
4.3.5	The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		
4.4	SAMPLES/DEMONSTRATION		
4.4.1	Each bidder is required to submit, at the bidder's own expense, the items which are being bid upon for examination and comparison purposes (See Worksheet B- Bidder's Required Sample List).		
4.4.1.1	Samples requested must be clearly marked with the name of the bidder and the bid item number.		
4.4.1.2	Samples must be set up by the Bidder at the designated site (See Worksheet B - Bidder's Required Sample List).		
4.4.2	Bidders who do not submit the required samples (See Worksheet B - Bidder's Required Sample List) will be considered noncompliant.		
4.4.3.	Bidders are responsible for set up and removal of their own submitted Samples.		
4.5	SUBSTITUTIONS		
4.5.1	In the event that an item ordered becomes discontinued during the contract, all bidders must notify the Purchasing Services Department for authorization before the item is substituted and shipped to our Distribution Centre. 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 must have satisfactorily fulfilled all relevant obligations as required under the terms and conditions of any previous award in order to be considered as an acceptable bidder.		

FIRM NAME : _____

SIGNATURE : _____

1.0	INTRODUCTION		
5.1.6	The laws of the Province of Ontario shall govern in any dispute occasioned as a result of the performance or non-performance and/or workmanship of a contract issued pursuant to the bid and any dispute arising out of the issuance of and response to this bid.		
5.1.7	The TVDSB reserves the right to withdraw the award of the contract to a successful bidder(s) within 30 days of the award if in the opinion of the TVDSB the successful bidder(s) is unable or unwilling to enter into a form of contract satisfactory to the TVDSB. The TVDSB shall be entitled to do so without any liability being incurred by the TVDSB to the bidder		
5.1.8	The lowest or any bid submission may not necessarily be accepted. The TVDSB reserves the right to decline any or all bid submissions, or to cancel the bid call in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by the TVDSB to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal.		
5.1.9	All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.		
5.1.10	The TVDSB reserves the right to decline or purchase one or all items in this bid from one supplier or from multiple suppliers.		
5.1.11	All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between TVDSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.		
5.1.12	The successful bidder(s) 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.		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
24 - MUSICAL INSTRUMENTS
WORKSHEET A

1.0	INTRODUCTION		
5.1.15.2	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.15.3	The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		
5.1.16	The successful bidder(s) will reimburse the TVDSB for any damages through negligence or willful acts of any of the successful bidder(s)' employees or contracted staff.		
5.1.17	The successful bidder(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.		
5.1.18	The TVDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		
5.1.19	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
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 : _____

1.0	INTRODUCTION		
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		
5.4.3.2	http://www.ilo.org/public/english/comp/child/policy/towards.htm		
5.5	HEALTH, SAFETY REGULATIONS		
5.5.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the TVDSB reserves the right to invoice the successful bidder(s) for the cost of certification/replacement.		
5.5.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB must ensure that the machine, device, tool, equipment or service complies with the Occupational Health and Safety Act and Regulations of Industrial Establishments. The burden of proof rests with the supplier.		
5.5.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. If applicable, the successful bidder(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		

FIRM NAME : _____

SIGNATURE : _____

1.0	INTRODUCTION		
5.5.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHIMS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.5.6	No supplier will be awarded any product that requires a Material Safety Data Sheet unless the bidder complies with the conditions above.		
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 \$2 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$2 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.6.2.1	This liability policy shall contain the following coverage:		
5.6.2.2	Personal Injury & Property Damage		
5.6.2.3	Non-Owned Automobile Liability		
5.6.2.4	Owners and Contractors Protective Coverage		
5.6.2.5	Contractual Liability		
5.6.2.6	Broad Form Property Damage		
5.6.2.7	Products & Completed Operation Insurance		
5.6.2.8	Contingent Employees Liability		
5.6.2.9	Cross Liability Clause and Severability of Interest Clause		
5.6.3	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.6.4	The successful bidder(s) agrees to indemnify, hold harmless and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason or injury (including death) or damage to any property arising out of negligent or willful acts on the part of the successful bidder(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		

FIRM NAME : _____

SIGNATURE : _____

1.0	INTRODUCTION		
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 5.8.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the Contract. If the bidder's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.7.3 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 \$1million on all personally owned vehicles)per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract.		
5.7.3.1	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.7.3.2	Third Party Liability Coverage in the form of OAP-1		
5.7.4	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		
5.7.5	The successful bidder(s) agrees to indemnify, hold harmless, and defend, the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
6.0	BIDDER'S 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:		

FIRM NAME : _____

SIGNATURE : _____

1.0	INTRODUCTION		
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		
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.		
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 Worksheet A and Bid Report		
7.1.3.1	One Diskette or CD with files created in "Disk Creation" "Seven (7) Files See Electronic Bid Instructions - Section 9.		
7.1.3.2	2010024.rpt		
7.1.3.3	2010024a.dbf		
7.1.3.4	2010024g.dbf		
7.1.3.5	2010024v.dbf		
7.1.3.6	2010024a.cdx		
7.1.3.7	2010024g.cdx		
7.1.3.8	2010024v.cdx		
7.1.3.9	Worksheet A - Terms & Conditions in Excel format - Electronic Response Required		
7.1.4	It is the bidders responsibility to ensure that the necessary "files" are on the diskette or CD.		
7.1.5	Failure to respond in electronic format will deem the bid noncompliant.		

FIRM NAME : _____

SIGNATURE : _____

1.0	INTRODUCTION		
7.1.6	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.9 - Labeling Instructions).		
7.1.7	Bidders' submissions should include page numbers for ease of reference by committee members.		
7.1.8	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.9	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
8.0	AWARD		
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.		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	www.tvdsb.on.ca		
8.2.1.2	"Purchasing Bids"		
8.2.1.3	"Electronic Bidding Instructions, Bid Download and Bid Results",		
8.2.1.4	Scroll to the end of the document, click		
8.2.1.5	"Proceed to inquiry/download page".		
8.2.1.6	Proceed to the Bid, click		
8.2.1.7	"Results - Check Mark"		
8.2.1.8	View documents in PDF format.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		

Barbara Murch
 Purchasing Department

Terry Roberts
 Chairperson

FIRM NAME : _____

SIGNATURE : _____

1.0	INTRODUCTION		
9.0	ELECTRONIC BIDDING INSTRUCTIONS		
9.1	DOWNLOADING BID DOCUMENTS		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.on.ca		
9.1.2	Click "Purchasing - Bids" icon		
9.1.3	Click "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
9.1.4	Read instructions		
9.1.5	Click "Proceed to Inquiry/Download page"		
9.1.6	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.7	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.8	All bid files are available for downloading at no charge from the TVDSB web site.		
9.2	PRINTING COPIES OF BID DOCUMENTS		
9.2.1	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
9.3	SECTION 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	In addition, the following files will be installed in the C:\lbtender directory:		
9.4.4.6	WORKSHEET A.xls: Terms and Conditions Response in Excel format.		
9.4.4.7	Open the Excel files and complete as instructed.		
9.5	HELP SECTION AND TIPS FOR USING THE BID PROGRAM		
9.5.1	The "Help" section may be referred to at any time while using the program.		
9.5.2	Bidders MUST answer all questions on the Company Information Screen before you can proceed.		
9.5.3	If you do not wish to bid on an item, do not enter "NO BID"; just ignore that item and move onto the next. If you add a bid, you must enter a price (\$0.00 is not valid).		
9.6	BID REPORT		

FIRM NAME : _____

SIGNATURE : _____

1.0	INTRODUCTION		
9.6.1	Use the "Bid Report" option on the menu to create a report showing your bids. If any changes are made after printing the "Bid Report", you must reprint the "Bid Report" before you can create your diskette or CD.		
9.6.2	The first page of the "Bid Report" will list any items that require answers to questions. The diskette or CD cannot be created until the answers are entered and the "Bid Report" is generated again.		
9.7	DISKETTE OR CD CREATION:		
9.7.1	DISKETTE CREATION		
9.7.1.1	After all bids have been entered:		
9.7.1.2	Select "Diskette Creation" to copy the data files back to a blank 3.5" diskette.		
9.7.1.3	Select your "input" (The hard drive where the Bid Executable files where installed. The program defaults to C:\lbtender folder)		
9.7.1.4	Select output (3.5" floppy drive)		
9.7.1.5	Click "O.K. to Continue" (at the top of the screen). After the files are loaded, the "Bids for Tender Screen" will appear		
9.7.1.6	Click "Exit" at the top of the screen.		
9.7.1.7	If diskette creation fails check Bid Report for any unanswered questions. Be sure to label your diskette with company name and signature.		
9.7.2	CD CREATION		
9.7.2.1	After all bids have been entered:		
9.7.2.2	Select "Diskette Creation" to copy the data files back to any computer hard drive.		
9.7.2.3	Select "input" The hard drive where the Bid Executable files where installed. The program defaults to C:\lbtender folder)		
9.7.2.4	Select output drive - MUST BE A DIFFERENT DRIVE THAN THE INPUT DRIVE (The hard drive for output from which you can copy the seven files to CD)		
9.7.2.5	Click on "O.K. to Continue" (at the top of the screen). After the files are loaded, the "Bids for Tender Screen" will appear.		
9.7.2.6	Click on "Exit" at the top of the screen		
9.7.2.7	Copy the seven files from the hard drive to a CD using your company's standard CD Writing program.		
9.7.2.8	If the seven files are not created check the Bid Report for any unanswered questions. Be sure to label your CD with company name and signature.		
9.7.3	A message may appear, "NO COMMENT REPORT FOUND." Please ignore this, press "Ok" to continue.		
9.7.4	If you did not bid on any items requiring an answer, a message will appear "NO ANSWER RECORDS FOUND." Press "OK" to continue.		
9.8	THE RETURN DISKETTE OR CD:		
9.8.1	Check to ensure that the "seven (7) files" are on the diskette or CD. Without these files we will not be unable to download your bid. To check that the seven files have been created, go to Windows Explorer and double click on 3.5" drive or CD Drive. The seven (7) files are as follows:		
9.8.1.1	2010024a.dbf		
9.8.1.2	2010024g.dbf		
9.8.1.3	2010024v.dbf		
9.8.1.4	2010024a.cdx		
9.8.1.5	2010024g.cdx		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
24 - MUSICAL INSTRUMENTS
WORKSHEET A

1.0	INTRODUCTION		
9.8.1.6	2010024v.cdx		
9.8.1.7	2010024.rpt		
9.8.2	However, if you did not bid on any items requiring "answers to questions" you will have six (6) files. You will not have a 2010024.rpt file. If the above files are not on the diskette or CD return to "Diskette Creation" option.		
9.8.3	Ensure also that a completed copy of Worksheet A.xls is included on the disk or CD.		
9.8	SECTION 9.8 THE RETURN DISKETTE OR CD:		
9.8.1	After all bids have been entered:		
9.8.1.2	Check to ensure that the "files" are on the diskette or CD. Without these files we will not be able to download your bid.		
9.8.1.3	Be sure to label your diskette or CD with company name and signature.		
9.9	LABELING OF ENVELOPE AND DISK		
9.9.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.9.2	From - Company Name & Address		
9.9.3	To:OFFICE OF THE TENDERS CLERK		
9.9.4	Thames Valley District School Board		
9.9.5	EDUCATION CENTRE,		
9.9.6	1250 Dundas Street,		
9.9.7	LONDON, Ontario		
9.9.8	N5W 5P2		
9.9.9	Musical Instrument Tender		
9.9.10	#24		
9.9.11	Return Date: 12:00:00 local time, Wednesday 2010 January 19		
9.10	PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:		
9.10.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.10.2	Musical Instrument Tender		
9.10.3	#24		
9.10.4	Return Date: 12:00:00 local time, Wednesday 2010 January 19		
9.10.5	Signature:		
9.10.6	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		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 # 24 - MUSICAL INSTRUMENTS
 WORKSHEET A

1.0	INTRODUCTION		
10.9	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:		
10.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		
10.9.2	E-MAIL ADDRESS:		
10.9.3	ADDRESS:		
10.9.4	INTERNET ADDRESS:		
10.9.5	TELEPHONE NO.:		
10.9.6	FAX NO.:		
10.10	If subcontracting, bidders must provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract:		
10.10.1	Firm Name:		
10.10.2	Firm Address:		
10.10.3	Telephone Number:		
10.10.4	Fax Number:		
10.10.5	E-MAIL ADDRESS:		

FIRM NAME : _____

SIGNATURE : _____

BIDDER'S REQUIRED SAMPLE LIST

**FOR EACH MUSICAL INSTRUMENT BID ON IN WORKSHEET B, THE FOLLOWING STUDENT MODEL INSTRUMENTS ARE TO BE SUBMITTED AND SET UP AT THE MUSICAL INSTRUMENT DISPLAY DAY AT THE TVDSB, THAMES ROOM, 1250 DUNDAS STREET, LONDON, ONTARIO, ON
JANUARY 28, 2010 - 1:00 P.M. TO 5:00 P.M.**

INSTRUMENT:			
FLUTE	BASIC MODEL	INTERMEDIATE MODEL	ADVANCED MODEL
CLARINET - Bb	BASIC MODEL	INTERMEDIATE MODEL	ADVANCED MODEL
ALTO SAXOPHONE	BASIC MODEL	INTERMEDIATE MODEL	ADVANCED MODEL
TENOR SAXOPHONE	BASIC MODEL	INTERMEDIATE MODEL	ADVANCED MODEL
TRUMPET	BASIC MODEL	INTERMEDIATE MODEL	ADVANCED MODEL
TROMBONE	BASIC MODEL	INTERMEDIATE MODEL	ADVANCED MODEL
FRENCH HORN	BASIC MODEL	INTERMEDIATE MODEL	ADVANCED MODEL
EUPHONIUM/BARITONE	BASIC MODEL	INTERMEDIATE MODEL	ADVANCED MODEL
TUBA	BASIC MODEL	INTERMEDIATE MODEL	ADVANCED MODEL
VIOLIN	BASIC MODEL	INTERMEDIATE MODEL	ADVANCED MODEL
VIOLA	BASIC MODEL	INTERMEDIATE MODEL	ADVANCED MODEL
CELLO	BASIC MODEL	INTERMEDIATE MODEL	ADVANCED MODEL
BASS	BASIC MODEL	INTERMEDIATE MODEL	ADVANCED MODEL
SNARE DRUM	BASIC MODEL	INTERMEDIATE MODEL	ADVANCED MODEL
ORCHESTRA BELLS	BASIC MODEL	INTERMEDIATE MODEL	ADVANCED MODEL
GUITAR - CLASSICAL	BASIC MODEL	INTERMEDIATE MODEL	ADVANCED MODEL

(1) ONE STUDENT MODEL SAMPLE ONLY REQUIRED FOR THE FOLLOWING INSTRUMENTS:

BASS CLARINET

PICCOLO

BARITONE SAXOPHONE

OBOE



Thames Valley District School Board

12/16/2009

Tender Details - Tender # 24

Item	Product #	Description	Quantity	Unit of Measure
1	163089	BASSOON - ABS resin body - Body lock & nickel silver keys - Hardshell wooden case SPECIFY STANDARD ACCESSORIES: STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	1	EACH
2	160075	BELL SET - 25 note Alto chromatic Resonator - individually removable tone bars - c/w case and 1 pair of mallets PLEASE STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	1	SET
3	163133	BELL SET - 25 note Soprano Resonator - individually removable tone bars - c/w case & 25 mallets STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	2	SET
4	163094	CELLO - 3/4 - STUDENT MODEL - BASIC - c/w gig bag, fibreglass, horsehair bow - laminated top & fine tuners STATE STANDARD ACCESSORIES: STATE LENGTH OF WARRANTY: STATE IF WARRANTY TO GO TO DEPOT OR REPAIRED	1	EACH
5	161029	CELLO - 4/4 STUDENT MODEL - ADVANCED - c/w gig bag & horsehair, wooden bow - c/w fine tuners STATE STANDARD ACCESSORIES: STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	1	EACH
6	165052	CELLO - 4/4 - STUDENT MODEL - INTERMEDIATE - c/w natural hair, fibreglass bow & gig bag - Laminated top & fine tuners STATE STANDARD ACCESSORIES: STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	1	EACH

7	163084	CHIME BAR SET - 8 NOTE - c/w case & standard accessories STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	1	SET
8	163026	CLARINET - BASS Bb - STUDENT MODEL - INTERMEDIATE - ABS Resin, nickel silver keys - c/w floor peg & hard case SPECIFY STANDARD ACCESSORIES: STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	4	EACH
9	160119	CLARINET - Bb - STUDENT MODEL - BASIC - ABS resin, straight bore body - nickel silver keys - c/w case SPECIFY STANDARD ACCESSORIES: STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	334	EACH
10	163027	CLARINET - Bb - STUDENT MODEL - ADVANCED - ABS resin body & nickel silver keys - Tapered bore, undercut tone holes - adjustable thumb rest - Hardshell case SPECIFY STANDARD ACCESSORIES: STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	28	EACH
11	165062	CLARINET - Bb - STUDENT MODEL - INTERMEDIATE - ABS Resin, nickel silver keys - c/w case SPECIFY STANDARD ACCESSORIES: STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	1	
12	163028	CONCERT BASS DRUM & STAND - 14" x 28" drum - Adjustable Stand to 28" - 36" drums STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	7	EACH
13	163029	CYMBALS - 14" CRASH CYMBAL PAIR - 14" lightweight crash cymbals - c/w leather pads & thongs STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	1	PAIR
14	163030	CYMBALS - 18" CRASH CYMBAL PAIR - 18" concert crash cymbals	1	PAIR

STATE LENGTH OF WARRANTY:
STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

15	160021	DRUM - BONGO - Non-tunable - Calf skin heads - hardwood shell - 6" and 8" heads, 6" tall STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	1	EACH
16	160020	DRUM - HAND DRUM - 10" mylar head, hardwood shell - built in handle - c/w one soft deluxe beater STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	1	EACH
17	163041	DRUM - SNARE DRUM - STUDENT MODEL - INTERMEDIATE - c/w stand STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	31	EACH
18	165063	DRUM - SNARE DRUM - STUDENT MODEL - BASIC - c/w stand STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	1	
19	165064	DRUM - SNARE DRUM - STUDENT MODEL - ADVANCED - c/w stand STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	1	
20	165048	DRUM - TUBANO DRUM - PRE-TUNED - 10" X 27" - weather resistant - Type 3 Mondo drumhead, accurate pitch STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	2	EACH
21	163001	EUPHONIUM - STUDENT MODEL - ADVANCED - c/w hardshell case & standard accessories - Four valve, non compensating - Gold brass leadpipe PLEASE SPECIFY STANDARD ACCESSORIES: STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED	1	EACH
22	165043	EUPHONIUM - STUDENT MODEL - INTERMEDIATE - c/w hardshell case & standard accessories - Three Valve	1	EACH

PLEASE SPECIFY STANDARD ACCESSORIES:
STATE LENGTH OF WARRANTY:
STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

23	165044	EUPHONIUM	69	EACH
		- STUDENT MODEL - BASIC		
		- c/w hardshell case & standard accessories		
		- Three Valve		

PLEASE SPECIFY STANDARD ACCESSORIES:
STATE LENGTH OF WARRANTY:
STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

24	161027	FLUTE	354	EACH
		- STUDENT MODEL - BASIC		
		- Nickel silver body & keys		
		- C foot, offset G		
		- c/w case		

SPECIFY STANDARD ACCESSORIES:
STATE LENGTH OF WARRANTY:
STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

25	163034	FLUTE	16	EACH
		- STUDENT MODEL - INTERMEDIATE		
		- Nickel silver body & keys		
		- offset G		
		- c/w case		

SPECIFY STANDARD ACCESSORIES:
STATE LENGTH OF WARRANTY:
STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

26	164017	FLUTE	9	EACH
		- STUDENT MODEL - ADVANCED		
		- Nickel silver body & keys		
		- offset G, open hole		
		- c/w case		

SPECIFY STANDARD ACCESSORIES:
STATE LENGTH OF WARRANTY:
STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

27	160118	FRENCH HORN - DOUBLE	1	EACH
		- STUDENT MODEL - INTERMEDIATE		
		- c/w hardshell case & standard accessories		

SPECIFY STANDARD ACCESSORIES:
STATE LENGTH OF WARRANTY:
STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

28	163115	FRENCH HORN - DOUBLE	1	EACH
		- STUDENT MODEL - ADVANCED		
		- c/w hardshell case & standard accessories		
		- 4 rotor, gold brass leadpipe		

PLEASE SPECIFY STANDARD ACCESSORIES:
STATE LENGTH OF WARRANTY:

STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

29	165051	FRENCH HORN - SINGLE - STUDENT MODEL - BASIC - c/w hardshell case & standard accessories - Single F Horn - Compact 3/4 size - Three rotor	1	EACH
SPECIFY STANDARD ACCESSORIES: STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED				
30	163109	GLOCKENSPIEL - SOPRANO - 25 note, steel bars - bars silver in colour - c/w one set of mallets & plastic case Angel or equivalent	11	EACH
STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED				
31	160121	GIUITAR - ACCOUSTIC - plywood top - folk; steel strings - c/w hardshell case Yamaha F310 or Equivalent	6	EACH
SPECIFY STANDARD ACCESSORIES: STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED				
32	163036	GIUITAR - CLASSICAL - Nylon string - c/w hard case - solid top	8	EACH
SPECIFY STANDARD ACCESSORIES: STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED				
33	163079	GIUITAR - CLASSICAL - Nylon string & plywood top - c/w hard case - Must be Yamaha CG101	256	EACH
SPECIFY STANDARD ACCESSORIES: STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED				
34	165045	GIUITAR - CLASSICAL - 37" (3/4) - plywood top - 37"L x 14"W x 3-3/4"D	7	EACH
SPECIFY STANDARD ACCESSORIES: STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED				
35	163134	INSTRUMENT STARTER SET (ORFF)	1	SET

- 113 piece set includes soprano xylophone,
 alto xylophone, soprano glockenspiel,
 alto glockenspiel, 4" triangle, 10" remo
 tambourine, 10" remo hand drum, guiro
 tone block, wood block, finger cymbals,
 wrist bell, cluster bell, jingle tap

Empire or equivalent

PLEASE STATE LENGTH OF WARRANTY:

36	163081	OBOE	1	EACH
		- STUDENT MODEL - INTERMEDIATE		
		- ABS resin body, undercut tone holes		
		- Nickel silver keywork & bell ring		
		- Simplified conservatory system		
		- Hardshell case		
		 SPECIFY STANDARD ACCESSORIES:		
		STATE LENGTH OF WARRANTY:		
		STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED		

37	163005	ORCHESTRAL BELLS	4	EACH
		- STUDENT MODEL - BASIC		
		- Comes with case		
		STATE LENGTH OF WARRANTY:		

40	160003	PIANO - Performance Accoustic	5	EACH
		To include the following features:		
		1) Front legs to be "toe-blocked" into frame		
		2) Pianos to be equipped with 2" double H.D. rubber casters for tile and wood floors		
		3) Unit price to include first in-school tuning after delivery		
		C/W standard bench		
		ILLUSTRATIVE MATERIAL MUST BE SUPPLIED		
		STATE LENGTH OF WARRANTY:		
		DOES WARRANTY INCLUDE ALL PARTS, LABOUR AND TRAVEL/MILEAGE EXPENSES: YES() NO()		
		IF NO, PLEASE SPECIFY:		

41	160006	PIANO BENCH - ADJUSTABLE	1	EACH
		- 30"w x 14"d		
		PLEASE STATE FINISH:		
		STATE LENGTH OF WARRANTY:		

42	160109	PIANO BENCH WITH STORAGE COMPARTMENT	1	EACH
		- padded top		
		- 14"d x 30"w x 20" h		
		- non adjustable		
		STATE FINISH:		
		STATE LENGTH OF WARRANTY:		

43	163037	PICCOLO	1	EACH
		- STUDENT MODEL - INTERMEDIATE		

- Hardshell case

PLEASE STATE STANDARD ACCESSORIES:

STATE LENGTH OF WARRANTY:

STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

44	160026	RECORDER - ALTO - 3 piece - c/w carry bag, cleaning rod, cork grease, thumb rest and fingering chart STATE LENGTH OF WARRANTY:	204	EACH
45	263260	RECORDER - SOPRANO - 3 piece - c/w carry bag, cleaning rod STATE LENGTH OF WARRANTY:	7100	EACH
46	160025	RECORDER - TENOR - 3 piece - c/w carry bag, cleaning rod, cork grease, thumb rest & fingering chart STATE LENGTH OF WARRANTY: _____	2	EACH
47	160059	RHYTHM INSTRUMENTS - ELEMENTARY -set includes 1 - 6" tam; 1 - 8" tam; 1 - 8" hdls. tam; 1 tom boy drum; 5 pr rhythm sticks; 1 tick tock block; 1 guiro tone block; 1 wood block; 1 pr sand blocks; 1 pr claves; 2 - 5" triangles; 1 pr 6" cymbals; 1 set finger cymbals; 3 wrist bells; 3 cluster bells; 1 handle bell; 2 jingle taps; 1 castanets; 1 pr maracas; 1 baton Empire E603 or equivalent PLEASE STATE LENGTH OF WARRANTY:	9	SET
48	163102	RHYTHM INSTRUMENTS - JUNIOR - set to include: 1-8" Tam; 1 tom boy; 4 pr. rhythm sticks; 1 tick tock block; 1 guiro block; 1 wood block; 1 pr. sand blocks; 1 pr. claves; 2-5" triangles; 1-8" triangle; 2 pr. 6" cymbals; 1 set finger cymbals; 3 wrist bells; 3 cluster bells; 2 handle bells; 2 jingle taps; 2 handle castanets; 2 auto. castanets; 1 indian tom tom; 1 pr. maracas; 1 baton; 1-8" headless tam Empire E608 35 player set or equivalent PLEASE STATE LENGTH OF WARRANTY:	2	SET
49	163101	RHYTHM INSTRUMENTS - PRIMARY - set includes 1 - 6" tam; 1 tom boy; 6 pr. rhythm sticks; 1 tick tock block; 1 pr. sand blocks; 1 pr. claves; 2 - 5" triangles; 1 set finger cymbals; 3 wrist bells; 3 cluster bells; 3 jingle taps; 1 castanets; 1 baton	1	SET

Empire E602 or Equivalent
PLEASE STATE LENGTH OF WARRANTY:

50	163038	ROTO-TOMS - set of 3 - 6"; 8"; 10" - c/w stand	1	EACH
----	--------	---	---	------

PLEASE STATE LENGTH OF WARRANTY:

51	163039	SAXOPHONE - ALTO - STUDENT MODEL - BASIC - Lacquer finish, nickel keys - Adjustable thumb rest - c/w case	91	EACH
----	--------	---	----	------

SPECIFY STANDARD ACCESSORIES:
STATE LENGTH OF WARRANTY:
STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

52	163077	SAXOPHONE - ALTO - STUDENT MODEL - INTERMEDIATE - Lacquer finish - Adjustable thumb rest - c/w case	4	EACH
----	--------	---	---	------

SPECIFY STANDARD ACCESSORIES:
STATE LENGTH OF WARRANTY:
STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

53	163113	SAXOPHONE - ALTO - STUDENT MODEL - ADVANCED - Gold lacquer finish - Adjustable thumb rest - c/w case	1	EACH
----	--------	--	---	------

SPECIFY STANDARD ACCESSORIES:
STATE LENGTH OF WARRANTY:
STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

54	165041	SAXOPHONE - BARITONE - STUDENT MODEL - INTERMEDIATE - Lacquered finish - hard case c/w wheels - Low A & high F# keys	1	EACH
----	--------	--	---	------

SPECIFY STANDARD ACCESSORIES:
STATE LENGTH OF WARRANTY:
STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

55	163122	SAXOPHONE - TENOR - STUDENT MODEL - ADVANCED - Gold lacquer finish - Adjustable thumb rest - c/w case	2	EACH
----	--------	---	---	------

SPECIFY STANDARD ACCESSORIES:
STATE LENGTH OF WARRANTY:

STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

56	165065	SAXOPHONE - TENOR - STUDENT MODEL - INTERMEDIATE - Gold lacquer finish - Adjustable thumb rest - c/w case	1	
SPECIFY STANDARD ACCESSORIES: STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED				
57	163040	SAXOPHONE - TENOR - STUDENT MODEL - BASIC - Laquer finish, nickel keys - c/w case	78	EACH
SPECIFY STANDARD ACCESSORIES: STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED				
58	163047	STRING BASS - 1/2 - STUDENT MODEL - BASIC - c/w gig bag & horsehair bow	1	EACH
STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED				
59	161028	STRING BASS - 3/4 - STUDENT MODEL - INTERMEDIATE - c/w gig bag & horsehair bow	1	EACH
STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED				
60	163048	STRING BASS - 3/4 - STUDENT MODEL - ADVANCED - c/w gig bag & horsehair bow	1	EACH
STATE LENGTH OF WARRANTY: STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED				
61	163091	SUSPENDED CYMBAL - Medium 16" crash cymbal	2	EACH
STATE LENGTH OF WARRANTY:				
62	163119	TEMPLE BLOCKS - c/w metal stand - 5 tuned granite blocks	1	SET
PLEASE STATE LENGTH OF WARRANTY:				
63	160126	TIMPANI - 23" - STUDENT MODEL - ADVANCED - 23" fibreglass model - c/w tuning gauge - c/w drop cover	1	EACH
STATE STANDARD ACCESSORIES: STATE LENGTH OF WARRANTY:				

STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

64	165040	TIMPANI - 26" - STUDENT MODEL - ADVANCED - 26" fibreglass model - c/w tuning gauge - c/w drop cover	1	EACH
----	--------	---	---	------

STATE STANDARD ACCESSORIES:

STATE LENGTH OF WARRANTY:

STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

65	160127	TIMPANI - 32" - STUDENT MODEL - ADVANCED - 32" fibreglass model - c/w tuning gauge - c/w drop cover	1	EACH
----	--------	---	---	------

STATE STANDARD ACCESSORIES:

STATE LENGTH OF WARRANTY:

STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

66	163050	TROMBONE - STUDENT MODEL - BASIC - c/w hardshell case & standard accessories	148	EACH
----	--------	--	-----	------

SPECIFY STANDARD ACCESSORIES:

STATE LENGTH OF WARRANTY:

STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

67	163083	TROMBONE - STUDENT MODEL - INTERMEDIATE - c/w hardshell case & standard accessories	2	EACH
----	--------	---	---	------

PLEASE SPECIFY STANDARD ACCESSORIES:

STATE LENGTH OF WARRANTY:

STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

68	160125	TROMBONE - F ATTACHMENT - STUDENT MODEL - ADVANCED - c/w hardshell case & standard accessories - F Attachment	1	EACH
----	--------	--	---	------

PLEASE SPECIFY STANDARD ACCESSORIES:

STATE LENGTH OF WARRANTY:

STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

69	163051	TRUMPET - Bb - STUDENT MODEL - BASIC - c/w hardshell case & standard accessories - Stainless steel pistons	275	EACH
----	--------	---	-----	------

PLEASE SPECIFY STANDARD ACCESSORIES:

STATE LENGTH OF WARRANTY:

STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

70	163052	TRUMPET - Bb - STUDENT MODEL - ADVANCED	1	EACH
----	--------	--	---	------

- c/w hardshell case & standard accessories
- Monel pistons, Gold brass bell & leadpipe

PLEASE SPECIFY STANDARD ACCESSORIES:
STATE LENGTH OF WARRANTY:
STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

71	163080	TRUMPET - Bb	1	EACH
		- STUDENT MODEL - INTERMEDIATE		
		- c/w hardshell case & standard accessories		
		- Monel pistons, gold brass leadpipe		

PLEASE SPECIFY STANDARD ACCESSORIES:
STATE LENGTH OF WARRANTY:
STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

72	165054	TUBA - 3/4 Size	3	
		- STUDENT MODEL - BASIC		
		- c/w hardshell case & standard accessories		

PLEASE SPECIFY STANDARD ACCESSORIES:
PLEASE STATE CASE STYLE:
PLEASE STATE LENGTH OF WARRANTY:
STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

73	163053	TUBA - 4/4 Size	1	EACH
		- STUDENT MODEL - ADVANCED		
		- c/w hardshell case & standard accessories		
		- Gold brass leadpipe		
		- 4 Valve		

PLEASE SPECIFY STANDARD ACCESSORIES:
PLEASE STATE CASE STYLE:
STATE LENGTH OF WARRANTY:
STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

74	163054	TUBA - 4/4 Size	1	EACH
		- c/w hardshell case & standard accessories		
		- STUDENT MODEL - INTERMEDIATE		
		- 4 Valve		

PLEASE SPECIFY STANDARD ACCESSORIES:
STATE FINISH:
STATE LENGTH OF WARRANTY:
STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

75	163092	VIOLA - 3/4 (15")	1	EACH
		- STUDENT MODEL - BASIC		
		- c/w horsehair bow & hardshell case		
		- Metal tailpiece & fine tuners		

STATE INCLUDED ACCESSORIES:
STATE LENGTH OF WARRANTY:
STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

76	163057	VIOLA - 4/4 (16.5")	1	EACH
		- STUDENT MODEL - ADVANCED		
		- c/w brazilwood horsehair bow & hard case		

- Metal tailpiece & fine tuners
- Maple top, spruce back & sides

STATE INCLUDED ACCESSORIES:
 STATE LENGTH OF WARRANTY:
 STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

77	163112	VIOLA - 4/4 (16.5")	1	SET
- STUDENT MODEL - INTERMEDIATE				
- c/w Fibreglass horsehair bow & hard case				
- Metal tailpiece & fine tuners				
- Maple top, spruce sides & back				

STATE INCLUDED ACCESSORIES:
 STATE LENGTH OF WARRANTY:
 STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

78	163059	VIOLIN - 3/4	1	EACH
- STUDENT MODEL - BASIC				
- c/w Fibreglass horsehair bow & hard case				
- Metal tailpiece & fine tuners				
- Maple top, spruce sides & back				

STATE INCLUDED ACCESSORIES:
 STATE LENGTH OF WARRANTY:
 STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

79	160120	VIOLIN - 4/4	11	EACH
- STUDENT MODEL - INTERMEDIATE				
- c/w Fibreglass horsehair bow & hard case				
- Metal tailpiece & fine tuners				
- Maple top, spruce back & sides				

STATE INCLUDED ACCESSORIES:
 STATE LENGTH OF WARRANTY:
 STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

80	163058	VIOLIN - 4/4	2	EACH
- STUDENT MODEL - ADVANCED				
- c/w wooden horsehair bow & hard case				
- Metal tailpiece & fine tuners				
- Maple top, spruce back & sides				

STATE INCLUDED ACCESSORIES:
 STATE LENGTH OF WARRANTY:
 STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

82	163100	XYLOPHONE - ALTO	1	EACH
- 16 bars				
- c/w one pair of mallets				
PLEASE STATE LENGTH OF WARRANTY:				

83	163104	XYLOPHONE - BASS	1	EACH
- c/w one pair of mallets				
STATE LENGTH OF WARRANTY:				
STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED				

84	163105	XYLOPHONE - SOPRANO	1	EACH
----	--------	---------------------	---	------

- c/w one pair of mallets

STATE LENGTH OF WARRANTY:

STATE IF WARRANTY IS TO GO TO DEPOT OR REPAIRED

- -