

THAMES VALLEY DISTRICT SCHOOL BOARD  
CORPORATE RECOGNITION AND PROMOTIONAL MATERIALS TENDER #40  
WORKSHEET A - TERMS and CONDITIONS RESPONSE

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>1.0</b>	<b>INTRODUCTION</b>		
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 184 schools with an estimated enrolment of 77,000 students.		
<b>1.1</b>	<b>PURPOSE</b>		
1.1.1	The purpose of this bid document is to provide interested parties with sufficient information to enable them to prepare and submit bids for consideration by the TVDSB for <b>Corporate Recognition and Promotional materials</b> subject to the conditions herein.		
<b>1.2</b>	<b>BACKGROUND</b>		
1.2.1	The corporate recognition and promotional materials require the TVDSB logo, which is a registered TVDSB trademark.		
<b>2.0</b>	<b>BID DEFINITIONS AND INFORMATION</b>		
<b>2.1</b>	<b>DEFINITIONS</b>		
2.1.1	The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission.		
2.1.1.1	The word "MUST" shall mean bidders "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant.		
2.1.1.2	The word "SHOULD" shall mean bidders "should" include the required information in bid submission.		
2.1.1.3	The word "NONCOMPLIANT" shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.1.4	The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform any portion or all of this bid.		
2.1.1.5	The word "QUALIFIED" shall mean a bidder who is compliant and has included the required information in their bid submission.		
2.1.1.6	<b>BID IRREGULARITY:</b> A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		
2.1.1.6.1	<b>Major Irregularity:</b> A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The TVDSB will reject any bid submission which contains a major irregularity.		

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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.		
<b>2.2</b>	<b>STRUCTURE OF THIS BID</b>		
2.2.1	WORKSHEET A: Terms and Conditions Response in Excel format		
2.2.2	WORKSHEET B: Specifications in Excel format		
<b>2.3</b>	<b>RETURN LOCATION</b>		
2.3.1	Sealed bid submissions <b>must</b> be returned to:		
2.3.2	"Tenders Clerk"		
2.3.3	Tenders Clerk's box, Basement, Education Centre		
2.3.4	Thames Valley District School Board		
2.3.5	1250 Dundas Street		
2.3.6	London, Ontario		
2.3.7	N5W 5P2		
2.3.8	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.6 - Labeling of Envelope).		
2.3.9	The bid submission <b>must</b> be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.3.10	Delivery to the "Tenders Clerk" is the responsibility of the bidder.		
2.3.11	Submissions received by electronic transmission (i.e. fax or email) will not be accepted.		
2.3.12	Late bids will be returned to the bidder, unopened, if a return address is included on the submission envelope.		
<b>2.4</b>	<b>IMPORTANT DATES</b>		
2.4.1	ISSUE DATE: Friday, April 3, 2009		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 local time Monday, April 27, 2009		
<b>2.5</b>	<b>QUESTIONS</b>		
2.5.1	All questions pertaining to this bid document are to be addressed to: Jennifer Frederickson, Buyer, by Fax (519) 452-2399 or email <a href="mailto:j.frederickson@tvdsb.on.ca">j.frederickson@tvdsb.on.ca</a> .		
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: Jennifer Frederickson. The TVDSB will only be bound by written answers to questions .		
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.		

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<b>3.0</b>	<b>CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT</b>		
<b>3.1</b>	<b>CONTRACT TERM</b>		
3.1.1	The term of this agreement shall be for one year, commencing on May, 1, 2009 and unless otherwise provided herein, terminating on April 30, 2010.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of two years in one (1) year increments and will advise the bidder in writing of our intentions.		
3.1.3	Bidders <b>should</b> state if your company would agree to extending this contract with the same terms and conditions for a second year ending April 30, 2011.		
3.1.4	Bidders <b>should</b> state if your company would agree to extending this contract with the same terms and conditions for a third year ending April 30, 2012.		
<b>3.2</b>	<b>PRICING</b>		
3.2.1	Bidders <b>must</b> complete the pricing section which is installed using the setup.exe file - Worksheet B (see section 9.4 - Installation Instructions)		
3.2.2	Bidders <b>must</b> print and sign Appendices		
3.2.3	All charges <b>must</b> be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.4	Prices <b>must</b> include delivery, F.O.B. destination. <b>NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.</b>		
3.2.5	Prices <b>should</b> remain in effect for the initial one year term of the contract, commencing on May 1, 2009 and ending April 30, 2010.		
3.2.6	The TVDSB expects to order in multiple shipments over the length of this contract.		
3.2.7	Price increases during the term of the contract are subject to the approval of the TVDSB and will be limited to proof of manufacturers' industry increases in written form from the successful bidder(s).		
3.2.8	It is the intention of the TVDSB to rationalize its supplier base. This contract may be awarded on a per item basis or on the best cost of various groupings. The groupings will be determined by the TVDSB. Each bidder agrees to the award on this basis.		
3.2.8.1	Bidders <b>should</b> state any further discount, as a percentage, if all items are awarded to your company.		
3.2.9	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.		
<b>3.3</b>	<b>TAXES</b>		

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3.3.1	GST and PST: Where applicable, Goods & Services Tax and Provincial Sales Tax <b>must</b> be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
<b>3.4</b>	<b>DELIVERY &amp; ORDERING</b>		
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.		
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.		
3.4.4	The successful bidder(s) bears the risk of loss with respect to equipment until delivery is complete.		
3.4.5	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of lading.		
3.4.6	The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time <b>must</b> be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		
3.4.7	Not all goods will be ordered at one time; orders will be placed as requests are received from our schools.		
3.4.7.1	State minimum dollar value per order.		
<b>3.5</b>	<b>INVOICING/PAYMENT TERMS</b>		
3.5.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Accounts Payable.		
3.5.2	Applicable taxes <b>must</b> be shown as separate line items on all invoices.		
3.5.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.5.3.1	Bidders should state percentage discount for early payment and net payment terms.		
3.5.4	Purchase order numbers <b>must</b> be stated on all invoices; invoices without will be returned unpaid.		
<b>4.0</b>	<b>SPECIFICATIONS/REQUIREMENTS</b>		
<b>4.1</b>	<b>QUALITY</b>		
4.1.1	Unless otherwise specified, supplies must be new, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the TVDSB pertaining to items being rejected is final.		
4.1.2	Manufacturers' brand names and numbers are used as guidance for the bidders; alternate items of equal quality will be considered. If bidding on an alternate item, the manufacturer's name and model number <b>must</b> be indicated in the appropriate field in Worksheet B FOR EVERY ALTERNATE ITEM BID.		

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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 be also taken into consideration when awarding this contract.		
4.1.5	Any material, ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications <b>must</b> immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
<b>4.2</b>	<b>QUANTITY</b>		
4.2.1	The quantities indicated are based on previous one year purchases. Quantities are subject to 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.		
<b>4.3</b>	<b>REQUIREMENTS</b>		
4.3.1	For each requirement as described in Worksheet B bidders <b>must</b> place a response in the appropriate column.		
<b>4.4</b>	<b>RETURN OF GOODS POLICY</b>		
4.4.1	The TVDSB will return any shipment (COLLECT) if, in our opinion, the product supplied does not conform to the specification and/or samples submitted in the bid.		
4.4.2	Bidders <b>should</b> state if there is a time limit on returning goods.		
4.4.3	Bidders <b>should</b> 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.		
<b>4.6</b>	<b>SAMPLES</b>		
4.6.1	Samples <b>must</b> be submitted for all of the items. Each bidder <b>must</b> supply a sample of the product that matches the bid response. No alteration of the bid will be allowed. <b>Samples do not need to be provided with the TVDSB logo.</b>		
4.6.1.1	Samples requested <b>must</b> be clearly marked with the name of the bidder and the bid item number.		

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4.6.1.2	Samples <b>must</b> be sent with your bid submission.		
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.		
<b>4.7</b>	<b>SUBSTITUTIONS</b>		
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. Successful bidders may be required to provide samples of the proposed substitutions before sending shipments. The Board reserves the right to return any shipment <b>COLLECT</b> , if in our opinion the products supplied do not conform to the specifications in this bid document.		
<b>5.0</b>	<b>TERMS AND CONDITIONS</b>		
<b>5.1</b>	<b>GENERAL TERMS AND CONDITIONS</b>		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 120 days.		
5.1.2	A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. No facsimiles shall be accepted. The last submission shall supersede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda <b>must</b> be submitted to the "Tenders Clerk" in the same manner and within the same time constraints as the bid submission.		
5.1.3	A bidder may withdraw the bid at any time up to the official closing time by letter bearing his/her signature as it is in the submission. Withdrawal requests received after the closing date shall not be permitted. Submission withdrawals <b>must</b> be submitted to the "Tenders Clerk" in the same manner and within the same constraints as a bid submission.		
5.1.4	The issuance of this call for bids shall not constitute any obligation on the part of the TVDSB to any firm or individual who submits a bid.		
5.1.5	The bidder <b>should</b> have satisfactorily fulfilled all relevant obligations as required under the terms and conditions of any previous award in order to be considered as an acceptable bidder.		
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		

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5.1.8	The lowest or any bid submission may not necessarily be accepted. The TVDSB reserves the right to decline any or all bid submissions, or to cancel the bid call in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by the TVDSB to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal.		
5.1.9	All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.		
5.1.10	The TVDSB reserves the right to decline or purchase one or all items in this bid from one supplier or from multiple suppliers.		
5.1.11	All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between TVDSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.		
5.1.12	The successful bidder(s) <b>must</b> not at any time subcontract any portion of its contract with the TVDSB nor shall it assign the contract without the written permission of the TVDSB. The successful bidder(s) must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		
5.1.13	While the TVDSB has used considerable efforts to ensure an accurate representation of information in this bid document, the information contained herein is contained solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the TVDSB, nor is it necessarily comprehensive or exhaustive. Nothing in this bid document is intended to relieve bidders from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		
5.1.14	The TVDSB may accept or waive a minor irregularity, or where practical to do so the TVDSB may as a condition of bid acceptance request a bidder to correct a minor irregularity with no change in bid price. Items of non compliancy on any bid submissions which do not strictly comply with the provisions, procedures and requirements of this bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TVDSB. All bidders agree to provide all such additional information as, and when requested, at their own expense, provided no bidder in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its bid submission or in any way materially alter or add to the solution originally proposed.		
5.1.15	All TVDSB policies, procedures and regulations <b>must</b> be adhered to by the successful bidder(s).		

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5.1.15.1	Smoking is prohibited in all TVDSB buildings and on all TVDSB property.		
5.1.15.2	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.15.3	The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		
5.1.16	The successful bidder(s) will reimburse the TVDSB for any damages through negligence or willful acts of any of the successful bidder(s)' employees or contracted staff.		
5.1.17	The successful bidder(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.		
5.1.18	The TVDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		
5.1.19	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
<b>5.2</b>	<b>CANCELLATION OF CONTRACT / LOSS OF SERVICE</b>		
5.2.1	The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder(s) shall remain responsible for its obligations under this contract up to the date of termination. The TVDSB reserves the right to commence an action in a court of competent jurisdiction against the successful bidder(s) for damages that result from the breach of the terms and conditions of the contract, by the successful bidder(s).		
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.		

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5.2.5	In the event that the successful bidder(s) becomes insolvent, and/or the successful bidder(s) is unable or unwilling to provide the contracted service for a period of more than 30 consecutive days during the period of the contract, the TVDSB shall have the right to replace the successful bidder(s) with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this bid.		
<b>5.3</b>	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT</b>		
5.3.1	Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application pursuant to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a bid submission or an addendum may contain a trade secret of the bidder, intellectual property right of the bidder, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		
5.3.2	A bidder specifically consents to the disclosure of any and all information contained in their bid submission or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all right, title and interest that they have in the bid submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.		
5.3.3	All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.		
<b>5.4</b>	<b>HUMAN RIGHTS AND CHILD LABOUR LAWS</b>		
5.4.1	Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Bidders wishing to do business with the TVDSB are asked to promote the purchase of goods from companies that operate in full compliance with the laws of their respective countries and with all applicable child labour laws, rules and regulations related to hiring, wages, hours worked, overtime and working conditions.		
5.4.2	Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.4.3	For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.4.3.1	<a href="http://www.ilo.org">http://www.ilo.org</a>		
5.4.3.2	<a href="http://www.ilo.org/public/english/comp/child/policy/towards.htm">http://www.ilo.org/public/english/comp/child/policy/towards.htm</a>		
<b>5.5</b>	<b>HEALTH, SAFETY REGULATIONS</b>		

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5.5.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) <b>must</b> 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 <b>must</b> ensure that the machine, device, tool, equipment or service complies with the Occupational Health and Safety Act and Regulations of Industrial Establishments. The burden of proof rests with the supplier.		
5.5.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. If applicable, the successful bidder(s) <b>must</b> supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.5.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHIMS in accordance with Occupational Health and Safety Act Regulations. They <b>must</b> adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
<b>5.6</b>	<b>COMMERCIAL LIABILITY INSURANCE</b>		
5.6.1	The successful bidder(s) <b>must</b> be covered by Commercial General Liability Insurance throughout the term of the contract. Each bidder <b>must</b> 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:		

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

SIGNATURE : \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
CORPORATE RECOGNITION AND PROMOTIONAL MATERIALS TENDER #40  
WORKSHEET A - TERMS and CONDITIONS RESPONSE

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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.		
<b>5.7</b>	<b>MOTOR VEHICLE LIABILITY INSURANCE</b>		
5.7.1	Bidders <b>must</b> state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.		
5.7.2	In the event of an affirmative answer to 5.8.1, the successful bidders <b>must</b> be covered by Automobile Liability Insurance through the term of the Contract. If the bidder's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.7.3 to subsection 5.7.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		

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

SIGNATURE : \_\_\_\_\_

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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.		
<b>6.0</b>	<b>BIDDER PROFILE</b>		
<b>6.1</b>	<b>REFERENCES</b>		
6.1.1	New bidders <b>should</b> provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference <b>should</b> contain the following information:		
6.1.1.1	Reference 1 - Company Name:		
6.1.1.2	Reference 1 - Address:		
6.1.1.3	Reference 1 - Contact Name:		
6.1.1.4	Reference 1 - Phone Number:		
6.1.1.5	Reference 1 - Fax Number:		
6.1.1.6	Reference 1 - e-mail address:		
6.1.1.7	Reference 2 - Company Name:		

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

SIGNATURE : \_\_\_\_\_

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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:		
<b>6.2</b>	<b>ADMINISTRATION &amp; ORGANIZATION</b>		
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 <b>should</b> state location of their distribution centre.		
<b>7.0</b>	<b>BID SUBMISSION</b>		
<b>7.1</b>	<b>BIDDER'S RESPONSE GUIDE</b>		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, bidders should use the same numbering format, as on this bid document.		
7.1.2	The bid submission <b>must</b> include:		
7.1.3	Printed and signed copies of all Worksheets (Worksheet A and B)		
7.1.3.1	One Diskette or CD with file names:		
7.1.3.2	WORKSHEET A: Terms and Conditions Response in Excel format - Electronic Response Required		
7.1.3.3	WORKSHEET B: Specifications in Excel format - Electronic Response Required		
7.1.4	It is the bidders responsibility to ensure the that the necessary "files" are on the diskette or CD.		
7.1.5	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.6	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.6 - 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.		

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

SIGNATURE : \_\_\_\_\_

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7.1.9	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
<b>8.0</b>	<b>AWARD</b>		
<b>8.1</b>	<b>EVALUATION PROCESS</b>		
8.1.1	An evaluation committee will be established to evaluate bid submissions.		
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
8.1.3	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria:		
8.1.3.1	Price		
8.1.3.2	Compliance with Specifications		
8.1.4	Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.		
8.1.5	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.6	The determination of equal quality will be based on our internal professional opinions.		
<b>8.2</b>	<b>AWARD AND NOTIFICATION OF CONTRACT</b>		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	www.tvdsb.on.ca		
8.2.1.2	"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.		

**Jennifer Frederickson, Buyer**  
**Purchasing Department**

**James Stewart**  
**Chairperson**

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

SIGNATURE : \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>9.0</b>	<b>ELECTRONIC BIDDING INSTRUCTIONS</b>		
<b>9.1</b>	<b>DOWNLOADING BID DOCUMENTS</b>		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.on.ca		
9.1.2	Click "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.		
<b>9.2</b>	<b>PRINTING COPIES OF BID DOCUMENTS</b>		
9.2.1	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
<b>9.3</b>	<b>COMPUTER SYSTEM REQUIREMENTS</b>		
9.3.1	To use the electronic system, bidders <b>must</b> have the following equipment:		
9.3.1.1	Microsoft Windows, version 9.5 or greater		
9.3.1.2	2.5 MB available hard drive space		
9.3.1.3	3 ½ 1.44 MB diskette drive or CD Burner.		
<b>9.4</b>	<b>INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:</b>		
9.4.1	The TVDSB has made every effort to ensure the files are free of any virus and are functional. However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus.		
9.4.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
9.4.3	The bid files are installed into a default directory called C:\LBTENDER. When the installation process is complete, a box will appear with a "Remove Thames Valley District School Board Tender icon"; please close this box. When the setup is complete, click close.		
9.4.4	To begin the Bid Program:		
9.4.4.1	Go to Windows Explorer		
9.4.4.2	Click on C:\ drive		
9.4.4.3	Open the folder "lbtender"		
9.4.4.4	The following file will be installed in the C:\lbtender directory:		
9.4.4.5	Appendices.xls		
9.4.4.6	The Appendices.xls file contains the following Worksheets:		
9.4.4.7	Worksheet A: Terms and Conditions Response in Excel format - Electronic Response Required		
9.4.4.8	Worksheet B: Specification in Excel format - Electronic Response Required		
9.4.5	To start the process open the Excel files and complete as instructed.:		

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

SIGNATURE : \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>9.5</b>	<b>THE RETURN DISKETTE OR CD:</b>		
9.5.1	After all bids have been entered:		
9.5.1.1	Copy all Appendices to either a 3.5" Diskette or CD using your company's standard CD Writing program.		
9.5.1.2	Check to ensure that the "files" are on the diskette or CD. Without these files we will not be able to download your bid.		
9.5.1.3	Be sure to label your diskette or CD with company name and signature.		
<b>9.6</b>	<b>LABELING OF ENVELOPE</b>		
9.6.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.6.2	From - Company Name & Address		
9.6.3	To: OFFICE OF THE TENDERS CLERK		
9.6.4	Thames Valley District School Board		
9.6.5	EDUCATION CENTRE,		
9.6.6	1250 Dundas Street,		
9.6.7	LONDON, Ontario		
9.6.8	N5W 5P2		
9.6.9	Corporate Recognition and Promotional Materials Tender		
9.6.10	Bid #40, 2009		
9.6.11	Return Date: prior to 12:00:00 local time Monday, April 27, 2009		
<b>9.7</b>	<b>PLEASE AFFIX LABEL ON DISKETTE OR CD AS SHOWN BELOW:</b>		
9.7.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.7.2	Corporate Recognition and Promotional Materials Tender		
9.7.3	Bid #40, 2009		
9.7.4	Return Date: prior to 12:00:00 local time Monday, April 27, 2009		
9.7.5	Signature:		
9.7.6	Firm Name:		
<b>10.0</b>	<b>SIGNATURE</b>		
10.1	This section <b>must</b> 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 worksheets. All required worksheets 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:		

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

SIGNATURE : \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
10.8	State the legal entity that your organization operates under:		
10.8.1	Proprietorship		
10.8.2	Partnership		
10.8.3	Corporation		
10.9	If your organization is incorporated, bidders <b>must</b> state the jurisdiction in which the corporation was originally incorporated in:		
10.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		
10.9.2	E-MAIL ADDRESS:		
10.9.3	ADDRESS:		
10.9.4	INTERNET ADDRESS:		
10.9.5	TELEPHONE NO.:		
10.9.6	FAX NO.:		
10.10	If subcontracting , bidders <b>must</b> provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract:		
10.10.1	Firm Name:		
10.10.2	Firm Address:		
10.10.3	Telephone Number:		
10.10.4	Fax Number:		
10.10.5	E-MAIL ADDRESS:		

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

SIGNATURE : \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
CORPORATE RECOGNITION AND PROMOTIONAL MATERIALS TENDER #40  
WORKSHEET B - SPECIFICATIONS

ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
1	130446	BAG - COOLER - DELUXE	70	EACH		\$	
		600 Denier Polyester with PVCheat sealed and leakproof vinyl adjustable shoulder strap & outside pockets					
		imprinted with TVDSB logo					
		DEBCO CB700 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULIPLS:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
2	130415	BAG - DESIGNER TOTE	370	EACH		\$	
		600 Denier Polyester with PVC backing.					
		contrasting ribbed webbed handles.					
		front outside pocket 10" highVelcro closures.					
		approximate size 13.5"w x 14" h x 13.5 "d with full gusset					
		imprinted with TVDSB logo					
		DEBCO DL807 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SET UP COSTS:					

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

SIGNATURE: \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
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WORKSHEET B - SPECIFICATIONS

ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
3	130466	BAG - GIFT	200	EACH		\$	
		non woven polypropylene					
		durable black braided handles					
		size: 80 x 30 x 38.5h cm (unzipped size)					
		imprinted with TVDSB logo					
		DEBCO ATX5490 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE OTHER COSTS:					
4	130416	BAG - VALISE	35	EACH		\$	
		koskin material (simulated leather)					
		detachable shoulder strap					
		burnished metal hardware					
		imprinted on front pocket with TVDSB logo					

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

SIGNATURE: \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
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ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		DEBCO PL4481 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE OTHER COSTS:					
5	130488	BOTTLE - WATER - STAINLESS STEEL	25				
		500 ml					
		no coating inside					
		light-weight					
		durable					
		carabiner incl.					
		leak resistant					
		BPA Free					
		imprinted with TVDSB logo in white					
		#SSB-2 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					

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

SIGNATURE: \_\_\_\_\_

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ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE OTHER COSTS:					
6	130442	CALCULATOR	120	EACH		\$	
		small automatic flip top					
		size: 2 7/8" x 3 7/8"					
		TVDSB logo imprinted in PMS 287 blue and PMS 320 teal					
		ESP E8935V OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULIPLS:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
7	130457	CAP - BALL	25	EACH		\$	
		heavyweight brushed cotton					
		contour style cap					
		embroidered with TVDSB logo					
		AJM 2C770M OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULIPLS:					

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

SIGNATURE: \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
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ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		STATE IF EMBROIDERY COSTS ARE APPLICABLE:					
		STATE WHAT EMBROIDERY OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
8	130410	CLOCK - BRASS	150	EACH		\$	
		c/w batteries					
		size: 3 1/2" X 2 1/2" X 1 1/2"					
		imprinted with TVDSB logo					
		CANADIAN SPIRITARCADE 38C OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE OTHER COSTS:					
		STATE LENGTH OF WARRANTY:					
		DOES THIS INCLUDE ALL PARTS, LABOUR AND TRAVEL/MILEAGE EXPENSES:					
		IF NO, PLEASE SPECIFY:					
9	130425	CLOCK - INFINITY	25	EACH		\$	
		satin nickel or chrome bubble clock					
		size: 3 1/4" X 2 1/2"					
		imprinted with TVDSB logo					
		BANKERS DK96 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE SET UP COSTS:					

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

SIGNATURE: \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
CORPORATE RECOGNITION AND PROMOTIONAL MATERIALS TENDER #40  
WORKSHEET B - SPECIFICATIONS

ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE OTHER COSTS:					
		STATE LENGTH OF WARRANTY:					
		DOES THIS INCLUDE ALL PARTS, LABOUR AND TRAVEL/MILEAGE EXPENSES:					
		IF NO, PLEASE SPECIFY:					
10	130456	DESK NOTE/MEMO BOOK - SMALL	100	EACH		\$	
		finished size: 5 1/2" x 8"					
		tucson brushed leather type cover					
		bound book with perforated pages					
		imprinted with TVDSB logo on cover					
		CASTELLI 76125 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE OTHER COSTS:					
11	130447	FLAG - TVDSB	100	EACH		\$	
		size: 3' x 6'					
		dura-knit polyester for long life					
		brass coloured grommets on the left					

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THAMES VALLEY DISTRICT SCHOOL BOARD  
CORPORATE RECOGNITION AND PROMOTIONAL MATERIALS TENDER #40  
WORKSHEET B - SPECIFICATIONS

ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		sewn hem on three sides - double stitching					
		left side double stitched, taped hem					
		imprinted with two colour TVDSB logo					
		DURA KNIT OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE OTHER COSTS:					
12	130487	FLASH DRIVE - USB	25	EACH		\$	
		size: 1 GB					
		includes a lanyard or keychain for Flash Drive					
		imprinted with TVDSB logo					
		F-018 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE OTHER COSTS:					

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THAMES VALLEY DISTRICT SCHOOL BOARD  
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ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
13	130475	GIFT WARE - FRAME - PHOTO	30	EACH		\$	
		Holds 5" x 7" photo					
		outside measurement approximately 6" x 8"					
		satin nickel finish					
		TVDSB logo to be engraved on frame					
		BANKER F106 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF ENGRAVING COSTS ARE APPLICABLE:					
		STATE WHAT ENGRAVING OPTIONS ARE AVAILABLE:					
		STATE OTHER COSTS:					
14	130477	GIFT WARE - FRAME - PHOTO	30	EACH		\$	
		holds 4" x 6" photos					
		outside measurement approximately 4" x 6"					
		brushed Gun Metal					
		TVDSB logo to be engraved on frame					
		BANKER DK07 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF ENGRAVING COSTS ARE APPLICABLE:					
		STATE WHAT ENGRAVING OPTIONS ARE AVAILABLE:					

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THAMES VALLEY DISTRICT SCHOOL BOARD  
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ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		STATE OTHER COSTS:					
15	130469	GIFTWARE - CRYSTAL DESK PEN SET	25	SET		\$	
		two pen set					
		size: 3" x 6"					
		imprinted with TVDSB logo					
		ST REGIS OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
16	130474	GIFTWARE - KEYRING - MULTIRING	100	SET		\$	
		satin nickel					
		imprinted with TVDSB logo					
		KC401L OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLORS AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					

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THAMES VALLEY DISTRICT SCHOOL BOARD  
CORPORATE RECOGNITION AND PROMOTIONAL MATERIALS TENDER #40  
WORKSHEET B - SPECIFICATIONS

ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		STATE ANY OTHER COSTS:					
17	130429	GIFTWARE - PAPERWEIGHT - CRYSTAL DOME	25	EACH		\$	
		24% lead crystal					
		3 1/2" dome					
		max. etch 2" x 2"					
		2 lbs.					
		imprinted with TVDSB logo					
		DOME PAPERWEIGHT PWT331 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
18	130436	GIFTWARE - PEN SET - PEN & KEYTAG	20	SET		\$	
		TVDSB logo to be laser engraved					
		BANKERS G366 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLORS AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF LASER ENGRAVED COSTS ARE APPLICABLE:					

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THAMES VALLEY DISTRICT SCHOOL BOARD  
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WORKSHEET B - SPECIFICATIONS

ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		STATE WHAT LASER ENGRAVED OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
19	130455	GIFTWARE - VASE - SILVERTON	50	EACH		\$	
		imprinted with TVDSB logo					
		ST REGIS VSE212 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
20	130439	GIFTWARE - WATCH - LADIES	150	EACH		\$	
		quartz analog					
		second hand					
		two-tone silver and gold bezel and metal bracelet					
		silver face					
		c/w presentation/gift box					
		TVDSB logo imprinted in gold on face					
		BONICA 2005 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					

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THAMES VALLEY DISTRICT SCHOOL BOARD  
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WORKSHEET B - SPECIFICATIONS

ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
		STATE LENGTH OF WARRANTY:					
		DOES THIS INCLUDE ALL PARTS, LABOUR AND TRAVEL/MILEAGE EXPENSES:					
		IF NO, PLEASE SPECIFY:					
21	130468	JACKET - FLEECE - UNISEX	83	EACH		\$	
		full zipper fleece jacket - fully lined					
		fleece collar					
		embroidered with TVDSB logo					
		NORTH END OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF EMBROIDERY COSTS ARE APPLICABLE:					
		STATE WHAT EMBROIDERY OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
22	130485	JACKET - LADIES - LIGHTWEIGHT FITTED HYBRID	30	EACH		\$	
		100% Polyester ripstop outer shell					
		water resistant finish					
		unlined					
		mid-length					
		reverse coil zippers					
		zippered chest pocket with concealed side					
		zippered pockets					

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ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		shock cord drawstring					
		EZEPAK system allows jacket to fold into its own chest pocket that converts to a small portable pouch					
		crossover styles					
		embroidered/imprinted with TVDSB logo					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF EMBROIDERY/IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT EMBROIDERY/IMPRINT OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
23	130483	JACKET - MENS - LIGHTWEIGHT HYBRID	30	EACH		\$	
		100% Polyester ripstop outer shell					
		water resistant finish					
		unlined					
		mid-length					
		reverse coil zippers					
		zippered chest pocket with concealed side zippered pockets					
		shock cord drawstring					
		EZEPAK system allows jacket to fold into its own chest pocket that converts to a small portable pouch					
		crossover styles					

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ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		embroidered/imprinted with TVDSB logo					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF EMBROIDERY/IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT EMBROIDERY/IMPRINT OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
24	130465	LANYARD - WITH SWIVEL BULLDOG CLIP	150	EACH		\$	
		side breakaway					
		imprinted with TVDSB logo					
		APS OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE FINISHES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
25	130438	MOUSE PAD	100	EACH		\$	
		rectangular shape					

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ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		size: 7 1/2" X 8 1/2"					
		imprinted with TVDSB logo					
		BIC MPFR1B OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE OTHER COSTS:					
26	130461	MUG - BISTRO - 15 OZ	216	EACH		\$	
		ceramic					
		solid colour					
		gold colour TVDSB imprint in 2 locations					
		ELCYDA OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE OTHER COSTS:					

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

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THAMES VALLEY DISTRICT SCHOOL BOARD  
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WORKSHEET B - SPECIFICATIONS

ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
27	130418	MUG - 11 OZ	48	EACH		\$	
		ceramic					
		solid colour					
		imprinted with TVDSB logo					
		GOLDSTAR OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE OTHER COSTS:					
28	130417	MUG - TRAVEL MUG - 14OZ	48	EACH		\$	
		stainless steel					
		rubber nonslip bottom					
		imprinted with TVDSB logo					
		S/S TRAVEL MUG SM5 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE TYPE OF LINER AVAILABLE (Plastic, Steel, Other):					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					

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ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
29	130486	NON WOVEN TOTE BAG	25	EACH		\$	
		100 gram Polypropylene upgraded diamond pattern including 25% recycled material					
		dual attractive plastics handles					
		self material binding					
		imprinted with TVDSB logo					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
30	130449	PEN - BALLPOINT - TAURUS	275	EACH		\$	
		metallic push-action with rubber grip					
		imprinted with TVDSB logo					
		BANKERS G395 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					

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 WORKSHEET B - SPECIFICATIONS

ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
31	130422	PEN - NAVY	200	EACH		\$	
		imprinted with TVDSB logo					
		BANKERS G339 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE FINISHES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE OTHER COSTS:					
32	130437	PEN - TRI STIC	1000	EACH		\$	
		medium ball point pen					
		retractable					
		triangular barrel in blue and teal					
		"Thames Valley District School Board" to be imprinted in white along barrel"					
		"A Caring, Learning Community" to be imprinted in white along barrel					
		"(519) 452-2000 - www.tvdsb.on.ca" to be imprinted in white along barrel					
		BIC TSMZ OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					

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ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
33	130434	PENCIL - LEAD	2000	EACH		\$	
		BK Evolution					
		navy barrel with TVDSB logo in white					
		also imprinted "Learning, Caring Community"					
		BIC #PEVZ OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
34	130481	PENCIL CASE	250	EACH		\$	
		navy/grey pencil case					
		size: 9.5" W x 6.5" H					
		three metalized grommet holes					
		600D polyester					
		top zipper closure					
		imprinted with TVDSB logo in the centre					
		P2753 PENCIL CASE OR EQUIVALENT					

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ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE OTHER COSTS:					
35	130428	PINS - LAPEL GOLD PLATED	100	EACH		\$	
		jewellers clutch back					
		various finishes					
		individually poly bagged					
		"Thames Valley District School Board" and logo imprinted on pins					
		SOUVENIER AVANTI OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE FINISHES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
36	130476	PORTFOLIO - SIMULATED LEATHER	95	EACH		\$	
		c/w clear ID pocket					
		c/w calculator					

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ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		c/w pen/ruled paper pad					
		imprinted with TVDSB logo in the centre					
		Koskin Padfolio PF2000 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT IMPRINT OPTIONS ARE AVAILABLE:					
		STATE OTHER COSTS:					
37	130464	SHIRT - GOLF LADIES - CLASSIC POLO	8	EACH		\$	
		52% cotton/48% polyester microfiber					
		desertdry moisture management					
		textured jacquard short sleeve polo with three button placket					
		horn buttons					
		ribbed collar and open sleeves					
		twill tape on neck seam and side slits					
		embroidered with TVDSB logo					
		TOURNAMENT SPORTS 111102 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					

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

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ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF EMBROIDERY COSTS ARE APPLICABLE:					
		STATE WHAT EMBROIDERY OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
38	130484	SHIRT - GOLF LADIES - JERSEY POLO	110	EACH		\$	
		100% ring-spun combed cotton					
		10 oz. preshrunk solid jersey body					
		crossover styles					
		no buttons with Johnny collar					
		ribbed collar and cuffs					
		twill tape on neck seam and side slits					
		embroidered with TVDSB logo					
		ANGTIGUA CLASSIC POLO OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF EMBROIDERY COSTS ARE APPLICABLE:					
		STATE WHAT EMBROIDERY OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
39	130463	SHIRT - GOLF MENS - CLASSIC POLO	20	EACH		\$	
		6 1/4 ounce cotton pique short sleeve shirt with three button placket					
		horn buttons					

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

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THAMES VALLEY DISTRICT SCHOOL BOARD  
 CORPORATE RECOGNITION AND PROMOTIONAL MATERIALS TENDER #40  
 WORKSHEET B - SPECIFICATIONS

ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		ribbed collar and cuffs					
		twill tape on neck seam and side slits					
		embroidered with TVDSB logo					
		TOURNAMENT SPORTS 414103 OR EQUOVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF EMBROIDERY COSTS ARE APPLICABLE:					
		STATE WHAT EMBROIDERY OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
40	130482	SHIRT - GOLF MENS - JERSEY POLO	72	EACH		\$	
		100% ring-spun combed cotton					
		10 oz. preshrunk solid jersey body					
		crossover styles					
		three button placket					
		horn buttons					
		ribbed collar and cuffs					
		twill tape on neck seam and side slits					
		embroidered with TVDSB logo					
		ANGTIGUA CLASSIC POLO OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					

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

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THAMES VALLEY DISTRICT SCHOOL BOARD  
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WORKSHEET B - SPECIFICATIONS

ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF EMBROIDERY COSTS ARE APPLICABLE:					
		STATE WHAT EMBROIDERY OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
41	130473	SHIRT - GOLF SHIRT - UNISEX LONG SLEEVED	25	EACH		\$	
		100% cotton pique golf shirt with ribbed cuffs					
		solid body with matching collar					
		embroidered with TVDSB logo					
		NASH CITY 85017 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF EMBROIDERY COSTS ARE APPLICABLE:					
		STATE WHAT EMBROIDERY OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
42	130411	SHIRT - SWEATSHIRT	25	EACH		\$	
		100% cotton - 18 oz. pre-shrunk					
		classic crewneck sweatshirt					
		garment dyed					
		deep, distressed sandwashed colours					
		embroidered with TVDSB logo					

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ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		TIGER BRAND 125 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF EMBROIDERY COSTS ARE APPLICABLE:					
		STATE WHAT EMBROIDERY OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
43	130471	SHIRT - SWEATSHIRT - LADIES	28	EACH		\$	
		half zipper classic fleece					
		open bottom hem not ribbed					
		embroidered with TVDSB logo					
		NORTH END LADIES 121403 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		SUBMISSION***					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF EMBROIDERY COSTS ARE APPLICABLE:					
		STATE WHAT EMBROIDERY OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					

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

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ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
44	130472	SHIRT - SWEATSHIRT - MENS - CLASSIC FLEECE	28	EACH		\$	
		half zipper classic fleece					
		open bottom hem not ribbed					
		embroidered with TVDSB logo					
		NORTH END 221446 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF EMBROIDERY COSTS ARE APPLICABLE:					
		STATE WHAT EMBROIDERY OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
45	130444	SHIRT - T-SHIRT	84	EACH		\$	
		100% cotton, 8.8 ounce, pre-shrunk crewneck T					
		seamless collar, taped neck and shoulders					
		collar, sleeves and bottom are double stitched, quarter turned					
		sports grey					
		embroidered with TVDSB logo					
		GILDAN 5003 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					

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WORKSHEET B - SPECIFICATIONS

ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF EMBROIDERY COSTS ARE APPLICABLE:					
		STATE WHAT EMBROIDERY OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
46	130441	SHIRT - WINDSHIRT	18	EACH		\$	
		100% polyester					
		microfibre coating					
		unlined					
		taupe or black					
		embroidered with TVDSB logo					
		TRI-MARK 904 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF EMBROIDERY COSTS ARE APPLICABLE:					
		STATE WHAT EMBROIDERY OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
47	130467	TOY - TVDSB BEAR WITH T SHIRT	25	EACH		\$	
		12" brown bear with white t shirt					
		white T-shirt to be emboidered/imprinted with TVDSB logo					
		PARKDALE OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE SET UP COSTS:					

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WORKSHEET B - SPECIFICATIONS

ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF EMBROIDERY/IMPRINT COSTS ARE APPLICABLE:					
		STATE WHAT EMBROIDERY/IMPRINT OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
48	130445	VEST - FLEECE - INTERACTIVE	21	EACH		\$	
		full zipper fleece vest with matching corded fleece on inner collar and facing and full lining anti pile fleece embroidered with TVDSB logo					
		NORTH END 88034 OR EQUIVALENT					
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF EMBROIDERY COSTS ARE APPLICABLE:					
		STATE WHAT EMBROIDERY OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					
49	130412	VEST - FLEECE - LADIES	12	EACH		\$	
		ladies full zipper unlined fitted vest with zipper pull					
		shaped side panels, flatlock stitching					
		embroidered with TVDSB logo					
		NORTH END 78006 OR EQUIVALENT					

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ITEM #	PRODUCT #	DESCRIPTION	QTY	UNIT OF MEASURE	YOUR MAKE/MODEL	UNIT PRICE	RESPONSE TO QUESTIONS
		<b>***SAMPLE TO BE SUBMITTED WITH TENDER SUBMISSION***</b>					
		STATE COLOURS AVAILABLE:					
		STATE SIZES AVAILABLE:					
		STATE SET UP COSTS:					
		STATE MINIMUM ORDER QUANTITIES:					
		STATE ORDER QUANTITY MULTIPLES:					
		STATE IF EMBROIDERY COSTS ARE APPLICABLE:					
		STATE WHAT EMBROIDERY OPTIONS ARE AVAILABLE:					
		STATE ANY OTHER COSTS:					

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