



**MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY  
UNIFORMS**

**TENDER**

Thursday, December 13, 2007  
Issued by: The Thames Valley District School Board  
T#46-08LM

Laura Munding, Buyer

Return Date: **12:00:00 noon local time, Monday, January 14, 2008**

MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS

TABLE OF CONTENTS

**1.0 INTRODUCTION**

SECTION 1.1 PURPOSE/OBJECTIVES ..... 1

**2.0 BID DEFINITIONS AND INFORMATION**

SECTION 2.1 DEFINITIONS ..... 1

SECTION 2.2 STRUCTURE OF THIS BID ..... 2

SECTION 2.3 RETURN LOCATION ..... 2

SECTION 2.4 IMPORTANT DATES ..... 2

SECTION 2.5 QUESTIONS ..... 2

**3.0 CONTRACT TERM / PRICING/TAXES/DELIVERY/PAYMENT**

SECTION 3.1 CONTRACT TERM ..... 3

SECTION 3.2 PRICING ..... 3

SECTION 3.3 TAXES ..... 3

SECTION 3.4 DELIVERY & ORDERING ..... 3, 4

SECTION 3.5 INVOICING/PAYMENT TERMS ..... 4

**4.0 SPECIFICATIONS/REQUIREMENTS**

SECTION 4.1 QUALITY/WARRANTY ..... 4

SECTION 4.2 QUANTITY/TERM ..... 4

SECTION 4.3 REQUIREMENTS ..... 4, 5

SECTION 4.4 RETURN OF GOODS POLICY ..... 5

SECTION 4.5 ILLUSTRATIVE LITERATURE ..... 6

SECTION 4.6 SAMPLES/DEMONSTRATION ..... 6

**SECTION 5.0 TERMS AND CONDITIONS**

SECTION 5.1 GENERAL TERMS AND CONDITIONS ..... 6, 7, 8

SECTION 5.2 CANCELLATION OF CONTRACT / LOSS OF SERVICE ..... 8

SECTION 5.3 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT ..... 8

SECTION 5.4 HUMAN RIGHTS AND CHILD LABOUR LAWS ..... 8, 9

SECTION 5.5 HEALTH, SAFETY REGULATIONS ..... 9

SECTION 5.7 COMMERCIAL LIABILITY INSURANCE ..... 9, 10

SECTION 5.8 MOTOR VEHICLE LIABILITY INSURANCE ..... 10

MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS

TABLE OF CONTENTS

**6.0 BIDDER PROFILE**

SECTION 6.1 REFERENCES ..... 10  
SECTION 6.2 ADMINISTRATION & ORGANIZATION ..... 10, 11

**7.0 BID SUBMISSION**

SECTION 7.1 BIDDER'S RESPONSE GUIDE ..... 11

**8.0 AWARD OF BID**

SECTION 8.1 EVALUATION PROCESS ..... 12  
SECTION 8.2 AWARD AND NOTIFICATION OF CONTRACT ..... 12

**9.0. INSTRUCTIONS**

SECTION 9.1 ELECTRONIC BIDDING INSTRUCTIONS ..... 13  
SECTION 9.2 LABELLING INSTRUCTIONS - ENVELOPE AND DISK ..... 14

**10.0 SIGNATURE PAGE**

SECTION 10.0 SIGNATURE PAGE ..... 15

**APPENDICES** ..... 16

- APPENDIX A
- APPENDIX B
- APPENDIX C
- APPENDIX D

## MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS

## TERMS AND CONDITIONS

**1.0 INTRODUCTION**

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 Thames Valley District School Board is one of the largest public school boards in the province of Ontario. The TVDSB is the employer of approximately 8,000 staff and operates 184 schools with an estimated enrollment of 77,000 students. The TVDSB is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford.

**SECTION 1.1 PURPOSE/OBJECTIVES**

- 1.1.1 The TVDSB is soliciting bids for the purpose of providing maintenance, custodial, and information technology uniforms, subject to the conditions herein.

**2.0 BID DEFINITIONS AND INFORMATION****SECTION 2.1 DEFINITIONS**

- 2.1.1 The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission.
- 2.1.1.1 The word “**MUST**” - Bidders “**must**” include the required information in bid submission. Failure to include the required information will deem submission **noncompliant**.
- 2.1.1.2 The word “**SHOULD**” - Bidders “**should**” include the required information in bid submission.
- 2.1.1.3 The word “**NONCOMPLIANT**” - Bids submissions will be eliminated from further evaluation if the submission does not include the required information.
- 2.1.1.4 The word “**SUBCONTRACTOR**” shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform all or any portion of this bid.
- 2.1.1.5 The word “**QUALIFIED**” shall mean a Bidder who is compliant and has included the required information in their bid submission.
- 2.1.1.6 **BID IRREGULARITY:** A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this Bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be in 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.

MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS

TERMS AND CONDITIONS

**SECTION 2.2 STRUCTURE OF THIS BID**

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

The setup.exe file contains the following Appendices:

Appendices: Appendix A - Vendor Response Worksheet - Electronic response is required  
Appendix B - Requirements - Electronic response is required  
Appendix C - List of School Locations - Electronic response is not required  
Appendix D - Board Logo - Electronic response is not required

**SECTION 2.3 RETURN LOCATION**

- 2.3.1 Sealed Tenders **must** be returned to:  
Tenders Clerk’s box, Main Floor Reception, Education Centre  
Thames Valley District School Board,  
1250 Dundas Street  
London, Ontario,  
N6A 5L1
- 2.3.2 The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.3 - Labelling of Envelope and diskette or CD).
- 2.3.3 The bid submission **must** be returned to the “Tenders Clerk” for your bid submission to be accepted.
- 2.3.4 Delivery to the “Tenders Clerk” is the responsibility of the bidder.
- 2.3.5 Submissions received late or by electronic transmission (i.e., fax/e-mail) shall not be accepted.
- 2.3.6 Late bids will be returned unopened to a bidder, if a return address is included on the submission envelope.

**SECTION 2.4 IMPORTANT DATES**

- 2.4.1 ISSUE DATE: Thursday, December 13, 2007
- 2.4.2 RETURN DATE and TIME: prior to **12:00:00** local time Monday, January 14, 2008

**SECTION 2.5 QUESTIONS**

- 2.5.1 All questions pertaining to this bid document must be addressed to: Laura Munding, Buyer, by Fax (519) 452-2399. All questions pertaining to this bid document **must** be submitted in writing.
- 2.5.2 Answers to all questions will be posted to the TVDSB Web Site at [www.tvdsb.on.ca](http://www.tvdsb.on.ca), “**Purchasing Bids**”, “**Electronic Bidding Instructions, Bid Download and Bid Results**”  
Scroll to the end of the document, click, “**Proceed to inquiry/download page**”  
Proceed to the Bid, click, “**Answers to Questions**”, View documents in PDF format.
- 2.5.3 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: Laura Munding. The TVDSB will only be bound by written answers to questions.
- 2.5.4 Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site. See Section 2.5.2.

## MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS

## TERMS AND CONDITIONS

**3.0 CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT****SECTION 3.1 CONTRACT TERM**

- 3.1.1 The term of this agreement shall be for a period of seven months, commencing on February 1, 2008 and unless otherwise provided herein, terminating on August 31, 2008.
- 3.1.2 The TVDSB may, at the end of this contract, extend the contract for a period of three additional years in one year increments and will advise the bidder, in writing, of their intentions.

**SECTION 3.2 PRICING**

- 3.2.1 Bidders **must** complete the pricing section (Appendix B) which is installed using the Setup.exe file.
- 3.2.1.1 Bidders **must** print and sign the Appendices.
- 3.2.2 All charges **must** be included in the cost of the item. Prices quoted **must** be for goods and services exactly as specified and in Canadian funds.
- 3.2.3 Prices **must** include delivery. F.O.B. destination. **NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.**
- 3.2.4 Prices **must** remain in force for the initial term of the contract.
- 3.2.5 Bidders should state if your company would agree to extending this contract with the same terms and conditions for a second year ending August 31, 2009.
- 3.2.6 Bidders should state if your company would agree to extending this contract with the same terms and conditions for a third year ending August 31, 2010.
- 3.2.7 Price increases during the contract term are subject to the approval of the TVDSB and will be limited to proof of manufacturers' industry increases in written form from the successful vendor.
- 3.2.8 Any additional charges for oversize, tall or other nonstandard clothes **MUST** be included in your unit pricing.

**SECTION 3.3 TAXES**

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

**SECTION 3.4 DELIVERY & ORDERING**

- 3.4.1 Delivery for all items will be directly to the site specified on the Purchase Order.
- 3.4.2 All uniforms should be packaged and labelled separately for EACH employee and delivered directly to EACH site. Shipments not labelled for specific employees will be refused.
- 3.4.3 The majority of orders for MAINTENANCE AND CUSTODIAL uniforms for the 2008 budget year will be purchased in February 2008. Additional quantities will be required and orders placed as new employees are hired and outfitted. **These must be readily available.**
- 3.4.4 Orders for INFORMATION TECHNOLOGY uniforms will be placed as needed.
- 3.4.5 The successful bidder bears the cost of damage caused from shipping.

**MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS**

**TERMS AND CONDITIONS**

- 3.4.6 The TVDSB's Purchase Order number should appear on all packages, packing slips, correspondence, customs documentation and freight bills of lading.
- 3.4.7 The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time **must** be met as it is one of our criteria considered in the decision and award of this and future contracts.
- 3.4.8 Bidders should state if there is a minimum dollar value per order.

**SECTION 3.5 INVOICING/PAYMENT TERMS**

- 3.5.1 All invoices **must** be sent to the Thames Valley District School Board, 1250 Dundas Street, P.O. 5888, London, Ontario N6A 5L1. Attention: Accounts Payable.
- 3.5.2 Applicable taxes should be shown as separate line items on all invoices.
- 3.5.3 Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.
  - 3.5.3.1 Bidders should state percentage discount for early payment and net payment terms.
- 3.5.4 Purchase Order numbers **must** be stated on all invoices. All invoices received without a Purchase Order number will be returned unpaid.

**4.0 SPECIFICATIONS/REQUIREMENTS**

**SECTION 4.1 QUALITY/WARRANTY**

- 4.1.1 All clothing must be new, in good condition, and free from defects. The decision of the TVDSB pertaining to items being rejected is final.
- 4.1.2 Manufacturers' name and model number must be indicated in the appropriate field in Appendix B IN EVERY CASE.
  - 4.1.2.1 The determination of equal quality will be based on our internal professional opinions.
- 4.1.3 The TVDSB reserves the right to initiate a survey to measure customers' satisfaction.
- 4.1.4 Please provide detail on your guarantee for each garment.

**SECTION 4.2 QUANTITY/TERM**

- 4.2.1 These estimations are for an eight month period, based on our actual usage from November 2006 to June 2007 and will be subject to change in the 2007-2008 school year dependent on our needs and budgets.
- 4.2.2 This contract will be awarded to **one** supplier and therefore, bidders who cannot provide a complete range of services and who do not hold their prices to August 31, 2008 cannot be considered.
  - 4.2.2.1 Bidders **must** be able to supply at least 90% of all items listed in each section of Appendix B.

**SECTION 4.3 REQUIREMENTS**

- 4.3.1 The requirements are detailed in **Specifications List - Appendix B**
- 4.3.2 For each requirement as described in **Appendix B**, bidders **must** place a response in the appropriate column.

**MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS**

**TERMS AND CONDITIONS**

- 4.3.3 Products offered should be standard stock sizes. A full range of sizes, INCLUDING oversize must be available. Hems and cuffs are to be finished to suit each employee as specified on their order. Specific sizes per person (waist, pant length) will be specified on the purchase order.
- 4.3.4 Colours for all uniforms have been specified on **Appendix B**.
- 4.3.5 It is the TVDSB's preference to award this contract to a supplier with outlet locations, for service to our employees.
  - 4.3.5.1 Bidders must state if they have outlets to which employees of the TVDSB could visit for fittings.
  - 4.3.5.2 Please state hours of operation for outlet locations. It is the TVDSB's intention that outlets are open between the hours of 12:00:pm - 8:00pm for service to our employees.
- 4.3.6 Bidders must outline details of their program in regards to fitting, ordering, and delivery.
- 4.3.7 Bidders must state their voucher system process, or their similar ordering system process.
  - 4.3.7.1 Bidders must state locations of each outlet. It is expected that there will be at least one outlet in each of the following four central locations:
    - 4.3.7.1.1 within City of London
    - 4.3.7.1.2 within Elgin County area
    - 4.3.7.1.3 within Middlesex County area
    - 4.3.7.1.4 within Oxford County area
- 4.3.8 Bidders must state the contact name and telephone number for the representative that will be servicing our account.
- 4.3.9 The successful bidder will be required to have a full range of samples of EACH piece of clothing in ALL sizes available at each of their outlet locations during peak ordering times which will be arranged between the TVDSB and the successful bidder.

**SECTION 4.4 RETURN OF GOODS POLICY**

- 4.4.1 The TVDSB will return any shipment (**COLLECT**) if, in our opinion, the product supplied does not conform to the specification and/or samples submitted in the bid.
- 4.4.2 Bidders should state if there is a time limit on returning goods.
- 4.4.3 Bidders should state if there is a restocking charge on any returned item and the amount or rate to be charged if goods are returned for any other reason than those stated in 4.4.1
- 4.4.4 Bidders should describe their procedure for "Returned Goods" with respect to:
  - 4.4.4.1 Packaging
  - 4.4.4.2 "Ship To" address (labelling)
  - 4.4.4.3 Method of shipment (company truck, courier, transport)
  - 4.4.4.4 If a return authorization number is required
  - 4.4.4.5 What charges apply and who is responsible for payment. The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.

**MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS**

**TERMS AND CONDITIONS**

**SECTION 4.5 ILLUSTRATIVE LITERATURE**

- 4.5.1 Bidders **must** submit ILLUSTRATIVE and SPECIFICATION INFORMATION for each item on which they are bidding. Bidders who are submitting a catalogue **must** indicate page number where the item is illustrated.
- 4.5.1.1 Bidders should state if this literature can be obtained directly from the manufacturer via the internet.
- 4.5.1.2 Bidders should state the web site addresses for each manufacturer.
- 4.5.2 The successful bidder will be required to deliver an illustrative catalogue to each location as specified on Appendix C - List of School Locations.

**SECTION 4.6 SAMPLES/DEMONSTRATION**

- 4.6.1 Bidders may be contacted on or before January 18, 2008 to submit samples. Samples must be received no later than January 23, 2008.
- 4.6.2 Bidders who are contacted must submit a sample of a stitched logo to be placed on the uniforms. A sample of the logo is attached in Appendix D and is available in an electronic format in the setup.exe file.
- 4.6.3 Samples of garments and colour charts must be available for all items. Garment samples will be requested in specific sizes. The samples submitted by bidders must be in those specific sizes.
- 4.6.3.1 Samples requested must be clearly marked with the name of the bidder and the Tender Item Number.
- 4.6.3.2 Samples must be sent to our Distribution Centre, 951 Leathorne Street, London, ON, N5Z 3M7
- 4.6.4 Bidders who do not submit the required samples will be considered noncompliant.
- 4.6.5 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.
- 4.6.6 Bidders should provide return instructions (i.e., address and authorization number), for sample returns.

**SECTION 5.0 TERMS AND CONDITIONS**

**SECTION 5.1 GENERAL TERMS AND CONDITIONS**

- 5.1.1 Any response submitted to the bid is IRREVOCABLE for 120 days.
- 5.1.2 A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. (No facsimiles shall be accepted). The last submission shall supercede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda **must** be submitted to the "Tender Clerk's" Box in the same manner and within the same time constraints as the Bid Submission.
- 5.1.3 A bidder may withdraw the bid at any time up to the official closing time by letter bearing his/her signature as it is in the submission. Withdrawal requests received after the closing date shall not be permitted. Submission withdrawals **must** be submitted to the "Tender Clerk's" box in the same manner and within the same constraints as a Bid Submission.
- 5.1.4 The issuance of this call for bids shall not constitute any obligation on the part of the 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.

MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS

TERMS AND CONDITIONS

- 5.1.6 The laws of the Province of Ontario shall govern in any dispute occasioned as a result of the performance or nonperformance and/or workmanship of a contract issued pursuant to the bid and any dispute arising out of the issuance of and response to this bid.
- 5.1.7 The TVDSB reserves the right to withdraw the award of the contract to a successful bidder within 30 days of the award if in the opinion of the TVDSB the successful bidder 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.
- 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. 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 **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 **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.
  - 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 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 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.

**MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS****TERMS AND CONDITIONS**

- 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 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.

**SECTION 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 fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder 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 for damages that result from the breach of the terms and conditions of the contract, by the successful bidder.
- 5.2.2 The TVDSB shall have the right to retain and set off from any monies payable to the successful bidder 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 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 for any indebtedness of the supplier that may impact on the TVDSB.
- 5.2.4 The successful bidder shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either the successful bidder, the TVDSB's staff or third party interruptions.
- 5.2.5 In the event that the successful bidder becomes insolvent, and/or the successful bidder 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 with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this Bid.

**SECTION 5.3 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

- 5.3.1 Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application 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. A bidder specifically consents to the disclosure of any and all information contained in their bid submission or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all right, title and interest that they have in the bid submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.
- 5.3.2 All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.

**SECTION 5.4 HUMAN RIGHTS AND CHILD LABOUR LAWS**

- 5.4.1 Any infringement on human rights, but namely those of children, is of considerable concern to the 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.

MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS

TERMS AND CONDITIONS

- 5.4.2 Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.
- 5.4.3 For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:  
<http://www.ilo.org>  
<http://www.ilo.org/public/english/comp/child/policy/towards.htm>

**SECTION 5.5 HEALTH, SAFETY REGULATIONS**

- 5.5.1 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 O-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.
- 5.5.2 The TVDSB reserves the right to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.
- 5.5.3 Where applicable, the TVDSB will give preference to products made with non natural rubber latex (synthetic.) Bidders should indicate any products containing natural rubber latex and its percentage content in Appendix A.

**SECTION 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 **must** show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$5 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$5 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$5 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.

This liability policy shall contain the following coverage:

- Personal Injury & Property Damage
- Non-Owned Automobile Liability
- Owners and Contractors Protective Coverage
- Contractual Liability
- Broad Form Property Damage
- Products & Completed Operation Insurance
- Contingent Employees Liability
- 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 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 or its employees or subcontractors during the performance of its obligations under the contract.

**MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS****TERMS AND CONDITIONS**

- 5.6.4 The successful bidder 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 or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.

**SECTION 5.7 MOTOR VEHICLE LIABILITY INSURANCE**

- 5.7.1 Bidders **must** state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.
- 5.7.2 In the event of an affirmative answer to 5.7.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the Contract. If the bidder's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 8.3 to subsection 8.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.
- 5.7.3 Bidders **must** show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1 million on all personally owned vehicles) per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder further agrees to maintain that good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:
- Third Party Liability Coverage in the form of OAP-1
- 5.7.4 Upon an award to the successful bidder by the TVDSB, the successful bidder 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 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 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 or any of its representatives or employees by way of the ownership or operation of an automobile.

**6.0 BIDDER PROFILE****SECTION 6.1 REFERENCES**

- 6.1.1 New bidders **must** provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference **must** contain the following information: (i) agency name, (ii) address, (iii) contact person, (iv) telephone number.

## MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS

## TERMS AND CONDITIONS

## SECTION 6.2 ADMINISTRATION &amp; 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.
- 6.2.3 The successful bidder(s) and their employees 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.

## 7.0 BID SUBMISSION

## SECTION 7.1. BIDDER'S RESPONSE GUIDE

- 7.1.1 Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, bidders should use the same numbering format, as on this bid document.
- 7.1.2 A signed copy of the Terms & Conditions Signature Page - Section 10.0 **must** be returned for your bid submission to be accepted.
- 7.1.3 Bidders **must** provide one Diskette or CD with file names:
- 7.1.3.1 Appendix A: Terms and Conditions Response in Excel format - Electronic response required.
  - 7.1.3.2 Appendix B: Specifications in Excel format - Electronic response required.
- 7.1.4 It is the bidders responsibility to ensure the that the necessary files on the diskette or CD.
- 7.1.5 If the diskette or CD is not returned or does not have the files shown in the Terms and Conditions document, your bid will be rejected.
- 7.1.6 All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.3 - Labelling 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 (except specifically requested material, such as the detailed specification sheets, colour charts etc.).

MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS

TERMS AND CONDITIONS

## 8.0 AWARD

### SECTION 8.1 EVALUATION PROCESS

- 8.1.1 An evaluation committee will be established to evaluate bid submissions.
- 8.1.2 All bid submissions will first be evaluated on their compliance with the requirements of this bid document. Preference will be given to suppliers with retail outlet locations.
- 8.1.3 All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria:
  - 8.1.3.1 Price
  - 8.1.3.2 Compliance with Specifications
- 8.1.4 Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.
- 8.1.5 Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.
- 8.1.6 The determination of equal quality will be based on our internal professional opinions.

### SECTION 8.2 AWARD AND NOTIFICATION OF CONTRACT

- 8.2.1 The results of this bid will be posted to the TVDSB Web Site as soon as decisions have been made at [www.tvdsb.on.ca](http://www.tvdsb.on.ca) “**Purchasing Bids**”, “**Electronic Bidding Instructions, Bid Download and Bid Results**”, Scroll to the end of the document, click “**Proceed to inquiry/download page**”. Proceed to the Bid, click “**Results - Check Mark**”, View documents in PDF format.

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

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Laura Munding  
Purchasing Department  
Thames Valley District School Board

Peggy Satler  
Chairperson

## MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS

## TERMS AND CONDITIONS

**9.0 INSTRUCTIONS****SECTION 9.1 ELECTRONIC BIDDING INSTRUCTIONS****9.1.1 DOWNLOADING BID DOCUMENTS**

- 9.1.1 All documents are available from the TVDSB Web Site at [www.tvdsb.on.ca](http://www.tvdsb.on.ca)
- Click **“Purchasing - Bids ”** icon
  - Click **“Electronic Bidding Instructions, Bid Download and Bid Results”** or **“Bids”**
  - Read instructions
  - Click **“Proceed to Inquiry/Download page”**
  - Click on the **“Name of the Bid”** to view documents in PDF format.
  - Click on the **“NEW”** logo to download the executable files for preparing and submitting your bid.

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

**9.1.2 PRINTING COPIES OF BID DOCUMENTS**

- 9.2.2.1 To print a working copy of any bid document:
- Click on the “name of the Bid” to print documents in PDF format

**9.1.3 COMPUTER SYSTEM REQUIREMENTS**

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

**9.1.4 INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:**

9.1.4.1 The TVDSB has made every effort to ensure the files are free of any virus and are functional. *However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus.*

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

9.1.4.3 The bid files are installed into a default directory called **C:\LBTENDER**. When the installation process is complete, a box will appear with a **“Remove Thames Valley District School Board Tender icon”**; please close this box. When the setup is complete, click close.

9.1.4.4 To begin the Bid Program:

- Go to **Windows Explorer**
- Click on **C:\ drive**
- Open the folder **“lbtender”**
- The following files will be installed in the C:\lbtender directory:
  - appendixa.xls
  - appendixb.xls
  - readme.pdf
- To start the process open the Appendix files and complete as instructed.

**MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS**

**TERMS AND CONDITIONS**

**9.1.5 THE RETURN DISKETTE OR CD:**

After all bids have been entered:

- Copy the all Appendixes to either a 3.5" Diskette or CD using your company's standard CD Writing program.
- Check to ensure that the "files" are on the diskette or CD. Without these files we will not be able to download your bid.

Be sure to label your diskette or CD with company name and signature.

**SECTION 9.2 LABELING OF ENVELOPE AND DISK**

**9.2.1 PLEASE ADDRESS BID ENVELOPE AS SHOWN BELOW:**

<p>From: _____                      Firm Name</p> <p>_____</p> <p>                    Address</p> <p>_____</p>	<p><b>OFFICE OF THE TENDERS CLERK</b>  Thames Valley District School Board  <b>EDUCATION CENTRE,</b>  1250 Dundas Street,  <b>LONDON, Ontario</b>  N5W 5P2</p>
<p>Maintenance, Custodial and Information Technology  Uniforms Tender <b>#08-46LM</b>  Return Date: <b>Monday, January 14, 2008</b>  <b>12:00:00 local time</b></p>	

**9.2.2 PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:**

<p>THAMES VALLEY DISTRICT SCHOOL BOARD  Maintenance, Custodial and Information Technology  Uniforms Tender #08-46LM</p> <p>Return Date: Monday, January 14, 2008  <b>12:00:00 local time</b></p> <p>Signature: _____</p> <p>Firm Name: _____</p>
--

MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS

TERMS AND CONDITIONS

10.0 SIGNATURE PAGE

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

I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.

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

NAME: \_\_\_\_\_  
(Please print)

TITLE: \_\_\_\_\_

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

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

State the legal entity that your organization operates under:

- Proprietorship                       Partnership
- Corporation

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

\_\_\_\_\_

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

\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

INTERNET ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

If subcontracting , bidders must provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid) with whom the bidder enters into a contract(s) with to carry out any portion of this contract:

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

## APPENDIX A

### VENDOR RESPONSE WORKSHEET

**All Terms and Conditions require a response: bidders must supply the applicable information or respond with will comply/ will not comply for your bid submissions to be considered compliant.**

BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.1.1	The TVDSB is soliciting bids for the purpose of providing maintenance, custodial, and information technology uniforms, subject to the conditions herein.		
2.1.1.1	"MUST"		
2.1.1.2	"SHOULD"		
2.1.1.3	"NONCOMPLIANT"		
2.1.1.4	"SUBCONTRACTOR"		
2.1.1.5	"QUALIFIED"		
2.1.1.6	Irregularities		
2.1.1.6.1	Major Irregularity		
2.1.1.6.2	Minor Irregularity		
2.3.1	Return instructions for sealed tenders		
2.3.2	Bid submission envelope		
2.3.3	"Tenders Clerk"		
2.3.4	Delivery to the "Tenders Clerk"		
2.3.5	Late submissions		
2.3.6	Late bids		
2.4.1	Issue Date		
2.4.2	Return Date		
2.5.1	Questions		
2.5.2	Answers to Questions		
2.5.3	Questions		
2.5.4	Addendum		
3.1.1	The term of this agreement shall be for seven months, commencing on February 1, 2008 and unless otherwise provided herein, terminating on August 31, 2008.		
3.1.2	Extension of Contract		
3.2.1	Bidders must complete the pricing section (Appendix B) which is installed using the Setup.exe file - Appendices Bid Report. (See Section 9. - Installation Instructions)		
3.2.1.1	Print and sign		
3.2.2	All charges must be included in the cost of the item.		

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS

T#46-08LM

BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
3.2.3	Prices must include delivery. F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA		
3.2.4	Prices must remain in force for the initial term of the contract, commencing on January 1, 2008.		
3.2.5	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a second year ending August 31, 2009.		
3.2.6	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a third year ending August 31, 2010.		
3.2.7	Price increases		
3.2.8	Any additional charges for oversize, tall or other nonstandard clothes MUST be included in your unit pricing.		
3.3.1	GST and PST		
3.4.1	Delivery of items		
3.4.2	All uniforms should be packaged and labelled separately for EACH employee and delivered directly to EACH site. Shipments not labelled for specific employees will be refused.		
3.4.3	The majority of orders for MAINTENANCE AND CUSTODIAL uniforms for the 2008 budget year will be purchased in February 2008. Additional quantities will be required and orders placed as new employees are hired and outfitted. These must be readily available.		
3.4.4	Orders for INFORMATION TECHNOLOGY uniforms will be placed as the needed.		
3.4.5	The successful bidder bears the cost of damage caused from shipping.		
3.4.6	The TVDSB's Purchase Order number should appear on all packages, packing slips, correspondence, customs documentation and freight bills of lading.		
3.4.7	The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance.		
3.4.8	Bidders should state if there is a minimum dollar value per order.		
3.5.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, P.O. 5888, London, Ontario N6A 5L1. Attention: Accounts Payable.		
3.5.2	Applicable taxes should be shown as separate line items on all invoices.		
3.5.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice		
3.5.3.1	Bidders should state percentage discount for early payment and net payment terms.		
3.5.4	Purchase Order numbers must be stated on all invoices. All invoices received without a Purchase Order number will be returned unpaid.		

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS

T#46-08LM

BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
4.1.1	All clothing must be new, in good condition, and free from defects. The decision of the TVDSB pertaining to items being rejected is final.		
4.1.2	Manufacturers' name and model number must be indicated in the appropriate field in Appendix B IN EVERY CASE.		
4.1.2.1	The determination of equal quality will be based on our internal professional opinions.		
4.1.3	The TVDSB reserves the right to initiate a survey to measure customers' satisfaction.		
4.1.4	Please provide detail on your guarantee for each garment.		
4.2.1	These estimations are for an eight month period, based on our actual usage from November 2006 to June 2007 and will be subject to change in the 2007-2008 school year dependent on our needs and budgets.		
4.2.2	This contract will be awarded to one supplier and therefore, bidders who cannot provide a complete range of services and who do not hold their prices to August 31, 2008 cannot be considered.		
4.2.2.1	Bidders must be able to supply at least 90% of all items listed in each section of Appendix B.		
4.3.1	The requirements are detailed in Specifications List - Appendix B		
4.3.2	For each requirement as described in Appendix B, bidders must place a response in the appropriate column.		
4.3.3	Products offered should be standard stock sizes. A full range of sizes, INCLUDING oversize must be available. Hems and cuffs are to be finished to suit each employee as specified on their order.		
4.3.4	Colours for all uniforms have been specified on Appendix B.		
4.3.5	It is the TVDSB's preference to award this contract to a supplier with outlet locations, for service to our employees.		
4.3.5.1	Bidders must state if they have outlets to which employees of the TVDSB could visit for fittings.		
4.3.5.2	Please state hours of operation for outlet locations. It is the TVDSB's intention that outlets are open between the hours of 12:00 pm - 8:00 pm for service to our employees.		
4.3.6	Bidders must outline details of their program in regards to fitting, ordering, and delivery.		
4.3.7	Bidders must state their voucher system process, or their similar ordering system process.		
4.3.7.1	Bidders must state locations of each outlet. It is expected that there will be at least one outlet in each of the following four central locations:		
4.3.7.1.1	within City of London		
4.3.7.1.2	within Elgin County area		

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS

T#46-08LM

BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
4.3.7.1.3	within Middlesex County area		
4.3.7.1.4	within Oxford County area		
4.3.8	Bidders must state the contact name and telephone number for the representative that will be servicing our account.		
4.3.9	The successful bidder will be required to have a full range of samples of EACH piece of clothing in ALL sizes available at each of their outlet locations during peak ordering times which will be arranged between the TVDSB and the successful bidder.		
4.4.1	The TVDSB will return any shipment (COLLECT) if, in our opinion, the product supplied does not conform to the specification and/or samples submitted in the bid.		
4.4.2	Bidders should state if there is a time limit on returning goods.		
4.4.3	Restocking charge		
4.4.4	Bidders should describe their procedure for "Returned Goods" with respect to:		
4.4.4.1	Packaging		
4.4.4.2	"Ship To" address (labelling)		
4.4.4.3	Method of shipment (company truck, courier, transport)		
4.4.4.4	If a return authorization number is required		
4.4.4.5	What charges apply and who is responsible for payment. The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		
4.5.1	Bidders must submit ILLUSTRATIVE and SPECIFICATION INFORMATION for each item on which they are bidding.		
4.5.1.1	Bidders should state if this literature can be obtained directly from the manufacturer via the internet.		
4.5.1.2	Bidders should state the web site addresses for each manufacturer.		
4.5.2	The successful bidder will be required to deliver an illustrative catalogue to each location as specified on Appendix C - List of School Locations.		
4.6.1	Bidders may be contacted on or before January 18, 2008 to submit samples. Samples must be received no later than January 23, 2008.		
4.6.2	Bidders who are contacted must submit a sample of a stitched logo to be placed on the uniforms. A sample of the logo is attached in Appendix D and is available in an electronic format in the setup.exe file.		
4.6.3	Samples of garments and colour charts must be available for all items. Garment samples will be requested in specific sizes. The samples submitted by bidders must be in those specific sizes.		
4.6.3.1	Samples requested must be clearly marked with the name of the bidder and the Tender Item Number.		

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS

T#46-08LM

BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
4.6.3.2	Samples must be sent to our Distribution Centre, 951 Leathorne Street, London, ON, N5Z 3M7		
4.6.4	Bidders who do not submit the required samples will be considered noncompliant.		
4.6.5	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.		
4.6.6	Bidders should provide return instructions (i.e., address and authorization number), for sample returns.		
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.		
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.		
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.		
5.1.6	Dispute occasioned as a result of the performance or nonperformance and/or workmanship of a contract		
5.1.7	Withdraw the award of the contract		
5.1.8	The lowest or any bid submission may not necessarily be accepted.		
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.		
5.1.12	Subcontracting		
5.1.13	The information contained herein is contained solely as a guideline for bidders.		
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.		
5.1.15	TVDSB policies, procedures and regulations		
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.		

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS

T#46-08LM

BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.1.15.3	The successful bidder is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		
5.1.16	Damages through negligence or willful acts		
5.1.17	The successful bidder' employees and contracted staff shall not be considered TVDSB employees		
5.1.18	Removal of any successful bidder's employees or contracted staff		
5.1.19	The successful bidder will be responsible for seeing that regular supervision is maintained over all working personnel.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.2.1	Termination of contract		
5.2.2	Outstanding monies owing		
5.2.3	Withhold monies owing		
5.2.4	The successful bidder shall be responsible for delivery of the goods		
5.2.5	Unable or unwilling to provide the contracted service		
5.3.1	Municipal Freedom of Information and Protection of Privacy Act		
5.3.2	All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.		
5.4.1	Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB.		
5.4.2	Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.5.1	The Occupational Health and Safety Act		
5.5.2	The TVDSB reserves the right to request to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		
5.5.3	Where applicable, the TVDSB will give preference to products made with non-natural rubber latex (Synthetic Rubber Latex).		
5.6.1	Each bidder must state if it has Commercial General Liability Insurance Coverage.		
5.6.2	Commercial Liability Insurance coverage with limits of \$5 million per occurrence for liability		
5.6.3	Commerical Liability Insurance		
5.6.4	Liability for loss, damage and expense		
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.		

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS

T#46-08LM

BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.7.2	In the event of an affirmative answer to 5.7.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the Contract		
5.7.3	Automobile Liability Insurance		
5.7.4	Automobile Liability Insurance		
5.7.5	Liability for loss, damage and expense		
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.		
	Agency Name:		
	Address:		
	Contact Person:		
	Telephone Number:		
	Agency Name:		
	Address:		
	Contact Person:		
	Telephone Number:		
	Agency Name:		
	Address:		
	Contact Person:		
	Telephone Number:		
6.2.1	Financial standing and stability		

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORMS

T#46-08LM

BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
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	The successful bidder(s) and their employees 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.		
7.1.1	Structure of submission		
7.1.2	Terms & Conditions Signature Page		
7.1.3	Bidders must provide one Diskette or CD		
7.1.4	Files on Diskette or CD.		
7.1.5	If the diskette or CD is not returned or does not have the files shown in the Terms and Conditions document, your bid will be rejected.		
7.1.6	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.3 - Labelling Instructions).		
7.1.7	Bidders' submissions should include page numbers		
7.1.8	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.9	Supplemental material		
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		
8.1.4	Compliant bidders may be requested to make a presentation of their bid for clarification only.		
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.		
10.0	Signature Page		

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORM TENDER  
 APPENDIX B

046-08LM

ITEM #	DESCRIPTION	UNIT PRICE	YOUR MAKE	COMMENTS
1	COAT - BOMBER - S TO XL - GREY - 5.5 oz 65/35 poly cotton outer shell with water repellent finish - 8 oz polyester quilted nylon lining - elastic inserts in waistband - interfacing in collar - knit cuffs - pockets: two outside lower front, pencil pocket on sleeve, one inside pocket - c/w Board logo/name embroidered directly to coat			
2	COAT - BOMBER - 2XL TO 3XL - GREY - 5.5 oz 65/35 poly cotton outer shell with water repellent finish - 8 oz polyester quilted nylon lining - elastic inserts in waistband - interfacing in collar - knit cuffs - pockets: two outside lower front pencil pocket on sleeve, one inside pocket - c/w Board logo/name embroidered directly to coat			
3	COAT - PARKA - S TO XL - GREY - 5.5 oz 65/35 poly cotton outer shell with water repellent finish - 8 oz polyester quilted nylon lining - detachable zippered hood - top stitched collar, knit storm cuffs - pockets: two breast, two lower front, two side - extra long body design - heavy duty zipper - c/w Board logo/name embroidered directly to coat			
4	COAT - PARKA - 2XL TO 3XL - GREY - 5.5 oz 65/35 poly cotton outer shell with water repellent finish - 8 oz polyester quilted nylon lining - detachable zippered hood - top stitched collar, knit storm cuffs - Pockets: 2 breast, 2 lower front, 2 side - extra long body design - Heavy duty zipper - c/w Board logo/name embroidered directly to coat			

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

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

B1

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORM TENDER  
 APPENDIX B

046-08LM

ITEM #	DESCRIPTION	UNIT PRICE	YOUR MAKE	COMMENTS
5	COAT/JACKET - NYLON - S TO XL - BLACK - 100% nylon outer shell & sleeves - 100% cotton Flannelette lining - machine washable, elastic cuffs, collar - pockets: two outside lower front - drawstring waist - dome front closures - c/w Board logo/name embroidered directly to coat			
6	COAT/JACKET - NYLON - 2XL TO 3XL - BLACK - 100% nylon outer shell & sleeves - 100% cotton Flannelette lining - machine washable, elastic cuffs, collar - pockets: two outside lower front - drawstring waist - dome front closures - c/w Board logo/name embroidered directly to coat			
7	COVERALLS - L/S - INSULATED - REGULAR - 36" TO 46" - GREY - 65% polyester/35% cotton - cotton twill - 7.5 oz fabric weight - washable soil release perma press fabric - two way brass zipper - self-locking - 2 breast pockets (1 with pencil slot) - 2 lower front swing pockets with side access - 2 hip pockets - reinforced at stress points - elastic in back of waistband - dome closure on adjustable cuffs - shirt collar - c/w Board logo/name embroidered directly to coveralls			

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

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

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORM TENDER  
 APPENDIX B

046-08LM

ITEM #	DESCRIPTION	UNIT PRICE	YOUR MAKE	COMMENTS
8	COVERALLS - L/S - INSULATED - REGULAR - 48" TO 56" - GREY - 65% polyester/35% cotton - cotton twill - 7.5 oz fabric weight - washable soil release perma press fabric - two way brass zipper - self-locking - two breast pockets (one with pencil slot) - two lower front swing pockets with side access - two hip pockets - reinforced at stress points - elastic in back of waistband - dome closure on adjustable cuffs - shirt collar - c/w Board logo/name embroidered directly to coveralls			
9	COVERALLS - L/S - INSULATED - TALL - 36" TO 46" - GREY - 65% polyester/35% cotton - cotton twill - 7.5 oz fabric weight - washable soil release perma press fabric - two way brass zipper - self-locking - two breast pockets (one with pencil slot) - two lower front swing pockets with side access - two hip pockets - reinforced at stress points - elastic in back of waistband - dome closure on adjustable cuffs - shirt collar - c/w Board logo/name embroidered directly to coveralls			

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

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

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORM TENDER  
 APPENDIX B

046-08LM

ITEM #	DESCRIPTION	UNIT PRICE	YOUR MAKE	COMMENTS
10	COVERALLS - L/S - INSULATED - TALL - 48" TO 56" - GREY - 65% polyester/35% cotton - cotton twill - 7.5 oz fabric weight - washable soil release perma press fabric - two way brass zipper - self-locking - two breast pockets (one with pencil slot) - two lower front swing pockets with side access - two hip pockets - reinforced at stress points - elastic in back of waistband - dome closure on adjustable cuffs - shirt collar - c/w Board logo/name embroidered directly to coveralls			
11	COVERALLS - L/S - REGULAR - 36" TO 46" - GREY/WHITE - 65% polyester/35% cotton - cotton twill - 7.5 oz fabric weight - washable soil release perma press fabric - two way brass zipper - self-locking - two breast pockets (one with pencil slot) - two lower front swing pockets with side access - two hip pockets - reinforced at stress points - elastic in back of waistband - dome closure on adjustable cuffs - shirt collar - c/w Board logo/name embroidered directly to coveralls			

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

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

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORM TENDER  
 APPENDIX B

046-08LM

ITEM #	DESCRIPTION	UNIT PRICE	YOUR MAKE	COMMENTS
12	COVERALLS - L/S - TALL - 36" TO 46" - GREY/WHITE - 65% polyester/35% cotton - cotton twill - 7.5 oz fabric weight - washable soil release perma press fabric - two way brass zipper - self-locking - two breast pockets (one with pencil slot) - two lower front swing pockets with side access - two hip pockets - reinforced at stress points - elastic in back of waistband - dome closure on adjustable cuffs - shirt collar - c/w Board logo/name embroidered directly to coveralls			
13	HAT - BASEBALL - ONE SIZE FITS ALL - BLACK - One size fits all - c/w adjustable velcro closure - c/w Board logo/name embroidered directly to hat			
14	HAT - TOQUE - ACRYLIC RIB KNIT - BLACK - One size fits all - c/w Board logo/name embroidered directly to hat			
15	PANT - LADIES - PLAIN - 24" TO 38" - GREY - MUST BE GENDER SPECIFIC CUT-plain front - 7 3/4 oz cotton twill - 65% polyester/35% cotton - washable perma press with soil release - reinforced brass zipper - interlined waistband - belt loops bartacked top & bottom - reinforced at stress points - reinforced front slash pockets - two hip pockets - one with button closure - NO cuffs - regular inseam 32" (26-36 available)			
16	SAME PRODUCT AS ITEM 15 - 100% COTTON			

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

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

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORM TENDER  
 APPENDIX B

046-08LM

ITEM #	DESCRIPTION	UNIT PRICE	YOUR MAKE	COMMENTS
17	PANT - LADIES - PLAIN - 40" TO 46" - GREY - MUST BE GENDER SPECIFIC CUT-plain front - 7 3/4 oz cotton twill - 65% polyester/35% cotton - washable perma press with soil release - reinforced brass zipper - interlined waistband - belt loops bartacked top & bottom - reinforced at stress points - reinforced front slash pockets - two hip pockets - one with button closure - NO cuffs - regular inseam 32" (26-36 available)			
18	SAME PRODUCT AS ITEM 17 - 100% COTTON			
19	PANT - LADIES - PLAIN - 48" TO 50" - GREY - MUST BE GENDER SPECIFIC CUT-plain front - 7 3/4 oz cotton twill - 65% polyester/35% cotton - washable perma press with soil release - reinforced brass zipper - interlined waistband - belt loops bartacked top & bottom - reinforced at stress points - reinforced front slash pockets - two hip pockets - one with button closure - NO cuffs - regular inseam 32" (26-36 available)			
20	SAME PRODUCT AS ITEM 19 - 100% COTTON			

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

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

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORM TENDER  
 APPENDIX B

046-08LM

ITEM #	DESCRIPTION	UNIT PRICE	YOUR MAKE	COMMENTS
21	PANT - LADIES - PLEATED - 24" TO 38" - GREY - MUST BE GENDER SPECIFIC CUT - pleated front - 7 3/4 oz cotton twill - 65% polyester/35% cotton - washable perma press with soil release - reinforced brass zipper - interlined waistband - belt loops bartacked top & bottom - reinforced at stress points - reinforced front slash pockets - two hip pockets - one with button closure - NO cuffs - regular inseam 32" (26-36 available)			
22	SAME PRODUCT AS ITEM 21 - 100% COTTON			
23	PANT - LADIES - PLEATED - 40" TO 46" - GREY - MUST BE GENDER SPECIFIC CUT-pleated front - 7 3/4 oz cotton twill - 65% polyester/35% cotton - washable perma press with soil release - reinforced brass zipper - interlined waistband - belt loops bartacked top & bottom - reinforced at stress points - reinforced front slash pockets - two hip pockets - one with button closure - NO cuffs - regular inseam 32" (26-36 available)			
24	SAME PRODUCT AS ITEM 23 - 100% COTTON			

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

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

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORM TENDER  
 APPENDIX B

046-08LM

ITEM #	DESCRIPTION	UNIT PRICE	YOUR MAKE	COMMENTS
25	PANT - MENS - PAINTERS - 28" TO 46" - WHITE - MUST BE GENDER SPECIFIC CUT - 65% polyester/35% cotton - cotton twill - washable perma press with soil release - reinforced brass zipper - interlined waistband - belt loops bartacked top & bottom - reinforced at stress points - reinforced front slash pocket - two hip pockets - 1 with button closure - NO cuffs - regular inseam 32" (28-36 available)			
26	SAME PRODUCT AS ITEM 25 - 100% COTTON			
27	PANT - MENS - 28" TO 46" - GREY - MUST BE GENDER SPECIFIC CUT - 65% polyester/35% cotton - cotton twill - washable perma press with soil release - reinforced brass zipper - interlined waistband - belt loops bartacked top & bottom - reinforced at stress points - reinforced front slash pocket - two hip pockets - 1 with button closure - NO cuffs - regular inseam 32" (28-36 available)			
28	SAME PRODUCT AS ITEM 27 - 100% COTTON			
29	SHIRT - GOLF - PAINTERS - PIQUE KNIT - XS TO XL - WHITE - 50% cotton/50% polyester blend - 11 oz fabric weight - Lacoste Knit - extra long body, fashion knit collar - top stitched sleeve & shoulder seam - hemmed cuff on sleeve - c/w Board logo/name embroidered directly to shirt			
30	SAME PRODUCT AS ITEM 29 - 100% COTTON			

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

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

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORM TENDER  
 APPENDIX B

046-08LM

ITEM #	DESCRIPTION	UNIT PRICE	YOUR MAKE	COMMENTS
31	SHIRT - GOLF - UNISEX - XS TO XL - GREY - 50% cotton/50% polyester blend - 11 oz fabric weight - Lacoste Knit - extra long body, fashion knit collar - top stitched sleeve & shoulder seam - hemmed cuff on sleeve - c/w Board logo/name embroidered directly to shirt			
32	SAME PRODUCT AS ITEM 31 - 100% COTTON			
33	SHIRT - GOLF - UNISEX - 2XL TO 3XL - GREY - 50% cotton/50% polyester blend - 11 oz fabric weight - Lacoste Knit - extra long body, fashion knit collar - top stitched sleeve & shoulder seam - hemmed cuff on sleeve - c/w Board logo/name embroidered directly to shirt			
34	SAME PRODUCT AS ITEM 33 - 100% COTTON			
35	SHIRT - GOLF - UNISEX - 4XL TO 5XL - GREY - 50% cotton/50% polyester blend - 11 oz fabric weight - Lacoste Knit - extra long body, fashion knit collar - top stitched sleeve & shoulder seam - hemmed cuff on sleeve - c/w Board logo/name embroidered directly to shirt			
36	SAME PRODUCT AS ITEM 35 - 100% COTTON			

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

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

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORM TENDER  
 APPENDIX B

046-08LM

ITEM #	DESCRIPTION	UNIT PRICE	YOUR MAKE	COMMENTS
37	SHIRT - LADIES - L/S - XS TO XL - GREY - 65% polyester/35% cotton poplin - 4.25 oz fabric weight - GENDER SPECIFIC CUT - soil release, perma press washable - seven button closure + one spare button - top stitched collar with stays - extra long body - cuffs: square cuffs with button closure and interlining - straight cut bottom hem - c/w Board logo/name embroidered directly to shirt			
38	SAME PRODUCT AS ITEM 37 - 100% COTTON			
39	SHIRT - LADIES - S/S - XS TO XL - GREY - 65% polyester/35% cotton poplin - 4.25 oz fabric weight - soil release, perma press washable - GENDER SPECIFIC CUT - seven button closure + one spare button - top stitched collar with stays - extra long body - french cuff on sleeve - straight cut bottom hem - c/w Board logo/name embroidered directly to shirt			
40	SAME PRODUCT AS ITEM 39 - 100% COTTON			
41	SHIRT - LADIES - S/S - 2XL TO 3XL - GREY - 65% polyester/35% cotton poplin - 4.25 oz fabric weight - soil release, perma press washable - GENDER SPECIFIC CUT - seven button closure + 1 spare button - top stitched collar with stays - extra long body - french cuff on sleeve - straight cut bottom hem - c/w Board logo/name embroidered directly to shirt			

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

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

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORM TENDER  
 APPENDIX B

046-08LM

ITEM #	DESCRIPTION	UNIT PRICE	YOUR MAKE	COMMENTS
42	SAME PRODUCT AS ITEM 41 - 100% COTTON			
43	SHIRT - MENS - L/S - S TO XL - GREY - 65% polyester/35% cotton poplin - 4.25 oz fabric weight - soil release, perma press washable - seven button closure + one spare button - two breast pockets - one with pencil slot - top stitched collar with stays - extra long body - cuffs: square cuffs with button closure and interlining - shirt tail style bottom hem - c/w Board logo/name embroidered directly to shirt			
44	SAME PRODUCT AS ITEM 43 - 100% COTTON			
45	SAME PRODUCT AS ITEM 43 - TALL PROFILE			
46	SHIRT - MENS - L/S - 2XL TO 3XL - GREY - 65% polyester/35% cotton poplin - 4.25 oz fabric weight - soil release, perma press washable - seven button closure + one spare button - two breast pockets - one with pencil slot - top stitched collar with stays - extra long body - cuffs: square cuffs with button closure and interlining - shirt tail style bottom hem - c/w Board logo/name embroidered directly to shirt			
47	SAME PRODUCT AS ITEM 46 - 100% COTTON			
48	SAME PRODUCT AS ITEM 46 - TALL PROFILE			

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

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

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORM TENDER  
 APPENDIX B

046-08LM

ITEM #	DESCRIPTION	UNIT PRICE	YOUR MAKE	COMMENTS
49	SHIRT - MENS - S/S - S TO XL - GREY - 65% polyester/35% cotton poplin - 4.25 oz fabric weight - soil release, perma press washable - seven button closure + one spare button - two breast pockets - one with pencil slot - top stitched collar with stays - extra long body - french cuff on sleeve - shirt tail style bottom hem - c/w Board logo/name embroidered directly to shirt			
50	SAME PRODUCT AS ITEM 49 - 100% COTTON			
51	SAME PRODUCT AS ITEM 49 - TALL PROFILE			
52	SHIRT - MENS - S/S - 2XL TO 3XL - 65% polyester/35% cotton poplin - 4.25 oz fabric weight - soil release, perma press washable - seven button closure + one spare button - two breast pockets - one with pencil slot - top stitched collar with stays - extra long body - french cuff on sleeve - shirt tail style bottom hem - c/w Board logo/name embroidered directly to shirt			
53	SAME PRODUCT AS ITEM 52 - 100% COTTON			
54	SAME PRODUCT AS ITEM 52 - TALL PROFILE			

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

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

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORM TENDER  
 APPENDIX B

046-08LM

ITEM #	DESCRIPTION	UNIT PRICE	YOUR MAKE	COMMENTS
55	SHIRT - PAINTERS' - L/S - S TO XL - WHITE - 65% polyester/35% cotton poplin - 4.5 oz fabric weight - soil release, perma press washable - seven button closure + one spare button - two breast pockets - one with pencil slot - top stitched collar with stays - extra long body - cuffs: square cuffs with button closure and interlining - shirt tail style bottom hem - c/w Board logo/name embroidered directly on shirt			
56	SAME PRODUCT AS ITEM 55 - 100% COTTON			
57	SAME PRODUCT AS ITEM 55 - TALL PROFILE			
58	SHIRT - PAINTERS' - L/S - 2XL TO 3XL - WHITE - 65% polyester/35% cotton poplin - 4.5 oz fabric weight - soil release, perma press washable - seven button closure + one spare button - two breast pockets - one with pencil slot - top stitched collar with stays - extra long body - cuffs: square cuffs with button closure and interlining - shirt tail style bottom hem - c/w Board logo/name embroidered directly to shirt			
59	SAME PRODUCT AS ITEM 58 - 100% COTTON			
60	SAME PRODUCT AS ITEM 58 - TALL PROFILE			
61	SHIRT - SWEATSHIRT - S TO XL - GREY - 50% Cotton, 50% Polyester - 12.5 oz fabric weight - c/w Board logo/name embroidered directly to shirt			
62	SAME PRODUCT AS ITEM 61 - 100% COTTON			

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

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

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORM TENDER  
 APPENDIX B

046-08LM

ITEM #	DESCRIPTION	UNIT PRICE	YOUR MAKE	COMMENTS
63	SHIRT - SWEATSHIRT - 2XL TO 3XL - GREY - 50% Cotton, 50% Polyester - 12.5 oz fabric weight - c/w Board logo/name embroidered directly to shirt			
64	SAME PRODUCT AS ITEM 63 - 100% COTTON			
65	SHIRT - T-SHIRT STYLE - S TO XL - GREY/WHITE - 50% cotton/50% polyester blend - extra long body - reinforced taped neck & shoulder seams - reinforced hem on sleeve - c/w Board logo/name embroidered directly to shirt			
66	SAME PRODUCT AS ITEM 65 - 100% COTTON			
67	SHIRT - T-SHIRT STYLE - 2XL TO 3XL - GREY/WHITE - 50% cotton/50% polyester blend - extra long body - reinforced taped neck & shoulder seams - reinforced hem on sleeve - c/w Board logo/name embroidered directly to shirt			
68	SAME PRODUCT AS ITEM 67 - 100% COTTON			
69	SHORTS - MENS - 28" TO 44" - GREY/WHITE - MUST BE GENDER SPECIFIC CUT - 65%/35% polyester-cotton twill - washable perma press with soil release - pleated front - reinforced brass zipper - ryder cut [V-seam insert on inseam] - interlined waistband - belt loops bartacked top & bottom - reinforced at stress points - two reinforced front slash pockets - double faced - two hip pockets - one with button closure			
70	SAME PRODUCT AS ITEM 69 - 100% COTTON			

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

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

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORM TENDER  
 APPENDIX B

046-08LM

ITEM #	DESCRIPTION	UNIT PRICE	YOUR MAKE	COMMENTS
71	SHORTS - WORK - LADIES - PLAIN - 26" TO 38" - GREY - MUST BE GENDER SPECIFIC CUT - 65%/35% polyester-cotton twill - washable perma press with soil release - plain front - reinforced brass zipper - elastic inset at both side seams - ryder cut [V-seam insert on inseam] - interlined waistband - belt loops bartacked top & bottom - reinforced at stress points - two reinforced front slash pockets - double faced - two hip pockets - one with button closure			
72	SAME PRODUCT AS ITEM 71 - 100% COTTON			
73	SHORTS - WORK - LADIES - PLAIN - 40" TO 44" - GREY - MUST BE GENDER SPECIFIC CUT - 65%/35% polyester-cotton twill - washable perma press with soil release - plain front - reinforced brass zipper - elastic inset at both side seams - ryder cut [V-seam insert on inseam] - interlined waistband - belt loops bartacked top & bottom - reinforced at stress points - two reinforced front slash pockets - double faced - two hip pockets - one with button closure			
74	SAME PRODUCT AS ITEM 73 - 100% COTTON			

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

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

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORM TENDER  
 APPENDIX B

046-08LM

ITEM #	DESCRIPTION	UNIT PRICE	YOUR MAKE	COMMENTS
75	SHORTS - WORK - LADIES - PLEATED - 26" TO 38" - GREY - MUST BE GENDER SPECIFIC CUT - 65%/35% polyester-cotton twill - washable perma press with soil release - pleated front - reinforced brass zipper - elastic inset at both side seams - ryder cut [V-seam insert on inseam] - interlined waistband - belt loops bartacked top & bottom - reinforced at stress points - two reinforced front slash pockets - double faced - two hip pockets - one with button closure			
76	SAME PRODUCT AS ITEM 75 - 100% COTTON			
77	SHORTS - WORK - LADIES - PLEATED - 40" TO 44" - GREY - MUST BE GENDER SPECIFIC CUT - 65%/35% polyester-cotton twill - washable perma press with soil release - pleated front - reinforced brass zipper - elastic inset at both side seams - ryder cut [V-seam insert on inseam] - interlined waistband - belt loops bartacked top & bottom - reinforced at stress points - two reinforced front slash pockets - double faced - two hip pockets - one with button closure			
78	SAME PRODUCT AS ITEM 77 - 100% COTTON			

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

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

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORM TENDER  
 APPENDIX B

046-08LM

ITEM #	DESCRIPTION	UNIT PRICE	YOUR MAKE	COMMENTS
79	SHIRT - GOLF - S/S - MEN - XS TO XL - NAVY/STONE - LANDMARK 16202 OR EQUIVALENT - button up collar - stain resistant - washable - not too heavy, will be wearing in summer - moisture Wicking capability - all one length - poly cotton blend, not 100% - c/w Board logo embroidered directly on left sleeve			
80	SHIRT - GOLF - S/S - MEN - 2XL TO 4XL - NAVY/STONE - LANDMARK 16202 OR EQUIVALENT - button up collar - stain resistant - washable - not too heavy, will be wearing in summer - moisture Wicking capability - all one length - poly cotton blend, not 100% - c/w Board logo embroidered directly on left sleeve			
81	SHIRT - GOLF - S/S - LADIES - XS TO XXL - NAVY/STONE - ONTOUR 96202 OR EQUIVALENT - no buttons at collar - stain resistant - washable - does not have to be ironed - not too heavy, will be wearing in summer - moisture Wicking capability - all one length - poly cotton blend, not 100% - c/w Board logo embroidered directly on left sleeve			
82	SHIRT - L/S - MEN - XS TO XL - NAVY/TAN - RIVERS END 17735 OR EQUIVALENT - easy care, wrinkle free - breathable - chest pocket - all one length - c/w Board logo embroidered directly on left chest above pocket			

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

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

THAMES VALLEY DISTRICT SCHOOL BOARD  
 MAINTENANCE, CUSTODIAL, AND INFORMATION TECHNOLOGY UNIFORM TENDER  
 APPENDIX B

046-08LM

ITEM #	DESCRIPTION	UNIT PRICE	YOUR MAKE	COMMENTS
83	SHIRT - L/S - MEN - 2XL TO 4XL - NAVY/TAN - RIVERS END 17735 OR EQUIVALENT - easy care, wrinkle free - breathable - chest pocket - all one length - c/w Board logo embroidered directly on left chest above pocket			
84	SHIRT - L/S - LADIES - XS TO 2XL - NAVY/TAN - RIVERS END 97735 OR EQUIVALENT - easy care wrinkle free - breathable - no chest pocket - all one length - c/w Board logo embroidered directly on left chest above pocket			

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

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

## MAINTENANCE, CUSTODIAL AND INFORMATION TECHNOLOGY UNIFORMS

#08-46LM

## APPENDIX C

## Elementary Schools

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## MAINTENANCE, CUSTODIAL AND INFORMATION TECHNOLOGY UNIFORMS

#08-46LM

## APPENDIX C

<b>Hillcrest P. S.</b> 1231 Fuller Street London, Ontario N5Y 4P7	<b>Lucan P. S.</b> 270 Main Street Lucan, Ontario N0M 2J0	<b>Northdale Central P. S.</b> 3860 Catherine Street Dorchester, Ontario N0L 1G0
<b>Hillcrest P. S.</b> 840 Sloane Street Woodstock, Ontario N4S 7V3	<b>M. B. McEachren P. S.</b> 4402 Colonel Talbot Road London, Ontario N6P 1P9	<b>Northdale P. S.</b> 290 Victoria Street N. Woodstock, Ontario N4S 6W5
<b>Homedale P. S.</b> 112 Churchill Crescent St. Thomas, N5R 1R1	<b>Madeline Hardy (CPRI) P. S.</b> 600 Sanatorium Road London, Ontario N6H 3W7	<b>Northridge P. S.</b> 25 McLean Drive London, Ontario N5X 1Y2
<b>Huron Heights P. S. (French Immersion)</b> 1245 Michael Street London, Ontario N5V 2H4	<b>Manor &amp; Highland Park P. S.</b> 77 Tecumseh Avenue London, Ontario N6J 1K8	<b>Norwich P. S.</b> 8 Elgin Street, Box 327 Norwich, Ontario N0J 1P0
<b>Innerkip Central P. S.</b> 180 Coleman Street, Box 40 Innerkip, Ontario N0J 1M0	<b>Maple Lane P. S.</b> 25 Maple Lane Tillsonburg, Ontario N4G 2Y8	<b>Oliver Stephens Sr. P. S.</b> 164 Fyfe Avenue Woodstock, Ontario N4S 3S6
<b>Jack Chambers P. S.</b> 1650 Hastings Drive London, Ontario N5X 3E3	<b>Masonville P. S.</b> 25 Hillview Boulevard London, Ontario N6G 3A7	<b>Orchard Park P. S.</b> 50 Wychwood Park London, Ontario N6G 1R6
<b>Jeanne Sauvé P. S. (French Immersion)</b> 215 Wharncliffe Road North London, Ontario N6H 2B6	<b>Mc Gregor P. S.</b> 204 John Street S. Aylmer, Ontario N5H 2C8	<b>Otterville P. S.</b> 118 Main Street W. Otterville, Ontario N0J 1R0
<b>John Dearness P. S.</b> 555 Sanatorium Road London, Ontario N6H 3W6	<b>McGillivray Central P. S.</b> 34714 Creamery Road, RR#3 Ailsa Craig, Ontario N0M 1A0	<b>Oxbow P. S.</b> 13624 Ilderton Road, RR#3 Ilderton, Ontario N0M 2A0
<b>John P. Robarts P. S.</b> 84 Bow Street London, Ontario N5V 1B1	<b>Metcalfe Central P. S.</b> 6100 Calvert Drive, RR#3 Strathroy, Ontario N7G 3H5	<b>Oxford Park P. S.</b> 284 Oxford Street W. London, Ontario N6H 1S9
<b>Kensal Park P. S. (French Immersion)</b> 328 Springbank Drive London, Ontario N6J 1G5	<b>Mosa Central P. S.</b> 22741 Pratt Siding Road, RR#1 Glencoe, Ontario N0L 1M0	<b>Parkhill-West Williams P. S.</b> 204 McLeod Street, Box 488 Parkhill, Ontario N0M 2K0
<b>Knollwood Park P. S.</b> 70 Gammage Street London, Ontario N5Y 2B1	<b>Mountsfield P. S.</b> 8 Mountsfield Drive London, Ontario N6C 2S4	<b>Parkview P. S.</b> 10008 Oxbow Drive Komoka, Ontario N0L 1R0
<b>Leesboro Central P. S.</b> 17406 Evelyn Drive, RR#2 Thorndale, Ontario N0M 2P0	<b>Myrtle Street P. S.</b> 43 Myrtle Street St. Thomas, Ontario N5R 2E6	<b>Plattsville &amp; District P. S.</b> 112 Mill Street E. Plattsville, Ontario N0J 1S0
<b>Lester B. Pearson School for the Arts</b> 795 Trafalgar Street London, Ontario N5Z 1E6	<b>New Sarum P. S.</b> 9473 Belmont Road, RR# 3 St. Thomas, Ontario N5P 3S7	<b>Plover Mills P. S.</b> 17231 Plover Mills Road, RR#3 Thorndale, Ontario N0M 2P0
<b>Locke's P. S. (Edward Street P. S.)</b> 22 South Edgeware Road St. Thomas, Ontario N5P 2H2	<b>Nicholas Wilson P. S.</b> 927 Osgoode Drive London, Ontario N6E 1C9	<b>Port Burwell P. S.</b> 30 Strachan, Box 209 Port Burwell, Ontario N0J 1T0
<b>Lord Elgin P. S.</b> 1100 Victoria Drive London, Ontario N5Y 4E2	<b>North Meadows P. S.</b> 82 Middlesex Drive Strathroy, Ontario	<b>Port Stanley P. S.</b> 350 Carlow Road, Box 490 Port Stanley, Ontario N5L 1B6
<b>Lord Nelson P. S.</b> 1990 Royal Crescent London, Ontario N5V 1N8	<b>North Norwich P. S.</b> 40 Main Street S., Box 40 Burgessville, Ontario N0J 1C0	<b>Prince Andrew P. S.</b> 15237 Thirteen Mile Road, RR#4 Denfield, Ontario N0M 1P0
<b>Lord Roberts P. S. (French Immersion)</b> 440 Princess Avenue London, Ontario N6B 2B3	<b>Northbrae P. S.</b> 335 Belfield Street London, Ontario N5Y 2K3	<b>Prince Charles P. S.</b> 1601 Wavell Street London, Ontario N5W 2C9
<b>Lorne Avenue P. S.</b> 723 Lorne Avenue London, Ontario N5W 3K7	<b>Northdale P. S.</b> 655 Tennent Avenue London, Ontario N5X 1L7	<b>Princess Anne P. S.</b> 210 King Street E. Ingersoll, Ontario N5C 1L8

## MAINTENANCE, CUSTODIAL AND INFORMATION TECHNOLOGY UNIFORMS

#08-46LM

## APPENDIX C

**Princess Anne P. S. (French Immersion)**

191 Dawn Drive  
London, Ontario N5W 4W9

**Princess Elizabeth P. S.**

37 William Street  
Ingersoll, Ontario N5C 1M2

**Princess Elizabeth P. S.**

247 Thompson Road  
London, Ontario N5Z 2Z3

**Princeton Central P. S.**

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

**Rick Hansen P. S.**

70 Ponderosa Crescent  
London, Ontario N6E 2L7

**River Heights P. S.**

4269 Hamilton Road  
Dorchester, Ontario N0L 1G3

**Riverside P. S.**

550 Pinetree Drive  
London, Ontario N6H 3N1

**Rolph Street P. S.**

83 Rolph Street  
Tillsonburg, Ontario N4G 3Y2

**Ryerson P. S.**

940 Waterloo Street  
London, Ontario N6A 3X3

**Scott Street P. S.**

50 Scott Street  
St. Thomas, Ontario N5P 1K6

**Sherwood Forest P. S.**

7 Annadale Drive  
London, Ontario N6G 2B5

**Sir Georges Etienne Cartier P. S.**

695 Chiddington Avenue  
London, Ontario N6C 2W9

**Sir Isaac Brock P. S.**

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

**Sir John A. Macdonald P. S.**

1150 Landor Street  
London, Ontario N5Y 3W3

**Sir Winston Churchill P. S.**

1837 Churchill Avenue  
London, Ontario N5W 2L3

**South Dorchester P. S.**

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

**South Ridge P. S.**

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

**Southdale P. S.**

248 Keefer Street  
Strathroy, Ontario N7G 1E2

**Southside P. S.**

360 Albert Street  
Woodstock, Ontario N4S 2L4

**Southwold ( Elmdale )**

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

**Sparta P. S.**

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

**Springbank P. S.**

1060 Sprucedale Road  
Woodstock, Ontario N4S 4Z9

**Springfield P. S.**

133 Main Street  
Springfield, Ontario N0L 2J0

**St. George's P. S.**

782 Waterloo Street  
London, Ontario N6A 3W4

**Stoneybrook P. S.**

1460 Stoneybrook Crescent  
London, Ontario N5X 1C4

**Straffordville/Eden P. S.**

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

**Summers' Corners P. S.**

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

**Sweaburg P. S.**

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

**Tavistock P. S.**

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

**Tecumseh P. S.**

401 Tecumseh Avenue  
London, Ontario N6C 1T4

**Thamesford P. S.**

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

**Tollgate Central P. S.**

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

**Trafalgar P. S.**

919 Trafalgar Street  
London, Ontario N5Z 1G3

**Tweedsmuir P. S.**

349 Tweedsmuir Avenue  
London, Ontario N5W 1L5

**University Heights P. S.**

27 Ford Crescent  
London, Ontario N6G 1H8

**Valleyview P. S.**

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

**Victoria P. S.**

130 Wharnccliffe Road S.  
London, Ontario N6J 2K5

**Victory Memorial P. S.**

210 Thames Street S.  
Ingersoll, Ontario N5C 2T5

**W. Sherwood Fox P. S.**

660 Steeplechase Drive  
London, Ontario N6J 3P4

**Wellington Street P. S.**

50 Wellington Street  
St. Thomas, Ontario N5R 2P8

**West Elgin Sr. Elementary School**

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

**Westdale P. S.**

1050 Plantation Road  
London, Ontario N6H 2Y5

**Westfield P. S.**

38 Glenn Avenue  
Ingersoll, Ontario N5C 2C8

**Westminster Central P. S.**

2835 Westminster Drive  
London, Ontario N6N 1L7

**Westmount P. S.**

1011 Viscount Road  
London, Ontario N6K 1H5

**White Oaks P. S.**

1400 Ernest Avenue  
London, Ontario N6E 2H8

**Wilfrid Jury P. S.**

950 Lawson Road  
London, Ontario N6G 3M2

**Wilton Grove P. S.**

626 Osgoode Drive  
London, Ontario N6E 1C1

**Woodland Heights P. S.**

474 Springbank Drive  
London, Ontario N6J 1G8

**Wortley Road P. S.**

301 Wortley Road  
London, Ontario N6C 3R6

**Zorra Highland Park P. S.**

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

## MAINTENANCE, CUSTODIAL AND INFORMATION TECHNOLOGY UNIFORMS

#08-46LM

## APPENDIX C

## Secondary Schools

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX C

**Administrative Departments**

**Distribution Centre**

951 Leathorne Street  
London, Ontario N5Z 3M7

**Facility Services**

951 Leathorne Street  
London, Ontario N5Z 3M7

**Field Studies Centre**

R. R. 5 - 775275 Blandford Road  
Woodstock, Ontario N4S 7V9

**Information Services Leathorne**

951 Leathorne Street  
London, Ontario N5Z 3M7

**Maintenance Depot (Oxford)**

745 Hounsfield Street  
Woodstock, Ontario N4S 1P6

**Outdoor Education Centre**

48436 John Wise Line, RR #5  
Aylmer, Ontario N5H 2R4

**Westminster Ponds**

c/o Distribution Centre  
951 Leathorne Street  
London, Ontario N5Z 3M7

**Thames Valley District School Board  
East Community Education Centre**

35 Riddell Street  
Woodstock, Ontario N4S 6L9

**Thames Valley District School Board  
Central Community Education Centre**

1250 Dundas Street  
P. O. Box 5888  
London, Ontario N6A 5L1

**Thames Valley District School Board  
South Community Education Centre**

400 Sunset Drive  
St. Thomas, Ontario N5R 3C8

## APPENDIX D

An electronic copy of the Thames Valley District School Board logo has been included in the setup.exe file for this tender. The name of the file is "TVDSBcollogo.tif". If you experience any problems with this file, please contact Laura Munding at [l.munding@tvdsb.on.ca](mailto:l.munding@tvdsb.on.ca).



The following excerpts have been taken from the Thames Valley District School Board Style Guide document:

**Symbolism Found Within Our Logo:**

The Student on the left side of the logo is easily identifiable by the mortarboard. The brighter colour also makes the student stand out, reflecting the Board's belief that the student comes first.

The round face of the student can also represent the sun, which is the centre of the solar system and the nurturer of life on earth. In the same way, students are at the centre of all we do in education.

The Thames River is represented flowing through the text and seen through the "V" in Valley. The forks of the Thames, seen below the student's face, can also represent the top of a graduation gown.

**Guidelines for Use of the Logo****Colour Version**

When printed or painted on any material in colour, the logo must be in the following colours: **PMS 287** blue and **PMS 320** teal. The logo shall not be reproduced in any other colour.

**Variations**

No variations of the logo are permitted. Deletion of the student, cap and river from the left of the logo are not permitted. The typeface of the words "District School Board" may not be changed.