

**TENDER #053
OFFICE FURNITURE**

Issue Date: Thursday, May 17, 2012

Buyer: Stacey Shoemaker

Issued by: The Thames Valley District School Board: Tender #053

Return Date: prior to 12:00:00 noon, local time, Monday, June 11, 2012

**THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER - OFFICE FURNITURE
WORKSHEET A**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
1.01	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 166 schools with an estimated enrolment of 71,000 students.		
1.1	PURPOSE		
1.1.1	The purpose of this bid document is to provide interested parties with sufficient information to enable them to prepare and submit bids for consideration by the TVDSB for the purpose of providing office furniture, subject to the conditions herein.		
1.1.2	The TVDSB may agree to permit other public organizations within Southwestern Ontario to access any contract(s) that may result from this solicitation. The successful bidder(s) shall allow such access with the understanding that the participating organizations be responsible for their own contract management.		
2.0	BID DEFINITIONS AND INFORMATION		
2.1	DEFINITIONS		
2.1.1	The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission.		
2.1.1.1	The word " MUST " shall mean bidders "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant.		
2.1.1.2	The word " SHOULD " shall mean bidders "should" include the required information in bid submission.		
2.1.1.3	The word " NONCOMPLIANT " shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.1.4	The word " SUBCONTRACTOR " shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform any portion or all of this bid.		
2.1.1.5	The word " QUALIFIED " shall mean a bidder who is compliant and has included the required information in their bid submission.		
2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		
2.1.1.6.1	Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The TVDSB will reject any bid submission which contains a major irregularity.		

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2.1.1.6.2	Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.		
2.2	STRUCTURE OF THIS BID		
2.2.1	Bidders must use the electronic bidding file (setup.exe) which is available on the internet at:		
2.2.1.1	www.tvdsb.ca		
2.2.1.2	"Board"		
2.2.1.3	"Purchasing"		
2.2.1.4	"Bids"		
2.2.1.5	Scroll to the end of the document, click		
2.2.1.6	"Proceed to inquiry/download page".		
2.2.1.7	Proceed to the bid, click		
2.2.1.8	"New" Icon		
2.2.1.9	The setup.exe file contains the Appendices053.xls with the following Worksheets:		
2.2.1.10	Worksheet A: Terms and Conditions in Excel format - Electronic response is required.		
2.2.1.11	Worksheet B: Pricing in Excel format - Electronic response is required.		
2.2.1.12	Worksheet C: Pricing in Excel format - Electronic response is required.		
2.2.1.13	Worksheet D: Pricing in Excel format - Electronic response is required.		
2.2.1.14	Worksheet E: Pricing in Excel format - Electronic response is required.		
2.3	RETURN LOCATION		
2.3.1	Sealed bid submissions must be returned to:		
2.3.2	"Tenders Clerk"		
2.3.3	Tenders Clerk's Box, Basement, Education Centre		
2.3.4	Thames Valley District School Board		
2.3.5	1250 Dundas Street		
2.3.6	London, Ontario		
2.3.7	N5W 5P2		
2.3.8	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.6 - Labeling of Envelope).		
2.3.9	The bid submission must be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.3.10	Delivery to the "Tenders Clerk" is the responsibility of the bidder.		
2.3.11	Submissions received by electronic transmission (i.e. fax or email) will not be accepted.		
2.3.12	Late bids will be returned to the bidder, unopened, if a return address is included on the submission envelope.		
2.4	IMPORTANT DATES		

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2.4.1	ISSUE DATE: Thursday, May 17, 2012		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon local time Monday, June 11, 2012		
2.5	QUESTIONS		
2.5.1	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: Stacey Shoemaker, by Fax (519)452-2399 or email stacey.shoemaker1@tvdsb.on.ca. The TVDSB will only be bound by written answers to questions .		
2.5.2	Answers to all questions will be posted to the TVDSB web site at www.tvdsb.on.ca		
2.5.2.1	"Board"		
2.5.2.2	"Purchasing"		
2.5.2.3	"Bids"		
2.5.2.4	Scroll to the end of the document, click		
2.5.2.5	"Proceed to inquiry/download page"		
2.5.2.6	Proceed to the Bid, click		
2.5.2.7	"Answers to Questions"		
2.5.2.8	View documents in PDF format.		
2.5.2.9	All bid files are available for downloading at no charge from the TVDSB web site.		
2.5.2.10	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.		
2.5.3	All Addenda will be issued at least seven days prior to the closing date. If an addendum is issued within seven days of the closing date, the date will be extended accordingly.		
3.0	CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for one year commencing on July 1, 2012 and unless otherwise provided herein, terminating on June 30, 2013.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of two years in one (1) year increments and will advise the bidder in writing of their intentions.		
3.1.3	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a second year ending June 30, 2014.		
3.1.4	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a third year ending June 30, 2015.		
3.2	PRICING		
3.2.1	Bidders must complete the pricing section which is installed using the setup.exe file (see Section 9.0 Installation Instructions).		
3.2.2	Bidders must print and sign the Appendices.		

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3.2.3	All charges must be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.4	Prices for all items must include the cost to prepare floor plans and configure offices for approximately 10 - 20 locations.		
3.2.5	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.		
3.2.6	Prices must remain in effect for the initial term of the contract, ending June 30, 2013.		
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	This contract will be awarded to one supplier per group for:		
3.2.8.1	Standard Desk Plus Environment System 34 to match existing furniture		
3.2.8.2	Links to match existing furniture		
3.2.8.3	Woodlore to match existing furniture		
3.3	TAXES		
3.3.1	HST: Where applicable, Harmonized Sales Tax must be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
3.4	DELIVERY & ORDERING		
3.4.1	Delivery for all items will be directly to our Schools, Distribution Centre, Educational Resource Centre or Community Education Centres.		
3.4.2	Delivery dates will be specified on all of our purchase orders. Immediate delivery will be accepted unless otherwise designated on our purchase orders. In case of construction of new schools or major school renovations, the TVDSB shall not accept delivery until the date specified on those purchase orders.		
3.4.3	The successful bidder(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping or installation.		
3.4.4	The successful bidder(s) bears the risk of loss with respect to furniture until delivery and/or installation is complete.		
3.4.5	The successful bidder(s) will remove all packaging and shipping debris at no cost to the TVDSB.		
3.4.6	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of lading.		
3.4.7	The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time must be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		
3.4.8	Not all goods will be ordered at one time; orders will be placed as requests are received from our schools.		
3.5	INVOICING/PAYMENT TERMS		

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3.5.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Accounts Payable.		
3.5.2	Applicable taxes must be shown as separate line items on all invoices.		
3.5.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.5.3.1	Bidders should state percentage discount for early payment and net payment terms.		
3.5.4	Purchase order numbers must be stated on all invoices; invoices without will be returned unpaid.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	QUALITY		
4.1.1	Unless otherwise specified, supplies must be new, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the TVDSB pertaining to items being rejected is final.		
4.1.2	Manufacturers' brand names and numbers are used as guidance for the bidders; alternate items of equal quality will be considered. If bidding on an alternate item, the manufacturer's name and model number must be indicated in the appropriate field in Worksheet B, Worksheet C, Worksheet D and Worksheet E FOR EVERY ALTERNATE ITEM BID.		
4.1.3	The determination of equal quality will be based on our internal professional opinions.		
4.1.4	In addition to price, quality and suitability to school use will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will be also taken into consideration when awarding this contract.		
4.1.5	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
4.1.6	The successful bidder(s) must carry out all work to the satisfaction of the TVDSB. All trade work is to be performed by appropriately certified staff.		
4.2	QUANTITY/TERM		
4.2.1	The quantities indicated are based on previous years purchases and projected current year capital projects. Quantities are subject to equipment breakdowns, user requests, program changes and budget approval which may be increased or decreased when orders are placed. All items may not be purchased if costs exceed budget. In no way should the information furnished be considered as a guarantee with respect to the future volume of business. The successful bidder(s) will be responsible for supplying the quantities that are eventually ordered for each item awarded during the term of this bid at the quoted price.		
4.2.2	The following groups of items will be awarded to one supplier per group. Therefore, bidders must be able to supply all of the items indicated within the groups in Worksheet B, Worksheet C and Worksheet D:		
4.2.2.1	Standard Desk Plus Environment System 34		

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4.2.2.2	Links		
4.2.2.3	Woodlore		
4.2.2.4	Bidders must be able to supply the TVDSB with a price list in a spreadsheet (Excel) format (not .pdf) of all components within the office systems product line upon which the vendor is bidding.		
4.3	REQUIREMENTS		
4.3.1	For each requirement as described in the Worksheet A, bidders must place a response in the appropriate column.		
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 must state if there is a time limit on returning goods.		
4.4.3	Bidders should state if there is a "restocking charge" on any returned item and the amount or rate to be charged if goods are returned for any other reason than those stated in 4.4.1.		
4.4.4	Bidders should describe their procedure for returned goods with respect to:		
4.4.4.1	Packaging		
4.4.4.2	"Attention To" labeling		
4.4.4.3	Address to where returns should be shipped		
4.4.4.4	Method of shipment (company truck, courier, transport)		
4.4.4.5	If a return authorization number is required		
4.4.4.6	What charges apply and who is responsible for payment		
4.4.5	The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		
4.5	SAMPLES/DEMONSTRATION		
4.5.1	Each bidder may be required to submit, at the bidder's own expense, the items which are being bid upon for examination and comparison purposes. This must be done on request and at a time and location chosen by the TVDSB.		
4.5.2	Bidders who do not submit the required samples will be considered noncompliant.		
4.5.3	Not all samples will be returned immediately. Those retained for quality control purposes or testing will be purchased and any item tested that proves defective will be returned.		
4.5.3.1	Bidders should provide return instructions (i.e. address and authorization number) if required, for sample returns.		
4.6	CONFIGURATION AND INSTALLATION		
4.6.1	Configuration and installation services are a consideration in awarding this bid. Include any and all support and implementation services your company will provide.		
4.70	WARRANTY AND MAINTENANCE		
4.7.1	Bidders must state length of warranty. Bidders must state if warranty includes parts, labour and if the warranty is on-site. If not, bidders must indicate the terms of the warranty.		

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

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

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5.1.18	The TVDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		
5.1.19	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.2	CANCELLATION OF CONTRACT / LOSS OF SERVICE		
5.2.1	The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder(s) shall remain responsible for its obligations under this contract up to the date of termination. The TVDSB reserves the right to commence an action in a court of competent jurisdiction against the successful bidder(s) for damages that result from the breach of the terms and conditions of the contract, by the successful bidder(s).		
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful bidder(s) under the contract the total outstanding amount from time to time and for all damage claims by the TVDSB or any third parties arising out of this contract which have not been resolved by the successful bidder(s) or its insurer.		
5.2.3	The TVDSB reserves the right to withhold monies owing under a contract to the value of the obligation to a maximum of the monies owing to the successful bidder(s) for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful bidder(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful bidder(s), the TVDSB's staff or third party interruptions.		
5.2.5	In the event that the successful bidder(s) becomes insolvent, and/or the successful bidder(s) is unable or unwilling to provide the contracted service for a period of more than 30 consecutive days during the period of the contract, the TVDSB shall have the right to replace the successful bidder(s) with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this bid.		
5.3	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT		

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

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5.5.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. If applicable, the successful bidder(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.5.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in 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.		
5.6	WORKPLACE SAFETY AND INSURANCE BOARD		
5.6.1	The successful bidder(s) must ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.		
5.6.2	The successful bidder(s) must furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board. This certification is to be furnished prior to the commencement of this contract. The good standing must be maintained throughout the contract. It is the responsibility of the Contractor to ensure that the Workplace Safety & Insurance Board Certificate is updated every sixty (60) days. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.6.3	All workplace injuries or accidents on TVDSB property must be reported by the successful bidder(s) to the TVDSB's representative within 24 hours.		
5.7	COMMERCIAL LIABILITY INSURANCE		
5.7.1	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.		

FIRM NAME : _____

SIGNATURE : _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER - OFFICE FURNITURE
WORKSHEET A**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.7.2	Each bidder should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$1 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$1 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$1 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.7.2.1	This liability policy shall contain the following coverage:		
5.7.2.2	Personal Injury & Property Damage		
5.7.2.3	Non-Owned Automobile Liability		
5.7.2.4	Owners and Contractors Protective Coverage		
5.7.2.5	Contractual Liability		
5.7.2.6	Broad Form Property Damage		
5.7.2.7	Products & Completed Operation Insurance		
5.7.2.8	Contingent Employees Liability		
5.7.2.9	Cross Liability Clause and Severability of Interest Clause		
5.7.3	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.7.4	The successful bidder(s) agrees to indemnify, hold harmless and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason or injury (including death) or damage to any property arising out of negligent or willful acts on the part of the successful bidder(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
5.8	MOTOR VEHICLE LIABILITY INSURANCE		
5.8.1	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
TENDER - OFFICE FURNITURE
WORKSHEET A**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.8.2	In the event of an affirmative answer to 5.8.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the Contract. If the bidder's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.8.3 to subsection 5.8.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.8.3	Bidders must show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1million on all personally owned vehicles)per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract.		
5.8.3.1	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.8.3.2	Third Party Liability Coverage in the form of OAP-1		
5.8.4	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		
5.8.5	The successful bidder(s) agrees to indemnify, hold harmless, and defend, the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
6.0	BIDDER PROFILE		
6.1	REFERENCES		
6.1.1	New bidders must provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference must contain the following information:		

FIRM NAME : _____

SIGNATURE : _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER - OFFICE FURNITURE
WORKSHEET A**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
6.1.1.1	Reference 1 - Company Name:		
6.1.1.2	Reference 1 - Address:		
6.1.1.3	Reference 1 - Contact Name:		
6.1.1.4	Reference 1 - Phone Number:		
6.1.1.5	Reference 1 - Fax Number:		
6.1.1.6	Reference 1 - e-mail address:		
6.1.1.7	Reference 2 - Company Name:		
6.1.1.8	Reference 2 - Address:		
6.1.1.9	Reference 2 - Contact Name:		
6.1.1.10	Reference 2 - Phone Number:		
6.1.1.11	Reference 2 - Fax Number:		
6.1.1.12	Reference 2 - e-mail address:		
6.1.1.13	Reference 3 - Company Name:		
6.1.1.14	Reference 3 - Address:		
6.1.1.15	Reference 3 - Contact Name:		
6.1.1.16	Reference 3 - Phone Number:		
6.1.1.17	Reference 3 - Fax Number:		
6.1.1.18	Reference 3 - e-mail address:		
6.2	ADMINISTRATION & ORGANIZATION		
6.2.1	The TVDSB reserves the right at any time after the closing date, to request from any bidder evidence of its financial standing and stability, including that of each of its officers, directors and principals. All bidders agree to provide at their own expense all such above-related information as may be requested by the TVDSB within four (4) days of the date of any such request.		
6.2.2	Bidders are required to list any and all pending or ongoing legal claims or disputes where the bidder could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
6.2.3	Bidders should state location of their distribution centre.		
6.2.4	Bidders should state if their employees service sites wearing uniforms.		
6.2.5	Bidders should state if their employees carry photo identification.		
6.2.6	Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.		
7.0	BID SUBMISSION		
7.1	BIDDER'S RESPONSE GUIDE		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, bidders should use the same numbering format, as on this bid document.		
7.1.2	The bid submission must include:		

FIRM NAME : _____

SIGNATURE : _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER - OFFICE FURNITURE
WORKSHEET A**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
7.1.2.1	Printed and signed copies of the Terms and Conditions Worksheet A, Worksheet B, Worksheet C, Worksheet D and Worksheet E: Pricing.		
7.1.3	One diskette, CD or memory stick with Appendices053.xls:		
7.1.3.1	Worksheet A: Terms and Conditions in Excel format - Electronic response is required.		
7.1.3.2	Worksheet B: Pricing for Standard Desk Plus Environmental System 34 in Excel format - Electronic response is required.		
7.1.3.3	Worksheet C: Pricing for Links in Excel format - Electronic response is required.		
	Worksheet D: Pricing for Woodlore in Excel format - Electronic response is required.		
7.1.3.4	Worksheet E: Pricing for Miscellaneous Furniture in Excel format - Electronic response is required.		
7.1.4	It is the bidders' responsibility to ensure that the necessary "files" on the diskette, CD or memory stick.		
7.1.5	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.6	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.6 - Labeling Instructions).		
7.1.7	Bidders' submissions should include page numbers for ease of reference by committee members.		
7.1.8	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.9	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
8.0	AWARD		
8.1	EVALUATION PROCESS		
8.1.1	An evaluation committee will be established to evaluate bid submissions.		
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
8.1.3	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria:		
8.1.3.1	Price		
8.1.3.2	Compliance with Specifications		
8.1.4	Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.		
8.1.5	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.6	The determination of equal quality will be based on our internal professional opinions.		

FIRM NAME : _____

SIGNATURE : _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER - OFFICE FURNITURE
WORKSHEET A**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.1.7	In the event of a tie score the TVDSB will resolve the tie by a draw. The names of the tie bidders will be entered into the draw. All parties will have representation when the draw takes place.		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	www.tvdsb.on.ca		
8.2.1.2	"Board"		
8.2.1.3	"Purchasing"		
8.2.1.4	"Bids"		
8.2.1.5	"Electronic Bidding Instructions, Bid Download and Bid Results",		
8.2.1.6	Scroll to the end of the document, click		
8.2.1.7	"Proceed to inquiry/download page".		
8.2.1.8	Proceed to the Bid, click		
8.2.2	"Results - Check Mark"		
8.2.3	View documents in PDF format.		
8.2.4	All bid files are available for downloading at no charge from the TVDSB web site.		

Stacey Shoemaker
Purchasing Department

Joyce Bennett
Chairperson

FIRM NAME : _____

SIGNATURE : _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER - OFFICE FURNITURE
WORKSHEET A**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.0	ELECTRONIC BIDDING INSTRUCTIONS		
9.1	DOWNLOADING BID DOCUMENTS		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
9.1.2	Click "Board"		
9.1.3	Click "Purchasing"		
9.1.4	Click "Bids"		
9.1.5	Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
9.1.6	Click "Proceed to Inquiry/Download page"		
9.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.8	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.9	All bid files are available for downloading at no charge from the TVDSB web site.		
9.2	PRINTING COPIES OF BID DOCUMENTS		
9.2.1	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
9.3	SECTION 9.3 COMPUTER SYSTEM REQUIREMENTS		
9.3.1	To use the electronic system, bidders must have the following equipment:		
9.3.1.1	Microsoft Windows, version 9.5 or greater		
9.3.1.2	2.5 MB available hard drive space		
9.3.1.3	3 ½ 1.44 MB diskette drive or CD Burner.		
9.4	INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:		
9.4.1	The TVDSB has made every effort to ensure the files are free of any virus and are functional. However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus.		
9.4.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
9.4.3	The bid files are installed into a default directory called C:\LBTENDER. When the installation process is complete, a box will appear with a "Remove Thames Valley District School Board Tender icon"; please close this box. When the setup is complete, click close.		
9.4.4	To begin the Bid Program:		
9.4.4.1	Go to Windows Explorer		
9.4.4.2	Click on C:\ drive		
9.4.4.3	Open the folder "lbtender"		
9.4.4.4	The following files will be installed in the C:\lbtender directory: Appendices053.xls which contain the following Worksheets:		
9.4.4.6	Worksheet A: Terms and Conditions in Excel format - Electronic response is required.		
9.4.4.7	Worksheet B: Pricing for Standard Desk Plus Environmental System 34 in Excel format - Electronic response is required.		

FIRM NAME : _____

SIGNATURE : _____

**THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER - OFFICE FURNITURE
WORKSHEET A**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.4.4.8	Worksheet C: Pricing for Links in Excel format - Electronic response is required.		
9.4.4.9	Worksheet D: Pricing for Woodlore in Excel format - Electronic response is required.		
9.4.4.10	Worksheet E: Pricing for Miscellaneous Furniture in Excel format - Electronic response is required.		
9.4.5	To start the process open the Excel files and complete as instructed.		
9.5	THE RETURN DISKETTE, CD OR MEMORY STICK:		
9.5.1	After all bids have been entered:		
9.5.2	Copy Appendixes053.xls to either a 3.5" diskette, CD or memory stick using your company's standard CD Writing program.		
9.5.3	Check to ensure that the "files" are on the diskette, CD or memory stick. Without these files we will not be able to download your bid.		
9.5.4	Be sure to label your diskette, CD or memory stick with company name and signature.		
9.6	LABELING OF ENVELOPE		
9.6.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.6.2	From - Company Name & Address		
9.6.3	To:OFFICE OF THE TENDERS CLERK		
9.6.4	Thames Valley District School Board		
9.6.5	EDUCATION CENTRE,		
9.6.6	1250 Dundas Street,		
9.6.7	LONDON, Ontario		
9.6.8	N5W 5P2		
9.6.9	Office Furniture		
9.6.10	Bid #53		
9.6.11	Return Date: 12:00:00 noon local time - Monday, June 11, 2012		
9.70	PLEASE AFFIX LABEL ON DISK, CD OR MEMORY STICK AS SHOWN BELOW:		
9.7.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.7.2	Office Furniture		
9.7.3	Bid #053		
9.7.4	Return Date: 12:00:00 noon local time - Monday, June 11, 2012		
9.7.5	Signature:		
9.7.6	Firm Name:		
10.0	SIGNATURE PAGE		
10.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER - OFFICE FURNITURE
WORKSHEET A

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
10.4	NAME (Please print):		
10.5	TITLE:		
10.6	SIGNATURE:		
10.7	FIRM NAME:		
10.8	State the legal entity that your organization operates under:		
10.8.1	Proprietorship		
10.8.2	Partnership		
10.8.3	Corporation		
10.9	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:		
10.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		
10.9.2	E-MAIL ADDRESS:		
10.9.3	ADDRESS:		
10.9.4	INTERNET ADDRESS:		
10.9.5	TELEPHONE NO.:		
10.9.6	FAX NO.:		
10.10	If subcontracting, bidders must provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract:		
10.10.1	Firm Name:		
10.10.2	Firm Address:		
10.10.3	Telephone Number:		
10.10.4	Fax Number:		
10.10.5	E-MAIL ADDRESS:		

FIRM NAME : _____

SIGNATURE : _____

**THAMES VALLEY DISTRICT SCHOOL BOARD 2013
TENDER - OFFICE FURNITURE
WORKSHEET B - STANDARD DESK PLUS ENVIRONMENT SYSTEM 34 PRICING**

Item #	Description	Manufacturer	Catalogue Number	Quantity	Unit of Measure	List Price	Discount %	TVDSB Unit Price
1	BOOKCASE - OPEN	Standard Desk Plus Environment System 34	14/OB3666	1	each			
2	CABINET - LATERAL	Standard Desk Plus Environment System 34	34/FLF1827	1	each			
3	DESK	Standard Desk Plus Environment System 34	34/DS-7236	1	each			
4	DESK	Standard Desk Plus Environment System 34	34/RBM-5830	1	each			
5	DESK	Standard Desk Plus Environment System 34	34/RP7036L	1	each			
6	DESK - D-SHAPED	Standard Desk Plus Environment System 34	34/RBP-5830	1	each			
7	DIVIDERS	Standard Desk Plus Environment System 34	01-WD-10	1	each			
8	KEYBOARD DRAWER	Standard Desk Plus Environment System 34	01-KBD-2	1	each			
9	MOBILE PEDESTAL	Standard Desk Plus Environment System 34	34/FBF1827	1	each			
10	MOBILE PEDESTAL	Standard Desk Plus Environment System 34	34/FFF1827	1	each			
11	MOBILE PEDESTAL	Standard Desk Plus Environment System 34	34/FBF2627	1	each			
12	PEDESTAL - FOR WORKWALL	Standard Desk Plus Environment System 34	34/FLF1827	1	each			
13	RETURN - EXECUTIVE	Standard Desk Plus Environment System 34	34/BR-4621	1	each			
14	STORAGE MODULE	Standard Desk Plus Environment System 34	14/LFT-3666	1	each			
15	STORAGE MODULE	Standard Desk Plus Environment System 34	14/CB-3629	1	each			
16	TABLE - ROUND	Standard Desk Plus Environment System 34	17-BA-6-30 and 17-RO-B42	1	each			
17	TASKLIGHT	Standard Desk Plus Environment System 34		1	each			

FIRM NAME: _____

SIGNATURE: _____

**THAMES VALLEY DISTRICT SCHOOL BOARD 2013
TENDER - OFFICE FURNITURE
WORKSHEET B - STANDARD DESK PLUS ENVIRONMENT SYSTEM 34 PRICING**

Item #	Description	Manufacturer	Catalogue Number	Quantity	Unit of Measure	List Price	Discount %	TVDSB Unit Price
18	WORK MODULE	Standard Desk Plus Environment System 34	34/WM-7221	1	each			
19	WORK MODULE	Standard Desk Plus Environment System 34	34/WM-7224	1	each			

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD TENDER - 2013 OFFICE FURNITURE
 WORKSHEET C - LINKS PRICING

Item #	Description	Manufacturer	Catalogue Number	Quantity	Unit of Measure	List Price	Discount %	TVDSB Unit Price
	Prices for all items must include the cost to prepare floor plans and configure offices for approximately 10 - 20 locations.							
1	BOOKCASE	Links	BKC48C	10	each			
2	BOOKCASE	Links	BKC66BC	12	each			
3	BOOKCASE	Links	BKC72BC	9	each			
4	BOOKCASE/STORAGE CABINET	Links	BKC72SCBCP1	3	each			
5	BOOKCASE/STORAGE CABINET	Links	CAB2466SBP1	1	each			
6	CABINET	Links	CAB2436SCP	12	each			
7	CABINET	Links	CAB2436SCP1	5	each			
8	CABINET - 2 DRAWER LATERAL FILE W/O TOP	Links	CAB2336LFNTP1	7	each			
9	CABINET - DOUBLE LATERAL FILE CREDENZA	Links	CAB2472LFLFP	1	each			
10	CABINET - LATERAL FILE	Links	CAB2436LFP	16	each			
11	CABINET - LATERAL FILE	Links	CAB2436LFNTP	2	each			
12	CABINET - LATERAL FILE	Links	CAB24664LP	4	each			
13	CABINET - LATERAL FILE STORAGE CREDENZA	Links	CAB2472LFSCP	1	each			
14	CABINET - VERTICAL LATERAL FILE STORAGE	Links	CAB2466LSP	16	each			
15	CABINET - WARDROBE	Links	CAB2466WRP	10	each			
16	COFFEE TABLE	Links	TBL2442CF	1	each			
17	CONFERENCE TABLE	Links	TBL0008TRDB	1	each			
18	CONFERENCE TABLE	Links	TBL4848RTDB	1	each			
19	CORNER/DESK COMBINATION	Links	ECUR 2472LC	1	each			
20	CPU Holder	Links	CPU-II-INSTALLED	15	each			
21	DESK	Links	DTI2436LI	1	each			
22	DESK	Links	DTI2436NP	2	each			
23	DESK	Links	DTI2448NP	1	each			
24	DESK	Links	DSK2466LF	2	each			
25	DESK	Links	DSK2418LF	1	each			
26	DESK	Links	DSK2466LR	1	each			
27	DESK	Links	ASM2442CT	1	each			
28	DESK	Links	DSK3048LL	1	each			
29	DESK	Links	DSK3042LR	1	each			
30	DESK	Links	DSK2436LR	4	each			
31	DESK - CORNER COMBINATION	Links	ECU2466CLLC/CRLC	8	each			
32	DESK - CORNER COMBINATION	Links	ECU2472CLLC/CRLC	15	each			

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD TENDER - 2013 OFFICE FURNITURE
 WORKSHEET C - LINKS PRICING

Item #	Description	Manufacturer	Catalogue Number	Quantity	Unit of Measure	List Price	Discount %	TVDSB Unit Price
33	DESK - CORNER COMBINATION	Links	ECU2472CRLR	14	each			
34	DESK - CORNER COMBINATION	Links	ECU2472KRLR	12	each			
35	DESK - CORNER WORK SURFACE	Links	COR4230KLC	1	each			
36	DESK - CORNER WORK SURFACE	Links	COR4224KLC	2	each			
37	DESK - CORNER WORK SURFACE	Links	COR4224KLL	2	each			
38	DESK - CORNER WORK SURFACE	Links	COR3618CLC	1	each			
39	DESK - CORNER WORK SURFACE	Links	COR3624CLC	2	each			
40	DESK SHELL	Links	DSK2448LR/LL	15	each			
41	DESK SHELL	Links	DSK2430LF	3	each			
42	DESK SHELL	Links	DSK3060LR/LL	1	each			
43	DESK SHELL	Links	DSK2472LF	5	each			
44	DESK SHELL	Links	DSK2460LR/LL	16	each			
45	DESK SHELL	Links	DSK2430LR/LL	4	each			
46	DESK SHELL	Links	DSK2436LR/LL	14	each			
47	DESK SHELL	Links	DSK2454LF	1	each			
48	DESK SHELL	Links	DSK3048LR/LL	2	each			
49	DESK SHELL	Links	DSK2442LR/LL	11	each			
50	DESK SHELL	Links	DSK2424LF	27	each			
51	DESK SHELL	Links	DSK2472LR/LLSM	6	each			
52	DESK SHELL	Links	DSK2424LR/LL	9	each			
53	DESK SHELL	Links	DSK2430LC	2	each			
54	DESK SHELL	Links	DSK2424LC	7	each			
55	DESK SHELL	Links	DSK2448LF	5	each			
56	DESK SHELL	Links	DSK2448LC	1	each			
57	DESK SHELL	Links	DSK2454LC	10	each			
58	DESK SHELL	Links	DSK2424LL	2	each			
59	DESK SHELL	Links	DSK2436LL	6	each			
60	DESK SHELL	Links	DSK2436LF	6	each			
61	DESK SHELL	Links	DSK2454LR	2	each			
62	DESK SHELL	Links	DSK2460LC	2	each			
63	DESK WITH MODESTY PANEL	Links	DTI2436NP WITH MODESTY PANEL	10	each			
64	DESK WITH MODESTY PANEL	Links	DTI2430NP WITH MODESTY PANEL	10	each			

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD TENDER - 2013 OFFICE FURNITURE
 WORKSHEET C - LINKS PRICING

Item #	Description	Manufacturer	Catalogue Number	Quantity	Unit of Measure	List Price	Discount %	TVDSB Unit Price
65	DESK WITH MODESTY PANEL	Links	DTI2424NP WITH MODESTY PANEL	10	each			
66	DESK WITH MODESTY PANEL	Links	DTI-2448NP WITH MODESTY PANEL	10	each			
67	DRAWER - PENCIL	Links	ACC-PLCD	1	each			
68	DRAWERS - PEDESTAL - MOBILE	Links	CAB1622LMBBF	46	each			
69	DRAWERS - PEDESTAL - MOBILE	Links	CAB1622LMFF	15	each			
70	END TABLE	Links	TBL2024ET	10	each			
71	EXTENDED CORNER UNIT DESK	Links	ECU2472KLLL	10	each			
72	EXTENDED CORNER UNIT DESK	Links	ECU2466KLLC	2	each			
73	EXTENDED CORNER UNIT DESK	Links	ECU2466KRLR	2	each			
74	HUTCH	Links	HUT-1472-36/DK72/TB72-19/LOCKS	10	each			
75	HUTCH	Links	HUT-1466-66/DK66/TB66-19/LOCKS	5	each			
76	HUTCH	Links	HUT-1424-36/DK24/TB24-19/LOCKS	5	each			
77	HUTCH	Links	HUT-1454-36/DK54/TB54-19/LOCKS	5	each			
78	HUTCH	Links	HUT-1448-36/DK48/TB48-19/LOCKS	5	each			
79	LATERAL FILE/STORAGE CABINET	Links	CAB2466LSP1	7	each			
80	LINEAR PANEL SET	Links	LPS1230L	1	each			
81	LINEAR PANEL SET	Links	LPS2436F	1	each			
82	LINEAR PANEL SET	Links	LPS2442G	1	each			
83	LINEAR PANEL SET	Links	LPS2442F	1	each			
84	LINEAR PANEL SET	Links	LPS2436G	1	each			
85	MULTI-FUNCTIONAL CABINET	Links	CAB2436LMFCP1	2	each			
86	PANEL SYSTEM GLAZED	Links	LPS1260G	1	each			
87	PANELS - DIVIDER	Links	LPS1272F	1	each			
88	PANELS - DIVIDER	Links	LPS3636F	1	each			
89	RECEPTION GALLERY	Links	LTS1236F	4	each			
90	RECEPTION GALLERY	Links	LTS1260F	5	each			
91	RECEPTION GALLERY	Links	CTS3636TB-36	5	each			

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THAMES VALLEY DISTRICT SCHOOL BOARD TENDER - 2013 OFFICE FURNITURE
 WORKSHEET C - LINKS PRICING

Item #	Description	Manufacturer	Catalogue Number	Quantity	Unit of Measure	List Price	Discount %	TVDSB Unit Price
92	RECEPTION GALLERY	Links	LTS1230F	4	each			
93	RECEPTION GALLERY	Links	CTS3630F	1	each			
94	RECEPTION GALLERY	Links	CTS3636F	2	each			
95	RECEPTION GALLERY	Links	LTS1242F	1	each			
96	RECEPTION GALLERY	Links	SOR-1236-13	1	each			
97	RECEPTION GALLERY	Links	SOR124813	1	each			
98	RECEPTION GALLERY	Links	SOR126613	1	each			
99	RECEPTION GALLERY	Links	SOR127213	1	each			
100	ROUNDED TRANSACTION TOP FABRIC	Links	RTS1260F	1	each			
101	TACKBOARD	Links	TB6619	1	each			
102	TACKBOARD	Links	TB3619	1	each			
103	TRANSACTION SET	Links	LTS1224-L-ROUND	10	each			
104	TRANSACTION SET	Links	LTS1236-F-ROUND	10	each			
105	TRANSACTION SET	Links	LTS1260-F-ROUND	10	each			
106	TRANSACTION SET	Links	LTS1272-F-ROUND	10	each			
107	TRANSACTION TOP	Links	RTS1272F	1	each			
108	TRANSACTION TOP FABRIC PANEL	Links	LTS1248F	2	each			
109	TRANSACTION TOP FABRIC PANEL	Links	LTS1254F	1	each			
110	TRANSACTION TOP FABRIC PANEL	Links	LTS1242F	1	each			
111	TRANSACTION TOP FABRIC PANEL	Links	LTS1224F	2	each			
112	TRANSACTION TOP FABRIC PANEL	Links	LTS1254F	1	each			
113	TRANSACTION TOP FABRIC PANEL	Links	LTS1272F	1	each			
114	TRANSACTION TOP GLAZED PANEL	Links	LTS1236G	1	each			
115	TRANSACTION TOP GLAZED PANEL	Links	LTS1272G	1	each			
116	VERTICAL STORAGE CABINET	Links	CAB2466VSP1	1	each			
117	WORKSTATION - PERSONAL	Links	CAB2466ARMRP	1	each			
118	STATE COST TO DRILL HOLES IN DESKS FOR CORDS	Links	HOLES	50	each			
119	STATE HOURLY RATE TO CREATE AUTOCAD DRAWINGS FOR EXISTING FURNITURE TO BE UTILIZED BY EXISTING SCHOOLS	Links	AUTOCAD	50	hourly			

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THAMES VALLEY DISTRICT SCHOOL BOARD 2013 TENDER - OFFICE FURNITURE
WORKSHEET D - WOODLORE PRICING

Item #	Description	Manufacturer	Catalogue Number	Quantity	Unit of Measure	List Price	Discount %	TVDSB Unit Price
	Prices for all items must include the cost to prepare floor plans and configure offices for approximately 10 - 20 locations.							
1	BOOKCASE	Woodlore	BC3466-R	3	each			
2	BOOKCASE	Woodlore	BC3444-R	1	each			
3	BOOKCASE	Woodlore	BC3472-R	1	each			
4	BOOKCASE, 1 FIXED SHELF, 2 ADJ SHELVES	Woodlore	BC3048	2	each			
5	BOOKCASE, 1 FIXED SHELF, 2 ADJ SHELVES	Woodlore	BC3648	1	each			
6	CABINET FREESTANDING 2 DOOR STORAGE	Woodlore	SCL3624BPA	1	each			
7	CORNER PRIVACY PANEL	Woodlore	CPP 3637	1	each			
8	CORNER UNIT	Woodlore	CC362424	5	each			
9	CREDENZA	Woodlore	CFL/CFR6624-R	1	each			
10	CREDENZA - EXECUTIVE - BOOKCASE	Woodlore	XCB3637-R	1	each			
11	DESK	Woodlore	DTOP4830-R	1	each			
12	DESK - CORNER COMBINATION	Woodlore	CDL/CDR6030-R	1	each			
13	DESK - CORNER COMBINATION	Woodlore	CDL/CDR6024-R	1	each			
14	DESK - CORNER COMBINATION	Woodlore	CDL/CDR7230-R	1	each			
15	DESK - CORNER COMBINATION	Woodlore	CDL/CDR7224-R	1	each			
16	DESK - CORNER COMBINATION	Woodlore	CDL/CDR7230	1	each			
17	DESK - CORNER WORKSURFACE	Woodlore	CR362424-R	1	each			
18	DESK - CORNER WORKSURFACE	Woodlore	CC423030-R	1	each			
19	DESK - CORNER WORKSURFACE	Woodlore	CC422424-R	1	each			
20	DESK - CORNER WORKSURFACE	Woodlore	CC361818-R	1	each			
21	DESK SHELL	Woodlore	DTOP3624-R	1	each			
22	DESK SHELL	Woodlore	DSL3024-R	1	each			
23	DESK SHELL	Woodlore	DSPF7236(A)-R	1	each			
24	DESK SHELL	Woodlore	DSL/DSR6624-R	1	each			
25	DESK SHELL	Woodlore	DSL/DSR3630-R	1	each			
26	DESK SHELL	Woodlore	DSL/DSR4824-R	1	each			
27	DESK SHELL	Woodlore	DSL/DSR6030-R	1	each			
28	DESK SHELL	Woodlore	DSL/DSR7230-R	1	each			
29	DESK SHELL	Woodlore	DS7224-R	1	each			
30	DESK SHELL	Woodlore	DSL/DSR6024-R	1	each			
31	DESK SHELL	Woodlore	DSL/DSR3024-R	1	each			
32	DESK SHELL	Woodlore	DSL/DSR3624-R	1	each			

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THAMES VALLEY DISTRICT SCHOOL BOARD 2013 TENDER - OFFICE FURNITURE
 WORKSHEET D - WOODLORE PRICING

33	DESK SHELL	Woodlore	DSL/DSR4830-R	1	each		
34	DESK SHELL	Woodlore	DSL/DSR4224-R	1	each		
35	DESK SHELL	Woodlore	DSL/DSR4830-R/FM	1	each		
36	DESK SHELL	Woodlore	DSL/DSR7224-R	1	each		
37	DESK SHELL	Woodlore	DSL/DSR7230-R/FM	1	each		
38	DESK SHELL	Woodlore	DSL/DSR6030-R/FM	1	each		
39	DESK SHELL	Woodlore	DSL/DSR2424-R	1	each		
40	DESK SHELL	Woodlore	DSL/DSR6630-R	1	each		
41	DESK SHELL	Woodlore	PTLF/PTRF7236-R	1	each		
42	DESK SHELL	Woodlore	DTOP6030-R	1	each		
43	DESK SHELL	Woodlore	DS5424-R	1	each		
44	DESK SHELL	Woodlore	DS3624-R	1	each		
45	DESK SHELL	Woodlore	DS6024-R	1	each		
46	DESK SHELL	Woodlore	DSL-3630-R	1	each		
47	DESK SHELL	Woodlore	DTOP-4824-R	1	each		
48	DESK SHELL	Woodlore	PTLF-7236-R/MP	1	each		
49	DRAWER - PENCIL	Woodlore	APD	1	each		
50	HUTCH OPEN CORNER	Woodlore	OCS4236	1	each		
51	HUTCH OVERHEAD	Woodlore	OD4836	1	each		
52	HUTCH OVERHEAD, 2 DOORS	Woodlore	OD3636	1	each		
53	HUTCH OVERHEAD, 4 DOORS	Woodlore	OD7236	7	each		
54	LATERAL FILE	Woodlore	LF2-R	2	each		
55	LATERAL FILE	Woodlore	LF3-R	2	each		
56	LATERAL FILE	Woodlore	LF4-R	1	each		
57	LATERAL FILE	Woodlore	LFT-R	1	each		
58	LATERAL FILE - FRONT TO BACK FILING	Woodlore	LF2-R/FTBF	1	each		
59	MOBILE PEDESTAL - BOX/BOX/FILE, LOCKING	Woodlore	M2BF	6	each		
60	OVERHEAD STORAGE	Woodlore	OSCL6637-R + OTB6618	1	each		
61	OVERHEAD STORAGE	Woodlore	OSCL7237-R + OTB7218	1	each		
62	OVERHEAD STORAGE	Woodlore	OSCL6037-R + OTB6018	1	each		
63	OVERHEAD STORAGE	Woodlore	OSCL3637-R + OTB3618	1	each		
64	OVERHEAD STORAGE	Woodlore	FOS6637-R	1	each		
65	OVERHEAD STORAGE	Woodlore	FOC3637-R + TBI3621	1	each		

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THAMES VALLEY DISTRICT SCHOOL BOARD 2013 TENDER - OFFICE FURNITURE
WORKSHEET D - WOODLORE PRICING

66	OVERHEAD STORAGE	Woodlore	OSCL3037-R + OTB3018	1	each		
67	OVERHEAD STORAGE CLOSED	Woodlore	OCSL4237-R + OTB4218	1	each		
68	OVERHEAD STORAGE CLOSED	Woodlore	OSCL4837-R + OTB4818	1	each		
69	OVERHEAD STORAGE OPEN	Woodlore	OSO-4237-R	1	each		
70	PEDESTAL HANGING	Woodlore	HBFL-R	1	each		
71	PEDESTAL HANGING	Woodlore	H3BFL-R	1	each		
72	PEDESTAL MOBILE	Woodlore	M2BFL-R	3	each		
73	PEDESTAL MOBILE	Woodlore	M2FL-R	1	each		
74	PENCIL DRAWER	Woodlore	APD	1	each		
75	RECEPTION COUNTER	Woodlore	OSG36-R	1	each		
76	RECEPTION COUNTER	Woodlore	OSG60-R	1	each		
77	RECEPTION COUNTER	Woodlore	OSG48-R	1	each		
78	RECEPTION COUNTER	Woodlore	OSG30-R	1	each		
79	RECEPTION GALLERY	Woodlore	OSG72-R	2	each		
80	RECEPTION GALLERY - CORNER	Woodlore	OSGCL9636-R	1	each		
81	RECEPTION GALLERY - CORNER	Woodlore	OSGCL/OSGCR8442-R	1	each		
82	RECTANGULAR DESK SHELL	Woodlore	DA3624	1	each		
83	RECTANGULAR DESK SHELL	Woodlore	DB3024	6	each		
84	RECTANGULAR DESK SHELL	Woodlore	DB3624	5	each		
85	STORAGE AND WARDROBE TOWER	Woodlore	SW242466L-R	1	each		
86	STORAGE AND WARDROBE TOWER	Woodlore	SW242466R-R	1	each		
87	STORAGE UNIT	Woodlore	SW/ST342466-R	1	each		
88	STORAGE UNIT	Woodlore	SCL-R	1	each		
89	STORAGE UNIT - NON-LOCKING	Woodlore	SC-R	1	each		
90	STORAGE UNIT WITH LATERAL FILES	Woodlore	FST-362466-R	1	each		
91	TACKBOARD	Woodlore	OTB6618	1	each		
92	TACKBOARD	Woodlore	OTB3018	1	each		
93	TACKBOARD	Woodlore	OTB3618	1	each		
94	TACKBOARD	Woodlore	OTB4218	1	each		
95	TACKBOARD	Woodlore	OTB4818	1	each		
96	TACKBOARD	Woodlore	OTB7218	1	each		
97	TACKBOARD FOR 36H OVERHEADS 72W	Woodlore	TK7236	6	each		
98	TACKBOARD FOR CORNER RECEPTION GALLERY	Woodlore	OGTB-8442	1	each		
99	TACKBOARD FOR RECEPTION GALLERY	Woodlore	OTGB-72	1	each		
100	TASKLIGHT	Woodlore	TL24	4	each		

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THAMES VALLEY DISTRICT SCHOOL BOARD 2013 TENDER - OFFICE FURNITURE
WORKSHEET D - WOODLORE PRICING

101	TASKLIGHT	Woodlore	TL37	8	each			
102	UNDERDESK MULTI FILE STORAGE CABINET	Woodlore	MFSBT30	1	each			

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Item #	TVDSB Prodcut Number	Catalogue Number	Description	Quantity	Unit of Measure	Unit Price	Comments/Colours Available
1	190248	DSI 8202D-00-V or equivalent	CHAIR - ARM - GUEST	148	EACH		
			- upholstered				
			- c/w polypropylene arms				
			- black round tube base				
			- memory foam				
			SAMPLE OF FRAME FINISH MUST BE SUBMITTED				
			SAMPLE OF FABRIC MUST BE SUBMITTED				
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE COLOURS OF FINISH AVAILABLE ON FRAME:				
2	190001	DSI 2740M-05-EA-A4 or equivalent	CHAIR - ARM - SWIVEL TILTER	10	EACH		
			- High back				
			- 5 arm base				
			- upholstered seat & back				
			- with adjustable arms				
			- standard 360 degree swivel				
			- back height adjustable control				
			- back angle control				
			- seat and back multi-tilt lock control				
			- forward tilt seat control				
			- seat height adjustment				
			SAMPLE OF FRAME FINISH MUST BE SUBMITTED				
			SAMPLE OF FABRIC MUST BE SUBMITTED				
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE TYPES OF FINISH AVAILABLE ON FRAME: __				
3	190283	Global MVL 2723 or equivalent	CHAIR - DRAFTING	3	EACH		
			- task mechanism				
			- seat depth adjustment				
			- hinged back with scuff resistant outer shroud				
			- height adjustable back				

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Item #	TVDSB Prodcut Number	Catalogue Number	Description	Quantity	Unit of Measure	Unit Price	Comments/Colours Available
			- height adjustable chromed foot rest				
			- pneumatic seat height adjustment				
			- 24"W x 22.5"D x 43"H				
			- seat height 23" - 33"				
			SAMPLE OF FRAME FINISH MUST BE SUBMITTED				
			SAMPLE OF FABRIC MUST BE SUBMITTED				
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE COLOURS OF FINISH AVAILABLE ON FRAME:				
4	190008	DSI 9001D-G3	CHAIR - GUEST	30	EACH		
			- tubular sled base - chrome finish				
			- upholstered seat & back				
			- no arms				
			SAMPLE OF FABRIC/VINYL MUST BE SUBMITTED				
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
5	190280	Global Alto - #4890 or equivalent	CHAIR - GUEST - HIGH BACK TILTER	4	EACH		
			- 5 arm base				
			- upholstered seat & back				
			- upholstered arm rests				
			- height adjustable				
			24.5"W x 26.5"D				
			SAMPLE OF FRAME FINISH MUST BE SUBMITTED				
			SAMPLE OF FABRIC MUST BE SUBMITTED				
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE COLOURS OF FINISH AVAILABLE ON FRAME:				
6	190406	DSI 8201D-17-V-A4 or equivalent	CHAIR - GUEST - MID BACK	25	EACH		
			- upholstered front and back				
			- c/w polypropylene arms				

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Item #	TVDSB Product Number	Catalogue Number	Description	Quantity	Unit of Measure	Unit Price	Comments/Colours Available
			- round tube				
			- 360 degree swivel				
			- height adjustable				
			- tilt lock control				
			- seat and back multi-tilt				
			- adjustable tilt - tension control				
			- c/w nylon base casters				
			- to match side chair product #190248				
			SAMPLE OF FRAME FINISH MUST BE SUBMITTED				
			SAMPLE OF FABRIC MUST BE SUBMITTED				
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE COLOURS OF FINISH AVAILABLE ON FRAME:				
7	190120	RTG # 88 or equivalent	CHAIR - GUEST - POLYPROPYLENE	30	EACH		
			- high density stacking chair				
			- polypropylene seat and back				
			- steel frame chrome finish				
			TO BE COMPLETELY ASSEMBLED				
			STATE COLOURS AVAILABLE:				
8	190015	Rodo FS23 or equivalent	CHAIR - SIDE - WITH ARMS - STACKING	38	EACH		
			- mirror chrome frame				
			- plastic armrest				
			- vinyl or fabric seat and back				
			- non-marring glides				
			SAMPLE OF ARMREST FINISH MUST BE SUBMITTED				
			SAMPLE OF FABRIC MUST BE SUBMITTED				
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE FINISHES AVAILABLE ON ARMREST:				
9	190014	FS 24, DSI 9001D or equivalent	CHAIR - SIDE STACKING - NO ARMS	171	EACH		

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Item #	TVDSB Product Number	Catalogue Number	Description	Quantity	Unit of Measure	Unit Price	Comments/Colours Available
			- round tube chrome frame				
			- upholstered or vinyl seat & back				
			- approximately 18"W x 32.5"D x 19"H				
			SAMPLE OF FABRIC MUST BE SUBMITTED				
			STATE COST OF EACH GRADE OF FABRIC SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
10	190211	Rodo FS34 equivalent	CHAIR - STACKING - CAFETERIA	6	EACH		
			- vinyl or upholstered seat & back				
			- chrome frame				
			- square back				
			- rear and stack cross bars				
			TO BE COMPLETELY ASSEMBLED				
			SAMPLE OF FRAME FINISH MUST BE SUBMITTED				
			SAMPLE OF FABRIC MUST BE SUBMITTED				
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
			STATE COLOURS OF FINISH AVAILABLE ON FRAME:				
11	190013	Rodo FS22 double pad foam or equivalent	CHAIR - STACKING - NO ARMS	4	EACH		
			- mirror chrome frame				
			- upholstered or vinyl seat and back				
			- square back				
			- 17.5"W x 19" h x 33"d				
			- non-marring glides				
			SAMPLE OF FABRIC MUST BE SUBMITTED				
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
12	190290	RODO FS25 or equivalent	CHAIR - STACKING - WITH ARMS	4	EACH		
			- round tube chrome frame				
			- upholstered or vinyl seat & back				
			- approximately 18"W x 32.5"D x 21"H				
			SAMPLE OF FABRIC MUST BE SUBMITTED				

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Item #	TVDSB Prodcut Number	Catalogue Number	Description	Quantity	Unit of Measure	Unit Price	Comments/Colours Available
			STATE COST OF EACH GRADE OF FABRIC SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
13	190010	DSI 250-04-EA-A4 Grade 3 or equivalent	CHAIR - TASK	69	EACH		
			- mid to low back				
			- gas lift height adjustment				
			- back angle control				
			- back height adjustable control				
			- 360 degree swivel				
			- seat and back multi-tilt and lock control				
			- adjustable tilt tension control				
			- tilt lock control				
			- epoxy coated steel base-black				
			- c/w adjustable arms				
			- 19.5"W X 24"D x 35"H				
			SAMPLE OF FRAME FINISH MUST BE SUBMITTED				
			SAMPLE OF FABRIC MUST BE SUBMITTED				
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE COLOURS AVAILABLE ON FRAME:				
14	190100	DSI 250-01-A4 Grade 3 or equivalent	CHAIR - TASK	88	EACH		
			- no arms				
			- gas lift height adjustment				
			- 360 degree swivel				
			- seat depth control				
			- half back with moulded seat				
			- 19.5" w x 24" d				
			- epoxy coated steel base-black				
			- no back tilt adjustment				
			SAMPLE OF FRAME FINISH MUST BE SUBMITTED				
			SAMPLE OF FABRIC MUST BE SUBMITTED				

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Item #	TVDSB Prodcut Number	Catalogue Number	Description	Quantity	Unit of Measure	Unit Price	Comments/Colours Available
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE COLOURS AVAILABLE ON FRAME:				
15	Overview		CHAIR - TASK - ERGONOMIC				
			- orthopedic back-rest support				
			- contoured seat				
			- Pneumatic height adjustment-17" to 22"				
			- tilt tension control				
			- seat tilts 6 degree angle forward & reclines to 17 degree angle can be locked in place				
			- back height adjustment				
			- back angle control				
			- 5 arm injection moulded reinforced polyamid				
			- covered carpet casters				
			Global Obus or equivalent				
			SAMPLE OF FABRIC MUST BE SUBMITTED				
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
	190007	Horizon 270-01-AT-GR1 or equivalent	CHAIR - TASK - WITH ARMS - HIGH BACK	15	EACH		
			STATE COLOURS AVAILABLE ON FRAME				
16	190006	Horizon 250-01-AT-GR1 or equivalent	CHAIR - TASK - WITH ARMS - MID BACK	7	EACH		
			STATE COLOURS AVAILABLE ON FRAME:				
17	190395	DSI-2700M-25-EA-A4 or equivalent	CHAIR - TASK - MANAGERS - WITH ARMS	110	EACH		
			- 360 degree swivel				
			- adjustable arms				
			- back height adjustable control				
			- back angle control				

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Item #	TVDSB Prodcut Number	Catalogue Number	Description	Quantity	Unit of Measure	Unit Price	Comments/Colours Available
			- seat and back height multi-tilt control				
			- high back				
			- contoured seat with waterfall front edge which can be tilted				
			- seat - 19.5"W x 19"D				
			- c/w carpet casters				
			SAMPLE OF FABRIC MUST BE SUBMITTED				
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE IF CASTERS ARE FOR CARPET OR HARD				
			STATE IF ADDITIONAL COST FOR HARD FLOOR CASTERS				
			STATE COLOURS AVAILABLE ON FRAME:				
18	190392	DSI-2600M-25-EA-A4 or equivalent	CHAIR - TASK - WITH "T" ARMS	10	EACH		
			- dual curve design backrest with adjustable height and angle				
			- contoured seat with waterfall front edge which can be tilted both forward and backward				
			- control mechanism allows seat and back angle to be adjusted with one lever				
			- pneumatic height adjustment				
			- five arm base				
			- seat - 18 1/2"W x 17"D				
			- back - 15 1/2"W x 13 1/2"H				
			- c/w carpet casters				
			- c/w adjustable "T" armrest				
			SAMPLE OF FABRIC MUST BE SUBMITTED				
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
			TO BE COMPLETELEY ASSEMBLED				
			STATE COLOURS AVAILABLE ON FRAME:				
19	190002	Global 1525 or DSI-250-1-EA-A4 or equivalent	CHAIR - TASK - WITH ADJUSTABLE ARMS	126	EACH		

FIRM NAME: _____

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Item #	TVDSB Product Number	Catalogue Number	Description	Quantity	Unit of Measure	Unit Price	Comments/Colours Available
			- pneumatic seat adjustment from 16" to 22" H				
			- back height adjustment				
			- seat & back adjustment				
			- tilt forward seat adjustment				
			- 2-way back adjustment hinge				
			- 5 arm base				
			- upholstered seat & back				
			- adjustable polyurethane arms				
			- c/w covered carpet casters				
			- 24 1/2"W x 23"D x 35"H				
			SAMPLE OF FRAME FINISH MUST BE SUBMITTED				
			SAMPLE OF FABRIC MUST BE SUBMITTED				
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE COLOURS AVAILABLE ON FRAME:				
20	190004	Global #1535, DSI 250-3-EA-A4 or equivalent	CHAIR - TASK - WITH ARMS	26	EACH		
			- pneumatic seat adjustment from 16" to 22" H				
			- mid back				
			- back height adjustment				
			- seat & back adjustment				
			- tilt forward seat adjustment				
			- self-skinned adjustable urethane arms				
			- 3-way back adjustment				
			- 5 arm base				
			- upholstered seat & back				
			- c/w adjustable arms				
			- c/w covered carpet casters				
			- 24"W x 21"D x 35"H				
			SAMPLE OF FRAME FINISH MUST BE SUBMITTED				
			SAMPLE OF FABRIC MUST BE SUBMITTED				

FIRM NAME: _____

SIGNATURE: _____

Item #	TVDSB Prodcut Number	Catalogue Number	Description	Quantity	Unit of Measure	Unit Price	Comments/Colours Available
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE COLOURS AVAILABLE ON FRAME:				
21	190016	Table & Chair #FS22, Global 902 or equivalent	CHAIR - TEACHER - NO ARMS	25	EACH		
			- Square chrome frame				
			- Custom glides				
			- choice of vinyl or fabric seat & back				
			SAMPLE OF FABRIC MUST BE SUBMITTED				
			STATE COLOURS OF FABRIC AVAILABLE:				
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
22	190117	Deflect-o # CM11442F or equivalent	CHAIR MAT	22	EACH		
			- For low pile carpets				
			- rounded cleats hold chair firmly in place				
			- 46" x 60"				
23	190121	Deflect-o # CM3113 or equivalent	CHAIR MAT	11	EACH		
			- For low pile carpets				
			- rounded cleats hold chair firmly in place				
			- 36"w x 48"l with 19" w x 10" L lip				
24	190278	Defecto # CM21232 or equivalent	CHAIR MAT	10	EACH		
			- designed for hardwood, tile and vinyl flooring				
			- 45" w x 53" l with 25" w x 12" l lip				
25	190246	LLR02158 or equivalent	CHAIRMAT - RECTANGULAR	10	EACH		
			- no lip				
			- 46" x 60"				
			- ramped edge and gripper back				
			- use on 3/8" thick or less carpet				
26	190264	LYRECO # 542-979, Quartet 20213 or equivalent	COAT RACKS	1	EACH		
			- 36"W x 18"D x 57 5/8"H				

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Item #	TVDSB Product Number	Catalogue Number	Description	Quantity	Unit of Measure	Unit Price	Comments/Colours Available
			- c/w umbrella holder				
			- c/w 12 theft deterrent slotted hangers				
27	190124	LDF CWC-301N or equivalent	COMPUTER WORK STATION	3	EACH		
			- plastic laminate surface				
			- locking mechanism provides complete security for keyboard, disk drive and				
			related materials				
			- c/w two shelves				
			- c/w casters				
			- 25"W x 28"D x 36"H				
			SAMPLE OF FINISH MUST BE SUBMITTED				
			STATE TYPES OF FINISH AVAILABLE:				
28	180248	Global #308 or equivalent	COUCH - NURSE	8	EACH		
			STATE FABRIC AVAILABLE:				
29	Overview		KEYBOARD TRAY/PLATFORM - ERGONOMIC				
	190501	Links LON-ARKB-LONG W/WR	KEYBOARD & MOUSE TRAY - ARTICUALTING	30	EACH		
			- c/w mouse support				
			- c/w palm/wrist support				
			- 28" in length				
30	190421	ISE HP-27SD14-55BK + A-RXTL or equivalent	KEYBOARD TRAY/PLATFORM & ARM - COMPLETE	9	SET		
			27"W x 14"D				
31	190422	ISE HP-28SD14-55BK + A-RXTL or equivalent	KEYBOARD TRAY/PLATFORM & ARM - COMPLETE	11	SET		
			28"W x 14"D				
32	190029	EASY9 or equivalent	KEYBOARD TRAY/PLATFORM & ARM COMPLETE	12	EACH		
			- 19" wide platform with palm rest and round mousing surface that swivels				
34	190423	ISE HP-27SD14-55BK or equivalent	KEYBOARD TRAY/PLATFORM ONLY - 27"	1	EACH		
			27"W x 14"D				
35	190424	ISE HP-28SD14-55BK or equivalent	KEYBOARD TRAY/PLATFORM ONLY - 28"	2	EACH		
			28"W x 14"D				

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Item #	TVDSB Prodcut Number	Catalogue Number	Description	Quantity	Unit of Measure	Unit Price	Comments/Colours Available
38	Overview		LOUNGE FURNITURE				
			-continuous seating				
			Hauser Series 50 or equivalent				
	190147	Hauser PS-655 "Queen's Quay" or equivalent	BENCH - C/W ARMS	2	EACH		
			- 72"L x 26"W x 30"H				
			STATE COLOURS AVAILABLE:				
39	190156	Hauser 50-CCT or equivalent	TABLE - CURVED CORNER	1	EACH		
			- 30"L x 30"W x 16"H				
			STATE COLOURS AVAILABLE:				
40	190158	Hauser 50-ST or equivalent	TABLE - SPACER	1	EACH		
			- 25"L x 24"W x 16"H				
			STATE COLOURS AVAILABLE:				
41	Overview		LOUNGE FURNITURE				
			- sled base				
			- wood frame				
			- upholstered seat & back				
			TO BE COMPLETELY ASSEMBLED				
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
			SAMPLE OF FABRIC MUST BE SUBMITTED				
	190055	Rodo Senator PW80 or equivalent	CHAIR - ARM	29	EACH		
			SAMPLE OF FRAME FINISH MUST BE SUBMITTED				
			STATE TYPES OF FINISH AVAILABLE ON FRAME:				
42	190056	Rodo Senator PW85 or equivalent	SOFA	2	EACH		
			- 3 seater				
			SAMPLE OF FRAME FINISH MUST BE SUBMITTED				
			STATE TYPES OF FINISH AVAILABLE ON FRAME: _				
43	190057	Rodo Senator PW84 or equivalent	SOFA	6	EACH		
			- 2 seater				
			- 50"W x 27"D x 30 1/2"H				

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Item #	TVDSB Product Number	Catalogue Number	Description	Quantity	Unit of Measure	Unit Price	Comments/Colours Available
			SAMPLE OF FRAME FINISH MUST BE SUBMITTED				
			STATE TYPES OF FINISH AVAILABLE ON FRAME:				
44	190080	Rodo Senator PW52 or equivalent	TABLE - COFFEE	7	EACH		
			- 24" x 48"				
			- style sled base				
			- solid oak frame				
			SAMPLE OF FINISH MUST BE SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE TYPES OF FINISH AVAILABLE:				
45	190081	Rodo Senator PW51 or equivalent	TABLE - END	18	EACH		
			- solid oak frame				
			- sled base				
			- 24" x 24"				
			SAMPLE OF FINISH MUST BE SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE TYPES OF FINISH AVAILABLE:				
46	Overview		LOUNGE FURNITURE				
			- solid wood flat arm and base frame				
			- upholstered seat and back				
			Global Ronda Series or equivalent				
			STATE COST FOR EACH GRADE OF FABRIC				
			SUBMITTED				
			SAMPLE OF FABRIC MUST BE SUBMITTED				
	190233	Global Block #Ronda 7881 or equivalent	CHAIR	1	EACH		
			- 31 1/2"W x 30 1/2"D x 34"H				
			SAMPLE OF FINISH MUST BE SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE TYPES OF FINISH AVAILABLE ON FRAME:				
47	190232	Global Block Ronda 7882 or equivalent	SOFA - 2 SEATER	1	EACH		
			- 52"W x 30 1/2"D x 34"H				

FIRM NAME: _____

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Item #	TVDSB Prodcut Number	Catalogue Number	Description	Quantity	Unit of Measure	Unit Price	Comments/Colours Available
			SAMPLE OF FINISH MUST BE SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE TYPES OF FINISH AVAILABLE ON FRAME:				
48	190234	Global Block Ronda 7883 or equivalent	SOFA - 3 SEATER	1	EACH		
			- 72"W x 30 1/2"D x 34"H				
			SAMPLE OF FINISH MUST BE SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE TYPES OF FINISH AVAILABLE ON FRAME:				
49	Overview		LOUNGE FURNITURE				
			-Leather upholstery				
			-Wood block legs				
	190566	BSX-VL871ST11 or equivalent	CHAIR - LEATHER	41	EACH		
			- 28 3/4"D x 33"W x 32"H				
			SAMPLE OF FINISH MUST BE SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE TYPES OF FINISH AVAILABLE ON FRAME:				
50	190567	BSX-VL872ST11 or equivalent	SOFA - 2 SEATER - LEATHER	19	EACH		
			- 28 3/4"D x 53 1/2"W x 32"H				
			SAMPLE OF FINISH MUST BE SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE TYPES OF FINISH AVAILABLE ON FRAME:				
51	190568	BSX-VL873ST11 or equivalent	SOFA - 3 SEATER - LEATHER	13	EACH		
			- 28 3/4"D x 73"W x 32"H				
			SAMPLE OF FINISH MUST BE SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE TYPES OF FINISH AVAILABLE ON FRAME:				
52	190131	Tayco EC6060, Global GPS7 or equivalent	PANELS	2	EACH		
			- free standing				
			- fabric				
			- 60"H x 60"W				
			SAMPLE OF FABRIC MUST BE SUBMITTED				

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Item #	TVDSB Prodcut Number	Catalogue Number	Description	Quantity	Unit of Measure	Unit Price	Comments/Colours Available
			STATE COST FOR EACH GRADE OF FABRIC SUBMITTED				
53	190096	Table & Chair 5115/53439 or equivalent	TABLE - DINING	1	SET		
			TO BE COMPLETELY ASSEMBLED				
			- wood				
			- 4 legs				
			- c/w extra leaf				
			- c/w 4 - wood chairs				
			STATE FINISHES AVAILABLE:				
54	190125	DSI #3508D-19-00-A4	STOOL - MULTI-USE SWIVEL	5	EACH		
			- 13" seat				
			- height adjustable				
			- overall height 17.5"-22.5"				
			SAMPLES OF FABRIC/VINYL LEATHERETTE MUST BE SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
55	190250	ErgoCentric Scooter UC or equivalent	STOOL - SCOOTER	2	EACH		
			- 16" diameter upholstered seat				
			- 125 mm pneumatic lift with seat height range from 14" to 19"				
			- 16" diameter solid base				
			- urethane casters				
			SAMPLE OF FABRIC MUST BE SUBMITTED				
			STATE GRADE OF FABRIC SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE COLOUR OF FABRIC AVAILABLE:				
56	190277	ErgoCentric or equivalent	STOOL - SPU SIT STAND	7	EACH		
			- SPU seat 13.25" wide by 9.25" deep				
			- seat tilts forward 10 degrees to 30 degrees				
			- seat height from 23" to 31"				
			- frame 1" steel tubular frame with non slip feet				

FIRM NAME: _____

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Item #	TVDSB Prodcut Number	Catalogue Number	Description	Quantity	Unit of Measure	Unit Price	Comments/Colours Available
			TO BE COMPLETELY ASSEMBLED				
57	190129	ErgoCentric or equivalent	STOOL - UPHOLSTERED SIT STAND WITH CASTERS	1	EACH		
			-upholstered seat pan 17.5" wide by 15.5" deep				
			-infinite lock tilting seat pan				
			-200 mm pneumatic lift with seat height range from 21.5" to 28.5"				
			-24" glass reinforced nylon base				
			SAMPLES OF FABRIC MUST BE SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE COLOUR OF FABRIC AVAILABLE:				
58	190119	CNR3060/CNTLEG30P or equivalent	TABLE - CAFETERIA	1	EACH		
			- oak edge inlay				
			- burgandy OR grey glaze				
			- chrome base				
			- 30" x 60"				
59	190263	LDF RACE 4496-1450 or equivalent	TABLE - CONFERENCE - RACE SHAPED	1	EACH		
			- 48"W x 96"L x 29"H				
			- 24 chrome legs				
			- self edged top				
			SAMPLE OF LAMINATE MUST BE SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE TYPES OF FINISH AVAILABLE:				
60	190088	Global CT-6B, LDF BOAT 3672-1450	TABLE - CONFERENCE - BOAT-SHAPED	6	EACH		
			- self edged top				
			or equivalent				
			- 36"W x 72"L x 29"H				
			- 2 chrome legs				
			SAMPLE OF LAMINATE MUST BE SUPPLIED				
			TO BE COMPLETELY ASSEMBLED				
			STATE TYPES OF FINISH AVAILABLE:				

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Item #	TVDSB Prodcut Number	Catalogue Number	Description	Quantity	Unit of Measure	Unit Price	Comments/Colours Available
61	190320	Global #RT6Z, Woodlore RTS/7236/TS72 or equivalent	TABLE - CONFERENCE - RACE TRACK SHAPE - 36"W x 72"L x 29"H - 2 drum bases covered in plastic laminate - self edged top SAMPLE OF LAMINATE MUST BE SUBMITTED TO BE COMPLETELY ASSEMBLED STATE TYPES OF FINISH AVAILABLE:	1	EACH		
62	190402	RACE 4484-1010-32 or equivalent	TABLE - CONFERENCE - RACE TRACK SHAPE - 44"W x 84"L x 29"H - panel base - 1" thick with centre support - 48"W x 28"D x 28"H - 2 only panels - self-edged top SAMPLE OF FINISH MUST BE SUBMITTED STATE TYPES OF FINISH AVAILABLE:	1	EACH		
63	190403	RACE 3672-2100 or equivalent	TABLE - CONFERENCE - RACE TRACK SHAPE - 36"W x 72"L x 29"H - panel base - 1" thick with centre support - 36"W x 28"D x 28"H - self edged top SAMPLE OF FINISH MUST BE SUBMITTED STATE TYPES OF FINISH AVAILABLE:	1	EACH		
64	190089	Global CT-12 or equivalent	TABLE - CONFERENCE - RECTANGULAR - self edged top - 48"W x 144"L x 29"H - 3 chrome legs SAMPLE OF LAMINATE MUST BE SUBMITTED TO BE COMPLETELY ASSEMBLED STATE TYPES OF FINISH AVAILABLE:	1	EACH		
65	190223	Woodlore RCS12048/PB120, LDF RE48120-1010-32 or equivalent	TABLE - CONFERENCE - RECTANGULAR - Panel base - 48" x 120"	1	EACH		

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Item #	TVDSB Prodcut Number	Catalogue Number	Description	Quantity	Unit of Measure	Unit Price	Comments/Colours Available
			- self-edged top				
			SAMPLE OF FINISH MUST BE SUBMITTED				
			STATE TYPES OF FINISH AVAILABLE:				
66	190415	Global CT6R or equivalent	TABLE - CONFERENCE - RECTANGULAR	1	EACH		
			- 36"W x 72"L x 29"H				
			- 2 chrome legs				
			- self edged top				
			SAMPLE OF FINISH MUST BE SUBMITTED				
			STATE TYPES OF FINISH AVAILABLE:				
67	190082	Global #PR36 or equivalent	TABLE - ROUND	1	EACH		
			- 1 1/8" thick plastic laminate				
			- self-edged				
			- chromed pedestal "X" base				
			- 36" diameter x 17"H				
			STATE TYPES OF FINISH AVAILABLE:				
68	190084	Woodlore MTS 36, Global CAR 36 or equivalent	TABLE - ROUND	4	EACH		
			- High pressure laminate				
			- blade base				
			- self edged top				
			- 36" diameter X 29"H				
			SAMPLE OF LAMINATE MUST BE SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE TYPE OF FINISH AVAILABLE:				
69	190085	Woodlore MTS 48, LDF RD48-1010 or equivalent	TABLE - ROUND	1	EACH		
			- 48" diameter X 29"H				
			- Chrome "X" base				
			SAMPLE OF LAMINATE MUST BE SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE TYPE OF LAMINATE AVAILABLE:				
70	190087	LDF RD 60-1310 or equivalent	TABLE - ROUND	2	EACH		
			- 60" diameter x 29"H				
			- blade base				

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Item #	TVDSB Prodcut Number	Catalogue Number	Description	Quantity	Unit of Measure	Unit Price	Comments/Colours Available
			- High pressure laminate				
			- self edged top				
			SAMPLE OF LAMINATE MUST BE SUBMITTED				
			TO BE COMPLETELY ASSEMBLED				
			STATE TYPE OF FINISH AVAILABLE:				
71	190299	Woodlore Sequence #MTB36, LDF RD36-1010 or equivalent	TABLE - ROUND	5	EACH		
			- 36" dia. x 29"H				
			- steel "x" base - 34" x 34"				
			- self edged top				
			SAMPLE OF FINISH MUST BE SUBMITTED				
			STATE TYPES OF FINISH AVAILABLE:				
72	190416	Woodlore MTS 42, LDF RD42-1010 or equivalent	TABLE - ROUND	7	EACH		
			- 42" dia. x 29"H				
			- Chrome "X" base				
			- self-edged top				
			SAMPLE OF FINISH MUST BE SUBMITTED				
			STATE TYPES OF FINISH AVAILABLE:				
73	190224	Links CAB-4848-PC or equivalent	WHITEBOARD	5	EACH		
			- c/w 2 doors - laminated				
			- 48" x 48" X 5"D				
			- oak				
			- c/w storage tray				

FIRM NAME: _____

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