

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
1.0.1	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 178 schools with an estimated enrolment of 74,000 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 art and exercise paper, subject to the conditions herein.		
2.0	BID DEFINITIONS AND INFORMATION		
2.1	DEFINITIONS		
2.1.1	The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission.		
2.1.1.1	The word "MUST" shall mean bidders "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant.		
2.1.1.2	The word "SHOULD" shall mean bidders "should" include the required information in bid submission.		
2.1.1.3	The word "NONCOMPLIANT" shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.1.4	The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform any portion or all of this bid.		
2.1.1.5	The word "QUALIFIED" shall mean a bidder who is compliant and has included the required information in their bid submission.		
2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		
2.1.1.6.1	Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The TVDSB will reject any bid submission which contains a major irregularity.		
2.1.1.6.2	Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.		

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2.2	STRUCTURE OF THIS BID		
2.2.1	Bidders must use the electronic bidding file (setup.exe) which is available on the internet at:		
2.2.1.1	www.tvdsb.ca		
2.2.1.2	"Board", "Purchasing", "Bids"		
2.2.1.3	Scroll to the end of the page, click "Proceed to inquiry/download page."		
2.2.1.4	Proceed to the bid, click "New" icon.		
2.2.1.5	The setup.exe file contains the following files and Appendices:		
2.2.1.6	tender.exe: See Section 9 Electronic Bidding Instructions		
2.2.1.7	Readme: Terms and Conditions and Specifications - PDF format		
2.2.1.8	Appendices091: Terms and Conditions Response in Excel format		
2.3	RETURN LOCATION		
2.3.1	Sealed bid submissions must be returned to:		
2.3.2	Tenders Clerk		
2.3.3	Tenders Clerk's box, Basement, Education Centre		
2.3.4	Thames Valley District School Board		
2.3.5	1250 Dundas Street		
2.3.6	London, Ontario		
2.3.7	N5W 5P2		
2.3.8	The bid submission envelope should show the bid document name, number, return date and time as specified in Section 9.9 - Labeling of Envelope.		
2.3.9	Bid submissions must be returned to the Tenders Clerk for your bid submission to be accepted.		
2.3.10	Delivery to the Tenders Clerk is the responsibility of the bidder.		
2.3.11	Submissions received by electronic transmission (i.e. fax or email) will not be accepted.		
2.3.12	Late bids will be returned to the bidder, unopened, if a return address is included on the submission envelope.		
2.4	IMPORTANT DATES		
2.4.1	ISSUE DATE: Monday, July 12th, 2010.		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon local time Tuesday, August 3, 2010.		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Laura Munding, by Fax (519) 452-2399 or email at l.munding@tvdsb.on.ca. All questions pertaining to this bid document must be submitted in writing.		
2.5.2	Questions concerning the terms and conditions of the bid document, whether made orally or in writing, to any individual other than indicated above, may at the sole discretion of the TVDSB, render your submission noncompliant. Direct questions in written form only to Laura Munding. The TVDSB will only be bound by written answers to questions.		
2.5.3	Answers to all questions will be posted to the TVDSB web site at www.tvdsb.ca		
2.5.3.1	"Board", "Purchasing", "Bids"		

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2.5.3.2	Scroll to the end of the page, click "Proceed to inquiry/download page."		
2.5.3.3	Proceed to the Bid, click "Answers to Questions"		
2.5.3.4	View documents in PDF format.		
2.5.3.5	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 2.5.3.		
2.5.4	All Addenda will be issued at least seven days prior to the closing date. If an addendum is issued within seven days of the closing date, the date will be extended accordingly.		
3.0	CONTRACT TERM/PRICING/TAXES/DELIVERY/PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for one year, commencing on August 1, 2010 and unless otherwise provided herein, terminating on July 31, 2011.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of two additional years in one (1) year increments and will advise the bidder in writing of their intentions.		
3.1.3	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a second year ending July 31, 2012.		
3.1.4	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a third year ending July 31, 2013.		
3.2	PRICING		
3.2.1	Bidders must complete the pricing section which is installed using the setup.exe file (see Section 9.0 - Installation Instructions).		
3.2.2	Bidders must print and sign the Bid Report.		
3.2.3	All charges must be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.4	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.		
3.2.5	Prices must remain firm for the first year of the contract and thereafter only manufacturer's price increases (supported by documentation) will be allowed.		
3.2.6	The TVDSB expects to order in multiple shipments over the length of this contract.		
3.2.7	It is the intention of the TVDSB to rationalize its supplier base. This contract may be awarded on a per item basis or on the best cost of various groupings. The groupings will be determined by the TVDSB. Each bidder agrees to the award on this basis.		
3.2.8	Bidders should state any further discount, as a percentage, if all items are awarded to your company.		
3.2.9	The TVDSB would like to take advantage of any promotions, price decreases, rebates or new technologies available during the term of the contract. Detail your company's strategy related to future pricing, new hardware components or new technologies.		
3.3	TAXES		

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3.3.1	GST, HST and PST: Where applicable, Goods & Services Tax and Provincial Sales Tax must be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
3.4	DELIVERY & ORDERING		
3.4.1	Delivery for all items will be directly to our Schools, Distribution Centre, Educational Resource Centre or Community Education Centres.		
3.4.2	Delivery dates will be specified on all of our purchase orders. Immediate delivery will be accepted unless otherwise designated on our purchase orders. In case of construction of new schools or major school renovations, the TVDSB shall not accept delivery until the date specified on those purchase orders.		
3.4.3	The 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) will remove all packaging and shipping debris at no cost to the TVDSB.		
3.4.5	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of landing.		
3.4.6	The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time must be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		
3.4.7	Not all goods will be ordered at one time; orders will be placed as requests are received from our schools.		
3.4.8	In the past, the TVDSB carried the majority of these product in inventory and ordered in large quantities shipped directly to our Distribution Centre. The TVDSB has made a decision to eliminate inventories. Therefore, the products requested on this bid will be shipped directly to our schools and departments. A list of locations is shown in Worksheet C.		
3.4.9	In order to meet any minimum order stipulation, we may combine orders from different sites for delivery to our Distribution Centre at 951 Leathorne Street in London. Those orders would be labeled in the "ship to" portion of our purchase order as "Wrap and Label Care of Distribution Centre". Our expectation is that these shipments will arrive packaged and labeled PER SITE, ready for us to forward directly to the school with no further packaging or resorting required.		
3.4.10	Bidders must state minimum dollar value per order.		
3.4.11	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of landing. All items must be individually packaged for each school or location.		
3.4.11.1	Each package must be clearly labelled for the school or location specified on our purchase order. The successful bidder(s) must ensure the school's full name and address is labelled as we have duplicate location names.		
3.4.11.2	The successful bidder(s) must ensure packages are labelled containing the number of packages in each shipment. ie, 1 of 2, 2 of 2, etc.		

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3.4.11.3	Each school's order should contain their own packing slip.		
3.4.11.4	The successful bidder(s) must ensure the packaging materials used are adequate so that the product is protected at all times during the distribution process.		
3.4.11.5	Our distribution centre will sign for delivery on all orders subject to inspection at the school.		
3.4.11.6	The successful bidder must contact Jim Morton at the Distribution Centre (519-852-4443) prior to shipping any large shipments (skid lots) for arrangement of a delivery date and time.		
3.5	INVOICING/PAYMENT TERMS		
3.5.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Accounts Payable.		
3.5.2	Applicable taxes must be shown as separate line items on all invoices.		
3.5.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.5.3.1	Bidders should state percentage discount for early payment and net payment terms.		
3.5.4	Purchase order numbers must be stated on all invoices; invoices without will be returned unpaid.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	QUALITY		
4.1.1	Unless otherwise specified, supplies must be new, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the TVDSB pertaining to items being rejected is final.		
4.1.2	Manufacturers' brand names and numbers are used as guidance for the bidders; alternate items of equal quality will be considered. If bidding on an alternate item, the manufacturer's name and model number must be indicated in the appropriate field in the Bid Report FOR EVERY ALTERNATE ITEM BID.		
4.1.3	The determination of equal quality will be based on our internal professional opinions.		
4.1.4	In addition to price, quality and suitability to school use will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will also be taken into consideration when awarding this contract.		
4.1.5	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
4.2	QUANTITY/TERM		
4.2.1	The quantities indicated are based on previous one years' purchases and projected current year capital projects. Quantities are subject to equipment breakdowns, user requests, program changes and budget approval which may be increased or decreased when orders are placed. All items may not be purchased if costs exceed budget. In no way should the information furnished be considered as a guarantee with respect to the future volume of business. The successful bidder(s) will be responsible for supplying the quantities that are eventually ordered for each item awarded during the term of this bid at the quoted price.		

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4.3	REQUIREMENTS		
4.3.1	The requirements are detailed in Specifications List - Appendix A.		
4.5	RETURN OF GOODS POLICY		
4.5.1	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.		
4.5.2	Bidders should state if there is a time limit on returning goods.		
4.5.3	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 4.5.1.		
4.5.4	Bidders should describe their procedure for returned goods with respect to:		
4.5.4.1	Packaging		
4.5.4.2	"Attention To" labeling		
4.5.4.3	Address to where returns should be shipped		
4.5.4.4	Method of shipment (company truck, courier, transport)		
4.5.4.5	If a return authorization number is required		
4.5.4.6	What charges apply and who is responsible for payment		
4.5.5	The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		
4.6	SAMPLES/DEMONSTRATION		
4.6.1	Samples must be submitted for all of the items identified on Requirements - Appendix B. Samples must be included with the bid submission. Each bidder must supply a sample of the product that matches the bid response. No alteration of the bid will be allowed.		
4.6.2	Each bidder may be required to submit, at the bidder's own expense, samples of 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.		
4.6.2.1	Samples requested must be clearly marked with the name of the bidder and the bid item number.		
4.6.2.2	Samples must be sent to our board office, 1250 Dundas Street, London, ON, N5W 5P2 Attn: Laura Munding.		
4.6.3	Bidders who do not submit the required samples will be considered noncompliant.		
4.6.4	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.		
4.6.5	Bidders should provide return instructions (i.e. address and authorization number) if required, for sample returns.		
4.7	SUBSTITUTIONS		
4.7.1	In the event that an item ordered becomes discontinued during the contract, all bidders must notify the Purchasing Services Department for authorization before the item is substituted and shipped to our Distribution Centre. Successful bidders may be required to provide samples of the proposed substitutions before sending shipments. The Board reserves the right to return any shipment COLLECT , if in our opinion the products supplied do not conform to the specifications in this bid document.		

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4.7.2	The TVDSB reserves the right to initiate a survey to measure customers' satisfaction.		
4.8	ENVIRONMENT		
4.8.1	Bidder(s) should include a detailed description of any environmental initiative and how your program would be implemented and benefit TVDSB.		
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		
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.		

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

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5.5.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHMIS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.5.6	No supplier will be awarded any product that requires a Material Safety Data Sheet unless the bidder complies with the conditions above.		
5.5.6	The TVDSB reserves the right to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		
5.6	COMMERCIAL LIABILITY INSURANCE		
5.6.1	The successful bidder(s) must be covered by Commercial General Liability Insurance throughout the term of the contract. Each bidder must state if it has Commercial General Liability Insurance Coverage.		
5.6.2	Each bidder should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$1 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$1 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$1 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.6.3.1	This liability policy shall contain the following coverage:		
5.6.3.2	Personal Injury & Property Damage		
5.6.3.3	Non-Owned Automobile Liability		
5.6.3.4	Owners and Contractors Protective Coverage		
5.6.3.5	Contractual Liability		
5.6.3.6	Broad Form Property Damage		
5.6.3.7	Products & Completed Operation Insurance		
5.6.3.8	Contingent Employees Liability		
5.6.3.9	Cross Liability Clause and Severability of Interest Clause		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.6.4	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 damages and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.6.5	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 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.		
5.7	MOTOR VEHICLE LIABILITY INSURANCE		
5.7.1	Bidders must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.		
5.7.2	In the event of an affirmative answer to 5.8.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the Contract. If the bidder's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.8.3 to subsection 5.8.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.7.3	Bidders should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1 million on all personally owned vehicles) per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract.		
5.7.3.1	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.7.3.2	Third Party Liability Coverage in the form of OAP-1		

FIRM NAME : _____

SIGNATURE : _____

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

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SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
6.2	ADMINISTRATION & ORGANIZATION		
6.2.2	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.		
6.2.3	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.		
6.2.4	Bidders should state location of their distribution centre.		
7.0	BID SUBMISSION		
7.1	BIDDER'S RESPONSE GUIDE		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, bidders should use the same numbering format as on this bid document.		
7.1.2	The bid submission must include:		
7.1.3	Signed copies of all Appendices and Bid Report.		
7.1.3.1	One CD with files created in "Disk Creation." See Electronic Bidding Instructions - Section 9.0		
7.1.3.2	2011091.rpt		
7.1.3.3	2011091a.dbf		
7.1.3.4	2011091g.dbf		
7.1.3.5	2011091v.dbf		
7.1.3.6	2011091a.cdx		
7.1.3.7	2011091g.cdx		
7.1.3.8	2011091v.cdx		
7.1.3.9	Appendices091.xls - Terms & Conditions in Excel format - Electronic Response Required		
7.1.4	It is the bidders responsibility to ensure that the necessary files are on the diskette or CD.		
7.1.5	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.6	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.9 - Labeling Instructions.)		
7.1.7	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.		

FIRM NAME : _____

SIGNATURE : _____

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

Laura Munding
Purchasing Department

Terry Roberts
Chairperson

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.0	ELECTRONIC BIDDING INSTRUCTIONS		
9.1	DOWNLOADING BID DOCUMENTS		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
9.1.2	Click "Board", "Purchasing", "Bids"		
9.1.4	Read instructions		
9.1.5	Click "Proceed to Inquiry/Download page"		
9.1.6	Click on "Art and Exercise Paper" to view and/or print the documents in PDF format.		
9.1.7	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.8	All bid files are available for downloading at no charge from the TVDSB web site.		
9.2	COMPUTER SYSTEM REQUIREMENTS		
9.2.1	To use the electronic system, bidders must have the following equipment:		
9.2.1.1	Microsoft Windows, version 95 or greater.		
9.2.1.2	2.5 MB available hard drive space.		
9.2.1.3	3 ½ 1.44 MB diskette drive or CD Burner.		
9.3	INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER		
9.3.1	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.		
9.3.2	Download the executables from our website as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
9.3.3	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.		
9.3.4	To begin the Bid Program:		
9.3.4.1	Go to Windows Explorer		
9.3.4.2	Click on C:\ drive		
9.3.4.3	Open the folder "lbtender"		
9.3.4.4	Double click on the "tender.exe" file to open the program		
9.3.4.5	The following files will be installed in the C:\lbtender directory:		
9.3.4.6	Appendices091.xls		
9.3.5	To start the process open the Excel files and complete as instructed.		
9.4	HELP SECTION AND TIPS FOR USING THE BID PROGRAM		
9.4.1	The "Help" section may be referred to at any time while using the program.		
9.4.2	Bidders MUST answer all questions on the Company Information Screen before you can proceed.		
9.4.3	If you do not wish to bid on an item, do not enter "NO BID"; just ignore that item and move onto the next. If you add a bid, you must enter a price (\$0.00 is not valid.)		
9.5	BID REPORT		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.5.1	Use the "Bid Report" option on the menu to create a report showing your bids. If any changes are made after printing the "Bid Report", you must reprint the "Bid Report" before you can create your diskette or CD.		
9.5.2	The first page of the "Bid Report" will list any items that require answers to questions. The CD cannot be created until the answers are entered and the "Bid Report" is generated again.		
9.6	DISKETTE CREATION		
9.6.1	After all bids have been entered:		
9.6.1.1	Select "Diskette Creation" to copy the data files back to a blank 3.5" diskette.		
9.6.1.2	Select your "input" (The hard drive where the Bid Executable files were installed. The program defaults to C:\lbtender folder).		
9.6.1.3	Select output (3.5" floppy drive).		
9.6.1.4	Click "O.K. to Continue" (at the top of the screen). After the files are loaded, the "Bids for Tender Screen" will appear.		
9.6.1.5	Click "Exit" at the top of the screen.		
9.6.1.6	If diskette creation fails check Bid Report for any unanswered questions. Be sure to label your diskette with company name and signature.		
9.7	CD CREATION		
9.7.1	After all bids have been entered:		
9.7.1.1	Select "Diskette Creation" to copy the data files back to any computer hard drive.		
9.7.1.2	Select "input" (the hard drive where the Bid Executable files were installed. The program defaults to C:\lbtender folder)		
9.7.1.3	Select output drive - MUST BE A DIFFERENT DRIVE THAN THE INPUT DRIVE (the hard drive for output from which you can copy the seven files to CD)		
9.7.1.4	Click on "O.K. to continue" (at the top of the screen.) After the files are loaded, the "Bids for Tender Screen" will appear.		
9.7.1.5	Click on "Exit" at the top of the screen		
9.7.1.6	Copy the seven files from the hard drive to a CD using your company's standard CD writing program.		
9.7.1.7	If the seven files are not created check the Bid Report for any unanswered questions. Be sure to label your CD with company name and signature.		
9.7.1.8	A message may appear, "NO COMMENT REPORT FOUND." Please ignore this, press "Ok" to continue.		
9.7.1.9	If you did not bid on any items requiring an answer, a message will appear "NO ANSWER RECORDS FOUND." Press "OK" to continue.		
9.8	THE RETURN DISKETTE OR CD:		
9.8.1	Check to ensure that the seven files are on the diskette or CD. Without these files we will not be able to download your bid. To check that the seven files have been created, go to Windows Explorer and double click on 3.5" drive or CD Drive. The seven files are as follows:		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER # 091- ART AND EXERCISE PAPER

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.8.1.1	2010091a.dbf		
9.8.1.2	2010091g.dbf		
9.8.1.3	2010091v.dbf		
9.8.1.4	2010091a.cdx		
9.8.1.5	2010091g.cdx		
9.8.1.6	2010091v.cdx		
9.8.1.7	2010091.rpt		
9.8.1.8	Appendices091.xls		
9.8.2	However, if you did not bid on any items requiring "answers to questions" you will have six files. You will not have a 2010091#.rpt file. If the above files are not on the diskette or CD return to "Diskette Creation" option.		
9.8.3	Copy the Appendices091.xls to either a 3.5" Diskette or CD using your company's standard CD writing program.		
9.8.4	Be sure to label your diskette or CD with company name and signature.		
9.9	LABELING OF ENVELOPE		
9.9.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.9.2	From - Company Name & Address		
9.9.3	To:OFFICE OF THE TENDERS CLERK		
9.9.4	Thames Valley District School Board		
9.9.5	1250 Dundas Street, London Ontario N5W 5P2		
9.9.6	Art and Exercise Paper		
9.9.7	Bid #091 - 2011		
9.9.8	Return Date: Tuesday, August 3rd at 12:00:00 noon local time		
9.10	PLEASE AFFIX LABEL ON CD AS SHOWN BELOW:		
9.10.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.10.2	Art and Exercise Paper		
9.10.3	Bid #091 - 2011		
9.10.4	Return Date: Tuesday, August 3rd at 12:00:00 noon local time		
9.10.5	Signature:		
9.10.6	Firm Name:		
10.0	SIGNATURE PAGE		
10.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.		
10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
10.4	NAME (Please print):		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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
Tender #091 - Art and Exercise Paper
Requirements - Appendix A

Item	Product #	Description	Quantity	Unit of Measure
		BRISTOL BOARD - 180M 2 PLY - LIGHT WEIGHT 22 1/2" x 28 1/2" State your colour name or code A COLOR CHART SAMPLE MUST be provided for each colour you are bidding on.		
1	240486	GREEN - KELLY/SHAMROCK	52	PKG25
2	240489	GREY	15	PKG25
3	240487	LIGHT BLUE	24	PKG25
4	240488	MEDIUM BLUE	30	PKG25
5	240480	ORANGE	21	PKG25
6	240485	PINK	60	PKG25
7	240491	RED	30	PKG25
8	240492	SALMON	16	PKG25
9	240119	WHITE	230	PKG25
10	240481	YELLOW	76	PKG25
		BRISTOL BOARD - 340M 4 PLY - HEAVY WEIGHT 22 1/2" x 28 1/2" State your colour name or code A COLOUR CHART SAMPLE MUST be provided for each colour you are bidding on.		
11	240112	BLACK	240	PKG25
12	240109	BRIGHT (HOLIDAY) RED	137	PKG25
13	240110	CARDINAL RED	42	PKG25
14	240116	GREEN - SHAMROCK/KELLY	90	PKG25
15	240117	LIGHT BLUE	88	PKG25
16	240507	MAGENTA	32	PKG25
17	240111	ORANGE	92	PKG25
18	240508	ROYAL BLUE	56	PKG25
19	240113	WHITE	320	PKG25
20	240114	YELLOW - (CANARY)	112	PKG25
		BRISTOL BOARD - 67# - Britewhite - Vellum Finish Insignia Cover, Plainfield or equivalent		
21	240123	- 11" X 17" - pkg 250 sheets	8	PK250
22	240126	- 23" x 35"	140	EACH

Item	Product #	Description	Quantity	Unit of Measure
23	240125	- 8 1/2" x 11" - pkg 250 sheets must be Vellum	4	PK250
24	240831	CARTRIDGE DRAWING - PAPER - 120M - White (Plainfield Offset, Roland Offset, Windsor Offset, Barella Offset or equivalent) 12" X 18" 480 Sheets per package STATE SHEETS PER PACKAGE: _____	351	PK480
25	240833	18" X 24" 480 sheets per package STATE SHEETS PER PACKAGE: _____	203	PK480
26	240514	24" x 36" 96 sheets per package STATE SHEETS PER PACKAGE: _____	49	PKG96
27	240830	9" X 12" 480 sheets per package STATE SHEETS PER PACKAGE: _____	93	PK480
28	240837	CHART - PAPER - 20 lb 100 Sheets per pad White wove 100% virgin stock Punched 17" Long x 22" Wide - 1 cm Squared RULING Two-hole punched on 22" dim. at 18" centres	140	PAD
29	240838	22" x 34" - 1" RULED Red/Blue/Blue/Red on 22" side Punched on 22" side	120	PAD
30	240841	22" x 34" - 1" SQUARED Punched on 22" sides	124	PAD
31	240842	22" x 34" - 1/2" SQUARED over 22" Punched on 22" side	17	PAD
32	240844	22" x 34" - PLAIN two hole punched on 22" side at 18" centres	66	PAD
33	240836	22" x 34" - RULED parallel to the holes;	1293	PAD
34	240839	34" x 22" - RULED parallel to the holes two hole punched on 34" side at 18" centres	650	PAD
35	240840	34"Wx22"L - 1" RULED, Red/Blue/Blue/Red - On 34" side, 100 sheets per pad - 2 hole punched on 34" side	35	PAD
36	240847	CONSTRUCTION - PAPER - 9" X 12" - 160m 48 sheets per package Hennepin or equivalent State colour name or code A COLOUR CHART SAMPLE MUST be provided for EACH colour you are bidding on. ASSORTED (Minimum 6 to 8 different colours)	196	PKG48

Item	Product #	Description	Quantity	Unit of Measure
		STATE COLOURS IN ASSORTMENT: STATE SHEETS PER PACKAGE:		
37	240848	BLACK STATE SHEETS PER PACKAGE:	341	PKG48
38	240852	BLUE STATE SHEETS PER PACKAGE:	448	PKG48
39	240851	BLUE GREEN STATE SHEETS PER PACKAGE:	204	PKG48
40	240856	BROWN STATE SHEETS PER PACKAGE:	264	PKG48
41	240857	DARK GREEN STATE SHEETS PER PACKAGE:	125	PKG48
42	240858	EMERALD GREEN STATE SHEETS PER PACKAGE:	453	PKG48
43	240854	LIGHT BROWN STATE SHEETS PER PACKAGE:	152	PKG48
44	240860	LIGHT GREY STATE SHEETS PER PACKAGE:	194	PKG48
45	240862	MAGENTA STATE SHEETS PER PACKAGE:	214	PKG48
46	240863	ORANGE STATE SHEETS PER PACKAGE:	347	PKG48
47	240864	PINK STATE SHEETS PER PACKAGE:	332	PKG48
48	240865	RASPBERRY STATE SHEETS PER PACKAGE:	234	PKG48
49	240870	SCARLET (HOLIDAY) RED STATE SHEETS PER PACKAGE:	769	PKG48
50	240871	VIOLET STATE SHEETS PER PACKAGE:	318	PKG48
51	240872	WHITE STATE SHEETS PER PACKAGE:	255	PKG48
52	240886	YELLOW STATE SHEETS PER PACKAGE:	338	PKG48
		CONSTRUCTION - PAPER - 12" x 18" - 160M 48 sheets per package Hennepin or equivalent State colour name or code. A COLOUR CHART SAMPLE MUST be provided for EACH colour you are bidding on.		
53	240887	ASSORTED (Minimum 6 to 8 different colours) STATE COLOURS IN ASSORTMENT: STATE SHEETS PER PACKAGE:	110	PKG48
54	240883	BLACK	851	PKG48

Item	Product #	Description	Quantity	Unit of Measure
		STATE SHEETS PER PACKAGE:		
55	240877	BLUE STATE SHEETS PER PACKAGE:	232	PKG48
56	240889	BLUE GREEN STATE SHEETS PER PACKAGE:	145	PKG48
57	240890	DARK BROWN STATE SHEETS PER PACKAGE:	160	PKG48
58	240893	DARK GREEN STATE SHEETS PER PACKAGE:	165	PKG48
59	240880	GREEN STATE SHEETS PER PACKAGE:	248	PKG48
60	240875	GREY STATE SHEETS PER PACKAGE:	142	PKG48
61	240911	HOLIDAY RED STATE SHEETS PER PACKAGE:	250	PKG48
62	240878	LIGHT BLUE STATE SHEETS PER PACKAGE:	342	PKG48
63	240896	MAGENTA STATE SHEETS PER PACKAGE:	172	PKG48
64	240879	ORANGE STATE SHEETS PER PACKAGE:	569	PKG48
65	240876	PINK STATE SHEETS PER PACKAGE:	425	PKG48
66	240899	RASPBERRY STATE SHEETS PER PACKAGE:	254	PKG48
67	240882	VIOLET PURPLE STATE SHEETS PER PACKAGE:	126	PKG48
68	240915	WHITE STATE SHEETS PER PACKAGE:	221	PKG48
69	240881	YELLOW STATE SHEETS PER PACKAGE:	240	PKG48
70	240914	CONSTRUCTION - PAPER - 18" x 24" - 160M 48 sheets per package Hennepin or equivalent State colour name or code. A COLOUR CHART SAMPLE MUST be provided for EACH colour you are bidding on. ASSORTED (Minimum 6 to 8 different colours) STATE SHEETS PER PACKAGE: STATE COLOURS IN ASSORTMENT:	60	PKG48
71	240902	BLACK STATE SHEETS PER PACKAGE:	175	PKG48
72	240900	BLUE	257	PKG48

Item	Product #	Description	Quantity	Unit of Measure
		STATE SHEETS PER PACKAGE:		
73	240920	BLUE GREEN STATE SHEETS PER PACKAGE:	75	PKG48
74	240922	DARK GREEN STATE SHEETS PER PACKAGE:	91	PKG48
75	240906	GREEN STATE SHEETS PER PACKAGE:	95	PKG48
76	240910	LIGHT BLUE STATE SHEETS PER PACKAGE:	108	PKG48
77	240924	LIGHT GREY STATE SHEETS PER PACKAGE:	61	PKG48
78	240926	MAGENTA STATE SHEETS PER PACKAGE:	46	PKG48
79	240905	MEDIUM BROWN STATE SHEETS PER PACKAGE:	146	PKG48
80	240908	ORANGE STATE SHEETS PER PACKAGE:	166	PKG48
81	240907	PINK STATE SHEETS PER PACKAGE:	113	PKG48
82	240927	PINK/RASPBERRY STATE SHEETS PER PACKAGE:	70	PKG48
83	240909	PURPLE VIOLET STATE SHEETS PER PACKAGE:	142	PKG48
84	240903	RED STATE SHEETS PER PACKAGE:	184	PKG48
85	240931	WHITE STATE SHEETS PER PACKAGE:	115	PKG48
86	240901	YELLOW STATE SHEETS PER PACKAGE:	94	PKG48
		CONSTRUCTION - PAPER - 24" x 36" - 160M 48 sheets per package Hennepin or equivalent State colour name or code A COLOUR CHART SAMPLE MUST be provided for each colour you are bidding on		
87	240934	ASSORTED COLOURS STATE COLOURS IN ASSORTMENT: STATE SHEETS PER PACKAGE:	74	PKG48
88	240935	BLACK STATE SHEETS PER PACKAGE:	51	PKG48
89	240937	BROWN STATE SHEETS PER PACKAGE:	9	PKG48
90	240938	EMERALD GREEN STATE SHEETS PER PACKAGE:	14	PKG48
91	240936	LIGHT BLUE	4	PKG48

Item	Product #	Description	Quantity	Unit of Measure
STATE SHEETS PER PACKAGE:				
92	240940	PURPLE VIOLET STATE SHEETS PER PACKAGE:	3	PKG48
93	240942	SCARLET STATE SHEETS PER PACKAGE:	10	PKG48
94	240944	YELLOW STATE SHEETS PER PACKAGE:	13	PKG48
CORABUFF BORDER ROLL - 2 1/4" W X 50' L Bemiss & Jason #57MMX or equivalent State your colour name or code A COLOUR CHART SAMPLE MUST be provided for EACH colour you are bidding on.				
95	122418	EMERALD GREEN	5	ROLL
96	122419	FLAME RED	7	ROLL
97	122420	ORANGE	10	ROLL
98	122416	YELLOW - CANARY	8	ROLL
CORABUFF ROLL - 48" X 25' Guide lines marked on back for easy cutting Dominion Corrigated #4825E, Ivex or equiv. State your colour name or code A COLOUR CHART SAMPLE MUST be provided for each colour you are bidding on.				
99	240396	APPLE GREEN	14	ROLL
100	240394	AZURE BLUE	4	ROLL
101	240379	BLACK	10	ROLL
102	240380	BLUE	11	ROLL
103	240384	BROWN	10	ROLL
104	240381	GREEN	3	ROLL
105	240397	NILE GREEN	3	ROLL
106	240378	ORANGE	8	ROLL
107	240400	PINK	5	ROLL
108	240382	RED	10	ROLL
109	240395	RICH BLUE	11	ROLL
110	240402	VIOLET	4	ROLL
111	240803	WHITE	8	ROLL
112	240383	YELLOW	24	ROLL
FINGER PAINTING - PAPER - 120M White - Coated one side				
113	241302	12" x 18" 96 sheets/pkg. STATE SHEETS PER PACKAGE:	63	PKG96
114	241301	18" X 24"	57	PKG96

Item	Product #	Description	Quantity	Unit of Measure
		96 Sheets/Pkg. STATE SHEETS PER PACKAGE:		
115	241325	FOOLSCAP - PAPER - 100% virgin stock 16 lb stock - RULED 5/16" 1" red margin - left hand side FULL SHEET - 8" X 13" 480 sheets per package Spiral #0607-000, FOO72SM2 or equivalent STATE SHEETS PER PACKAGE: _____	1102	PK480
116	241326	HALF SHEET - 8" X 6 1/2" 960 sheets per package Spiral #0699-000, FOH72SM2 or equivalent STATE SHEETS PER PACKAGE: _____	86	PK960
117	241330	KRAFT - PAPER - BROWN - ROLL 40 lb. weight - 1125' long roll DOMTAR DD40, Cascade or equivalent 24" wide roll	8	ROLL
118	241331	30" wide roll	5	ROLL
119	241332	36" wide roll	29	ROLL
120	241333	KRAFT - PAPER - WHITE - ROLL 40 lb. weight - 900' long rolls Cascade or equivalent 36" wide roll	18	ROLL
121	241622	LOOSELEAF REFILL - PAPER - WHITE 960 sheets per package 8 1/2" x 11" - 3 hole punched Minimum of 16 lb weight PLAIN Spiral #0429-000, Hilroy #05-321, REF 15PLN or equivalent STATE SHEETS PER PACKAGE: _____	33	PK960
122	241623	RULED - 5/16" Blue both sides Standard margin Hilroy #05-239, REF 152SM2 or equivalent STATE SHEETS PER PACKAGE: _____	1713	PK960
123	241625	RULED - QUAD - 4 square per inch REF 14417 or equivalent STATE SHEETS PER PACKAGE: _____	14	PK960
124	241383	MANILLA - CARD - TAG - PAPER - Pkg/100 SIMILAR TO MANILLA TAG 200M Domtar or equivalent 4" X 6"	100	PK100
125	241381	4" x 8"	350	PK100
126	241382	4" x 16"	200	PK100
127	241376	MANILLA - PAPER - 100M 12" X 18" 480 sheets per package STATE SHEETS PER PACKAGE: _____	116	PK480

Item	Product #	Description	Quantity	Unit of Measure
128	241378	18" X 24" 480 sheets per package STATE SHEETS PER PACKAGE: _____	53	PK480
129	241375	9" X 12" 480 sheets per package STATE SHEETS PER PACKAGE: _____	31	PK480
130	241386	MANILLA TAG - PAPER - 9" x 12" 96 sheets per package Domtar or equivalent A 9" x 12" SAMPLE MUST be provided for 300M 300M STATE SHEETS PER PACKAGE: _____	62	PKG96
131	241390	MANILLA TAG - PAPER - 12" x 18" 96 sheets per package Domtar or equivalent A 9" x 12" SAMPLE MUST be provided for 300M 300M STATE SHEETS PER PACKAGE: _____	69	PKG96
132	241380	MANILLA TAG - PAPER - 18" x 24" 96 sheets per package A 9" x 12" SAMPLE MUST be provided for 300M 300M Eddy Guardian, Domtar Dogtag or equivalent STATE SHEETS PER PACKAGE: _____	70	PKG96
133	241329	MURAL - PAPER -36" Wide x 20 Yard Roll A COLOUR CHART SAMPLE MUST be provided for EACH colour you are bidding on. WHITE Size: 36" Wide x 20 Yard Roll MUR2010 or Equivalent	27	ROLL
134	241427	NEWSPRINT - PAPER Domtar, Abitibi Price or equivalent A COLOUR CHART SAMPLE MUST be provided for each colour you are bidding on. - 480 Sheets per package 18" x 24" - ASSORTED COLOURS - PLAIN STATE SHEETS PER PACKAGE: _____ STATE COLOURS IN ASSORTMENT:	81	PK480
135	241405	12" x 18" - ASSORTED Colours - PLAIN - 480 Sheets per package STATE COLOURS IN ASSORTMENT: STATE SHEETS PER PACKAGE: _____	16	PK480
136	241428	18" X 24" - GREEN - PLAIN 480 sheets per package STATE SHEETS PER PACKAGE: _____	5	PK480
137	241430	18" X 24" - PEACH - Plain - Pkg/480 STATE SHEETS PER PACKAGE: _____	10	PKG/480
138	241429	18" X 24" - PINK - Plain - Pkg/480 STATE SHEETS PER PACKAGE: _____	7	PK480
139	241432	24" x 36" - ASSORTED COLOURS - PLAIN	18	PK480

Item	Product #	Description	Quantity	Unit of Measure
		- 480 Sheets per package STATE COLOURS IN ASSORTMENT: STATE SHEETS PER PACKAGE: _____		
140	241433	24" x 36" - WHITE - PLAIN - 60 M 480 sheets per package STATE SHEETS PER PACKAGE: _____	28	PK480
141	241402	480 sheets per package 9" X 12" - PINK - PLAIN STATE SHEETS PER PACKAGE: _____	5	PK480
142	241403	480 sheets per package 9" X 12" - WHITE - PLAIN STATE SHEETS PER PACKAGE: _____	10	PK480
143	241404	480 sheets per package 9" X 12" - YELLOW - PLAIN STATE SHEETS PER PACKAGE: _____	3	PK480
144	241425	480 sheets per package 12" X 18" - WHITE - PLAIN STATE SHEETS PER PACKAGE: _____	66	PK480
145	241426	480 sheets per package 18" X 24" - WHITE - PLAIN STATE SHEETS PER PACKAGE: _____	43	PK480
146	241431	480 sheets per package 18" X 24" - YELLOW - PLAIN STATE SHEETS PER PACKAGE: _____	13	PKG/480
147	241407	8 1/2" X 11" - WHITE 960 sheets per package 5/16" ruling STATE SHEETS PER PACKAGE: _____	6	PK960
148	241409	9" x 12" - ASSORTED COLOURS - PLAIN - 480 Sheets per package STATE COLOURS IN ASSORTMENT: STATE SHEETS PER PACKAGE: _____	22	PK480
149	241400	9" X 12" - GREEN - PLAIN 480 sheets per package STATE SHEETS PER PACKAGE: _____	4	PK480
150	241401	9" x 12" - PEACH - PLAIN 480 sheets per package STATE SHEETS PER PACKAGE: _____	7	PKG/480
151	240122	PAPER - STRIPS LABELING AND COVER-UP TAPE - PAPER - Secure yet removable - Temporary labeling - Copy blackout - 25.4mm x 17.7m Roll Business Stationers #60-234mm or equivalent	65	EACH
152	240120	STRIP - SENTENCE - PAPER - 75 PER PACKAGE - Brightly coloured, full-strips - 7.5 x 60 cm - Preprinted with solid rule at 5 cm and	189	PKG

Item	Product #	Description	Quantity	Unit of Measure
		1.8 cm dotted midline - Assorted bright colours - Heavy weight paper SPECTRUM #63147 OR EQUIVALENT STATE QUANTITY PER PACKAGE: _____		
153	240121	STRIP - WORD - PAPER - 100 PER PACKAGE - Size: 7.6 x 20.3 cm - Can be used as flash cards - Lined, White SPECTRUM #68726 OR EQUIVALENT STATE QUANTITY PER PACKAGE: _____	157	PKG
154	241612	POSTER - PAPER - 80M - 9" X 12" 96 sheets per package State your colour name or code. A COLOUR CHART SAMPLE MUST be provided for each colour you are bidding on. ASSORTED COLOURS STATE SHEETS PER PACKAGE: _____ State Colours in Assortment:	31	PKG96
155	241935	SCRATCH PAD - Paper - 16 lb White Wove 100% virgin stock - Pad of 96 sheets 10 pads per sleeve 3" x 5" STATE PADS PER SLEEVE: _____	7	PKG10
156	241936	4" x 6" STATE PADS PER SLEEVE: _____	5	PKG10
157	241937	5" x 8" STATE PADS PER SLEEVE: _____	2	PKG10
158	241682	TISSUE - PAPER - 20" x 30" sheets 20 sheets per package State colour name and number A COLOUR CHART SAMPLE MUST BE PROVIDED FOR EACH COLOUR YOU ARE BIDDING ON APPLE GREEN Kolorfast #5811-0, Peacock #1481 or equiv. STATE SHEETS PER PACKAGE: _____	123	FOLD
159	241687	AQUA/TURQUOISE #43-443 Bus.Stationers or Equivalent STATE SHEETS PER PACKAGE: _____	118	FOLD
160	241688	ASSORTED COLOURS State Colours in assortment: STATE SHEETS PER PACKAGE: _____	203	PKG
161	241679	BLACK Kolorfast #5814-0, Peacock #1463 or equiv. STATE SHEETS PER PACKAGE: _____	79	FOLD
162	241684	BROWN Kolorfast #5823-0, Peacock #1463 or equiv. STATE SHEETS PER PACKAGE: _____	57	FOLD
163	241676	BUTTERCUP YELLOW Peacock #1483 or equivalent	151	FOLD

Item	Product #	Description	Quantity	Unit of Measure
STATE SHEETS PER PACKAGE: _____				
164	241674	CERISE Kolorfast #5830-0 Peacock #1464 or equiv. STATE SHEETS PER PACKAGE: _____	85	FOLD
165	241690	DARK BLUE (NAVY) Bemiss Jason #5846 or equivalent STATE SHEETS PER PACKAGE: _____	19	PKG
166	241678	DARK GREEN Kolorfast #5813-0 or equivalent STATE SHEETS PER PACKAGE: _____	78	FOLD
167	241689	FOREST GREEN B & B #136 1492 or equivalent STATE SHEETS PER PACKAGE: _____	78	PKG
168	241693	GOLD B & B #136 1476 or equivalent STATE SHEETS PER PACKAGE: _____	52	PKG
169	241681	GREY Kolorfast #5824-0 or equivalent STATE SHEETS PER PACKAGE: _____	40	FOLD
170	241691	LAVENDER - MAUVE Kolorfast #5829-0, Peacock #1471 or equiv. STATE SHEETS PER PACKAGE: _____	74	FOLD
171	241677	LIGHT BLUE Kolorfast #5832-0, Peacock #1476 or equiv. STATE SHEETS PER PACKAGE: _____	133	FOLD
172	241698	MAROON Bemiss Jason #5819 or equivalent STATE SHEETS PER PACKAGE: _____	25	PKG
173	241680	ORANGE Kolorfast #5816-0, Peacock #1466 or equiv. STATE SHEETS PER PACKAGE: _____	146	FOLD
174	241686	PINK - Light Pink Baby Pink #44-448SP or Equivalent STATE SHEETS PER PACKAGE: _____	127	FOLD
175	241685	PURPLE Kolorfast #5807-0, Peacock #1472 or equiv. STATE SHEETS PER PACKAGE: _____	109	FOLD
176	241675	SCARLET RED Kolorfast #5803-0, Peacock #1499 or equiv. STATE SHEETS PER PACKAGE: _____	177	FOLD
177	241683	WHITE Kolorfast #5900-0 or equivalent STATE SHEETS PER PACKAGE: _____	119	FOLD

WORKBOOK
 - 100% virgin paper
 - 25 per bundle
 - c/w cover

Item	Product #	Description	Quantity	Unit of Measure
178	240072	- front cover to read: NAME: _____ CLASS: _____ SUBJECT: _____ - 7" wide x 9" high - 40 page - 1" left red margin - INTERLINED, 1/8" and 5/16" on 7" side Spiral 4114-408 or equivalent STATE WEIGHT OF BOND PAPER: _____ STATE WEIGHT OF COVER: _____ STATE QTY PER BUNDLE: _____	19	PKG25
179	240060	- 7" wide X 9" high - 40 page - UNRULED - Bundle of 25 Spiral #4112-408, Hilroy #11-900 or equiv. STATE WEIGHT OF BOND PAPER: _____ STATE WEIGHT OF COVER: _____	821	PKG25
180	240062	- 7" wide X 9" high - 25 per bundle - 5/16" RULED Blue - 80 page - 1" red margin on left side of each page Hilroy #11-985 or equivalent STATE WEIGHT OF BOND PAPER: _____ STATE WEIGHT OF COVER: _____	1741	PKG25
181	240069	- 7" wide X 9" high - 40 page - top half - BLANK - bottom - 5/16" RULED Blue - 25/Bundle STATE WEIGHT OF BOND PAPER: _____ STATE WEIGHT OF COVER: _____	466	PKG25
182	240073	- 7" wide x 9" high - 40 page - 1" red left hand margin - 3/16" Ruled Red/Blue/Blue/Red - bundle of 25 Spiral 4101-408, Keystone #ST-801M Hilroy #11-924 or equivalent STATE WEIGHT OF BOND PAPER: _____ STATE WEIGHT OF COVER: _____	126	PKG25
183	240074	- 7" wide x 9" high - 40 page - 1" left red margin - Interlined - 5/16" x 5/32" in blue Solid/Dotted/Solid - bundle of 25 Spiral 4113-408 or equivalent STATE WEIGHT OF BOND PAPER: _____ STATE WEIGHT OF COVER: _____	140	PKG25
184	240076	- 7" wide X 9" high - 40 page - No margin - TOP half of page BLANK - BOTTOM half ruled 5/16" Red/Blue/Blue/Red - Bundle of 25 Spiral #4108-408, Hilroy #11-935 or equiv. STATE WEIGHT OF BOND PAPER: _____	537	PKG25

Item	Product #	Description	Quantity	Unit of Measure
STATE WEIGHT OF COVER: _____				
185	240064	- 8 1/2" wide X 11" high - 3 hole punched - 25 per bundle - 80 page - 5/16" RULED Blue - 1 1/2" Red Margin on left side of each page Hilroy #11-185 or equivalent STATE WEIGHT OF BOND PAPER: _____ STATE WEIGHT OF COVER: _____	2319	PKG25
186	240068	- 8 1/2" wide X 11" high - 3 hole punched - Grade: JK-3 - 40 page - UNRULED - Bundle of 25 Spiral #4204-408 or equivalent STATE WEIGHT OF BOND PAPER: _____ STATE WEIGHT OF COVER: _____	251	PKG25
187	240084	- 8 1/2" wide X 11" high - 3 hole punched - 40 page - 25 per bundle - 5/16" RULED Blue on 8 1/2" length - 1" margin on left hand side of each page - 2" margin on right hand side of each page STATE WEIGHT OF BOND PAPER: _____ STATE WEIGHT OF COVER: _____	179	PKG25
188	240094	- 9" wide x 7" high - 40 page - top margin only - Bundle of 25 - 1/4" RULED Red/Blue/Blue/Red Hilroy #11-714 or equivalent STATE WEIGHT OF BOND PAPER: _____ STATE WEIGHT OF COVER: _____	19	PKG25
189	240095	- 9" wide x 7" high - 40 page - no margin - 3/8" RULED Red/Blue/Blue/Red - Bundle of 25 Spiral 4017-408 or equivalent STATE WEIGHT OF BOND PAPER: _____ STATE WEIGHT OF COVER: _____	46	PKG25
190	240096	- 9" wide x 7" high - 40 page - no margin - 5/16" RULED Red/Blue/Blue/Red - Bundle of 25 Spiral 4003-408, Hilroy # 11-715 or equiv STATE WEIGHT OF BOND PAPER: _____ STATE WEIGHT OF COVER: _____	62	PKG25
191	240091	- 9" wide x 7" high - MUSIC DICTATION - 24 page - bundle of 25 - left page ruled blue 5/16" - right page - 6 staves ruled 1/8" Spiral 4010-240 or equivalent STATE WEIGHT BOND PAPER: _____ STATE WEIGHT OF COVER: _____	12	BDLE/25

Item	Product #	Description	Quantity	Unit of Measure
192	240066	- 100% virgin paper - 20 per bundle - c/w cover - front cover to read: NAME: _____ CLASS: _____ SUBJECT: _____ - 11" wide X 15" high - 20 per bundle - 56 page - BLANK - Newsprint Quality Spiral #7102-560-01 or equivalent STATE WEIGHT OF NEWSPRINT: _____ STATE WEIGHT OF COVER: _____	512	PKG20
193	240099	- 9" wide X 12" high - 20 per bundle - 32 page - BLANK - Manilla Quality STATE WEIGHT OF PAPER: _____ STATE WEIGHT OF COVER: _____	17	PKG20