



REQUEST FOR QUOTATION

STEEL AND ASSOCIATED PRODUCTS

#122

Issue Date: April 15, 2011
Issued by: The Thames Valley District School Board
#122
Janice Fenn, Clerical Assistant, Purchasing Services
Return Date: Monday, May 2, 2011

THAMES VALLEY DISTRICT SCHOOL BOARD
REQUEST FOR QUOTATION
STEEL AND ASSOCIATED PRODUCTS #122
Worksheet "A"

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
1.1	Requests for Quotations will be received at the Board Purchasing Department, 1250 Dundas Street East, London, Ontario N6A 5L1, until 4:00 pm, Monday, May 2, 2011. See Worksheet "C" for a list of Board locations.		
1.2	COPIES OF REQUEST FOR QUOTATION, CONTRACT TERMS AND CONDITIONS MUST BE RETURNED BY FAX 519-452-2399, BY E-MAIL TO: j.fenn@tvdsb.on.ca OR TO THE ADDRESS ABOVE FOR YOUR QUOTATION TO BE ACCEPTED. Delivery of the quotation is the responsibility of the bidder. If you would like an electronic copy of this document, please call 519-452-2514.		
2.0	PURPOSE		
2.1	The purpose of this quote is to provide interested parties with sufficient information to enable them to prepare and submit bids for consideration by the TVDSB for steel and associated products.		
2.2	STRUCTURE OF THIS BID		
2.2.1	Bidders must use the electronic bidding file Appendices122.xls which contains the following worksheets:		
2.2.1.1	Worksheet A: Terms and Conditions in Excel format, electronic response required		
2.2.1.2	Worksheet B: Specs-Requirement in Excel format, electronic response required as well as hard copy completed, printed and signed		
2.2.1.3	Worksheet C - Locations in Excel format, no response required		
3.0	ELECTRONIC BIDDING INSTRUCTIONS		
3.1	DOWNLOADING BID DOCUMENTS		
3.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
3.1.2	Click "Board"		
3.1.3	Click "Purchasing"		
3.1.4	Click "Bids"		
3.1.5	Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
3.1.6	Click "Proceed to Inquiry/Download page"		
3.1.7	Click on the "Name of the Bid" to view documents in PDF format.		

FIRM NAME: _____

SIGNATURE: _____

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3.1.8	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
3.1.9	All bid files are available for downloading at no charge from the TVDSB web site.		
3.1.10	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
3.2	INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:		
3.2.1	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.		
3.2.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
3.2.3	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.		
3.2.4	To begin the Bid Program:		
3.2.4.1	Go to Windows Explorer		
3.2.4.2	Click on C:\ drive		
3.2.4.3	Open the folder "lbtender"		
3.2.4.5	The following files will be installed in the C:\lbtender directory:		
3.2.4.6	Appendices122.xls		
3.2.4.7	To start the process open the Excel files and complete as instructed.		
3.3	THE RETURN FILES		
3.3.1	Please return the completed file "Appendices122.xls" by e-mail to j.fenn@tvdsb.on.ca		
4.0	CONTRACT TERM		
4.1	The term of this agreement shall be for one year, commencing on September 1, 2011 and unless otherwise provided herein, terminating on August 31, 2012.		
4.1.1	The TVDSB may, at the end of this contract term, extend the contract for a period of three years in one (1) year increments and will advise the bidder in writing of their intentions, no later than 60 days prior to August 31, 2012.		

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TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
4.1.2	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a second year ending August 31, 2013.		
4.1.3	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a third year ending August 31, 2014.		
4.1.4	Please state terms under which a second and/or third year option would be acceptable to you.		
4.1.5	For any price increase to be acceptable under this option, manufacturer's letter of industry increase would be required and ONLY those increases could be charged in the second and/or third year.		
4.1.6	NOTE: These terms must comply with all other conditions of this contract as printed.		
5.0	QUANTITY		
5.1	The TVDSB purchased approximately \$29,825.00 in the past year on these resources.		
5.2	Future purchases are dependent upon 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.		
6.0	REQUIREMENTS		
6.1	For each requirement as described in Worksheet "B", bidders must place a response in the appropriate column.		
7.0	PRICING		
7.1	All charges must be included in the cost of the item, and in CANADIAN FUNDS . Prices must include delivery/travel time. F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT/TRAVEL TIME EXTRA. See Worksheet "C" for a list of Board locations.		
7.2	Prices must remain in effect for the initial one year term of the contract, commencing on September 1, 2011 and ending August 31, 2012.		
7.3	Bidders must state if your company uses a trade pricing index:		
7.3.1	Please state name of pricing index:		

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7.3.2	Please state if your company is willing to offer a discount off trade or list pricing:		
7.3.3	If yes, please state percentage discount:		
7.4	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.		
7.4.1	Bidders should state any further discount, as a percentage, if all items are awarded to your company.		
8.0 CATALOGUES			
8.1	Please state if your company has an illustrative catalogue.		
8.1.1	If yes, please state discount that applies to the catalogue prices.		
8.1.2	A copy of your current catalogue should be included with your submission.		
8.2	Please state if your company can provide a price list of your products in electronic format (ie. Microsoft Excel, etc.)		
8.3	Bidders who submit a price list of their catalogue items in electronic format must reflect this discount in the unit prices.		
8.4	Please state if your company has an online catalogue or web site.		
8.4.1	If yes, please state the web site address.		
9.0 ORDERING			
9.1	Bidders must state if you will accept purchase orders:		
9.2	Bidders must state if you will allow our staff to call in orders:		
9.3	Please indicate delivery date from receipt of our order: Working Days.		
9.4	Bidders must state if you accept MasterCard:		
10.0 DELIVERY			
10.1	Bidders should state if they can provide delivery to all of the locations stated in Worksheet "C".		
10.2	Is there a delivery charge? If so, the delivery charge must be the same for all locations: State delivery charge:		
10.3	Is there a minimum dollar value per order? State minimum: \$		
11.0 RETURN OF GOODS			

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TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
11.1	The TVDSB will return any shipment collect if, in our opinion, the product supplied does not conform to the specification requested on our orders.		
11.2	Bidders should state if there is a time limit on returning goods.		
11.3	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 11.1.		
11.4	Bidders should describe their procedure for returned goods with respect to:		
11.4.1	Packaging.		
11.4.2	"Ship To" Addressing (Labeling).		
11.4.3	Location to which returns should be shipped.		
11.4.4	Method of Shipment (Company Truck, Courier, Transport).		
11.4.5	If a return authorization number is required.		
11.4.6	What charges apply and who is responsible for payment.		
12.0	INVOICING/PAYMENT TERMS		
12.1	Applicable taxes should be shown as separate line items on all invoices.		
12.2	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
12.3	Bidders should state percentage discount for early payment and net payment terms.		
12.4	Harmonized Sales Tax is extra. Applicable taxes will be shown as a separate line item on all our purchase orders and must be invoiced as separate line items on all invoices.		
13.0	CANCELLATION OF CONTRACT		
13.1	The Board reserves the right to terminate this contract with 30 days written notice, if, in our opinion, the successful bidder fails to meet the terms and conditions of this contract.		
14.0	GENERAL CONDITIONS		
14.1	This bid is IRREVOCABLE for 180 days. The lowest or any quotation may not necessarily be accepted. The Board reserves the right to purchase one or all items on this quotation from one supplier. Delivery, service, performance record and value of overall award will be taken into consideration when awarding this material.		

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TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
15.0	LIABILITY INSURANCE		
15.1	Please include a copy of a certificate stating the amount of your companys liability insurance coverage.		
16.0	MOTOR VEHICLE LIABILITY INSURANCE		
16.1	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.		
16.2	In the event of an affirmative answer to 16.1, 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.		
16.2	Bidders should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1million on all personally owned vehicles)per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful		
16.3	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:		
16.4	Third Party Liability Coverage in the form of OAP-1		

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16.5	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.		
16.6	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.		
17.0	RETURN DATE		
17.1	Monday, May 2, 2011 by 4:00 pm.		
17.2	If you have any questions, please call Janice Fenn at (519) 452-2000 extension 20470.		
18.0	REFERENCES		
18.1	The Board is concerned with the past performance of a bidder. The successful bidder may be asked to supply references as to their ability to supply the quality of product/service they are bidding on. Please state a minimum of three School Boards who have used your service and the name and phone number of the individual that our Board can contact.		
18.1.1	Reference 1 - Company Name:		
	Reference 1 - Address:		
	Reference 1 - Contact Name:		
	Reference 1 - Phone Number:		
	Reference 1 - Fax Number:		
	Reference 1 - e-mail address:		
18.1.2	Reference 2 - Company Name:		
	Reference 2 - Address:		

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TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
	Reference 2 - Contact Name:		
	Reference 2 - Phone Number:		
	Reference 2 - Fax Number:		
	Reference 2 - e-mail address:		
	Reference 3 - Company Name:		
18.1.3	Reference 3 - Address:		
	Reference 3 - Contact Name:		
	Reference 3 - Phone Number:		
	Reference 3 - Fax Number:		
	Reference 3 - e-mail address:		
19.0	ELECTRONIC BIDDING INSTRUCTIONS		
19.1	DOWNLOADING BID DOCUMENTS		
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20.0	SIGNATURE PAGE:		
20.1	I hereby acknowledge that I have read, understand and agree to the forgoing Contract Terms and Conditions.		
20.2	FIRM NAME:		
20.3	SIGNATURE:		
20.4	NAME:		
20.5	TELEPHONE NO.:		
20.6	FAX NO.:		
20.7	INTERNET ADDRESS:		

FIRM NAME: _____

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THAMES VALLEY DSTRIC SCHOOL BOARD
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WORKSHEET "B"

ITEM #	DESCRIPTION	QTY	UNIT OF MEASURE	STATE PRODUCT #	UNIT PRICE	TOTAL PRICE	COMMENTS
B1	Aluminum - 6061 - 1/2" diameter - 5'	7					
B2	Aluminum - 6061 - 1/2" diameter - 6'	4					
B3	Aluminum - 6061 - 1" diameter - 5'	1					
B4	Aluminum - 6061 - 1" diameter - 6'	5					
B5	Aluminum - 6061 - 2" diameter - 5'	2					
B6	Aluminum Round - 6061 - 1" diameter - 12' - #AR1	3					
B7	Aluminum Round - 6061 - 1 1/2" diameter -12' - AR112	1					
B8	Aluminum Square - 6061 - 3/4" diameter - 12' - #AS34	4					
B9	Aluminum Square - 6061 - 2" diameter - 4'	2					
B10	Aluminum Square - 6061 - 2" diameter - 6'	1					
B11	Aluminum Square - 6061 - 4" diameter - 3' - #AS4	1					
B12	Angle - 1' x 1' x 1/4" - 8'	1					
B13	Angle - 1 1/2 x 1 1/2 x 1/8" - 3'	1					
B14	Brass - 1" diameter - 12' - #BRR1	2					
B15	Brass - Free Machining - 1" diameter - 12'	1					
B16	Cold Rolled Flat - C1018 - 3/8" x 2" - 12' - #CRF382	3					
B17	Cold Rolled Flat - 5/8" x 1 1/2" - 7'	1					
B18	Cold Rolled Flat - C1018 - 3/4" x 1 1/4" - 12' - #CRF34114	2					
B19	Cold Rolled Flat - 1 1/2" x 5/8" - 5'	1					
B20	Cold Rolled Hexagon - C1018 - 1/2"	6					
B21	Cold Rolled Round - 1/4" diameter - 5'	2					
B22	Cold Rolled Round - C1018 - 1/4" diameter - 12' - #CRR14	1					
B23	Cold Rolled Round - C1018 - 3/8" diameter - 12' - #CRR38	3					
B24	Cold Rolled Round - 1/2" diameter - 3'	1					
B25	Cold Rolled Round - 3/4" diameter - 8'	2					
B26	Cold Rolled Round - C1018 - 1" diameter - 20' - #CRR1	1					
B27	Cold Rolled Sheet - 22 gauge	6					
B28	Cold Rolled Square - 1/4" diameter - 5'	2					
B29	Cold Rolled Square - 1/4" diameter - 6'	2					
B30	Cold Rolled Square - 3/8" diameter - 6'	12					
B31	Cold Rolled Square - 3/4" diameter - 5'	1					
B32	Drill Rod - O-1 - 1/4" diameter - 3'	7					
B33	Flat - 1/8" x 1"	6					
B34	Flat - 1/8" x 1 1/2 - 6'	11					
B35	Galvanized Sheet - 22 gauge	6					
B36	Galvanized Sheet - 24 gauge	6					

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THAMES VALLEY DSTRIC SCHOOL BOARD
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WORKSHEET "B"

ITEM #	DESCRIPTION	QTY	UNIT OF MEASURE	STATE PRODUCT #	UNIT PRICE	TOTAL PRICE	COMMENTS
B37	Galvanized Sheet - 26 gauge	6					
B38	Hot Rolled Angle - 1" X 1" X 1/8"	6					
B39	Hot Rolled Flat - 1/8" X 1"	6					
B40	Hot Rolled Flat - 1/8" X 2"	3					
B41	Hot Rolled Flat - 1/4" X 1	6					
B42	Hot Rolled Flat - 1" x 4" - 3'	1					
B43	Hot Rolled Round - 1/4" diameter - 5'	10					
B44	Hot Rolled Round - 3/8" diameter - 6'	10					
B45	Hot Rolled Round - 1/2"	2					
B46	Hot Rolled Round - 1/2" diameter - 9'	1					
B47	Hot Rolled Round - 3/4" diameter	3					
B48	Hot Rolled Sheet - 11 gauge	1					
B49	Hot Rolled Sheet - 16 gauge	1					
B50	Hot Rolled Square - 3/16" diameter - 8'	15					
B51	Hot Rolled Square - 1/2'	6					
B52	Pipe - 4" X 1/2"	30					
B53	Sheet Metal - 14 gauge - 4' x 8'	1					
B54	Stainless Flat - 1/4" x 1 1/2" - 12' - #SSF14112	1					
B55	Wall Angle - 1 1/2" X 1 1/2" X .125	3					
B56	Wall Angle - 2" X 2" X .125	31					
B57	Material for tool boards - S01 - 16 GA. Perf 1/4" hole of 1"	5					
B58	Railing Pieces - 1/4 X 5 X 5	10					
B59	Railing Pieces - 1/2 X 1/2 X 30"	184					
B60	Railing Pieces - 1 3/4 X 1 3/4 X 125 X 2"	30					
B61	Railing Pieces - 2 X 2 X 100 X 8-0	30					
B62	Railing Pieces - 2 X 2 X 125 X 4-0	12					

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THAMES VALLEY DISTRICT SCHOOL BOARD
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WORKSHEET "C"

<u>SCHOOL/DEPARTMENT</u>	<u>ADDRESS</u>	<u>POSTAL CODE</u>
Annandale Secondary School	60 Tillson Avenue, Tillsonburg, ON	N4G 3A1
Arthur Voaden Secondary School	41 Flora Street, St. Thomas, ON	N5P 2X5
Sir Frederick Banting Secondary School	125 Sherwood Forest, London, ON	N6G 2C3
Central Elgin C. I.	201 Chestnut Street, St. Thomas, ON	N5R 2B5
Central Secondary School	509 Waterloo Street, London, ON	N6B 2P8
Clarke Road Secondary School	300 Clarke Road, London, ON	N5W 5N4
College Avenue Secondary School	700 College Avenue, Woodstock, ON	N4S 2C8
East Elgin Secondary School	362 Talbot Street West, Aylmer, ON	N5H 1K6
Glencoe District Secondary School	3581 Concession Drive, Box 370, Glencoe, ON	N0L 1M0
Glendale Secondary School	37 Glendale Drive, Tillsonburg, ON	N4G 1J6
H.B. Beal Secondary School	525 Dundas Street, London, ON	N6B 1W5
Huron Park Secondary School	900 Cromwell Street, Woodstock, ON	N4S 5B5
Ingersoll District C. I.	37 Alma Street, Ingersoll, ON	N5C 1N1
Sir Wilfrid Laurier Secondary School	450 Millbank Drive, London, ON	N6C 4W7
Lord Dorchester Secondary School	61 Queen Street, Dorchester, ON	N0L 1G0
A.B. Lucas Secondary School	656 Tennent Avenue, London, ON	N5X 1L8
Medway Secondary School	14405 Medway Road, Arva, ON	N0M 1C0
Montcalm Secondary School	1350 Highbury Avenue, London, ON	N5Y 1B5
North Middlesex District Secondary School	100 Main Street, Box 610, Parkhill, ON	N0M 2K0
Norwich District Secondary School	R.R. 1 Stove St. & Hwy 59, Norwich, ON	N0J 1P0
Oakridge Secondary School	1040 Oxford Street West, London, ON	N6H 1V4
Parkside C. I.	241 Sunset Drive, St. Thomas, ON	N5R 3C2
Sir George Ross Secondary School	365 Belfield Street, London, ON	N5Y 2K3
Saunders Secondary School	941 Viscount Road, London, ON	N6K 1H5
South Secondary School	371 Tecumseh Avenue, London, ON	N6C 1T4
Strathroy District Secondary School	96 Kittredge Avenue, Strathroy, ON	N7G 2A8
Thames Secondary School	785 Trafalgar Street, London, ON	N5Z 1E6
West Elgin Secondary School	139 Graham Street, West Lorne	N0L 2P0
Westminster Secondary School	230 Base Line Road West, London, ON	N6J 1W1
Woodstock, C. I.	35 Riddell Street, Woodstock, ON	N4S 6L9

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