



REQUEST FOR TENDER

DELIVERY SERVICE

#126

Issue Date: Tuesday, March 06, 2012

Issued by: The Thames Valley District School Board
#642

Cheryl MacKenzie, Buyer

RETURN DATE: prior to 12:00:00 noon local time, ~~Wednesday, March 28, 2012~~

Addendum #2- Return date changed to prior to 12:00:00 noon local time, Thursday, April 5, 2012

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 quotation 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 72,000 students. In total, the TVDSB has over 200 educational and administrative sites spread out over 7,000 square kilometres.		
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, subject to the conditions herein.		
1.1.2	The TVDSB is inviting qualified proponents to propose pricing solutions for providing delivery and moving services.		
2.0	BID DEFINITIONS AND INFORMATION		
2.1	DEFINITIONS		
2.1.1	The following words are used throughout this bid document and proponents should note these conditions when completing their bid submission.		
2.1.1.1	The word "MUST" shall mean proponents " 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 proponents "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 proponent(s) or the successful proponent(s) to perform any portion or all of this bid.		

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2.1.1.5	The word "QUALIFIED" shall mean a proponent 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 proponent 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 proponent would not gain an unfair advantage over competitors. The TVDSB may permit the proponent to correct a minor irregularity.		
2.2	STRUCTURE OF THIS BID		
2.2.1	Proponents 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 a file named "Appendices126.xls" with the following worksheets:		
2.2.1.10	Worksheet A - Terms & Conditions in Excel format an electronic response is required		

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2.2.1.11	Worksheet B - Requirements: in Excel format - an electronic response is required		
2.2.1.12	Worksheet C - Vehicles and Equipment: in Excel format - an electronic response is required		
2.2.1.13	Worksheet D - Pricing: in Excel format - an electronic response is required		
2.2.1.14	Worksheet E - Locations: in Excel format - no response 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 - Labelling of Envelope and diskette or CD).		
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 proponent.		
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 proponent, unopened, if a return address is included on the submission envelope.		
2.4	IMPORTANT DATES		
2.4.1	ISSUE DATE: March 06, 2012		
2.4.2	RETURN DATE AND TIME: prior to 12:00:00 noon local time, Wednesday, March 28, 2012 Addendum #2 - Prior to 12:00:00 noon, local time, Thursday, April 5, 2012		
2.5	QUESTIONS		

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2.5.1	All questions pertaining to this bid document are to be addressed to: Cheryl MacKenzie, by Fax (519) 452-2399 or e-mail, c.mackenzie@tvdsb.on.ca. The TVDSB reserves the right to distribute a notice of content of any inquiry and the TVDSB's response to all other registered proponents. 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: Cheryl MacKenzie. The TVDSB will only be bound by written answers to questions .		
2.5.3	All bid files are available for downloading at no charge from the TVDSB web site.		
2.5.4	Should any questions raised by a proponent necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site. See Section 2.2.1.		
3.0	CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The terms of this contract will extend for approximately 1 year, ending April 30, 2013.		
3.1.2	The TVDSB may, extend the contract for a period of three (3) years in one (1) year increments and will advise the successful proponent(s) in writing of their intentions.		
3.1.3	Proponents should state if your company would agree to extending this contract with the same terms and conditions for a second year ending April 30, 2014.		
3.1.4	Proponents should state if your company would agree to extending this contract with the same terms and conditions for a third year ending April 30, 2015		
3.2	PRICING		
3.2.1	Proponents must complete the pricing section shown in Worksheet D - Pricing.		
3.2.2	Proponents must print and sign all Worksheets		

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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 must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.		
3.2.5	Prices must remain in effect for the initial one year term of the contract, ending April 30, 2013.		
3.2.6	The TVDSB will not expect any price increases for the exact configuration quoted during the roll out.		
3.2.7	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		
3.3.1	HST: Where applicable, 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 proponent(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 proponent(s) bears the risk of loss with respect to equipment until delivery and/or installation is complete.		

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3.4.5	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of lading.		
3.4.6	The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time must be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		
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.		
3.4.3	Proponents should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.4.4	Proponents 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	The determination of equal quality will be based on our internal professional opinions.		
4.1.2	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.		
4.1.3	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 proponent.		
4.1.4	The successful proponent(s) must carry out all work to the satisfaction of the TVDSB. All work is to be performed by appropriately certified staff.		

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4.2	QUANTITY/TERM		
4.2.1	These are estimates only and will be subject to change depending on our needs and budgets.		
4.3	REQUIREMENTS		
4.3.1	The requirements are detailed in Services List - Worksheet B		
4.3.2	For each requirement as described in Worksheet B, proponents must place a response in the appropriate column.		
4.4	PRESENTATION/INTERVIEW/DEMONSTRATION		
4.4.1	Qualified proponents may be required to make a presentation at the proponents' own expense or arrange a visit for the evaluation committee to an existing installed location that matches the requirements of the bid. No bid alterations will be allowed. Notification will be given to qualified proponents as to time and place.		
4.5	ENVIRONMENT		
4.5.1	Proponent(s) should include a detailed description of any environmental initiative and how your program would be implemented and benefit TVDSB.		
4.6	STATISTICAL DATA		
4.6.1	The successful proponent(s) must be capable of supplying the TVDSB with statistical data on the number of shipments in an electronic spreadsheet format.		
5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 180 days.		
5.1.2	A proponent who has already submitted a bid may submit an addendum in writing and signed by the proponent 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 proponent 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.		

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5.1.3	A proponent 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 proponent 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 proponent.		
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 proponent(s) within 30 days of the award if in the opinion of the TVDSB the successful proponent(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 proponent		
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 proponent for any expense, cost, loss or damage incurred or suffered by the proponent 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 proponent.		

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5.1.10	The TVDSB reserves the right to decline or purchase one or all items in this bid from one supplier or from multiple suppliers.		
5.1.11	All of the terms and conditions of this bid are deemed to be accepted by the proponent and incorporated into the proponent's tender submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful proponent's response to this bid will form the contract between TVDSB and the successful proponent(s). Any conflict in the wording of the proponent's invoice and/or sales agreement and the wording of the terms and conditions of this tender, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the proponent's invoice and/or sales agreement.		
5.1.12	The successful proponent(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 proponent(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 proponents. 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 proponents from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		

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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 proponent 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 proponents agree to provide all such additional information as, and when requested, at their own expense, provided no proponent 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 proponent(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 proponent(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 proponent(s) will reimburse the TVDSB for any damages through negligence or wilful acts of any of the successful proponent(s)' employees or contracted staff.		
5.1.17	The successful proponent(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 proponent'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 proponent(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the proponent'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 proponent(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful proponent(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 proponent(s) for damages that result from the breach of the terms and conditions of the contract, by the successful proponent(s).		
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful proponent(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 proponent(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 proponent(s) for any indebtedness of the supplier that may impact on the TVDSB.		

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5.2.4	The successful proponent(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful proponent(s), the TVDSB's staff or third party interruptions.		
5.2.5	In the event that the successful proponent(s) becomes insolvent, and/or the successful proponent(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 proponent(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	Proponents 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 Proponent, intellectual property right of the Proponent, 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 proponent 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 proponent 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 proponents 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	PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT		
5.4.1	The proponent represents and warrants that if the proponent is or becomes subject to any private sector privacy legislation in responding hereto, or in carrying out its obligations under any subsequent agreement, the proponent will be solely responsible for compliance with such legislation. Without limitation, the proponents represents and warrants that if the proponent is subject to the Personal Information protection and Electronics Act, S.C. 2000, c.5, including any amendments thereto ("PIPEDA"), the proponents shall ensure PIPEDA compliance of:		
5.4.2	All PIPEDA Protected Information the proponents collects directly from the individual or indirectly form the Board or others.		
5.4.3	All PIPEDA Protected Information the proponents uses or discloses in the course of responding hereto or in performing its obligation under any subsequent agreement and,		
5.4.4	All PIPEDA Protected Information the proponent transfers or discloses to the Board		

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5.4.5	For the purposes hereof, "PIPEDA Protected Information" means any "Personal Information" or "Personal Health Information" as such terms are defined in PIPEDA.		
5.5	HUMAN RIGHTS AND CHILD LABOUR LAWS		
5.5.1	Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Proponents 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.		
5.5.2	Proponents should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.5.3	For proponents information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.5.3.1	http://www.ilo.org		
5.6	HEALTH, SAFETY REGULATIONS		
5.6.1	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 proponent(s) for the cost of certification/replacement.		
5.6.2	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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5.6.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. If applicable, the successful proponent(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.6.4	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.		
5.6.5	The TVDSB reserves the right to request to request a copy of a proponent's Health & Safety Policy, Procedures and Guidelines.		
5.7	WORKPLACE SAFETY AND INSURANCE BOARD		
5.7.1	The successful proponent(s) must ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.		
5.7.2	The successful proponent(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.		

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5.7.3	All workplace injuries or accidents on TVDSB property must be reported by the successful proponent(s) to the TVDSB's representative within 24 hours.		
5.8	COMMERCIAL LIABILITY INSURANCE		
5.8.1	The successful proponent(s) must be covered by Commercial General Liability Insurance throughout the term of the contract. Each proponent must state if it has Commercial General Liability Insurance Coverage.		
5.8.2	Each proponent 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 \$2 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 proponent does not presently have \$2 million per occurrence of Commercial Liability Insurance coverage, the proponent 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 \$2 million per occurrence from the commencement of the contract should the contract be awarded to the proponent. The successful proponent(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.		
5.8.2.1	This liability policy shall contain the following coverage:		
5.8.2.2	Personal Injury & Property Damage		
5.8.2.3	Non-Owned Automobile Liability		
5.8.2.4	Owners and Contractors Protective Coverage		
5.8.2.5	Contractual Liability		
5.8.2.6	Broad Form Property Damage		
5.8.2.7	Products & Completed Operation Insurance		
5.8.2.8	Contingent Employees Liability		
5.8.2.9	Cross Liability Clause and Severability of Interest Clause		

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5.8.3	Upon an award to the successful proponent(s) by the TVDSB, the successful proponent(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 proponent(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.8.4	The successful proponent(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 wilful acts on the part of the successful proponent(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
5.9	MOTOR VEHICLE LIABILITY INSURANCE		
5.9.1	Proponents must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.		
5.9.2	In the event of an affirmative answer to 5.9.1, the successful proponents must be covered by Automobile Liability Insurance through the term of the Contract. If the proponent's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the proponent. Each proponent must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.9.3 to subsection 5.9.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		

FIRM NAME: _____

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.9.3	<p>Proponents 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 proponent does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the proponent 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 proponent. The successful proponent(s) further agrees to maintain that good standing throughout the term of the contract.</p>		
5.9.3.1	<p>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:</p>		
5.9.3.2	<p>Third Party Liability Coverage in the form of OAP-1</p>		
5.9.4	<p>Upon an award to the successful proponent(s) by the TVDSB, the successful proponent(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 proponent(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.</p>		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.9.5	The successful proponent(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 proponent(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
6.0	PROPONENT PROFILE		
6.1	ADMINISTRATION & ORGANIZATION		
6.1.1	Proponents should include an organizational chart.		
6.1.2	The TVDSB reserves the right at any time after the closing date, to request from any proponent evidence of its financial standing and stability, including that of each of its officers, directors and principals. All proponents 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.		
6.1.3	Proponents are required to list any and all pending or ongoing legal claims or disputes where the Proponent could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
6.1.4	Proponents should state if their employees carry photo identification.		
6.1.5	Proponents should state if the staff involved in the execution of this contract are employees or sub-contractors.		
7.0	BID SUBMISSION		
7.1	PROPONENT'S RESPONSE GUIDE		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, proponents should use the same numbering format, as on this bid document.		
7.1.2	The bid submission must include:		
7.1.2.1	Printed and signed copies of all Worksheets		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
7.1.2.2	One Diskette, Memory Stick or CD with file name "Appendices126.xls" which includes completed:		
7.1.2.2.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
7.1.2.2.2	Worksheet B: Requirements in Excel format - Electronic response required		
7.1.2.2.3	Worksheet C: Vehicles and Equipment in Excel format - Electronic response required		
7.1.2.2.4	Worksheet D: Pricing in Excel format - Electronic response required		
7.1.3	It is the proponent's responsibility to ensure the that the necessary "files" are on the diskette or CD.		
7.1.4	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.5	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.6 - Labelling Instructions).		
7.1.6	Proponents' submissions should include page numbers for ease of reference by committee members.		
7.1.7	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.8	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	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.2	The determination of equal quality will be based on our internal professional opinions.		
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	"Purchasing Bids"		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.2.1.3	"Electronic Bidding Instructions, Bid Download and Bid Results",		
8.2.1.4	Scroll to the end of the document, click		
8.2.1.5	"Proceed to inquiry/download page".		
8.2.1.6	Proceed to the Bid, click		
8.2.1.7	"Results - Check Mark"		
8.2.1.8	View documents in PDF format.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		

Cheryl MacKenzie

Joyce Bennett

Purchasing Department

Chairperson

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 instructions		
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	COMPUTER SYSTEM REQUIREMENTS		
9.3.1	To use the electronic system, proponents 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, CD Burner or USB port.		
9.4	INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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"		
9.4.4.5	The following files will be installed in the C:\lbtender directory:		
9.4.4.6	Appendices126.xls		
9.4.5	To start the process open the Excel files and complete the Worksheets, A, B, C and D as instructed.		
9.5	DISKETTE, MEMORY STICK OR CD CREATION:		
9.5.1	After all bids have been entered:		
9.5.1.1	Copy the "Appendices642.xls" file to either a 3.5" diskette, memory stick or CD using your company's standard CD Writing program.		
9.5.1.2	Check to ensure that the "files" are on the diskette, memory stick or CD. Without these files we will not be able to download your bid.		
9.5.1.3	Be sure to label your diskette, memory stick or CD with company name and signature.		
9.6	LABELLING OF ENVELOPE AND DISK		
9.6.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.6.1.1	From - Company Name & Address		
9.6.1.2	To: OFFICE OF THE TENDERS CLERK		
9.6.1.3	Thames Valley District School Board		
9.6.1.4	EDUCATION CENTRE,		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.6.1.5	1250 Dundas Street,		
9.6.1.6	LONDON, Ontario		
9.6.1.7	N5W 5P2		
9.6.1.8	Delivery Service		
9.6.1.9	Bid #126		
9.6.1.10	RETURN DATE AND TIME: prior to 12:00:00 noon local time, Wednesday, March 28, 2012 Addendum #2 - Prior to 12:00:00 noon, local time, Thursday, April 5, 2012		
9.7	PLEASE AFFIX LABEL ON DISK OR MEMORY STICK AS SHOWN BELOW:		
9.7.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.7.2	Delivery Service		
9.7.3	Bid #126		
9.7.4	RETURN DATE AND TIME: prior to 12:00:00 noon local time, Wednesday, March 28, 2012 Addendum #2 - Prior to 12:00:00 noon, local time, Thursday, April 5, 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.		
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		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
10.9	If your organization is incorporated, proponents 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 , proponents 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 proponent 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: _____

ITEM NO.	REQUIREMENTS	WILL COMPLY/WILL NOT COMPLY/ANSWER	COMMENT
ROUTES			
B1	All locations are shown in in Worksheet F - Locations		
PICKUP / DELIVERY DAYS			
B2	Delivery would be done from Monday to Friday		
B3	Prior approval of any overtime services (trucks, drivers, helpers) must be obtained from the TVDSB designate.		
MAIL/COURIER SERVICE RUNS			
B4	Including but not limited to:		
B5	Delivery service to and from TVDSB facilities including but not limited to packages, furniture and equipment.		
B6	The delivery of envelopes to the fifteen (15) Trustee's home addresses, every other Friday excluding the summer months. The envelopes must be picked up at the Education Centre on Friday morning and be delivered the same day. The Trustee's home address could be in any of the counties of Middlesex, Oxford or Elgin.		
B7	Daily pick up of the TVDSB's bank deposit in the Finance Department, Education Centre, 1250 Dundas Street, London from 3:30 to 4:00 pm and delivery to the Deposit Box at the Royal Bank, 1670 Dundas Street, London, ON N5W 3C7. Deposits range from \$800.00 to \$500,000.00. (The deposit is cheque not cash).		
B8	The TVDSB may require the pick up or delivery of envelopes or small packages. This could include, but not limited to, envelope service to the professional offices, such as architects, engineers, lawyers or retail outlets etc.		
CARTAGE/MOVING SERVICES			
B9	Deliveries will include courier/cartage services including but not limited to: School to School, Education Centre to Education Centre, Education Centre to Schools, Schools to Education Centre, and any other locations authorized by the TVDSB such as other Public Agencies i.e. Libraries, the Catholic School Board or retail outlets etc.		
LOAN STOCK			
B10	The TVDSB currently owns a quantity of tables, chairs, staging and display which are loaned to the schools for special functions including but not limited to: concerts, plays, science fairs, education week events, voting, graduations etc. The TVDSB requires this Loan stock to be delivered to schools and returned to the Distribution Centre or re-routed to another school.		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	REQUIREMENTS	WILL COMPLY/WILL NOT COMPLY/ANSWER	COMMENT
FURNITURE AND EQUIPMENT			
B11	Service will be required for the moving/delivery of oversized furniture and equipment. In these instances, a rate will be requested prior to the services.		
PICKUP / RETURN AREAS			
B12	Most buildings do not have loading docks.		
B13	Most buildings do not have elevators.		
B14	In some buildings the designated area may be located on the 2 nd floor or third floor. All items must be picked up and returned only to the designated areas.		
SERVICE LEVELS			
B15	Proponents should describe your company's customer service policy.		
COMPANY PROFILE			
B16	Proponents must state the number of years in business.		
B17	Proponents must state the number of employees.		
B18	All drivers involved in the execution of this contract must be bonded. Proponents must state if all their employees are bonded.		
VEHICLE REQUIREMENTS			
B19	Proponents must provide documentation of motor vehicles to be used for the TVDSB's contract in Worksheet C. The documentation must include a description of each vehicle – make, size (width, length and height), age, capacity in cubic feet, and body type, maintenance log for each motor vehicle.		
B20	All vehicles are mechanically fit, pass and are maintained within all Government required safety inspections within the Province of Ontario. Any vehicles that fail to maintain the standards required by law are removed from service immediately.		
B21	Trucks used for furniture or large equipment deliveries must carry protective blankets, ropes, tie downs and hand trucks.		
B22	Dollies may be required and must be provided by the successful proponent(s).		
B23	The successful proponent(s) will be responsible for security of all delivery items while enroute and at delivery site by closing and locking doors.		
B24	Any damages caused while in the care of the successful proponent(s) are the successful proponent'(s) responsibility and they will incur the costs of replacement/repair.		
PROCEDURES FOR RESOLVING COMPLAINTS			

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	REQUIREMENTS	WILL COMPLY/WILL NOT COMPLY/ANSWER	COMMENT
B25	The company must identify a person who will investigate complaints, resolve issues, and problems relating to the execution of this contract.		
B26	The contact person for the TVDSB must be notified immediately, either verbally or in written format, of any and all problems and issues encountered by the Courier, and visa versa.		
REFERENCES			
B27	Proponents 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:		
B27.1	Reference 1 - Company Name:		
B27.2	Reference 1 - Address:		
B27.3	Reference 1 - Contact Name:		
B27.4	Reference 1 - Phone Number:		
B27.5	Reference 1 - Fax Number:		
B27.6	Reference 1 - e-mail address:		
B27.7	Reference 2 - Company Name:		
B27.8	Reference 2 - Address:		
B27.9	Reference 2 - Contact Name:		
B27.10	Reference 2 - Phone Number:		
B27.11	Reference 2 - Fax Number:		
B27.12	Reference 2 - e-mail address:		
B27.13	Reference 3 - Company Name:		
B27.14	Reference 3 - Address:		
B27.15	Reference 3 - Contact Name:		
B27.16	Reference 3 - Phone Number:		
B27.17	Reference 3 - Fax Number:		
B27.18	Reference 3 - e-mail address:		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	DESCRIPTION OF VEHICLE - MAKE/MODEL	QTY.	WIDTH/LENGTH/HEIGHT	MAXIMUM LOAD CAPACITY	STANDARD EQUIPMENT ON ALL TRUCKS(i.e. lock box, pads, tie downs, hand cart etc.)	COMMENT
----------	-------------------------------------	------	---------------------	-----------------------	-----------------------------------------------------------------------------------	---------

Provide a detailed list of the vehicles to be used in the execution of this contract

C1						
C2						
C3						
C4						
C5						
C6						
C7						
C8						
C9						
C10						
C11						
C12						
C13						
C14						
C15						
C16						
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C19						
C20						
C21						
C22						
C23						
C24						
C25						
C26						
C27						
C28						
C29						
C30						

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	REQUIREMENTS	Within London	Within Middlesex County	Within Elgin County	Within Oxford County	London to Middlesex	From County to County or London	Comments
WORKSHEET E - PRICING								
DAILY PICK-UPS								
D1	Daily pick-up and return of Bank Deposit							
TRUSTEES RUN								
D2	Trustees' Mail Envelopes (Rate to deliver fifteen (15) envelopes) Every other Friday. .							
D3	Is there a km charge? If so, state cost.							
ENVELOPES AND SMALL PACKAGES								
D4	Two (2) Hour Delivery							
D5	Four (4) Hour Delivery							
D6	Same Day Packages up to 25 lbs							
D7	Same Day Packages over 25 lbs.							
D8	Next Day Delivery - up to 25 lbs							
D9	Next Day Delivery - over 25 lbs							
D10	Is there a km charge? If so, state cost.							
EQUIPMENT MOVES								
D11	Pianos							
D12	Large Appliances (Stoves, etc.)							
D13	Furniture							
D14	Large Technical Equipment - Automotive, Wood Shop, Welding							
D15	State cost to move furniture or equipment within a building as an hourly rate							
BASIC RATES								
D16	Rate per Hour / Truck							
D17	Rate per Hour/Driver							
D18	Rate per Hour / Helper							
D19	Rate per Hour/Other - Please state:							
D20	Rate per Hour/Other - Please state:							
D21	Rate per Hour/Other - Please state:							
D22	Rate per Hour/Other - Please state:							
MISCELLANEOUS - State any additional charges for:								
D23	Dollies							
D24	Blankets							
D25	Skids 32"							
D26	Storage containers - State Size							
D27	Storage containers - State Size							
D28	Storage containers - State Size							

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	REQUIREMENTS	Within London	Within Middlesex County	Within Elgin County	Within Oxford County	London to Middlesex	From County to County or London	Comments
WORKSHEET E - PRICING								
D29	Storage containers - State Size							
D30	Storage containers - State Size							
D31	Storage containers - State Size							
D32	Other - State:							
D33	Other - State:							
D34	Other - State:							
Addendum - Added D35								
D35	Daily pickup of TVDSB Mail at Canada Post, 951 Highbury Avenue, London, ON N5Y 1B0 and delivery to the TVDSB, Education Centre, 1250 Dundas Street, London, ON. N5W 5P2. This pickup and delivery is to be made everyday the post office is open. The mail must be delivered to the TVDSB Education Centre before 9:00 a.m. each day.							

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	SCHOOL/DEPARTMENT	ADDRESS	POSTAL CODE	PHONE NO.	LOCATION CODE
1	A. J. Baker Public School	528 Allen Street, Kintore	N0M 2C0	283-6461	1010
2	A.B. Lucas Secondary School	656 Tennent Avenue, London, ON	N5X 1L8	452-2600	2190
3	Aberdeen Public School	580 Grey Street, London, ON	N6B 1H8	452-8010	1015
4	Adelaide-W. G. MacDonald Public School	29059 School Road, R. R. 5, Strathroy, ON, ON	N7G 3H6	247-3369	1020
5	Aldbrough Public School	11443 Furnival Road, Box 400, R. R. 3, Rodney, ON	N0L 2C0	785-0811	1025
6	Algonquin Public School	59 Algonquin Road, Woodstock, ON	N4T 1R8	421-2219	1030
7	Annandale Secondary School	60 Tillson Avenue, Tillsonburg, ON	N4G 3A1	688-2171	1999
8	Arthur Ford Public School	617 Viscount Road, London	N6J 2Y4	452-8020	1035
9	Arthur Stringer Public School	43 Shaftsbury Avenue, London	N6C 2Y5	452-8030	1040
10	Arthur Voaden Secondary School	41 Flora Street, St. Thomas, ON	N5P 2X5	631-3770	2030
11	Ashley Oaks Public School	121 Ashley Crescent, London	N6E 3P8	452-8040	1045
12	Bishop Townshend Public School	814 Quebec Street, London, ON	N5Y 1X4	452-8050	1065
13	Blenheim District Public School	32 Wilmot Street South, Drumbo, ON	N0J 1G0	463-5169	1925
14	Bonaventure Meadows Public School	141 Bonaventure Drive, London, ON	N5V 4S6	452-8060	1070
15	Byron Northview Public School	1370 Commissioners Road West, London, ON	N6K 1E1	452-8080	1085
16	Byron Somerset Public School	175 Whisperwood Cres., London, ON	N6K 4C6	452-8090	1090
17	Byron Southwood Public School	1379 Lola Street, London, ON	N6K 3R6	452-8100	1095
18	C.C. Carrothers Public School	360 Chippendale Crescent, London, ON	N5Z 3G2	452-8110	1100
19	Caradoc North Public School	8041 Scotchmere Drive, R. R. 1, Strathroy, ON	N7G 3H3	245-2085	1115
20	Caradoc Public School	714 Bowan Street East, Box 244, Mount Brydges, ON	N0L 1W0	264-1630	1105
21	Centennial Central Public School	14774 Medway Road, R. R. 1, Arva, ON	N0M 1C0	660-8193	1120
22	Central Elgin C. I.	201 Chestnut Street, St. Thomas, ON	N5R 2B5	631-4460	2060
23	Central Public School	410 Hunter Street, Woodstock, ON	N4S 4G4	537-5362	1125
24	Central Secondary School	509 Waterloo Street, London, ON	N6B 2P8	452-2620	2070
25	Chippewa Public School	1035 Chippewa Drive, London, ON	N5V 2T6	452-8120	1135
26	Clara Brenton Public School	1025 St. Croix Avenue, London, ON	N6H 3X8	452-8130	1140
27	Clarke Road Secondary School	300 Clarke Road, London, ON	N5W 5N4	452-2640	2080
28	Cleardale Public School	780 Dulaney Drive, London, ON	N6C 3W4	452-8140	1145
29	Colborne Street Public School	25 Colborne Street, Strathroy, ON	N7G 2M1	245-2044	1150
30	College Avenue Secondary School	700 College Avenue, Woodstock, ON	N4S 2C8	539-9873	2090
31	Davenport Public School	80 Rutherford Avenue, Aylmer, ON	N5H 2N8	773-9216	1160
32	Delaware Central Public School	14 James Street, Box 36, Delaware, ON	N0L 1E0	652-5371	1165
33	Dunwich-Dutton Public School	239 Main Street, Box 40, Dutton, ON	N0L 1J0	762-2419	1175
34	Eagle Heights Public School	284 Oxford Street West, London, ON	N6H 1S9	452-8460	1505
35	Ealing Public School	840 Hamilton Road, London, ON	N5Z 1V5	452-8150	1180
36	East Elgin Secondary School	362 Talbot Street West, Aylmer, ON	N5H 1K6	773-3174	2100
37	East Oxford Central Public School	R.R.#4 Old Stage Rd. & Cty. R. 14, Woodstock, ON	N4S 7V8	467-5243	1190
38	East Williams Memorial Public School	4441 Queen Street, R. R. 1, Ailsa Craig, ON	N0M 1A0	232-4505	1185
39	Eastdale Public School	65 Aileen Drive, Woodstock, ON	N4S 4A2	537-2652	1195
40	Ekcoe Central Public School	3719 Parkhouse Drive, R. R. 3, Glencoe, ON	N0L 1M0	287-3330	1205
41	Elgin Court Public School	254 First Avenue, St. Thomas, ON	N5R 4S7	631-1360	1215

ITEM NO.	SCHOOL/DEPARTMENT	ADDRESS	POSTAL CODE	PHONE NO.	LOCATION CODE
42	Emily Carr Public School	44 Hawthorne Road, London, ON	N6G 2H5	452-8160	1230
43	Evelyn Harrison Public School	50 Tewksbury Crescent, London, ON	N5V 2M8	452-8180	1245
44	F.D. Roosevelt Public School	560 Second Street, London, ON	N5V 2B7	452-8190	1250
45	Fairmont Public School	1040 Hamilton Road, London, ON	N5W 1A6	452-8200	1255
46	Forest Park Public School	295 Forest Avenue, St. Thomas, ON	N5R 2K5	631-9750	1260
47	Glen Cairn Public School	53 Frontenac Road, London, ON	N5Z 3Y5	452-8210	1265
48	Glencoe District Secondary School	3581 Concession Drive, Box 370, Glencoe, ON	N0L 1M0	287-3310	2120
49	Glendale Secondary School	37 Glendale Drive, Tillsonburg, ON	N4G 1J6	842-4207	2130
50	H.B. Beal Secondary School	525 Dundas Street, London, ON	N6B 1W5	452-2700	2140
51	Harrisfield Public School	2 Caffyn Street, Ingersoll, ON	N5C 3Y5	485-1600	1270
52	Hickson Central Public School	161 Loveys Street, Hickson, ON	N0J 1L0	462-2415	1275
53	Hillcrest Public School (Central)	1231 Fuller Street, London, ON	N5Y 4P7	452-8220	1285
54	Huron Heights Public School	1245 Michael Street, London, ON	N5V 2H4	452-8230	1295
55	Huron Park Secondary School	900 Cromwell Street, Woodstock, ON	N4S 5B5	537-2347	2150
56	Ingersoll District C. I.	37 Alma Street, Ingersoll, ON	N5C 1N1	485-1200	2160
57	Innerkip Central Public School	Box 40, 180 Coleman St., Innerkip, ON	N0J 1M0	469-3698	1300
58	Jack Chambers Public School	1650 Hastings Drive, London, ON	N5X 3E3	452-8240	1305
59	Jeanne Sauve Public School	215 Wharcliffe Road North, London, ON	N6H 2B6	452-8250	1310
60	John Dearness Public School	555 Sanatorium Road, London, ON	N6H 3W6	452-8260	1320
61	John P. Roberts Public School	84 Bow Street, London, ON	N5V 1B1	452-8270	1315
62	John Wise Public School	100 Parkside Drive, St. Thomas, ON	N5R 3T9	633-1611	1905
63	June Rose Callwood Public School	84 Edward Street, St. Thomas, ON	N5P 1Y7	631-5010	1200
64	Kensal Park Public School	328 Springbank Drive, London, ON	N6J 1G5	452-8280	1325
65	Knollwood Park Public School	70 Gammage Street, London, ON	N5Y 2B1	452-8290	1330
66	Lambeth Public School	6820 Duffield Street, London, ON	N0L 1S1	652-2050	1005
67	Laurie Hawkins Public School	210 Thames Street South, Ingersoll, ON	N5C 2T5	485-2340	1930
68	Lester B. Pearson School for Arts	795 Trafalgar Street, London, ON	N5Z 1E6	434-2124	1335
69	Locke's Public School	22 South Edgeware Road, St. Thomas, ON	N5P 2H2	631-8890	1345
70	Lord Dorchester Secondary School	61 Queen Street, Dorchester, ON	N0L 1G0	268-7351	2180
71	Lord Elgin Public School	1100 Victoria Street, London, ON	N5Y 4E2	452-8310	1355
72	Lord Nelson Public School	1990 Royal Crescent, London, ON	N5V 1N8	452-8320	1350
73	Lord Roberts Public School	440 Princess Avenue, London, ON	N6B 2B3	452-8330	1360
74	Lorne Avenue Public School	723 Lorne Avenue, London, ON	N5W 3K7	452-8340	1365
75	Maple Lane Public School	25 Maple Lane, Tillsonburg, ON	N4G 2Y8	688-0810	1390
76	Masonville Public School	25 Hillview Boulevard, London, ON	N6G 3A7	452-8390	1400
77	McGillivray Central Public School	34714 Creamery Road, R. R. 3, Ailsa Craig, ON	N0M 1A0	293-3342	1410
78	McGregor Public School	204 John Street South, Aylmer, ON	N5H 2C8	773-3362	1405
79	Medway Secondary School	14405 Medway Road, Arva, ON	N0M 1C0	660-8418	2210
80	Mitchell Hepburn Public School	95 Raven Avenue, St. Thomas, ON	N5R 0C2	631-3370	1900
81	Montcalm Secondary School	1350 Highbury Avenue, London, ON	N5Y 1B5	452-2730	2220
82	Mosa Central Public School	22741 Pratt Siding Road, R. R. 1, Glencoe, ON	N0L 1M0	693-4691	1420

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83	Mountsfield Public School	8 Mountsfield Drive, London, ON	N6C 2S4	452-8400	1425
84	New Sarum Public School	9473 Belmont Road, R. R. 3, St. Thomas, ON	N5P 3S7	773-5185	1435
85	Nicholas Wilson Public School	927 Osgoode Drive, London, ON	N6E 1C9	452-8410	1440
86	North Meadows Public School	82 Middlesex Drive, Strathroy, ON	N7G 4G5	245-7373	1450
87	North Middlesex District Secondary Schoo	100 Main Street, Box 610, Parkhill, ON	N0M 2K0	294-6236	2230
88	North Norwich Public School	Box 40, 40 Main Street South, Burgessville, ON	N0J 1C0	424-9815	1445
89	Northbrae Public School	335 Belfield Street, London, ON	N5Y 2K3	452-8420	1455
90	Northdale Central Public School	3860 Catherine Street, Dorchester, ON	N0L 1G0	268-7862	1460
91	Northdale Public School (East)	290 Victoria Street North, Woodstock, ON	N4S 6W5	537-5761	1470
92	Northridge Public School	25 McLean Drive, London, ON	N5X 1Y2	452-8440	1475
93	Norwich Public School	Box 327, 8 Elgin Street, Norwich, ON	N0J 1P0	863-2741	1480
94	Oakridge Secondary School	1040 Oxford Street West, London, ON	N6H 1V4	452-2750	2250
95	Oliver Stephens Senior Public School	164 Fyfe Avenue, Woodstock, ON	N4S 3S6	539-2068	1485
96	Orchard Park Public School	50 Wychwood Park, London, ON	N6G 1R6	452-8450	1490
97	Otterville Public School	118 Main Street West, Otterville, ON	N0J 1R0	879-6546	1495
98	Oxbow Public School	13624 Ilderton Road, R. R. 3, Ilderton, ON	N0M 2A0	666-0310	1500
99	Parkhill-West Williams Public School	204 McLeod Street, Box 488, Prkhill, ON	N0M 2K0	294-6274	1510
100	Parkside C. I.	241 Sunset Drive, St. Thomas, ON	N5R 3C2	633-0090	2260
101	Parkview Public School	10008 Oxbow Drive, Komoka, ON	N0L 1R0	657-3868	1515
102	Pierre Elliott Trudeau Public School	112 Churchill Crescent, St. Thomas, ON	N5R 1R1	631-7820	1290
103	Plattsville & District Public School	112 Mill Street East, Plattsville, ON	N0J 1S0	684-7436	1520
104	Port Burwell Public School	Box 209, 30 Strachan, Port Burwell, ON	N0J 1T0	874-4558	1530
105	Port Stanley Public School	Box 490 Carlow Road, Port Stanley, ON	N5L 1B6	782-3983	1535
106	Prince Charles Public School	1601 Wavell Street, London, ON	N5W 2C9	452-8470	1540
107	Princess Anne Public School (French Imm	191 Dawn Dr., London, ON	N5W 4W9	452-8480	1555
108	Princess Elizabeth Public School	247 Thompson Road, London, ON	N5Z 2Z3	452-8490	1565
109	Rick Hansen Public School	70 Ponderosa Cresent, London, ON	N6E 2L7	452-8500	1575
110	River Heights Public School	4269 Hamilton Road, Dorchester, ON	N0L 1G3	268-7884	1580
111	Riverside Public School	550 Pinetree Drive, London, ON	N6H 3N1	452-8510	1585
112	Roch Carrier Public School	840 Sloan Street, Woodstock, ON	N4S 7V3	537-2642	1280
113	Rolph Street Public School	83 Rolph Street, Tillsonburg, ON	N4G 3Y2	842-2077	1590
114	Royal Roads Public School	210 King Street South, Ingersoll, ON	N5C 2T5	485-4849	1550
115	Ryerson Public School	940 Waterloo Street, London, ON	N6A 3X3	452-8520	1595
116	Saunders Secondary School	941 Viscount Road, London, ON	N6K 1H5	452-2770	2280
117	Sherwood Forest Public School	7 Annadale Drive, London, ON	N6G 2B5	452-8540	1605
118	Sir Frederick Banting Secondary School	125 Sherwood Forest, London, ON	N6G 2C3	452-2800	2040
119	Sir G.E. Cartier Public School	695 Chiddington Avenue, London, ON	N6C 2W9	452-8550	1620
120	Sir George Ross Secondary School	365 Belfield Street, London, ON	N5Y 2K3	452-2820	2270
121	Sir Isaac Brock Public School	80 St. Lawrence Boulevard, London, ON	N6J 2X1	452-8560	1615
122	Sir John A. MacDonald Public School	1150 Landor Street, London, ON	N5Y 3W3	452-8570	1625
123	Sir Wilfrid Laurier Secondary School	450 Millbank Drive, London, ON	N6C 4W7	452-2840	2170

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124	Sir Winston Churchill Public School	1837 Churchill Street, London, ON	N5W 2L3	452-8580	1610
125	South Dorchester Public School	48614 Crossley Hunter Line, R.R.1, Belmont, ON	N0L 1B0	765-4090	1630
126	South Ridge Public School	R. R. 7/391 Quarter Line Road, Tillsonburg, ON	N4G 4H1	842-7319	1635
127	South Secondary School	371 Tecumseh Avenue, London, ON	N6C 1T4	452-2860	2290
128	Southdale Public School	248 Keefer Street, Strathroy, ON	N7G 1E2	245-0473	1640
129	Southside Public School	360 Albert Street, Woodstock, ON	N4S 2L4	539-1131	1645
130	Southwold Public School	R. R. 1/39261 Fingal Line, St. Thomas, ON	N5P 3S5	631-5997	1650
131	Sparta Public School	Box 60/45885 Sparta Line, Sparta, ON	N0L 2H0	775-2541	1655
132	Springbank Public School	1060 Sprucedale Road, Woodstock, ON	N4S 4Z9	539-9732	1660
133	Springfield Public School	133 Main Street, Springfield, ON	N0L 2J0	765-4225	1665
134	St. George's Public School	782 Waterloo Street, London, ON	N6A 3W4	452-8530	1670
135	Stoney Creek Public School	1335 Nicole Avenue, London, ON	N5X 4M7	452-8590	1915
136	Stoneybrook Public School	1460 Stoneybrook Crescent, London, ON	N5X 1C4	452-8590	1675
137	Straffordville Public School	Box 94, 9188 Plank Road, Staffordville, ON	N0J 1Y0	866-3021	1680
138	Strathroy District Secondary School	96 Kittredge Avenue, Strathroy, ON	N7G 2A8	245-2680	2320
139	Summers' Corners Public School	50576 Talbot Line, RR 1, Aylmer, ON	N5H 2R1	773-8110	1685
140	Tavistock Public School	Box 370, 79 Maria Street, Tavistock, ON	N0B 2R0	655-2350	1695
141	Tecumseh Public School	401 Tecumseh Avenue, London, ON	N6C 1T4	452-8600	1700
142	Thames Secondary School	785 Trafalgar Street, London, ON	N5Z 1E6	452-2880	2340
143	Thamesford Public School	Box 250, 130 McCarty Street, Thamesford, ON	N0M 2M0	285-2043	1705
144	Trafalgar Public School	919 Trafalgar Street, London, ON	N5Z 1G3	452-8610	1715
145	Tweedsmuir Public School	349 Tweedsmuir Avenue, London, ON	N5W 1L5	452-8620	1720
146	University Heights Public School	27 Ford Crescent, London, ON	N6G 1H8	452-8630	1725
147	Valleyview Public School	10339 Ilderton Road, R. R. 2, Ilderton, ON	N0M 2A0	666-1417	1730
148	Victoria Public School	130 Wharncliffe Road South, London, ON	N6J 2K5	452-8640	1740
149	Victory Memorial	210 Thames Street South, Ingersoll, ON	N5C 2T5	485-2340	1745
150	W. Sherwood Fox Public School	660 Steeplechase Drive, London, ON	N6J 3P4	452-8730	1750
151	West Elgin Secondary School	139 Graham Street, West Lorne	N0L 2P0	768-1260	2360
152	West Elgin Senior Elementary School	Box 280, 139 Graham Street, West Lorne, ON	N0L 2P0	768-1260	1760
153	West Nissouri Public School	37 Elliott Trail, RR 1, Thorndale, ON	N0M 2P0	461-9575	1920
154	West Oaks Public School	1050 Plantation Road, London, ON	N6H 2Y5	452-8650	1765
155	Westminster Central Public School	2835 Westminster Drive, London, ON	N6N 1L7	452-8660	1775
156	Westminster Secondary School	230 Base Line Road West, London, ON	N6J 1W1	452-2900	2370
157	Westmount Public School	1011 Viscount Road, London, ON	N6K 1H5	452-8670	1780
158	White Oaks Public School	1400 Ernest Avenue, London, ON	N6E 2H8	452-8680	1785
159	Wilberforce Public School	340 Beech Street, Lucan, ON	N0M 2J0	227-2185	1910
160	Wilfrid Jury Public School	950 Lawson Road, London, ON	N6G 3M7	452-8690	1790
161	Wilton Grove Public School	626 Osgoode Drive, London, ON	N6E 1C1	452-8700	1795
162	Winchester Street Public School	110 Winchester Street, Woodstock, ON	N4S 7K6	537-3543	1155
163	Woodland Heights Public School	474 Springbank Drive, London, ON	N6J 1G8	452-8710	1800
164	Woodstock, C. I.	35 Riddell Street, Woodstock, ON	N4S 6L9	537-6241	2390

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165	Wortley Road Public School	301 Wortley Road, London, ON	N6C 3R6	452-8720	1805
166	Zorra Highland Park Public School	R.R.#1 County Rd. 6 Embro, ON	N0J 1J0	475-4121	1810
	ADULT LEARNING				
167	Blossom Park Education Centre	391 Blossom Park Road, Woodstock, ON	N4S 7J3	537-0109	3020
168	G.A. Wheable Centre for Adult Education	70 Jacqueline Street, London, ON	N5Z 3P7	452-2660	3050
169	St. Thomas Adult Learning Centre	10 Ontario Rd., St. Thomas, ON	N5P 3N4	633-3242	3010
170	Strathroy Adult Learning Centre	51 Front Street East, Strathroy, ON	N7G 1Y5	245-5439	3030
171	Tillson Avenue Education Centre	90 Tillson Avenue, Tillsonburg, ON	N4G 3A1	842-9000	3040
	ENVIRONMENTAL CENTRES				
172	Elgin County Outdoor Education Centre - Jaffa	48346 John Wise Line, Alymer, ON	N5H 2R4	733-5196	3110
173	Field Studies Centre - Vanstittart Woods	775275 Blandford Road, Woodstock, ON	N4S 7V9	467-5468	3120
174	London Environmental Ed Centre	Commissioners Road, London, ON		452-8880	3150
	ALTERNATIVE SCHOOLS				
175	Anishnaabe Skiniw	2213 Elm Avenue, Southwold, ON	N0L 1G0	652-9204	
176	Dundas Centre	561 Dundas Street, London, ON	N6B 1X1	452-2981	
177	East London Centre	1090 Highbury Avenue North, London, ON	N5Y 4W1	453-1818	
178	Ingersoll Centre	121 Thames Street North, Ingersoll, ON	N5C 3C9	425-1929	
179	Reconnect to Your Future - Middlesex County	51 Front Street East, Strathroy, ON	N7G 1Y5	245--3900	
180	Richmond Centre	240 Richmond Street, London, ON	N6B 2H6	452-2980	
181	Springbank Employment & Learning Centre	360 Springbank Drive, London, ON	N6J 1G5	474-4946	
182	St. Thomas Alternative School	120 Centre Street, St. Thomas, ON	N5R 2Z9	633-7278	
183	Tillsonburg Alternative Education	90 Tillson Avenue, Tillsonburg, ON	N6G 3A1	842-9008	
184	U-Turn Suspension & Expulsion Program	405 Dundas Street, London, ON	N6B 1V9	660-8530	
185	U-Turn Suspension & Expulsion Program	41 Mondamin Street, Unit 4, St. Thomas, ON	N5P 2V4	631-6539	
186	Waterloo Centre	332 Richmond Street, London, ON	N6A 3C3	433-0506	
187	Wiingashk at N'Amerind Centre	260 Colborne Street, London, ON	N6B 2S6	672-0131	
188	Woodstock Transition School	476 Peel Street (Lower), Woodstock, ON	N4S 1K1	537-1050	
	ED CENTRES & DEPTS. - WITH ADDRESS				
189	Education Centre - C.E.C. - Central	1250 Dundas Street, P.O. Box 5888, London, ON	N5W 5P2 (N6A 5L1)	452-2000	
190	Facility Services - Zones 1 & 2	951 Leathorne Street, London, ON	N5Z 3M7	452-2444	
191	Facility Service - Zone 3 East	745 Hounsfeld Street, Woodstock, ON	N4S 1P6	537-2733	
192	Facility Services - Zone 4 South	259 Edward Street, St. Thomas, ON	N6C 4G3	633-0087	
193	Facility Services - Zone 5 West	14766 Medway Road RR 1, Arva, ON	N0M 1C0	660-4946	