



**BANNERS, SIGNS, NAMEPLATES & STAMPS TENDER
#136**

ISSUE DATE: Thursday, November 10, 2011
Issued by: The Thames Valley District School Board
T#136

Jennifer Frederickson, Buyer

RETURN DATE and TIME: prior to 12:00:00 noon local time Tuesday, December 6, 2011

THAMES VALLEY DISTRICT SCHOOL BOARD
2012 TENDER - BANNERS, SIGNS, NAMEPLATES AND STAMPS
WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
1.01	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 178 schools with an estimated enrolment of 74,000 students.		
1.02	The TVDSB may agree to permit other public organizations with Southwestern Ontario to access any contract(s) that may result from this solicitation. The successful bidder(s) shall allow such access with the understanding that the participating organizations be responsible for their own contract management.		
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 Banners, Signs, Nameplates and Stamps.		
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.		

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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.		
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 document, 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 file Appendices136.xls containing the following worksheets:		
2.2.1.6	Worksheet A: Terms and Conditions in Excel format - electronic response required		
2.2.1.7	Worksheet B: Requirements in Excel format - electronic response is required		
2.2.1.8	Worksheet C: List of 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 - Labeling of Envelope.)		
2.3.9	The bid submission must be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.3.10	Delivery to the "Tenders Clerk" is the responsibility of the bidder.		
2.3.11	Submissions received by electronic transmission (i.e. fax or email) will not be accepted.		
2.3.12	Late bids will be returned to the bidder, unopened, if a return address is included on the submission envelope.		
2.4	IMPORTANT DATES		
2.4.1	ISSUE DATE: Thursday, November 10, 2011		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon local time Tuesday, December 6, 2011.		

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2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Jennifer Frederickson, by Fax (519) 452-2399 or j.frederickson@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: Jennifer Frederickson. The TVDSB will only be bound by written answers to questions .		
2.5.3	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site.		
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, unless otherwise provided herein, terminating on November 30, 2012.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of two years, in one year increments, and will advise the bidder, in writing, of their intentions.		
3.1.3	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a second year ending November 30, 2013.		
3.1.4	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a third year ending November 30, 2014.		
3.2	PRICING		
3.2.1	Bidders must complete the requirements section - Worksheet B.		
3.2.2	All charges must be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.3	Prices should include delivery, F.O.B. destination.		
3.2.4	Prices must remain in effect for the initial one year term of the contract and thereafter only manufacturer's price increases (supported by documentation) will be allowed.		
3.2.5	The TVDSB expects to order in multiple shipments over the length of this contract.		
3.2.6	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.		
3.2.7	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.		
3.3	TAXES		

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3.3.1	HST: Where applicable, Harmonized Sales Tax must be shown separately as an extra 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 as stated in Worksheet C.		
3.4.2	The successful bidder(s) bears the risk of loss with respect to equipment until delivery and/or installation is complete.		
3.4.3	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.		
3.4.4	Not all goods will be ordered at one time; orders will be placed as requests are received from our schools.		
3.4.5	Please indicate delivery date from receipt of our order.		
3.4.6	It is the TVDSBs preference to decrease the number of MasterCard purchases and move to the two preferred methods of ordering as stated below:		
3.4.7	TVDSB employees will call in order/pick up an order.		
3.4.7.1	TVDSB employees will provide their name, location, contract # (136) and 12 digit account code and signature if picking goods up.		
3.4.7.2	TVDSB Purchasing Services will issue a Purchase Order		
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 the Thames Valley District School Board Purchase Order number 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	The determination of equal quality will be based on our internal professional opinions.		
4.1.3	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.		

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4.1.4	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		
4.2.1	The successful bidder(s) will be responsible for supplying the quantities that are eventually ordered for each item awarded during the term of this bid at the quoted price.		
4.3	RETURN OF GOODS POLICY		
4.3.1	The TVDSB will return any shipment collect if, in our opinion, the product supplied does not conform to the specification and submitted in the bid.		
4.3.2	Bidders should state if there is a time limit on returning goods.		
4.3.3	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 4.3.1		
4.3.4	Bidders should describe their procedure for returned goods with respect to:		
4.3.4.1	Packaging		
4.3.4.2	"Attention To" labeling		
4.3.4.3	Address to where returns should be shipped		
4.3.4.4	Method of shipment (company truck, courier, transport)		
4.3.4.5	If a return authorization number is required		
4.3.4.6	What charges apply and who is responsible for payment		
4.3.5	The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		
4.4	SUBSTITUTIONS		
4.4.1	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 the appropriate location. 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.		
4.5	ENVIRONMENT		
4.5.1	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.		

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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.		
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.		

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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 wilful 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.		
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.		

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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 a 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.		
5.5.5	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 \$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 bidder does not presently have \$2 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 \$2 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.		
5.6.2.1	This liability policy shall contain the following coverage:		
5.6.2.2	Personal Injury & Property Damage		
5.6.2.3	Non-Owned Automobile Liability		
5.6.2.4	Owners and Contractors Protective Coverage		
5.6.2.5	Contractual Liability		
5.6.2.6	Broad Form Property Damage		
5.6.2.7	Products & Completed Operation Insurance		
5.6.2.8	Contingent Employees Liability		
5.6.2.9	Cross Liability Clause and Severability of Interest Clause		

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5.6.3	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.6.4	The successful bidder(s) agrees to indemnify, hold harmless and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason or injury (including death) or damage to any property arising out of negligent or wilful 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 5.7.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the Contract. If the bidder's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.7.3 to subsection 5.7.4 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 : _____

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THAMES VALLEY DISTRICT SCHOOL BOARD
 2012 TENDER - BANNERS, SIGNS, NAMEPLATES AND STAMPS
 WORKSHEET A - TERMS AND CONDITIONS

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:		
6.2	ADMINISTRATION & ORGANIZATION		
6.2.1	Bidders should state location of their distribution centre.		

FIRM NAME : _____

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THAMES VALLEY DISTRICT SCHOOL BOARD
 2012 TENDER - BANNERS, SIGNS, NAMEPLATES AND STAMPS
 WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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:		
7.1.2.1	Printed and signed copies of all Worksheets		
7.1.3	One Diskette, Memory Stick or CD with file name Appendices136.xls containing the following Worksheets:		
7.1.3.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
7.1.3.2	Worksheet B: Requirements in Excel format - Electronic response required		
7.1.3.3	Worksheet C: Locations in Excel format - Electronic response is not required		
7.1.4	It is the bidders responsibility to ensure that the necessary files are on the diskette, memory stick 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 9.6 - Labeling Instructions).		
7.1.7	Bidders' submissions should include page numbers for ease of reference by committee members.		
7.1.8	The requirements section of the bid submission should not make reference to supplemental materials.		
7.1.9	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
8.0	AWARD		
8.1	EVALUATION PROCESS		
8.1.1	An evaluation committee will be established to evaluate bid submissions.		
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
8.1.3	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria:		
8.1.3.1	Price		
8.1.3.2	Compliance with Specifications		
8.1.4	Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.		
8.1.5	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.6	The determination of equal quality will be based on our internal professional opinions.		

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THAMES VALLEY DISTRICT SCHOOL BOARD
 2012 TENDER - BANNERS, SIGNS, NAMEPLATES AND STAMPS
 WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.1.7	In the event of a tie score the TVDSB will resolve the tie by a draw. The names of the tie bidders will be entered into the draw. All parties will have representation when the draw takes place.		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	www.tvdsb.ca		
8.2.1.2	"Board" → "Purchasing" → "Bids"		
8.2.1.3	"Electronic Bidding Instructions, Bid Download and Bid Results",		
8.2.1.4	Scroll to the end of the document, click "Proceed to inquiry/download page."		
8.2.1.5	Proceed to the Bid, click "Results" (check mark.)		
8.2.1.6	View documents in PDF format.		

Jennifer Frederickson
Purchasing Department

Tracy Grant
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 free from charge from the TVDSB Web Site at www.tvdsb.ca		
9.1.2	Click "Board" → "Purchasing" → "Bids"		
9.1.3	Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
9.1.4	Click "Proceed to Inquiry/Download page"		
9.1.5	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.6	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
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 open documents in PDF format.		
9.3	COMPUTER SYSTEM REQUIREMENTS		
9.3.1	To use the electronic system, bidders must have the following equipment:		
9.3.1.1	Microsoft Windows, version 95 or greater		
9.3.1.2	2.5 MB available hard drive space		
9.3.1.3	3 ½ 1.44 MB diskette drive or CD Burner or USB Port.		
9.4	INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:		
9.4.1	The TVDSB has made every effort to ensure the files are free of any virus and are functional. However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus.		
9.4.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
9.4.3	The bid files are installed into a default directory called C:\LBTENDER. When the installation process is complete, a box will appear with a "Remove Thames Valley District School Board Tender icon"; please close this box. When the setup is complete, click close.		
9.4.4	To begin the Bid Program:		
9.4.4.1	Go to Windows Explorer		
9.4.4.2	Click on C:\ drive		
9.4.4.3	Open the folder "lbtender"		
9.4.4.4	The following file will be installed in the C:\lbtender directory:		
9.4.4.5	Appendices136.xls		
9.4.5	To start the process open the Excel files and complete as instructed.		
9.5	THE RETURN DISKETTE, MEMORY STICK OR CD:		
9.5.1	After all worksheets have been filled out:		
9.5.1.1	Copy the Appendices136.xls file to either a 3.5" Diskette, Memory Stick or CD using your company's standard CD Writing program.		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 2012 TENDER - BANNERS, SIGNS, NAMEPLATES AND STAMPS
 WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.5.1.2	Check to ensure that the file is on the diskette, memory stick or CD. Without this 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	LABELING OF ENVELOPE		
9.6.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.6.2	From - Company Name & Address		
9.6.3	To:OFFICE OF THE TENDERS CLERK		
9.6.4	Thames Valley District School Board		
9.6.5	EDUCATION CENTRE,		
9.6.6	1250 Dundas Street,		
9.6.7	LONDON, Ontario		
9.6.8	N5W 5P2		
9.6.9	Banners, Signs, Nameplates and Stamps Tender		
9.6.10	Bid #136		
9.6.11	RETURN DATE and TIME: prior to 12:00:00 noon local time Tuesday, December 6, 2011.		
9.7	PLEASE AFFIX LABEL ON DISKETTE, MEMORY STICK OR CD AS SHOWN BELOW:		
9.7.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.7.2	Banners, Signs, Nameplates and Stamps Tender		
9.7.3	Bid #136		
9.7.4	RETURN DATE and TIME: prior to 12:00:00 noon local time Tuesday, December 6, 2011.		
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 : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 2012 TENDER - BANNERS, SIGNS, NAMEPLATES AND STAMPS
 WORKSHEET A - TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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:		

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THAMES VALLEY DISTRICT SCHOOL BOARD
 2012 TENDER - BANNERS, SIGNS, NAMEPLATES AND STAMPS
 WORKSHEET B - REQUIREMENTS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
B1.1	Bidders must state if they are able to deliver to all locations within the TVDSB. A list of locations is provided in Worksheet C.		
B1.2	Bidders should state if they are able to provide a price list of their complete product range in an Excel file.		
B1.3	The TVDSB will purchase any new/additional items from the successful bidder(s).		
B1.4	Bidders must state if there is a minimum dollar value per order.		
B1.5	Bidders must state if there is a delivery charge per order.		
B1.6	Bidders must state if they are able to provide a listing of TVDSB previously purchased products in a spreadsheet format.		

ITEM NO.	DESCRIPTION - EXAMPLES OF ITEMS ORDERED	STATE DISCOUNT	COMMENT
B2.0	BANNERS		
B2.1	QuickBanner - Custom, Retractable, 78" x 33 1/2"		
B2.2	Custom Banner, with grommet holes, 22"H x 72"W		
B2.3	QuickBanner - Custom, tension, 80" x 30"		
B2.4	Global Banner Stand - max height 93", holds 1 or 2 banners		
B2.5	X Banner - Custom, 73" x 32"		
B3.0	SIGNS		
B3.1	Outdoor parking plaques, screwed into wall, 4" x 14"		
B3.2	Outdoor parking plaques, screwed into wall, 8" x 18"		
B3.3	Aluminum parking signs, 10ft U-Channel steel posts, 12"W x 18"H		
B3.4	Custom Directory Boards, engraved		
B3.5	Custom Engraved Signs		
B4.0	NAME PLATES/BADGES		
B4.1	Plate without holder, 2" x 8"		
B4.2	Desk Holder Only, 2" x 8"		
B4.3	Desk Plate with holder, 2" x 8"		
B4.4	Wall Holder Only, 2" x 8"		
B4.5	Wall Plate with holder, 2" x 10"		
B4.6	Plate without holder, 2" x 10"		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 2012 TENDER - BANNERS, SIGNS, NAMEPLATES AND STAMPS
 WORKSHEET B - REQUIREMENTS

ITEM NO.	DESCRIPTION - EXAMPLES OF ITEMS ORDERED	STATE DISCOUNT	COMMENT
B4.7	Desk Holder Only, 2" x 10"		
B4.8	Desk Plate with holder, 2" x 10"		
B4.9	Wall Holder Only, 2" x 10"		
B4.10	Wall Plate with holder, 2" x 10"		
B4.11	Metal Badge with Magnetic Fastener, 1" x 3"		
B4.12	Plastic Engraved Badge with Pin Fastener, 1"x 3"		
B4.13	Plastic Engraved Badge with Magnetic Fastener, 1"x 3"		
B5.0	STAMPS		
B5.1	Xstamper Pre-Inked Medium Custom Signature Stamp, 6 lines, 7/8" x 2 3/4"		
B5.2	Xstamper Pre-Inked Large Custom Stamp, 8 lines, 1 3/16" x 3 1/8"		
B5.3	Xstamper Stock Title, Pre-Inked Stamps, one colour, 1/2" x 1 5/8"		
B5.4	Self Inking Custom Stamp, 5 lines, 3/4" x 1 7/8"		
B5.5	Upright Pre-Inked Custom Stamp, 4 lines, 5/8" x 3 5/8"		
B5.6	Rubber Custom Stamp, 13 lines, 2" x 2"		
B5.7	Stock Versa Dater with one Stock Impression Frame, 1 5/16" x 2 1/8"		
B5.8	Die Plate Custom Daters, 1 1/8" x 1 13/16"		
B5.9	Plastic Self Inking Daters, 15/16" x 1 3/4"		
B5.10	Plastic Self Inking Line Daters, 1/8" characters		
B5.11	Refill Ink for Pre-Inked Custom Stamps		
B5.12	Refill Ink for Upright Pre-Inked Custom Stamps		
B5.13	Replacement Pads for Self Inking Custom Stamps		
B5.14	Replacement Pads for Rubber Custom Stamps		
B5.15	Refill Ink Cartridges for Stock VersaDater		
B6.0	**Any Additional Products**		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
 2012 TENDER - BANNERS, SIGNS, NAMEPLATES AND STAMPS
 WORKSHEET C - TVDSB LOCATIONS

ITEM NO.	SCHOOL/DEPARTMENT	ADDRESS	POSTAL CODE	ABLE TO PROVIDE DELIVERY SERVICE TO THIS LOCATION STATE YES/NO
1	A. J. Baker Public School	528 Allen Street, Kintore	N0M 2C0	
2	A.B. Lucas Secondary School	656 Tennent Avenue, London, ON	N5X 1L8	
3	Aberdeen Public School	580 Grey Street, London, ON	N6B 1H8	
4	Adelaide-W. G. MacDonald Public School	29059 School Road, R. R. 5, Strathroy, ON, ON	N7G 3H6	
5	Aldborough Public School	11443 Furnival Road, Box 400, R. R. 3, Rodney, ON	N0L 2C0	
6	Algonquin Public School	59 Algonquin Road, Woodstock, ON	N4T 1R8	
7	Annandale Secondary School	60 Tillson Avenue, Tillsonburg, ON	N4G 3A1	
8	Arthur Ford Public School	617 Viscount Road, London	N6J 2Y4	
9	Arthur Stringer Public School	43 Shaftsbury Avenue, London	N6C 2Y5	
10	Arthur Voaden Secondary School	41 Flora Street, St. Thomas, ON	N5P 2X5	
11	Ashley Oaks Public School	121 Ashley Crescent, London	N6E 3P8	
12	Bishop Townshend Public School	814 Quebec Street, London, ON	N5Y 1X4	
13	Blenheim District Public School	32 Wilmot Street South, Drumbo, ON	N0J 1G0	
14	Bonaventure Meadows Public School	141 Bonaventure Drive, London, ON	N5V 4S6	
15	Byron Northview Public School	1370 Commissioners Road West, London, ON	N6K 1E1	
16	Byron Somerset Public School	175 Whisperwood Cres., London, ON	N6K 4C6	
17	Byron Southwood Public School	1379 Lola Street, London, ON	N6K 3R6	
18	C.C. Carrothers Public School	360 Chippendale Crescent, London, ON	N5Z 3G2	
19	Caradoc North Public School	8041 Scotchmere Drive, R. R. 1, Strathroy, ON	N7G 3H3	
20	Caradoc Public School	714 Bowan Street East, Box 244, Mount Brydges, ON	N0L 1W0	
21	Centennial Central Public School	14774 Medway Road, R. R. 1, Arva, ON	N0M 1C0	
22	Central Elgin C. I.	201 Chestnut Street, St. Thomas, ON	N5R 2B5	
23	Central Public School	410 Hunter Street, Woodstock, ON	N4S 4G4	
24	Central Secondary School	509 Waterloo Street, London, ON	N6B 2P8	
25	Chippewa Public School	1035 Chippewa Drive, London, ON	N5V 2T6	
26	Clara Brenton Public School	1025 St. Croix Avenue, London, ON	N6H 3X8	
27	Clarke Road Secondary School	300 Clarke Road, London, ON	N5W 5N4	
28	Cleardale Public School	780 Dulaney Drive, London, ON	N6C 3W4	
29	Colborne Street Public School	25 Colborne Street, Strathroy, ON	N7G 2M1	
30	College Avenue Secondary School	700 College Avenue, Woodstock, ON	N4S 2C8	
31	Davenport Public School	80 Rutherford Avenue, Aylmer, ON	N5H 2N8	
32	Delaware Central Public School	14 James Street, Box 36, Delaware, ON	N0L 1E0	
33	Dunwich-Dutton Public School	239 Main Street, Box 40, Dutton, ON	N0L 1J0	
34	Eagle Heights Public School	284 Oxford Street West, London, ON	N6H 1S9	

THAMES VALLEY DISTRICT SCHOOL BOARD
 2012 TENDER - BANNERS, SIGNS, NAMEPLATES AND STAMPS
 WORKSHEET C - TVDSB LOCATIONS

ITEM NO.	SCHOOL/DEPARTMENT	ADDRESS	POSTAL CODE	ABLE TO PROVIDE DELIVERY SERVICE TO THIS LOCATION STATE YES/NO
1	A. J. Baker Public School	528 Allen Street, Kintore	N0M 2C0	
35	Ealing Public School	840 Hamilton Road, London, ON	N5Z 1V5	
36	East Elgin Secondary School	362 Talbot Street West, Aylmer, ON	N5H 1K6	
37	East Oxford Central Public School	R.R.#4 Old Stage Rd. & Cty. R. 14, Woodstock, ON	N4S 7V8	
38	East Williams Memorial Public School	4441 Queen Street, R. R. 1, Ailsa Craig, ON	N0M 1A0	
39	Eastdale Public School	65 Aileen Drive, Woodstock, ON	N4S 4A2	
40	Ekcoe Central Public School	3719 Parkhouse Drive, R. R. 3, Glencoe, ON	N0L 1M0	
41	Elgin Court Public School	254 First Avenue, St. Thomas, ON	N5R 4S7	
42	Emily Carr Public School	44 Hawthorne Road, London, ON	N6G 2H5	
43	Evelyn Harrison Public School	50 Tewksbury Crescent, London, ON	N5V 2M8	
44	F.D. Roosevelt Public School	560 Second Street, London, ON	N5V 2B7	
45	Fairmont Public School	1040 Hamilton Road, London, ON	N5W 1A6	
46	Forest Park Public School	295 Forest Avenue, St. Thomas, ON	N5R 2K5	
47	Glen Cairn Public School	53 Frontenac Road, London, ON	N5Z 3Y5	
48	Glencoe District Secondary School	3581 Concession Drive, Box 370, Glencoe, ON	N0L 1M0	
49	Glendale Secondary School	37 Glendale Drive, Tillsonburg, ON	N4G 1J6	
50	H.B. Beal Secondary School	525 Dundas Street, London, ON	N6B 1W5	
51	Harrisfield Public School	2 Caffyn Street, Ingersoll, ON	N5C 3Y5	
52	Hickson Central Public School	161 Loveys Street, Hickson, ON	N0J 1L0	
53	Hillcrest Public School (Central)	1231 Fuller Street, London, ON	N5Y 4P7	
54	Huron Heights Public School	1245 Michael Street, London, ON	N5V 2H4	
55	Huron Park Secondary School	900 Cromwell Street, Woodstock, ON	N4S 5B5	
56	Ingersoll District C. I.	37 Alma Street, Ingersoll, ON	N5C 1N1	
57	Innerkip Central Public School	Box 40, 180 Coleman St., Innerkip, ON	N0J 1M0	
58	Jack Chambers Public School	1650 Hastings Drive, London, ON	N5X 3E3	
59	Jeanne Sauve Public School	215 Wharnccliffe Road North, London, ON	N6H 2B6	
60	John Dearness Public School	555 Sanatorium Road, London, ON	N6H 3W6	
61	John P. Robarts Public School	84 Bow Street, London, ON	N5V 1B1	
62	John Wise Public School	100 Parkside Drive, St. Thomas, ON	N5R 3T9	
63	June Rose Callwood Public School	84 Edward Street, St. Thomas, ON	N5P 1Y7	
64	Kensal Park Public School	328 Springbank Drive, London, ON	N6J 1G5	
65	Knollwood Park Public School	70 Gammage Street, London, ON	N5Y 2B1	
66	Lambeth Public School	6820 Duffield Street, London, ON	N0L 1S1	
67	Laurie Hawkins Public School	210 Thames Street South, Ingersoll, ON	N5C 2T5	

THAMES VALLEY DISTRICT SCHOOL BOARD
 2012 TENDER - BANNERS, SIGNS, NAMEPLATES AND STAMPS
 WORKSHEET C - TVDSB LOCATIONS

ITEM NO.	SCHOOL/DEPARTMENT	ADDRESS	POSTAL CODE	ABLE TO PROVIDE DELIVERY SERVICE TO THIS LOCATION STATE YES/NO
1	A. J. Baker Public School	528 Allen Street, Kintore	N0M 2C0	
68	Lester B. Pearson School for Arts	795 Trafalgar Street, London, ON	N5Z 1E6	
69	Locke's Public School	22 South Edgeware Road, St. Thomas, ON	N5P 2H2	
70	Lord Dorchester Secondary School	61 Queen Street, Dorchester, ON	N0L 1G0	
71	Lord Elgin Public School	1100 Victoria Street, London, ON	N5Y 4E2	
72	Lord Nelson Public School	1990 Royal Crescent, London, ON	N5V 1N8	
73	Lord Roberts Public School	440 Princess Avenue, London, ON	N6B 2B3	
74	Lorne Avenue Public School	723 Lorne Avenue, London, ON	N5W 3K7	
75	Maple Lane Public School	25 Maple Lane, Tillsonburg, ON	N4G 2Y8	
76	Masonville Public School	25 Hillview Boulevard, London, ON	N6G 3A7	
77	McGillivray Central Public School	34714 Creamery Road, R. R. 3, Ailsa Craig, ON	N0M 1A0	
78	McGregor Public School	204 John Street South, Aylmer, ON	N5H 2C8	
79	Medway Secondary School	14405 Medway Road, Arva, ON	N0M 1C0	
80	Mitchell Hepburn Public School	95 Raven Avenue, St. Thomas, ON	N5R 0C2	
81	Montcalm Secondary School	1350 Highbury Avenue, London, ON	N5Y 1B5	
82	Mosa Central Public School	22741Pratt Siding Road, R. R. 1, Glencoe, ON	N0L 1M0	
83	Mountsfield Public School	8 Mountsfield Drive, London, ON	N6C 2S4	
84	New Sarum Public School	9473 Belmont Road, R. R. 3, St. Thomas, ON	N5P 3S7	
85	Nicholas Wilson Public School	927 Osgoode Drive, London, ON	N6E 1C9	
86	North Meadows Public School	82 Middlesex Drive, Strathroy, ON	N7G 4G5	
87	North Middlesex District Secondary Schoo	100 Main Street, Box 610, Parkhill, ON	N0M 2K0	
88	North Norwich Public School	Box 40, 40 Main Street South, Burgessville, ON	N0J 1C0	
89	Northbrae Public School	335 Belfield Street, London, ON	N5Y 2K3	
90	Northdale Central Public School	3860 Catherine Street, Dorchester, ON	N0L 1G0	
91	Northdale Public School (East)	290 Victoria Street North, Woodstock, ON	N4S 6W5	
92	Northridge Public School	25 McLean Drive, London, ON	N5X 1Y2	
93	Norwich Public School	Box 327, 8 Elgin Street, Norwich, ON	N0J 1P0	
94	Oakridge Secondary School	1040 Oxford Street West, London, ON	N6H 1V4	
95	Oliver Stephens Senior Public School	164 Fyfe Avenue, Woodstock, ON	N4S 3S6	
96	Orchard Park Public School	50 Wychwood Park, London, ON	N6G 1R6	
97	Otterville Public School	118 Main Street West, Otterville, ON	N0J 1R0	
98	Oxbow Public School	13624 Ilderton Road, R. R. 3, Ilderton, ON	N0M 2A0	
99	Parkhill-West Williams Public School	204 McLeod Street, Box 488, Prkhill, ON	N0M 2K0	
100	Parkside C. I.	241 Sunset Drive, St. Thomas, ON	N5R 3C2	

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ITEM NO.	SCHOOL/DEPARTMENT	ADDRESS	POSTAL CODE	ABLE TO PROVIDE DELIVERY SERVICE TO THIS LOCATION STATE YES/NO
1	A. J. Baker Public School	528 Allen Street, Kintore	N0M 2C0	
101	Parkview Public School	10008 Oxbow Drive, Komoka, ON	N0L 1R0	
102	Pierre Elliott Trudeau Public School	112 Churchill Crescent, St. Thomas, ON	N5R 1R1	
103	Plattsville & District Public School	112 Mill Street East, Plattsville, ON	N0J 1S0	
104	Port Burwell Public School	Box 209, 30 Strachan, Port Burwell, ON	N0J 1T0	
105	Port Stanley Public School	Box 490 Carlow Road, Port Stanley, ON	N5L 1B6	
106	Prince Charles Public School	1601 Wavell Street, London, ON	N5W 2C9	
107	Princess Anne Public School (French Imm	191 Dawn Dr., London, ON	N5W 4W9	
108	Princess Elizabeth Public School	247 Thompson Road, London, ON	N5Z 2Z3	
109	Rick Hansen Public School	70 Ponderosa Cresent, London, ON	N6E 2L7	
110	River Heights Public School	4269 Hamilton Road, Dorchester, ON	N0L 1G3	
111	Riverside Public School	550 Pinetree Drive, London, ON	N6H 3N1	
112	Roch Carrier Public School	840 Sloan Street, Woodstock, ON	N4S 7V3	
113	Rolph Street Public School	83 Rolph Street, Tillsonburg, ON	N4G 3Y2	
114	Royal Roads Public School	210 King Street South, Ingersoll, ON	N5C 2T5	
115	Ryerson Public School	940 Waterloo Street, London, ON	N6A 3X3	
116	Saunders Secondary School	941 Viscount Road, London, ON	N6K 1H5	
117	Sherwood Forest Public School	7 Annadale Drive, London, ON	N6G 2B5	
118	Sir Frederick Banting Secondary School	125 Sherwood Forest, London, ON	N6G 2C3	
119	Sir G.E. Cartier Public School	695 Chiddington Avenue, London, ON	N6C 2W9	
120	Sir George Ross Secondary School	365 Belfield Street, London, ON	N5Y 2K3	
121	Sir Isaac Brock Public School	80 St. Lawrence Boulevard, London, ON	N6J 2X1	
122	Sir John A. MacDonald Public School	1150 Landor Street, London, ON	N5Y 3W3	
123	Sir Wilfrid Laurier Secondary School	450 Millbank Drive, London, ON	N6C 4W7	
124	Sir Winston Churchill Public School	1837 Churchill Street, London, ON	N5W 2L3	
125	South Dorchester Public School	48614 Crossley Hunter Line, R.R.1, Belmont, ON	N0L 1B0	
126	South Ridge Public School	R. R. 7/391Quarter Line Road, Tillsonburg, ON	N4G 4H1	
127	South Secondary School	371 Tecumseh Avenue, London, ON	N6C 1T4	
128	Southdale Public School	248 Keefer Street, Strathroy, ON	N7G 1E2	
129	Southside Public School	360 Albert Street, Woodstock, ON	N4S 2L4	
130	Southwold Public School	R. R. 1/39261 Fingal Line, St. Thomas, ON	N5P 3S5	
131	Sparta Public School	Box 60/45885 Sparta Line, Sparta, ON	N0L 2H0	
132	Springbank Public School	1060 Sprucedale Road, Woodstock, ON	N4S 4Z9	
133	Springfield Public School	133 Main Street, Springfield, ON	N0L 2J0	

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1	A. J. Baker Public School	528 Allen Street, Kintore	N0M 2C0	
134	St. George's Public School	782 Waterloo Street, London, ON	N6A 3W4	
135	Stoney Creek Public School	1335 Nicole Avenue, London, ON	N5X 4M7	
136	Stoneybrook Public School	1460 Stoneybrook Crescent, London, ON	N5X 1C4	
137	Straffordville Public School	Box 94,9188 Plank Road, Staffordville, ON	N0J 1Y0	
138	Strathroy District Secondary School	96 Kittredge Avenue, Strathroy, ON	N7G 2A8	
139	Summers' Corners Public School	50576 Talbot Line, RR 1, Aylmer, ON	N5H 2R1	
140	Tavistock Public School	Box 370, 79 Maria Street, Tavistock, ON	N0B 2R0	
141	Tecumseh Public School	401 Tecumseh Avenue, London, ON	N6C 1T4	
142	Thames Secondary School	785 Trafalgar Street, London, ON	N5Z 1E6	
143	Thamesford Public School	Box 250, 130 McCarty Street, Thamesford, ON	N0M 2M0	
144	Trafalgar Public School	919 Trafalgar Street, London, ON	N5Z 1G3	
145	Tweedsmuir Public School	349 Tweedsmuir Avenue, London, ON	N5W 1L5	
146	University Heights Public School	27 Ford Crescent, London, ON	N6G 1H8	
147	Valleyview Public School	10339 Ilderton Road, R. R. 2, Ilderton, ON	N0M 2A0	
148	Victoria Public School	130 Wharcliffe Road South, London, ON	N6J 2K5	
149	Victory Memorial	210 Thames Street South, Ingersoll, ON	N5C 2T5	
150	W. Sherwood Fox Public School	660 Steeplechase Drive, London, ON	N6J 3P4	
151	West Elgin Secondary School	139 Graham Street, West Lorne	N0L 2P0	
152	West Elgin Senior Elementary School	Box 280, 139 Graham Street, West Lorne, ON	N0L 2P0	
153	West Nissouri Public School	37 Elliott Trail, RR 1, Thorndale, ON	N0M 2P0	
154	West Oaks Public School	1050 Plantation Road, London, ON	N6H 2Y5	
155	Westminster Central Public School	2835 Westminster Drive, London, ON	N6N 1L7	
156	Westminster Secondary School	230 Base Line Road West, London, ON	N6J 1W1	
157	Westmount Public School	1011 Viscount Road, London, ON	N6K 1H5	
158	White Oaks Public School	1400 Ernest Avenue, London, ON	N6E 2H8	
159	Wilberforce Public School	340 Beech Street, Lucan, ON	N0M 2J0	
160	Wilfrid Jury Public School	950 Lawson Road, London, ON	N6G 3M7	
161	Wilton Grove Public School	626 Osgoode Drive, London, ON	N6E 1C1	
162	Winchester Street Public School	110 Winchester Street, Woodstock, ON	N4S 7K6	
163	Woodland Heights Public School	474 Springbank Drive, London, ON	N6J 1G8	
164	Woodstock, C. I.	35 Riddell Street, Woodstock, ON	N4S 6L9	
165	Wortley Road Public School	301 Wortley Road, London, ON	N6C 3R6	
166	Zorra Highland Park Public School	R.R.#1 County Rd. 6 Embro, ON	N0J 1J0	

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1	A. J. Baker Public School	528 Allen Street, Kintore	N0M 2C0	
167	Blossom Park Education Centre	391 Blossom Park Road, Woodstock, ON	N4S 7J3	
168	G.A. Wheable Centre for Adult Education	70 Jacqueline Street, London, ON	N5Z 3P7	
169	St. Thomas Adult Learning Centre	10 Ontario Rd., St. Thomas, ON	N5P 3N4	
170	Strathroy Adult Learning Centre	51 Front Street East, Strathroy, ON	N7G 1Y5	
171	Tillson Avenue Education Centre	90 Tillson Avenue, Tillsonburg, ON	N4G 3A1	
172	Elgin County Outdoor Education Centre - Jaffa	48346 John Wise Line, Alymer, ON	N5H 2R4	
173	Field Studies Centre - Vanstittart Woods	775275 Blandford Road, Woodstock, ON	N4S 7V9	
174	London Environmental Ed Centre	Commissioners Road, London, ON		
175	Anishnaabe Skiniw	2213 Elm Avenue, Southwold, ON	N0L 1G0	
176	Dundas Centre	561 Dundas Street, London, ON	N6B 1X1	
177	East London Centre	1090 Highbury Avenue North, London, ON	N5Y 4W1	
178	Ingersoll Centre	121 Thames Street North, Ingersoll, ON	N5C 3C9	
179	Reconnect to Your Future - Middlesex County	51 Front Street East, Strathroy, ON	N7G 1Y5	
180	Richmond Centre	240 Richmond Street, London, ON	N6B 2H6	
181	Springbank Employment & Learning Centre	360 Springbank Drive, London, ON	N6J 1G5	
182	St. Thomas Alternative School	120 Centre Street, St. Thomas, ON	N5R 2Z9	
183	Tillsonburg Alternative Education	90 Tillson Avenue, Tillsonburg, ON	N6G 3A1	
184	U-Turn Suspension & Expulsion Program	405 Dundas Street, London, ON	N6B 1V9	
185	U-Turn Suspension & Expulsion Program	41 Mondamin Street, Unit 4, St. Thomas, ON	N5P 2V4	
186	Waterloo Centre	332 Richmond Street, London, ON	N6A 3C3	
187	Wiingashk at N'Amerind Centre	260 Colborne Street, London, ON	N6B 2S6	
188	Woodstock Transition School	476 Peel Street (Lower), Woodstock, ON	N4S 1K1	
189	Education Centre - C.E.C. - Central	1250 Dundas Street, P.O. Box 5888, London, ON	N5W 5P2	
190	Facility Services - Zones 1 & 2	951 Leathorne Street, London, ON	N5Z 3M7	
191	Facility Service - Zone 3 East	745 Hounsfeld Street, Woodstock, ON	N4S 1P6	
192	Facility Services - Zone 4 South	259 Edward Street, St. Thomas, ON	N6C 4G3	
193	Facility Services - Zone 5 West	14766 Medway Road RR 1, Arva, ON	N0M 1C0	

** locations may be added as required.*