



TENDER #208 AWARDS

Issue Date: Wednesday, November 30, 2011

Barbara Murch, Buyer

Issued by: The Thames Valley District School Board

Return Date: 12:00:00 noon, local time, Wednesday, December 21, 2011

ITEM NO.	TERMS AND CONDITIONS	NOTES FOR BUYERS	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION			
1.01	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 166 schools with an estimated enrolment of 71,000 students.			
1.02	The TVDSB may agree to permit other public organizations within Southwestern Ontario to access any contract(s) that may result from this solicitation. The successful bidder(s) shall allow such access with the understanding that the participating organizations be responsible for their own contract management.			
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 Awards, subject to the conditions herein.			
2.0	BID DEFINITIONS AND INFORMATION			
2.1	DEFINITIONS			
2.1.1	The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission.			
2.1.1.1	The word "MUST" shall mean bidders "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant.			
2.1.1.2	The word "SHOULD" shall mean bidders "should" include the required information in bid submission.			
2.1.1.3	The word "NONCOMPLIANT" shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.			
2.1.1.4	The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform any portion or all of this bid.			
2.1.1.5	The word "QUALIFIED" shall mean a bidder who is compliant and has included the required information in their bid submission.			
2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.			
2.1.1.6.1	Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The TVDSB will reject any bid submission which contains a major irregularity.			
2.1.1.6.2	Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.			
2.2	STRUCTURE OF THIS BID			
2.2.1	Bidders must use the electronic bidding file (setup.exe) which is available on the internet at:			
2.2.1.1	www.tvdsb.ca			
2.2.1.2	"Board"			
2.2.1.3	"Purchasing"			
2.2.1.4	"Bids"			
2.2.1.5	Scroll to the end of the document, click			

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2.2.1.6	"Proceed to inquiry/download page".			
2.2.1.7	Proceed to the bid, click			
2.2.1.8	"New" Icon			
2.2.1.9	The setup.exe file contains the following files:			
2.2.1.10	tender.exe: See Section 9 Electronic Bidding Instructions			
2.2.1.11	Appendices208.xls in Excel format - Electronic 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 9.10 - Labeling of Envelope and diskette, memory stick 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 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: Wednesday, November 30, 2011			
2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon local time Wednesday, December 21, 2011			
2.5	QUESTIONS			
2.5.1	All questions pertaining to this bid document are to be addressed to: Barbara Murch, Buyer, by Fax (519) 452-2399 or email, b.murch@tvdsb.on.ca no later than Wednesday, December 7, 2011. After this date no further inquiries, concerns or questions may be submitted. The TVDSB reserves the right to distribute a notice of content of any inquiry and the TVDSB's response to all other registered bidders. 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: Barbara Murch, Buyer. 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 bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site. See Section 2.5.3.			
2.5.5	All Addenda will be issued at least seven days prior to the closing date. If an addendum is issued within seven days of the closing date, the date will be extended accordingly.			
3.0	CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT			
3.1	CONTRACT TERM			
3.1.1	The term of this agreement shall be for (1) one year, and unless otherwise provided herein, terminating on December 31, 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 (1) year increments and will advise the bidder in writing of their intentions.			

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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 December 31, 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 December 31, 2014.			
3.2	PRICING			
3.2.1	Bidders must complete the pricing section which is installed using the setup.exe file (see Section 9.0 Installation Instructions).			
3.2.2	Bidders must print and sign the Bid Report.			
3.2.3	All charges must be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.			
3.2.4	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.			
3.2.5	Prices must remain in effect for the initial first year term of the contract, commencing on January 1, 2012.			
3.2.6	The TVDSB expects to order in multiple shipments over the length of this contract.			
3.2.7	It is the intention of the TVDSB to rationalize its supplier base. This contract may be awarded on a per item basis or on the best cost of various groupings. The groupings will be determined by the TVDSB. Each bidder agrees to the award on this basis.			
3.2.8	Bidders should state any further discount, as a percentage, if all items are awarded to your company.			
3.3	TAXES			
3.3.1	HST: Where applicable, Harmonized Sales Tax and must be shown separately as 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.			
3.4.2	Delivery dates will be specified on all of our purchase orders. Immediate delivery will be accepted unless otherwise designated on our purchase orders. In case of construction of new schools or major school renovations, the TVDSB shall not accept delivery until the date specified on those purchase orders.			
3.4.3	The successful bidder(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping or installation.			
3.4.4	The TVDSB's purchase order number must appear on all packages, packing slips, correspondences, customs documentation and freight bills of lading.			
3.4.5	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.			
3.4.6	Not all goods will be ordered at one time; orders will be placed as requests are received from our schools.			
3.4.7	In the past, the TVDSB carried the majority of these products in inventory and ordered in large quantities shipped directly to our Distribution Centre. The TVDSB has made a decision to eliminate inventories. Therefore, the products requested on this bid will be shipped directly to our schools and departments. A list of locations can be found at http://www.tvdsb.ca/schools.cfm?subpage=3826 .			

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3.4.8	In order to meet any minimum order stipulation, we may combine orders from different sites for delivery to our Distribution Centre at 951 Leathorne Street in London. Those orders would be labeled in the "ship to" portion of our purchase order as "Wrap and Label Care of Distribution Centre". Our expectation is that these shipments will arrive packaged and labeled PER SITE, ready for us to forward directly to the school with no further packaging or resorting required.			
3.4.9	State minimum dollar value per order.			
3.4.10	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of landing. All items must be individually packaged for each school or location.			
3.4.10.1	Each package must be clearly labelled for the school or location specified on our purchase order. The successful bidder(s) must ensure the school's full name and address is labelled as we have duplicate location names.			
3.4.10.2	The successful bidder(s) must ensure packages are labelled containing the number of packages in each shipment. ie, 1 of 2, 2 of 2, etc.			
3.4.10.3	Each school's order should contain their own packing slip.			
3.4.10.4	The successful bidder(s) must ensure the packaging materials used are adequate so that the product is protected at all times during the distribution process.			
3.4.10.5	Our distribution centre will sign for delivery on all orders subject to inspection at the school.			
3.4.10.6	The successful bidder must contact Jim Morton at the Distribution Centre (519-852-4443) prior to shipping any large shipments (skid lots) for arrangement of a delivery date and time.			
3.5	INVOICING/PAYMENT TERMS			
3.5.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Accounts Payable.			
3.5.2	Applicable taxes must be shown as separate line items on all invoices.			
3.5.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.			
3.5.3.1	Bidders should state percentage discount for early payment and net payment terms.			
3.5.4	Purchase order numbers must be stated on all invoices; invoices without 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	Manufacturers' brand names and numbers are used as guidance for the bidders; alternate items of equal quality will be considered. If bidding on an alternate item, the manufacturer's name and model number must be indicated in the appropriate field in the Bid Report FOR EVERY ALTERNATE ITEM BID.			
4.1.3	The determination of equal quality will be based on our internal professional opinions.			
4.1.4	In addition to price, quality and suitability to school use will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will also be taken into consideration when awarding this contract.			
4.1.5	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.			
4.2	QUANTITY/TERM			

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4.2.1	The quantities indicated are based on the previous years' purchases and projected current year capital projects. Quantities are subject to equipment breakdowns, user requests, program changes and budget approval which may be increased or decreased when orders are placed. All items may not be purchased if costs exceed budget. In no way should the information furnished be considered as a guarantee with respect to the future volume of business. The successful bidder(s) will be responsible for supplying the quantities that are eventually ordered for each item awarded during the term of this bid at the quoted price.			
4.3	REQUIREMENTS			
4.3.1	The requirements are detailed in the Specifications List included in the Specifications File.			
4.4	RETURN OF GOODS POLICY			
4.4.1	The TVDSB will return any shipment (COLLECT) if, in our opinion, the product supplied does not conform to the specification and/or samples submitted in the bid.			
4.4.2	Bidders should state if there is a time limit on returning goods.			
4.4.3	Bidders should state if there is a "restocking charge" on any returned item and the amount or rate to be charged if goods are returned for any other reason than those stated in 4.5.1.			
4.4.4	Bidders should describe their procedure for returned goods with respect to:			
4.4.4.1	Packaging			
4.4.4.2	"Attention To" labeling			
4.4.4.3	Address to where returns should be shipped			
4.4.4.4	Method of shipment (company truck, courier, transport)			
4.4.4.5	If a return authorization number is required			
4.4.4.6	What charges apply and who is responsible for payment			
4.4.4.7	The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.			
4.5	SAMPLES			
4.5.1	Each bidder may be required to submit, at the bidder's own expense, the items which are being bid upon for examination and comparison purposes. This must be done on request and at a time and location chosen by the TVDSB.			
4.5.2	Bidders should provide return instructions (i.e. address and authorization number) if required, for sample returns.			
4.6	SUBSTITUTIONS			
4.6.1	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.			
5.0	TERMS AND CONDITIONS			
5.1	GENERAL TERMS AND CONDITIONS			
5.1.1	Any response submitted to the bid is IRREVOCABLE for 120 days.			
5.1.2	A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. No facsimiles shall be accepted. The last submission shall supersede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda must be submitted to the "Tenders Clerk" in the same manner and within the same time constraints as the bid submission.			

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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.			
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.			

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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 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.			
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.			

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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.			
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 O-1. Their workers must be trained in WHMIS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.			
5.5.6	No supplier will be awarded any product that requires a Material Safety Data Sheet unless the bidder complies with the conditions above.			
5.5.7	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			
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			

FIRM NAME : _____

SIGNATURE : _____

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

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	NOTES FOR BUYERS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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:			
7.0	BID SUBMISSION			
7.1	BIDDER'S RESPONSE GUIDE			
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, bidders should use the same numbering format, as on this bid document.			
7.1.2	The bid submission must include:			
7.1.3	Signed copies of all Appendices and Bid Report			
7.1.3.1	One diskette, memory stick or CD with files created in "Disk Creation" "Seven (7) Files See Electronic Bid Instructions - Section 9.			
7.1.3.2	2012208.rpt			
7.1.3.3	2012208a.dbf			
7.1.3.4	2012208g.dbf			
7.1.3.5	2012208v.dbf			
7.1.3.6	2012208a.cdx			
7.1.3.7	2012208g.cdx,			
7.1.3.8	2012208v.cdx			
7.1.3.9	Appendices208.xls in Excel format - Electronic Response Required			
7.1.4	It is the bidder's 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 9.10 - Labeling Instructions).			
7.1.7	Bidders' submissions should include page numbers for ease of reference by committee members.			
7.1.8	The specifications and pricing section of the bid submission should not make reference to supplemental materials.			
7.1.9	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.			
8.0	AWARD			
8.1	EVALUATION PROCESS			
8.1.1	An evaluation committee will be established to evaluate bid submissions.			
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.			
8.1.3	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria:			
8.1.3.1	Price			
8.1.3.2	Compliance with Specifications			

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	NOTES FOR BUYERS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.1.4	Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.			
8.1.5	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.			
8.1.6	The determination of equal quality will be based on our internal professional opinions.			
8.1.7	In the event of a tie score the TVDSB will resolve the tie by a draw. The names of the tie bidders will be entered into the draw. All parties will have representation when the draw takes place.			
8.2	AWARD AND NOTIFICATION OF CONTRACT			
8.2.1	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"			
8.2.1.3	"Purchasing"			
8.2.1.4	"Bids"			
8.2.1.5	"Electronic Bidding Instructions, Bid Download and Bid Results",			
8.2.1.6	Scroll to the end of the document, click			
8.2.1.7	"Proceed to inquiry/download page".			
8.2.1.8	Proceed to the Bid, click			
8.2.1.9	"Results - Check Mark"			
8.2.1.10	View documents in PDF format.			
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.			

Barbara Murch
Purchasing Department

Tracy Grant
Chairperson

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	NOTES FOR BUYERS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.0	ELECTRONIC BIDDING INSTRUCTIONS			
9.1	DOWNLOADING BID DOCUMENTS			
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca			
9.1.2	Click "Board"			
9.1.3	Click "Purchasing"			
9.1.4	Click "Bids"			
9.1.5	Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"			
9.1.6	Click "Proceed to Inquiry/Download page"			
9.1.7	Click on the "Name of the Bid" to view documents in PDF format.			
9.1.8	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.			
9.1.9	All bid files are available for downloading at no charge from the TVDSB web site.			
9.2	PRINTING COPIES OF BID DOCUMENTS			
9.2.1	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.			
9.3	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, 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	Double click on the "tender.exe file." to open the program			
9.4.4.5	In addition , the following file will be installed in the C:\lb tender directory.			
9.4.4.6	terms&conditions208.xls			
9.5	HELP SECTION AND TIPS FOR USING THE BID PROGRAM			
9.5.1	The "Help" section may be referred to at any time while using the program.			
9.5.2	Bidders MUST answer all questions on the Company Information Screen before you can proceed.			
9.5.3	If you do not wish to bid on an item, do not enter "NO BID"; just ignore that item and move onto the next. If you add a bid, you must enter a price (\$0.00 is not valid).			
9.6	BID REPORT			
9.6.1	Use the "Bid Report" option on the menu to create a report showing your bids. If any changes are made after printing the "Bid Report", you must reprint the "Bid Report" before you can create your diskette, memory stick or CD.			
9.6.2	The first page of the "Bid Report" will list any items that require answers to questions. The diskette, memory stick or CD cannot be created until the answers are entered and the "Bid Report" is generated again.			
9.7	DISKETTE, MEMORY STICK OR CD CREATION:			

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	NOTES FOR BUYERS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.7.1	DISKETTE CREATION			
9.7.1.1	After all bids have been entered:			
9.7.1.2	Select "Diskette Creation" to copy the data files back to a blank 3.5" diskette.			
9.7.1.3	Select your "input" (The hard drive where the Bid Executable files where installed. The program defaults to C:\lbtender folder)			
9.7.1.4	Select output (3.5" floppy drive)			
9.7.1.5	Click "O.K. to Continue" (at the top of the screen). After the files are loaded, the "Bids for Tender Screen" will appear			
9.7.1.6	Click "Exit" at the top of the screen.			
9.7.1.7	If diskette creation fails check Bid Report for any unanswered questions. Be sure to label your diskette with company name and signature.			
9.7.2	CD CREATION			
9.7.2.1	After all bids have been entered:			
9.7.2.2	Select "Diskette Creation" to copy the data files back to any computer hard drive.			
9.7.2.3	Select "input" The hard drive where the Bid Executable files where installed. The program defaults to C:\lbtender folder)			
9.7.2.4	Select output drive - MUST BE A DIFFERENT DRIVE THAN THE INPUT DRIVE (The hard drive for output from which you can copy the seven files to CD)			
9.7.2.5	Click on "O.K. to Continue" (at the top of the screen). After the files are loaded, the "Bids for Tender Screen" will appear.			
9.7.2.6	Click on "Exit" at the top of the screen			
9.7.2.7	Copy the seven files from the hard drive to a CD using your company's standard CD Writing program.			
9.7.2.8	If the seven files are not created check the Bid Report for any unanswered questions. Be sure to label your CD with company name and signature.			
9.7.2.9	A message may appear, "NO COMMENT REPORT FOUND." Please ignore this, press "Ok" to continue.			
9.7.2.10	If you did not bid on any items requiring an answer, a message will appear "NO ANSWER RECORDS FOUND." Press "OK" to continue.			
9.8	THE RETURN DISKETTE, MEMORY STICK OR CD:			
9.8.1	Check to ensure that the "seven (7) files" are on the diskette, memory stick or CD. Without these files we will not be unable to download your bid. To check that the seven files have been created, go to Windows Explorer and double click on 3.5" drive or CD Drive. The seven (7) files are as follows:			
9.8.1.1	2012208.rpt			
9.8.1.2	2012208a.dbf			
9.8.1.3	2012208g.dbf			
9.8.1.4	2012208v.dbf			
9.8.1.5	2012208a.cdx			
9.8.1.6	2012208g.cdx,			
9.8.1.7	2012208v.cdx			
9.8.1.8	Appendices208.xls in Excel format - Electronic Response Required			
9.10	LABELING OF ENVELOPE			
9.10.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:			
9.10.2	From - Company Name & Address			
9.10.3	To:OFFICE OF THE TENDERS CLERK			
9.10.4	Thames Valley District School Board			
9.10.5	EDUCATION CENTRE,			

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	NOTES FOR BUYERS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.10.6	1250 Dundas Street,			
9.10.7	LONDON, Ontario			
9.10.8	N5W 5P2			
9.10.9	Awards			
9.10.10	Bid #/208			
9.10.11	Return Date: 12:00:00 noon local time, Wednesday, December 21, 2011			
9.11	PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:			
9.11.1	THAMES VALLEY DISTRICT SCHOOL BOARD			
9.11.2	Awards			
9.11.3	Bid #/208			
9.11.4	Return Date: 12:00:00 noon local time, Wednesday, December 21, 2011			
9.11.5	Signature:			
9.11.6	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			
10.9	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:			
10.9.1	Name of each individual Partner or Correct Legal Name of Corporation:			
10.9.2	E-MAIL ADDRESS:			
10.9.3	ADDRESS:			
10.9.4	INTERNET ADDRESS:			
10.9.5	TELEPHONE NO.:			
10.9.6	FAX NO.:			
10.10	If subcontracting, bidders must provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract:			
10.10.1	Firm Name:			
10.10.2	Firm Address:			
10.10.3	Telephone Number:			
10.10.4	Fax Number:			
10.10.5	E-MAIL ADDRESS:			

FIRM NAME : _____

SIGNATURE : _____



Thames Valley District School Board

11/29/2011

Tender Details - Tender # 208

Item	Product #	Description	Quantity	Unit of Measure
1	153053	AWARD BARS -Size:1-1/4" WIDE X 4" LONG, POINTED ENDS - Material: Cotton Twill - STATE TWILL COLOURS AVAILABLE: _____ _____ - STATE LETTERING COLOURS AVAILABLE: _____	211	EACH
2	159531	CRESTS - SELECT BASKETBALL - Approximately 4" round - Coloured lettering on white - Embroidered edge - Material: Cotton Twill - Sample/artwork to be provided with each order	100	EACH
3	153077	MEDALLION - OVAL - FOR GENERAL USE - Oval shape with Board Logo - 2-3" medal - in cast COLLARETTE included on the medallion above - 3/4" long, blue colour	45	EACH
4	159038	MEDALLION 2-1/2" ROUND - TVRA - "GOLD" - Conference Champion Medal - Antique Gold Finish - c/w black collarette Strathcraft #MDL-19482 or Equivalent	1000	EACH
5	159039	MEDALLION 2-1/8" ROUND - TVRA - "SILVER" - Conference Champion Medal - Bright Silver Finished Medal enameled 2 colours (black and gold) - c/w black collarette Nother's #MD-CLS-225 or Equivalent	1	EACH
6	159527	MEDALLIONS - (FOR DAVE GOSSET ONLY) - with Board Logo - 2-3" medal - in cast COLLARETTE included on the medallion above - 3/4" long, solid colours - red, white or blue labelled - with printing on both sides - description to be included on order STRATHCRAFT or Equivalent	11154	EACH
7	159529	PENNANTS - Material: Felt or Vinyl - Single-colour ink options on white - 5" wide x 12" long - Sport Logo diagram on left side - Wording will be indicated for each type of pennant - Board Logo at tip of pennant ALL SET UP CHARGES TO BE INCLUDED IN TENDER	7900	EACH

Item	Product #	Description	Quantity	Unit of Measure
7	159529	- Sample/artwork to be provided with each order	7900	EACH
8	159539	PLAQUE 4" x 6" - COMMENCEMENT PLAQUE - Material: Cherry Laminate - White Full Colour Subplate - Schools to advise vendor of plaque commencement details	250	EACH
9	Overview	PLAQUES - with Board Logo - Lamacoid - Walnut finish plaque - laminate - c/w Board Logo - custom cast hand enamelled - 3D colour in PMS 287 blue and PMS 320 teal - Styrene and name bar - Gold tone inscription plate mounted on black backing plate		
	159500	PLAQUE - 4" X 6" - Elementary Sports Council - Material: wood laminate - 3.5" bright gold crest, enamel 2 colours: Pantone #387 Blue;320 Teal - 1.75" x 3" gold lamacoid engraving plate with black backer plate PLQ-TVSMML or Equivalent	347	EACH
10	159993	PLAQUE - 8" X 10" - for TVRA - Walnut laminate with gold aluminum sublimated full plate Strathcraft or Equivalent	12	EACH
11	159501	PLAQUE - 8" X 10"- Elementary Sports Council - Material: Wood Laminate - 3.5" bright gold crest, enamel 2 colours: Pantone #287 blue, #320 teal - 2.5" x 5" gold lamacoid engraving plate with black backer plate PLQ-TV810WL or Equivalent	44	EACH
12	159994	PLAQUE - 9" X 12" - FOR TVRA - Walnut laminate with gold aluminum sublimated full plate Strathcraft or Equivalent	121	EACH
13	159995	PLAQUE - PERPETUAL - 14" X 18" - TVRA - Walnut melamine finish with black edge - 4.5" x 6.25" walnut melamine header plaque with gold aluminum sublimated header plate with logo and text as required - 2 goldtone oakleaf mounts either side of header plaque - 26 gold aluminum engraving plates (size 0.75" x 2.5") mounted with nails - 2 goldtone maple leaf mounts bottom centre - Engraving charge for individual plates #PLQC-TVRA Strathcraft of Equivalent	1	EACH
14	159992	PLAQUE - TVRA - 5" X 7" - Walnut laminate with gold aluminum sublimated full plate Strathcraft or Equivalent	8	EACH
15	159504	PLAQUE 9" X 12" simulated walnut finish	22	EACH

Item	Product #	Description	Quantity	Unit of Measure
15	159504	- 5.5" bright gold crest, enamel 2 colours: Pantone #287 blue, #320 teal - gold lamacoid engraving plate with black backer plate PLQ-TV912WL or Equivalent	22	EACH
16	Overview	PLAQUES - with School Crest - Lamacoid - Walnut finish plaque - laminate - c/w School Crest - custom cast hand enamelled - Styrene and name bar - Gold tone inscription plate mounted on black backing plate		
	150397	PLAQUE - 4" X 6" (GENERIC SCHOOL USE) - Material: wood laminate - School to determine plaque details req'd. PLQ-TVSML or Equivalent	1	EACH
17	150398	PLAQUE - 5" X 7" (GENERIC SCHOOL USE) - Material: wood laminate - School to determine plaque details req'd. PLQ-TVSML or Equivalent	1	EACH
18	150399	PLAQUE - 8" X 10" (GENERIC SCHOOL USE) - Material: wood laminate - School to determine plaque details req'd. PLQ-TVSML or Equivalent	1	EACH
19	150400	PLAQUE - 9" X 12" (GENERIC SCHOOL USE) - Material: wood laminate - School to determine plaque details req'd. PLQ-TVSML or Equivalent	1	EACH
20	Overview	RIBBONS - 2" (50 mm) wide x 8" (200 mm), - Fused edges, satin material,c/w Board Logo & Victory Figure, Gold foil stamping (as per attached sample) or equivalent PACKAGING: MUST BE IN PACKAGES OF 50 PRICING: MUST BE PRICED PER EACH RIBBON		
	501895	1ST - RED STATE QUANTITY PER PACKAGE: _____	5110	EACH
21	501896	2ND - BLUE	7110	EACH
22	501897	3RD - WHITE	6110	EACH
23	501898	4TH - GOLD	4060	EACH
24	501899	5TH - GREEN	4060	EACH
25	501894	6TH - PINK	4060	EACH
26	150374	RIBBON - 2 TO 5TH - BADMINTON - TVRA, CENTRAL WEST - 2" X 8" - #74-20 OR EQUIVALENT	20	SET4
27	150373	RIBBON - 2 TO 6TH TVRA - TRACK & FIELD, TRI-COUNTY - 2" x 8" #74-20 Nothers or Equivalent	25	SET5

Item	Product #	Description	Quantity	Unit of Measure
28	150377	RIBBON - 2-5TH - BADMINTON - TVRA - EAST - 2" X 8" NOTHERS #74-20 OR EQUIVALENT	20	SET4
29	150376	RIBBON - 2-5TH - BADMINTON - TVRA - SOUTH - 2" X 8" NOTHERS #74-20 OR EQUIVALENT	20	SET4
30	150375	RIBBON - 2-5TH BADMINTON, TVRA, CENTRAL EAST - 2" X 8" Nother's #74-20 or Equivalent	20	SET4
31	150378	RIBBON - 2-6TH - TENNIS - TVRA - CENTRAL - 2" X 8" NOTHERS #74-20 OR EQUIVALENT	10	SET5
32	150379	RIBBON - 2-6TH - TENNIS - TVRA - TRI-COUNTY - 2" X 8" NOTHERS #74-20	10	SET5
33	159514	RIBBON - 2-6TH - TVRA - WEST WRESTLING - 2" X 8" - WITH GOLD IMPRINT	32	SET5
34	159511	RIBBON - 2-6TH - TVRA CENTRAL - 2" X 8" - WITH GOLD IMPRINT	10	SET5
35	150372	RIBBON - 2-6TH - TVRA TRACK & FIELD, CENTRAL - 2" X 8" #74-20 NOTHERS OR EQUIVALENT	25	SET5
36	159512	RIBBON - 2-6TH - TVRA TRI COUNTY - 2" X 8" - WITH GOLD IMPRINT	25	SET5
37	159510	RIBBON - 2-6TH - TVRA WRESTLING EAST - 2" X 8" #74-20 NOTHERS OR EQUIVALENT	8	SET5
38	159515	RIBBON - 2-8TH - TVRA - SWIMMING - 2" X 8" - WITH GOLD IMPRINT	75	SET7
39	159513	RIBBON - 3RD-8TH TVRA (6 COLOUR) - 2" X 8"	10	SET6
40	501890	RIBBON - OFFICIAL - 2" x 8" - PURPLE WITH GOLD IMPRINT #74-20 Nothers or Equivalent	10	EACH
41	159528	RIBBON - PARTICIPATION & FINISH (PURPLE) - 2" X 8" - purple with gold imprint - for event - sample/artwork to be provided w/ea. order - To be ordered by Dave Gosset ONLY.	27686	EACH
42	501893	RIBBON - PARTICIPATION - ORANGE - Imprinted with Gold Victory Symbol - 2" x 8"	6050	EACH

Item	Product #	Description	Quantity	Unit of Measure
43	159516	RIBBON - TVRA - SWIMMING - INDIVIDUAL - 2" X 8" - WITH GOLD IMPRINT	10	EACH
44	159517	RIBBON - TVRAA - SWIMMING - RELAY - 2" X 8" - WITH GOLD IMPRINT	10	EACH
45	Overview	WINIT SEALS - gold on black vinyl PACKAGING: PACKAGED 25 SEALS PER TITLE PRICING: MUST BE PRICED PER PACKAGE/25		
	500906	ACADEMIC - GOLD ON BLACK #6089G STATE QUANTITY PER PACKAGE:	14	PKG25
46	500908	ACHIEVEMENT - GOLD ON BLACK #1G	22	PKG25
47	500910	ART - GOLD ON BLACK #2G	13	PKG25
48	500912	ATTENDANCE - GOLD ON BLACK #2628G	2	PKG25
49	500914	AUDIO VISUAL - GOLD ON BLACK #6G	7	PKG25
50	500916	BAND - GOLD ON BLACK #7G	13	PKG25
51	500919	CHESS CLUB - GOLD ON BLACK #15G	11	PKG25
52	500920	CHOIR - GOLD ON BLACK - 16G	37	PKG25
53	500922	CITIZENSHIP - GOLD ON BLACK #19G	29	PKG25
54	500917	COMPUTER - GOLD ON BLACK #969G	3	PKG25
55	500924	DRAMA - GOLD ON BLACK #26G	19	PKG25
56	500923	FRENCH - GOLD ON BLACK #30G	9	PKG25
57	500925	GOOD EFFORT - GOLD ON BLACK #355G	118	PKG25
58	500926	HONOURS - GOLD ON BLACK #2790G	10	PKG25
59	500928	HOUSE LEAGUE - GOLD ON BLACK #41G	4	PKG25
60	500929	IMPROVEMENT - GOLD ON BLACK #42G	27	PKG25
61	500931	JUNIOR CHOIR - GOLD ON BLACK #17G	4	PKG25

Item	Product #	Description	Quantity	Unit of Measure
62	500930	LEADERSHIP - GOLD ON BLACK #45G	24	PKG25
63	500932	LIBRARY CLUB - GOLD ON BLACK #48G	6	PKG25
64	500934	MUSIC - BLACK ON GOLD #56G	15	PKG25
65	500937	PRIMARY CHOIR - GOLD ON BLACK #321G	7	PKG25
66	500938	PUBLIC SPEAKING - GOLD ON BLACK #70G	1	PKG25
67	500940	SAFETY PATROL - GOLD ON BLACK #76G	8	PKG25
68	500944	SCIENCE - GOLD ON BLACK #78G	1	PKG25
69	500936	SKIPPING - GOLD ON BLACK #6554G	11	PKG25
70	500946	SPECIAL SERVICE - GOLD ON BLACK #97G	26	PKG25
71	500952	VALEDICTORIAN - GOLD ON BLACK #197G	1	PKG25
72	500953	WRITING - GOLD ON BLACK #171G	3	PKG25
73	500951	YEARBOOK - GOLD ON BLACK #4489G	1	PKG25
74	Overview	WINIT SEALS - gold on black vinyl PACKAGING: PACKAGED 25 SEALS PER TITLE PRICING: MUST BE PRICED PER PACKAGE/25		
	500960	ATHLETICS - GOLD ON BLACK #99G	4	PKG25
75	500961	BADMINTON - GOLD ON BLACK #100G STATE QUANTITY PER PACKAGE: _____	3	PKG25
76	500962	BASKETBALL - GOLD ON BLACK #102G	29	PKG25
77	500966	BROOMBALL - GOLD ON BLACK #111G	1	PKG25
78	500970	CROSS COUNTRY - GOLD ON BLACK #114G	57	PKG25
79	500972	FLOOR HOCKEY - GOLD ON BLACK #4458G	8	PKG25
80	500976	GYMNASTIC CLUB - GOLD ON BLACK #773G	4	PKG25
81	500980	OFFICIAL	4	PKG25

Item	Product #	Description	Quantity	Unit of Measure
81	500980	- GOLD ON BLACK #59G	4	PKG25
82	500982	OLYMPIAD - GOLD ON BLACK #175G	3	PKG25
83	500981	PARTICIPATION - GOLD ON BLACK #404G	38	PKG25
84	500984	REFEREE - GOLD ON BLACK #74G	1	PKG25
85	500986	SOCCER - GOLD ON BLACK #145G	34	PKG25
86	500988	SOFTBALL - GOLD ON BLACK #148G	2	PKG25
87	500948	STUDENT COUNCIL - GOLD ON BLACK #89G	11	PKG25
88	500990	TRACK & FIELD - GOLD ON BLACK #156G	55	PKG25
89	500996	VOLLEYBALL - GOLD ON BLACK #160G	32	PKG25
90	500998	WRESTLING - GOLD ON BLACK #164G	5	PKG25
91	Overview	WINIT SEALS - silver on black vinyl PACKAGING: PACKAGED 25 SEALS PER TITLE PRICING: MUST BE PRICED PER PACKAGE/25		
	501002	BASKETBALL - BLACK ON SILVER #102S STATE QUANTITY PER PACKAGE:	5	PKG25
92	501016	CHOIR - SILVER ON BLACK #16S	1	PKG25
93	501010	SOFTBALL - SILVER ON BLACK #148S	1	PKG25
94	501011	TRACK & FIELD - SILVER ON BLACK #156S	3	PKG25
95	501012	VOLLEYBALL - SILVER ON BLACK #160S	7	PKG25