



TENDER #230 LIBRARY SUPPLIES

ISSUE DATE: Tuesday, March 15, 2011

Jennifer Frederickson, Buyer

Issued by: The Thames Valley District School Board

RETURN DATE and TIME: prior to 12:00:00 noon local time Wednesday, April 6, 2011

THAMES VALLEY DISTRICT SCHOOL BOARD
 2011 TENDER FOR LIBRARY SUPPLIES
 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.		
1.1	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 Library Supplies 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.		

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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		
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 file: Appendices230.xls with the following worksheets:		
2.2.1.10	Worksheet A: Terms and Conditions Response in Excel format - Electronic Response is Required		
2.2.1.11	Worksheet B: Specifications and Pricing in Excel format - Electronic Response is 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, 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: Tuesday, March 15, 2011		

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2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon local time Wednesday, April 6, 2011		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Jennifer Frederickson, Buyer, by Fax (519) 452-2399 or j.frederickson@tvdsb.on.ca no later than Tuesday March 29, 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: Jennifer Frederickson, Buyer. The TVDSB will only be bound by written answers to questions.		
2.5.3	Answers to all questions will be posted to the TVDSB web site at www.tvdsb.ca		
2.5.3.1	"Board"		
2.5.3.2	"Purchasing"		
2.5.3.3	"Bids"		
2.5.3.4	Scroll to the end of the document, click		
2.5.3.5	"Proceed to inquiry/download page"		
2.5.3.6	Proceed to the Bid, click		
2.5.3.7	"Answers to Questions"		
2.5.3.8	View documents in PDF format.		
2.5.3.9	All bid files are available for downloading at no charge from the TVDSB web site.		
2.5.3.10	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site. See Section 2.5.3.		
2.5.4	The addendum will be issued at least seven days prior to the closing date. If an addendum is issued within seven days of the closing date, the date will be extended accordingly.		
3.0	CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for one year, commencing on April 1, 2011 and unless otherwise provided herein, terminating on March 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, no later than 60 days prior to March 31, 2012.		

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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 March 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 March 31, 2014.		
3.2	PRICING		
3.2.1	Bidders must complete the pricing section - Worksheet B		
3.2.2	Bidders must print and sign Worksheet A: Terms and Conditions and Worksheet B: Specifications and Pricing.		
3.2.3	All charges must be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.4	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.		
3.2.5	Prices must remain in effect for the initial one year term of the contract, commencing on April 1, 2011 and ending March 31, 2012.		
3.2.6	The contract will be for a one year term ending March 31, 2012. Prices MUST remain firm for the first year of the contract and thereafter only manufacturer's price increases (supported by documentation) will be allowed.		
3.2.7	The TVDSB expects to order in multiple shipments over the length of this contract.		
3.2.8	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.		
3.2.9	Bidders should state any further discount, as a percentage, if all items are awarded to your company.		
3.2.10	The TVDSB would like to take advantage of any promotions, price decreases, rebates or new technologies available during the term of the contract. Detail your company's strategy related to future pricing, new hardware components or new technologies.		
3.3	TAXES		
3.3.1	GST, HST and PST: Where applicable, Goods & Services Tax and Provincial Sales Tax must be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
3.4	DELIVERY & ORDERING		
3.4.1	Delivery for all items will be directly to our Schools, Distribution Centre, Educational Resource Centre or Community Education Centres.		

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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.		
3.4.4	The successful bidder(s) bears the risk of loss with respect to supplies until delivery is complete.		
3.4.5	The TVDSB's purchase order number must appear on all packages, packing slips, correspondences, customs documentation and freight bills of lading.		
3.4.6	The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time must be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		
3.4.7	Not all goods will be ordered at one time; orders will be placed as requests are received from our schools.		
3.4.8	In 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.		
3.4.8.1	State minimum dollar value per order.		
3.4.9	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.		
3.4.9.1	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.		
3.4.9.2	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.		
3.4.9.3	Each school's order should contain their own packing slip.		
3.4.9.4	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.		
3.4.9.5	Our distribution centre will sign for delivery on all orders subject to inspection at the school.		
3.4.9.6	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		

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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 Worksheet B 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		
4.2.1	The quantities indicated are based on previous one year 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	BIDDER REQUIREMENTS		
4.3.1	The TVDSB prefers to establish a contract with one supplier for Library Supplies.		
4.3.2	For each requirement as described in Worksheet B, bidders must place a response in the appropriate column.		

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4.3.3	The list of basic requirements is detailed in Worksheet B - Specifications & Pricing. This list will be used to compare pricing and the discount offered from list price.		
4.3.4	Bidders must state the discount, from their list price, that they will offer the TVDSB on their complete product range.		
4.3.5	Bidders must submit a hard copy catalogue listing their complete product range.		
4.3.6	Bidders must state how often their catalogue is updated.		
4.3.7	Bidders should state if your company has an online catalogue.		
4.3.8	The Board reserves the right to sample the market for price comparisons to ensure competitive prices on all new products required.		
4.4	SUCCESSFUL BIDDER REQUIREMENTS		
4.4.1	The successful bidder will be required to submit an electronic spreadsheet file with their entire product listing to be used for ordering purposes by the TVDSB.		
4.4.2	The electronic file will include the following:		
4.4.2.1	Field #1 - Catalogue Number - maximum 15 characters		
4.4.2.2	Field #2 - Unit of Measure - maximum 5 characters		
4.4.2.3	Field #3 - Unit price - maximum 10 characters		
4.4.2.4	Field #4 - Page number in suppliers catalogue - maximum 4 characters		
4.4.2.5	Field #5 - Description - maximum 1000 characters		
4.4.3	The electronic file must be "NET" pricing reflecting the discount stated in this bid.		
4.4.4	The successful bidder must provide an updated price list to the TVDSB when new items are added but pricing must be held for the term of the contact.		
4.4.5	The successful bidder must provide a hardcopy catalogue to be distributed to approximately 220 TVDSB locations.		
4.5	RETURN OF GOODS POLICY		
4.5.1	The TVDSB will return any shipment (COLLECT) if, in our opinion, the product supplied does not conform to the specification and/or samples submitted in the bid.		
4.5.2	Bidders should state if there is a time limit on returning goods.		
4.5.3	Bidders should state if there is a "restocking charge" on any returned item and the amount or rate to be charged if goods are returned for any other reason than those stated in 4.4.1.		
4.5.4	Bidders should describe their procedure for returned goods with respect to:		
4.5.4.1	Packaging		
4.5.4.2	"Attention To" labeling		
4.5.4.3	Address to where returns should be shipped		
4.5.4.4	Method of shipment (company truck, courier, transport)		
4.5.4.5	If a return authorization number is required		
4.5.4.6	What charges apply and who is responsible for payment		

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4.5.5	The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		
4.6	ILLUSTRATIVE LITERATURE		
4.6.1	Bidders should submit ILLUSTRATIVE and SPECIFICATION INFORMATION for each item of which they have bid. Bidders who are bidding EXACTLY as specified do not need to supply this information. Bidders who are submitting a catalogue must indicate page number where the item is illustrated.		
4.6.1.1	Bidders should state if this literature can be obtained directly from the manufacturer via the internet.		
4.6.1.2	Bidders should state the web site addresses for each manufacturer.		
4.7	SAMPLES		
4.7.1	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.		
4.7.1.1	Samples requested should be clearly marked with the name of the bidder and the bid item number.		
4.7.2	Not all samples will be returned immediately. Those retained for quality control purposes or testing will be purchased and any item tested that proves defective will be returned		
4.7.2.1	Bidders should provide return instructions (i.e. address and authorization number) if required, for sample returns.		
4.8	SUBSTITUTIONS		
4.8.1	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.		
4.9	PRESENTATION/INTERVIEW/DEMONSTRATION		
4.9.1	Qualified bidders may be required to make a presentation/attend an interview at the bidders' own expense or arrange a visit for the evaluation committee to an existing installed location that matches the requirements of the bid. No bid alterations will be allowed. Notification will be given to qualified bidders as to time and place.		
4.10	ENVIRONMENT		
4.10.1	Bidder(s) should include a detailed description of any environmental initiative and how your program would be implemented and benefit TVDSB.		

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5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 120 days.		
5.1.2	A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. No facsimiles shall be accepted. The last submission shall supersede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda must be submitted to the "Tenders Clerk" in the same manner and within the same time constraints as the bid submission.		
5.1.3	A bidder may withdraw the bid at any time up to the official closing time by letter bearing his/her signature as it is in the submission. Withdrawal requests received after the closing date shall not be permitted. Submission withdrawals must be submitted to the "Tenders Clerk" in the same manner and within the same constraints as a bid submission.		
5.1.4	The issuance of this call for bids shall not constitute any obligation on the part of the TVDSB to any firm or individual who submits a bid.		
5.1.5	The bidder should have satisfactorily fulfilled all relevant obligations as required under the terms and conditions of any previous award in order to be considered as an acceptable bidder.		
5.1.6	The laws of the Province of Ontario shall govern in any dispute occasioned as a result of the performance or non-performance and/or workmanship of a contract issued pursuant to the bid and any dispute arising out of the issuance of and response to this bid.		
5.1.7	The TVDSB reserves the right to withdraw the award of the contract to a successful bidder(s) within 30 days of the award if in the opinion of the TVDSB the successful bidder(s) is unable or unwilling to enter into a form of contract satisfactory to the TVDSB. The TVDSB shall be entitled to do so without any liability being incurred by the TVDSB to the bidder		
5.1.8	The lowest or any bid submission may not necessarily be accepted. The TVDSB reserves the right to decline any or all bid submissions, or to cancel the bid call in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by the TVDSB to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal.		
5.1.9	All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.		
5.1.10	The TVDSB reserves the right to decline or purchase one or all items in this bid from one supplier or from multiple suppliers.		

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5.1.11	All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between TVDSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.		
5.1.12	The successful bidder(s) must not at any time subcontract any portion of its contract with the TVDSB nor shall it assign the contract without the written permission of the TVDSB. The successful bidder(s) must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		
5.1.13	While the TVDSB has used considerable efforts to ensure an accurate representation of information in this bid document, the information contained herein is contained solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the TVDSB, nor is it necessarily comprehensive or exhaustive. Nothing in this bid document is intended to relieve bidders from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		
5.1.14	The TVDSB may accept or waive a minor irregularity, or where practical to do so the TVDSB may as a condition of bid acceptance request a bidder to correct a minor irregularity with no change in bid price. Items of non compliancy on any bid submissions which do not strictly comply with the provisions, procedures and requirements of this bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the TVDSB. All bidders agree to provide all such additional information as, and when requested, at their own expense, provided no bidder in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its bid submission or in any way materially alter or add to the solution originally proposed.		
5.1.15	All TVDSB policies, procedures and regulations must be adhered to by the successful bidder(s).		
5.1.15.1	Smoking is prohibited in all TVDSB buildings and on all TVDSB property.		
5.1.15.2	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.15.3	The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		
5.1.16	The successful bidder(s) will reimburse the TVDSB for any damages through negligence or wilful acts of any of the successful bidder(s)' employees or contracted staff.		

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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.		
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		

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

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THAMES VALLEY DISTRICT SCHOOL BOARD
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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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.		
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	No supplier will be awarded any product that requires a Material Safety Data Sheet unless the bidder complies with the conditions above.		
5.6	COMMERCIAL LIABILITY INSURANCE		
5.6.1	The successful bidder(s) must be covered by Commercial General Liability Insurance throughout the term of the contract. Each bidder must state if it has Commercial General Liability Insurance Coverage.		
5.6.2	Each bidder should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$1 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$1 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$1 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.6.2.1	This liability policy shall contain the following coverage:		
5.6.2.2	Personal Injury & Property Damage		

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

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

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 WORKSHEET A: TERMS AND CONDITIONS

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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	The TVDSB reserves the right at any time after the closing date, to request from any bidder evidence of its financial standing and stability, including that of each of its officers, directors and principals. All bidders agree to provide at their own expense all such above-related information as may be requested by the TVDSB within four (4) days of the date of any such request.		
6.2.2	Bidders are required to list any and all pending or ongoing legal claims or disputes where the bidder could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
6.2.3	Bidders should state location of their distribution centre.		
7.0	BID SUBMISSION		
7.1	BIDDER'S RESPONSE GUIDE		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, bidders should use the same numbering format, as on this bid document.		
7.1.2	The bid submission must include:		
7.1.2.1	Printed and signed copies of all Worksheets		
7.1.3	One Diskette or CD with file names:		
7.1.3.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
7.1.3.2	Worksheet B: Specifications and Pricing in Excel format - Electronic response required		
7.1.4	It is the bidders responsibility to ensure that the necessary "files" are on the diskette or CD.		
7.1.5	Failure to respond in electronic format will deem the bid noncompliant.		

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THAMES VALLEY DISTRICT SCHOOL BOARD
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 WORKSHEET A: TERMS AND CONDITIONS

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

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<i>ITEM NO.</i>	<i>TERMS AND CONDITIONS</i>	<i>WILL COMPLY/WILL NOT COMPLY</i>	<i>COMMENT</i>
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.		

Jennifer Frederickson, Buyer
Purchasing Department

Tracy Grant
Chairperson

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.0	ELECTRONIC BIDDING INSTRUCTIONS		
9.1	DOWNLOADING BID DOCUMENTS		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
9.1.2	Click "Board"		
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, USB Port or CD Burner.		
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	Appendices230.xls		
9.4.5	To start the process open the Excel files and complete as instructed.:		

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THAMES VALLEY DISTRICT SCHOOL BOARD
 2011 TENDER FOR LIBRARY SUPPLIES
 WORKSHEET A: TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.5	THE RETURN DISKETTE, MEMORY STICK OR CD:		
9.5.1	After all bids have been entered:		
9.5.1.1	Copy all the Worksheets to either a 3.5" diskette, memory stick or CD using your company's standard CD Writing program.		
9.5.1.2	Check to ensure that the "files" are on the diskette, memory stick or CD. Without these files we will not be able to download your bid.		
9.5.1.3	Be sure to label your diskette, memory stick or CD with company name and signature.		
9.6	LABELING OF ENVELOPE, DISKETTE, MEMORY STICK OR CD		
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	Library Supplies Tender		
9.6.10	Bid #230		
9.6.11	RETURN DATE and TIME: prior to 12:00:00 noon local time Wednesday, April 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	Library Supplies Tender		
9.7.3	Bid #230		
9.7.4	RETURN DATE and TIME: prior to 12:00:00 noon local time Wednesday, April 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 Worksheets. All required Worksheets 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:		

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

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THAMES VALLEY DISTRICT SCHOOL BOARD
2011 TENDER FOR LIBRARY SUPPLIES
WORKSHEET B: SPECIFICATIONS AND PRICING

ITEM #	DESCRIPTION	ITEM # OR EQUIVALENT	QTY	UNIT PRICE	UNIT OF MEASURE	YOUR MAKE/MODEL	COMMENTS
1	Adhesive - 8 oz., secures loose labels, pages signatures and hinges	Brodart #40405	1		each		
2	Bag - for large books, 12 1/2" x 14", 4 mil clear polypropylene, interlocking snaps on handles	Brodart #44458004	25		each		
3	Bag Rack - two tier, wall mount, aluminum rods, holds up to 30 bags up to 30"H, c/w mounting hardware	Brodart #44466001	3		each		
4	Bag Stand - 65 1/4"H x 24"W x 22"D, 1/4" welded steel, to hang large, heavy books, hold 175 hanging bags	Brodart #28248001	1		each		
5	Binder Tape - 2"W X 25 feet long, single stitched, gray	Brodart #42037013	1		roll		
6	Binder Tape - single-stitched, 1 1/2" X 25'	Brodart #42038003	1		roll		
7	Book Covers - 5 mil clear flexible polypropylene, centre strip release liner, repositionable delay bond adhesive	Brodart #75166003	1		each		
8	Book Covers - Econo-Fold, 1.5 Mil, 10"H	Brodart #10601102	1		100/pkg		
9	Book Covers - Fold-On 1.5 Mil, Polyester , 300' roll	Brodart #10344001	3		roll		
10	Book Covers - Just-A-Fold 1.5 Mil Super Clear, 10" H X 21" L	Brodart #10409603	1		100/pkg		
11	Book Covers - Just-A-Fold 1.5 Mil Super Clear, 14" H, 300' roll	Brodart #10515601	1		roll		
12	Book Jacket Cover - 2 mil, 300'L x 14"H, lo-luster roll pre-folded top edge for even alignment, adjustable polyester covers	Brodart #10622004	1		roll		
13	Book Jacket Cover - 2.5 mil, clear, 15 1/2" H, 25 covers with adhesive strip	Brodart #20414004	1		25/pkg		
14	Book Jacket Cover - pre-cut, 2 mil, polyester strips	Brodart #55500001	1		2000/roll		

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WORKSHEET B: SPECIFICATIONS AND PRICING

ITEM #	DESCRIPTION	ITEM # OR EQUIVALENT	QTY	UNIT PRICE	UNIT OF MEASURE	YOUR MAKE/MODEL	COMMENTS
15	Book Pocket - 4 3/4"H x 3 1/2"W with 3 3/4"H pocket, back style, double adhesive strips	Brodart #23 528 001	1		500/box		
16	Book Pocket - 4 3/4"H x 3 1/2"W with 3 3/4"H pocket	Brodart #23528901	3		100/box		
17	Book Pockets - full back adhesive, 4 3/4"H x 3 1/2"W with 3 3/4"H pocket, acid free, manila	Brodart #23628001	1		500/box		
18	Book Support - 5 3/8 x 4 3/4, plain base, metal, archival safe powder coat finish, no sharp edges, rubber cork base, plain base for stack shelves	Brodart #44751	61		each		
19	Book Support - 5 3/8" x 4 3/4", metal, archival safe powder coat finish, no sharp edges, rubber cork base	Brodart #44742	36		each		
20	Book Support - 9" x 6", metal, archival safe powder coat finish, no sharp edges, rubber cork base	Brodart #44744	10		each		
21	Book Support - 9" x 6", plain base, metal, archival safe powder coat finish, no sharp edges, rubber cork base, plain base for stack shelves	Brodart #44750	1		each		
22	Book Tub - plastic, open design, 6"H x 12"W x 15"D	Brodart #26108	6		each		
23	Card Pockets - clear, 2 mil, self adhesive, recessed top, overall size:5 1/4" X 4", insert size:5" X 3 1/2", holds book cards, due date cards, brochures	Brodart #44461001	6		100/pkg		

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WORKSHEET B: SPECIFICATIONS AND PRICING

ITEM #	DESCRIPTION	ITEM # OR EQUIVALENT	QTY	UNIT PRICE	UNIT OF MEASURE	YOUR MAKE/MODEL	COMMENTS
24	Cart - book display, c/w 18 small tubs, 4 locking casters, 36"H x 41"W x 17"D, c/w displayers	Brodart #26102	1		each		
25	Cart - collapsible, 18 1/2"H x 16 1/2"W x 16 1/2"D. telescoping handle, black plastic frame	Brodart #49615	2		each		
26	Cloth Tape - 14.5 mil, waterproof, 4"W x 30 Yards L, maroon, release back liner, for hardback book spine reinforcing and repair, for colour coding files and storage boxes	Brodart #35354076	1		roll		
27	Corner Savers - 10 mil, clear, for book, map, and poster corners	Brodart #35014001	3		100/pkg		
28	Corner Savers - cloth, release back liner	Brodart #35070	1		96/pkg		
29	C-View Label Protectors - 1 1/2 x 3 1/4, 4 mil, matte vinyl protectors	Brodart #55279005	50		500/roll		
30	C-View Label Protectors on rolls, 1 1/2" x 4", 4 mil, matte vinyl protectors	Brodart #55279002	6		500/roll		
31	C-View Label Protectors on sheets, 1 1/2" x 3 1/4", 4 mil	Brodart #55275005	1		500/sheet		
32	Date Due Slips - 4 columns, 5" x 3", gummed back, moisten and apply, white bond paper with black ink	Brodart #23233111	1		100/pkg		
33	Date Due Slips - 4 columns, 6" X 3", gummed back, moisten and apply, white bond paper with black ink	Brodart #24161011	14		100/pkg		
34	Date Due Slips - blank top, date due, borrower's name and room number , weight light, white	Brodart #23251001	200		1000/pkg		
35	Date Due Slips - blank top, date due, borrower's name and room number, weight medium, white	Brodart #23251006	1		1000/pkg		

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WORKSHEET B: SPECIFICATIONS AND PRICING

ITEM #	DESCRIPTION	ITEM # OR EQUIVALENT	QTY	UNIT PRICE	UNIT OF MEASURE	YOUR MAKE/MODEL	COMMENTS
36	Disc Binder - holds 12 discs, full sleeve, snap shut closure	Brodart #83874001	20		each		
37	Disc Binder Sleeves - for disc binder, two hole, two capacity polyester sleeves	Brodart #83582002	1		50/pkg		
38	DVD Caddi - black polypropylene, safe release hub, c/w literature tabs	Brodart #85500001	400		each		
39	File Folder Tabs - 5 1/2H x 2 3/4W x 3/8 Dangled and repositionable folder tabs, 2" writing space	Brodart #32183001	1		50/pkg		
40	Folder - 8" long, cattle bone,	Brodart #42051	1		each		
41	Label - Maple Leaf Classification	Brodart #55021023	2		500/box		
42	Label Holder - clear plastic, slips over shelving up to 1" thick, c/w white paper inserts	Brodart #44728001	6		10/pkg		
43	Label Holder - flat, clear, plastic, label holder snaps on front of the support to identify shelf contents	Brodart #44515001	20		each		
44	Label Holder Inserts - white paper inserts, for use with clear clip-on label holders	Brodart #44724001	1		500/pkg		
45	Label Holders - magnetic, 3" x 4", c/w holder and blank paper label inserts	Brodart #44717002	1		25/pkg		
46	Label Protectors - 1 12" x 3", 1 mil, extends the life of labels, transparent, self adhesive	Brodart #55229109	1		1000/roll		
47	Label Protectors - 2 mil, clear, 1 1/4" x 3 1/8", adhesive	Brodart #55276005	3		1000/roll		
48	Label Protectors - 2" x 2 1/2", 2 mil, permanent, pressure sensitive adhesive	Brodart #55276006	1		1000/roll		
49	Label Protectors - 2" x 3", 4 mil, clear gloss, adheres to fabric, binders, books, metal and other media	Brodart #55775002	3		100/roll		
50	Label Protectors - 7/8" X 2 3/8", 2 mil, perfect for bar codes, clear gloss finish for scanning	Brodart #55247101	1		1000/roll		

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THAMES VALLEY DISTRICT SCHOOL BOARD
2011 TENDER FOR LIBRARY SUPPLIES
WORKSHEET B: SPECIFICATIONS AND PRICING

ITEM #	DESCRIPTION	ITEM # OR EQUIVALENT	QTY	UNIT PRICE	UNIT OF MEASURE	YOUR MAKE/MODEL	COMMENTS
51	Label - continuous label sets, 1 1/8" x 7/8" and 1 7/16" x 2 7/8", smudge proof with radius corners to resist lifting, compatible with: BIB, LS, MAC, P1	Brodart #55 350 001	50		1000/pkg		
52	Literature Displayer - three 9" x 11 1/2" horizontal pockets, predrilled for mounting, c/w hardware, plastic	Brodart #85260024	1		each		
53	Literature Holders -- spring loaded, clear acrylic, for wall/countertop, 11 3/4"H x 4 1/2"W x 5 1/4"D for tri folds and brochures	Brodart #81320001	1		each		
54	Magazine Covers - 10 mil, clear, vinyl, covers are elector-welded to reinforce edges	Brodart #51430005	12		each		
55	Magazine Displayer - hold 10 magazines, freestanding, single sided, pockets are 9"W	Brodart #85964	1		each		
56	Magazine Holder - 10 1/2"H x 8 3/4"W x 2 1/2"D, pockets are 8 1/2"W x 1"D, acrylic, molded in keyhole for wall mounting	Brodart #81380001	1		each		
57	Magazine Holder - spring loaded, clear acrylic, for wall/countertop, 11 3/4"H x 9 1/8"W x 5 1/4"D	Brodart #81321001	3		each		
58	Magazine Holder Inserts - plastic holders, fits standard three-ring binders, maximum insert size 11"H, overall size 11 1/2"H	Brodart #51435001	7		12/pkg		
59	Magazine Savers - 10 1/4" TO 10 7/8"H X 8 1/2"W, 10 mil, clear vinyl front and back	Brodart #51430004	36		each		

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60	Magazine Spinner - 36 pockets, header sign, four 2" casters, pockets are 9"H x 8 1/2"W x 1 5/8"D, holds up to 216 1/4" thick magazines	Brodart #6346001C	1		each		
61	Media Bag - 4 mil polyethylene, 9 1/4" X 12 1/2", curved handles, easy open and close, seven snaps,	Brodart #44480003	25		each		
62	Pamphlet Displayer - eight pockets, designed for corner display, 40"H x 8 1/2"W x 1 1/2"D, wire rack	Brodart #81074	1		each		
63	Pamphlet Holder - 7"H x 18 1/4"W x 3 3/4"D, clear acrylic, mounts to metal cabinets with tape or wood panels with velcro tape, four-pockets	Brodart #87147003	1		each		
64	Pamphlet Holder - 7 3/4"H X 6 3/4"W X 3 3/8"D, clear acrylic, for a tabletop	Brodart #81351001	1		each		
65	Paper Labels - archival DRA, continuous sets, 1" x 1 1/4" and 1 1/4" x 2 5/8", acid free	Brodart #55370002	1		1000/pkg		
66	Portfolio - archival safe, includes spine insert content identification, 24 top loading pages with black acid free mounting paper	Brodart #49329010	1		each		
67	Shelf File - 11 1/2" H X 4" W X 9" D, heavy duty, corrugated	Brodart #52836011	20		each		
68	Shelf Files - corrugated board, for magazines, periodicals and pamphlets	Brodart #52839	24		each		
69	Shelf Label Holders - 1/2" x 3", clear PVC with peel and stick adhesive back	Brodart #44780001	1		50/pkg		
70	Shelf Label Holders - magnetic, 1/2"H X 6"W	Brodart #44768001	12		12/box		

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71	Shelf Markers - vinyl, extend beyond material to remain visible, identify shelf sections, subject areas or marks where material was removed, various colours	Carr McLean #L23-100	2		24/pkg		
72	Sign Holder - 11"H X 8 1/2"W X 2 1/4"D, acrylic, double sided, vertical	Brodart #81614001	12		each		
73	Sign/Poster Holder - 11"H X 8 1/2"W X 3"D, holds signs on standard letter sized paper, clear acrylic double sided, top opening	Brodart #28796003	1		each		
74	Spine Protectors - cloth, release back liner	Brodart #35050	1		24/pkg		
75	Squeegee - plastic, for laminate and label application	Brodart #11120101	1		each		
76	Storage Bag - 10" x 8 1/2", 4 mil, holds book, maps, cd's and dvd's, open and snap close handles	Brodart #44460002	125		each		
77	Storage Bag - 13 1/4" x 10", 4 mil, holds diskettes, manual and photos, open and snap close handles	Brodart #44460004	25		each		
78	Storage Bag - 13 1/4" x 13 5/8", 4 mil, holds large books and prints, open and snap close handles	Brodart #44460005	100		each		
79	Storage Bag - 25" x 20", 4 mil, holds big book, games and posters, open and snap close handles	Brodart #44460011	70		each		
80	Tape - 3" x 45', repair and protection tape, 3.5 mil polyethylene, 15 yard roll	Brodart #32850003	1		roll		
81	Tape - book repair, c/w split release liner, 4" X 16 yards, clear	Brodart #32446004	2		roll		
82	Tape - clear, 3.5 mil, 45 lbs tensible strength	Brodart #32440001	100		roll		
83	Tape - clear, 3.5 mil, 4"W x 15 yards,	Brodart #32245006	10		roll		
84	Tape - clear, 3.5 mil, acid free, 2"W X 30 yards	Brodart #32246004	3		roll		

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85	Tape - clear, 3.5 mil, acid free, 3"W X 15 yards	Brodart #32245005	12		roll		
86	Tape - clear, 3.5 mil, acid free, 3"W X 30 yards	Brodart #32246005	1		roll		
87	Tape - filament, 6 mil, 3" core, glass filaments for extra strength, 600 yard roll	Brodart #32398002	2		roll		
88	Tape - invisible, ideal for mending pages, 1/2 inch wide x 36 yards, 1" core	Carr McLean #62-001	12		each		
89	Tape Strips - velcro, self adhesive, 2"H x 5"W	Brodart #81633001	1		2/pkg		
90	Tape, Book Repair - 4"W X 15 yard roll, black, split back release	Brodart #32145002	1		roll		
91	Tattle Tape - B2 strips, detection strips for periodicals, double sided adhesive	Brodart #30225002	1		1000/box		
92	Trifold/Brochure Holder - 7"H X 4 1/4"W X 2 3/4"D, clear acrylic, for tabletop, slant-back	Brodart #81354001	2		each		

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