



MAPS AND GLOBES

TENDER

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1.0 INTRODUCTION

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 Thames Valley District School Board is one of the largest public school boards in the province of Ontario. The TVDSB is the employer of approximately 8,000 staff and operates 184 schools with an estimated enrollment of 77,000 students. The TVDSB is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford.

SECTION 1.1 PURPOSE/OBJECTIVES

1.1.1 The TVDSB is soliciting bids for the purpose of providing Maps and Globes to our schools, subject to the conditions herein.

2.0 BID DEFINITIONS AND INFORMATION**SECTION 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**” - 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**” - Bidders “**should**” include the required information in bid submission.

2.1.1.3 The word “**NONCOMPLIANT**” - Bids 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 all or any portion 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 in 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.

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- 3.1.2 The TVDSB may, at the end of this contract, extend the contract for a period of three additional years in (1) one year increments and will advise the bidder, in writing, of their intentions.

SECTION 3.2 PRICING

- 3.2.1 Bidders **must** complete the pricing section (Worksheet B) which is installed using the setup.exe file.
- 3.2.1.1 Bidders **must** print and sign Worksheet B.
- 3.2.2 All charges **must** be included in the cost of the item. Prices quoted **must** be for goods and services exactly as specified and in Canadian funds.
- 3.2.3 Prices **must** include delivery. F.O.B. destination. **NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.**
- 3.2.4 Prices should remain in effect for the initial one year term of the contract, commencing on April 01, 2008 and ending March 31, 2009.
- 3.2.5 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, 2010.
- 3.2.6 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, 2011.
- 3.2.7 Price increases during the contract term are subject to the approval of the TVDSB and will be limited to proof of manufacturers' industry increases in written form from the successful vendor.

SECTION 3.3 TAXES

- 3.3.1 GST 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.

SECTION 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 order(s).
- 3.4.3 The successful bidder(s) bears the risk of loss with respect to equipment until delivery and/or installation is complete.
- 3.4.4 The TVDSB's Purchase Order Number should appear on all packages, packing slips, correspondence, 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. Time is of the essence; it is one of our criteria's we considered in the decision and award of this contract and for 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.

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- 3.4.7 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 any of these shipments will arrive packaged & labeled PER SITE ready for us to forward on directly to the school with no further packaging or resorting required.
- 3.4.8 State Minimum Dollar Value per order.

SECTION 3.5 INVOICING/PAYMENT TERMS

- 3.5.1 All invoices **must** be sent to the Thames Valley District School Board, 1250 Dundas Street, P.O. 5888, London, Ontario N6A 5L1. Attention: Accounts Payable.
- 3.5.2 Applicable taxes should 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. All invoices received without a Purchase Order number will be returned unpaid.

4.0 SPECIFICATIONS/REQUIREMENTS

SECTION 4.1 QUALITY/WARRANTY

- 4.1.1 Unless otherwise specified supplies and services **must** be new items, 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 for the guidance of bidders. Alternate items of equal quality will be considered. Manufacturers’ name and model number should be indicated in the appropriate field **FOR EVERY ITEM BID in Specifications List - Worksheet B.**
- 4.1.3 In addition to price, quality and suitability to school use will be the considered. Delivery lead times, service, performance record, manufacturer’s warranties and the value of the overall award will be also taken into consideration when awarding this contract.
- 4.1.4 The determination of equal quality will be based on our internal professional opinions.
- 4.1.5 Any material, equipment, service or work ordered, which in the opinion of the TVDSB, does not completely fulfill the specifications, **must** be removed and/or completed at the expense of the successful bidder(s) and be replaced immediately with the material, equipment, services or work that fulfills the specifications or sample quality.

SECTION 4.2 QUANTITY/TERM

- 4.2.1 The quantities indicated are based on our actual previous years purchases and the projected current year capital projects. Quantities are subject to equipment breakdowns, user requests, program changes and budget approval and 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.

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SECTION 4.3 REQUIREMENTS/CATALOGUE

- 4.3.1 The requirements are detailed in **Specifications List - Worksheet B**
- 4.3.2 For each requirement as described in **Worksheet B**, bidders **must** place a response in the appropriate column.
- 4.3.3 The successful bidder(s) should be certified dealers/distributors of the manufacturer of the products they are proposing.
- 4.3.4 The successful bidder will be required to submit an electronic file (Excel, ASCII, Lotus) with their entire product listing to be used for ordering purposes by the TVDSB.
 - 4.3.4.1 **The file MUST contain the following fields:**
 - Field #1 - Cat #**
 - Field #2 - Unit of Measure**
 - Field #3 - Unit Price**
 - Field #4 - Page Number**
 - Field #5 - Catalogue Description**
- 4.3.5 Bidders should state the discount, from their list price, that they will offer the TVDSB on their complete product range.
- 4.3.6 The TVDSB reserves the right to sample the market for price comparisons to ensure competitive prices on products required.
- 4.3.7 Bidders **MUST** submit a catalogue illustrating pricing and listing their complete product range.

SECTION 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 4.4.1
- 4.4.4 Bidders should describe their procedure for "Returned Goods" with respect to:
 - 4.4.4.1 Packaging
 - 4.4.4.2 "Ship To" address (labelling)
 - 4.4.4.3 Method of shipment (company truck, courier, transport)
 - 4.4.4.4 If a return authorization number is required
 - 4.4.4.5 What charges apply and who is responsible for payment. The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.

SECTION 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 Not all samples will be returned immediately. Those retained by quality control purposes or testing will be purchased and any item tested that proves defective will be returned.
 - 4.5.2.1 Bidders should provide return instructions (i.e. address and authorization number) if required, for sample returns.

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SECTION 5.0 TERMS AND CONDITIONS**SECTION 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 supercede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda **must** be submitted to the "Tender Clerk's" Box 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 "Tender Clerk's" box 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 **must** 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 nonperformance 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 within 30 days of the award if in the opinion of the TVDSB the successful bidder 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.
- 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. 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 **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 **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 compliance 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.
- 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 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 will reimburse the TVDSB for any damages through negligence or willful 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 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.

SECTION 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 fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder 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 for damages that result from the breach of the terms and conditions of the contract, by the successful bidder.
- 5.2.2 The TVDSB shall have the right to retain and set off from any monies payable to the successful bidder 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 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 for any indebtedness of the supplier that may impact on the TVDSB.
- 5.2.4 The successful bidder shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either the successful bidder, the TVDSB's staff or third party interruptions.
- 5.2.5 In the event that the successful bidder becomes insolvent, and/or the successful bidder 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 with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this Bid.

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SECTION 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. 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 right, title and interest that they have in the bid submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.
- 5.3.2 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.

SECTION 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:
<http://www.ilo.org>
<http://www.ilo.org/public/english/comp/child/policy/towards.htm>

SECTION 5.5 HEALTH, SAFETY REGULATIONS

- 5.5.1 The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers **must** be trained in WHIMS in accordance with Occupational Health and Safety Act Regulations. They **must** adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.
- 5.5.2 The TVDSB reserves the right to request to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.
- 5.5.3 Where applicable, the TVDSB will give preference to products made with non natural rubber latex (synthetic.) Bidders should indicate any products containing natural rubber latex and its percentage content in Worksheet A.

SECTION 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.

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- 5.6.2 Each bidder **must** 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 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.

This liability policy shall contain the following coverage:

Personal Injury & Property Damage
 Non-Owned Automobile Liability
 Owners and Contractors Protective Coverage
 Contractual Liability
 Broad Form Property Damage
 Products & Completed Operation Insurance
 Contingent Employees Liability
 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 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 or its employees or subcontractors during the performance of its obligations under the contract.
- 5.6.4 The successful bidder 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 willful acts on the part of the successful bidder or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.

SECTION 5.7 MOTOR VEHICLE LIABILITY INSURANCE

- 5.7.1 Bidders **must** state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.
- 5.7.2 In the event of an affirmative answer to 5.7.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the Contract. If the bidder's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.7.3 to subsection 5.7.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.
- 5.7.3 Bidders **must** show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1million on all personally owned vehicles)per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder further agrees to maintain that good standing throughout the term of the contract. 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:

Third Party Liability Coverage in the form of OAP-1

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- 5.7.4 Upon an award to the successful bidder by the TVDSB, the successful bidder 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 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 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 or any of its representatives or employees by way of the ownership or operation of an automobile.

6.0 BIDDER PROFILE

SECTION 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: (i) agency name, (ii) address, (iii) contact person, (iv) telephone number.

SECTION 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 The successful bidder(s) and their employees 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.

7.0 BID SUBMISSION

SECTION 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 this bid document.
- 7.1.2 A signed copy of the following **must** be returned for your bid submission to be accepted:
 - Section 10.0 - Signature Page
 - Worksheet A - Terms and Conditions Response in Excel format - electronic response is required.
 - Worksheet B - Specifications in Excel format - electronic response is required
- 7.1.3 It is the bidders responsibility to ensure that the necessary "**files**" are on the diskette or CD.
- 7.1.4 If the diskette or CD is not returned or does not have the files shown in the Terms and Conditions document, your bid will be rejected. The TVDSB will only accept bids received on properly completed and functional diskettes.
- 7.1.5 Failure to respond in electronic format will deem the bid noncompliant.
- 7.1.6 All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.6 - Labelling Instructions).

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- 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. (except specifically requested material, such as the detailed specification sheets, colour charts etc.)

8.0 AWARD

SECTION 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. Preference will be given to suppliers with retail outlet locations.
- 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.

SECTION 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 at www.tvdsb.on.ca "Purchasing Bids", "Electronic Bidding Instructions, Bid Download and Bid Results", Scroll to the end of the document, click "**Proceed to inquiry/download page**". Proceed to the Bid, click "**Results - Check Mark**", View documents in PDF format.

All bid files are available for downloading at no charge from the TVDSB web site.

MAPS AND GLOBES

TERMS AND CONDITIONS

9.0 INSTRUCTIONS**SECTION 9.1 DOWNLOADING BID DOCUMENTS**

- 9.1.1 All documents are available from the TVDSB Web Site at www.tvdsb.on.ca
- Click "**Purchasing - Bids**" icon
 - Click "**Electronic Bidding Instructions, Bid Download and Bid Results**" or "**Bids**"
 - Read instructions
 - Click "**Proceed to Inquiry/Download page**"
 - Click on the "**Name of the Bid**" to view documents in PDF format.
 - Click on the "**NEW**" logo to download the executable files for preparing and submitting your bid.
- All bid files are available for downloading at no charge from the TVDSB web site.

SECTION 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

SECTION 9.3 COMPUTER SYSTEM REQUIREMENTS

- Microsoft Windows, **version 9.5 or greater**
- 2.5 MB available hard drive space
- 3 ½ 1.44 MB diskette drive or CD Burner.

SECTION 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 these 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:
- Go to **Windows Explorer**
 - Click on **C:\ drive**
 - Open the folder "**lbtender**"
 - The following files will be installed in the C:\lbtender directory
 - Appendices.xls
 - To start the process open the Appendices file and complete as instructed.

SECTION 9.5 RETURN DISKETTE OR CD:

- 9.5.1 After all bids have been entered:
- Copy all Appendixes to either a 3.5" Diskette or CD using your company's standard CD Writing program.
 - Check to ensure that the "files" are on the diskette or CD. Without these files, we will not be able to download your bid.
- Be sure to label your diskette or CD with company name and signature.

MAPS AND GLOBES

TERMS AND CONDITIONS

SECTION 9.6 LABELING OF ENVELOPE AND DISK

9.6.1 PLEASE ADDRESS BID ENVELOPE AS SHOWN BELOW:

From: _____ Firm Name
_____ Address

<p>OFFICE OF THE TENDERS CLERK Thames Valley District School Board EDUCATION CENTRE, 1250 Dundas Street, LONDON, Ontario N5W 5P2</p>
MAPS AND GLOBES TENDER #08-242 Return Date: Wednesday, April 2, 2008 12:00:00 local time

9.6.2 PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:

THAMES VALLEY DISTRICT SCHOOL BOARD
MAPS AND GLOBES TENDER #08-242
Return Date: Wednesday, April 2, 2008 12:00:00 local time
Signature: _____
Firm Name: _____

MAPS AND GLOBES

TERMS AND CONDITIONS

10.0 SIGNATURE PAGE

This page **must** be completed, signed below and must be included with your submission for your bid to be accepted.

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.

I/We the undersigned are duly authorized to execute this bid on behalf of:

NAME: _____
(Please print)

TITLE: _____

SIGNATURE: _____

FIRM NAME: _____

State the legal entity that your organization operates under:

- Proprietorship Partnership
- Corporation

If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:

Name of each individual Partner or Correct Legal Name of Corporation: _____

E-MAIL ADDRESS: _____

ADDRESS: _____

INTERNET ADDRESS: _____

TELEPHONE NO.: _____ FAX NO.: _____

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:

Firm Name: _____

Firm Address: _____

Telephone Number: _____ Fax Number: _____

Contact Person: _____ Email Address: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
WORKSHEET A - VENDOR RESPONSE

#08-242M

All Terms and Conditions require a response: bidders must supply the applicable information or respond with will comply/ will not comply for			
BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.1.1	The TVDSB is soliciting bids for the purpose of providing Maps and Globes to our schools, subject to the conditions herein.		
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" - 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" - Bidders "should" include the required information in bid submission.		
2.1.1.3	The word "NONCOMPLIANT" - Bids 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 all or any portion 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: 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 in 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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BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
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.		
2.2.1	Bidders must use the electronic bidding file (setup.exe) which is available on the Internet at www.tvdsb.on.ca , "Purchasing Bids", "Electronic Bidding Instructions", "Bid Download and Bid Results", Scroll to the end of the document, click "Proceed to inquiry/download page". Proceed to the Bid, click "New" Icon. The setup.exe file contains the following Appendices: Worksheet A - Vendor Response Worksheet - Electronic response is required Worksheet B - Specifications - Electronic response is required		
2.3.1	Sealed Tenders must be returned to: Tenders Clerk's box, Main Floor Reception, Education Centre Thames Valley District School Board, 1250 Dundas Street, London, Ontario, N6A 5L1		
2.3.2	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.3 - Labelling of Envelope and diskette or CD).		
2.3.3	The bid submission must be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.3.4	Delivery to the "Tenders Clerk" is the responsibility of the bidder.		
2.3.5	Submissions received late or by electronic transmission (i.e., fax/e-mail) shall not be accepted.		
2.3.6	Late bids will be returned unopened to a bidder, if a return address is included on the submission envelope.		
2.4.1	ISSUE DATE: Wednesday, March 13, 2008		

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BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
2.4.2	RETURN DATE and TIME: prior to 12:00:00 local time Wednesday, April 02, 2008.		
2.5.1	All questions pertaining to this bid document must be addressed to:, Barbara Murch, Buyer, by Fax (519) 452-2399 or by e-mail at b.murch@tvdsb.on.ca. All questions pertaining to this bid document must be submitted in writing.		
2.5.2	Questions concerning the terms and conditions of the bid document whether made orally or in writing, to any individual other than indicated above may, at the sole discretion of the TVDSB, render your submission noncompliant. Direct questions in written form only to: Barbara Murch. The TVDSB will only be bound by written answers to questions.		
2.5.3	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site. See Section 2.5.2.		
3.1.1	The term of this agreement shall be for (1) one year, commencing on April 01, 2008 and unless otherwise provided herein, terminating on March 31, 2009.		
3.1.2	The TVDSB may, at the end of this contract, extend the contract for a period of three additional years in (1) one year increments and will advise the bidder, in writing, of their intentions.		
3.2.1	Bidders must complete the pricing section (Worksheet B) which is installed using the setup.exe file.		
3.2.1.1	Bidders must print and sign Worksheet B.		
3.2.2	All charges must be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds.		
3.2.3	Prices must include delivery. F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.		

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BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
3.2.4	Prices should remain in effect for the initial one year term of the contract, commencing on April 01, 2008 and ending March 31, 2009.		
3.2.5	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, 2010.		
3.2.6	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, 2011.		
3.2.7	Price increases during the contract term are subject to the approval of the TVDSB and will be limited to proof of manufacturers' industry increases in written form from the successful vendor.		
3.3.1	GST 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.		
3.4.1	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 order(s).		
3.4.3	The successful bidder(s) bears the risk of loss with respect to equipment until delivery and/or installation is complete.		
3.4.4	The TVDSB's Purchase Order Number should appear on all packages, packing slips, correspondence, customs documentation and freight bills of lading.		

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BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
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. Time is of the essence; it is one of our criteria's we considered in the decision and award of this contract and for 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 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 any of these shipments will arrive packaged & labeled PER SITE ready for us to forward on directly to the school with no further packaging or resorting required.		
3.4.8	State Minimum Dollar Value per order.		
3.5.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, P.O. 5888, London, Ontario N6A 5L1. Attention: Accounts Payable.		
3.5.2	Applicable taxes should 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. All invoices received without a Purchase Order number will be returned unpaid.		

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BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
4.1.1	Unless otherwise specified supplies and services must be new items, 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 for the guidance of bidders. Alternate items of equal quality will be considered. Manufacturers' name and model number should be indicated in the appropriate field FOR EVERY ITEM BID in Specifications List - Worksheet B.		
4.1.3	In addition to price, quality and suitability to school use will be the considered. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will be also taken into consideration when awarding this contract.		
4.1.4	The determination of equal quality will be based on our internal professional opinions.		
4.1.5	Any material, equipment, service or work ordered, which in the opinion of the TVDSB, does not completely fulfill the specifications, must be removed and/or completed at the expense of the successful bidder(s) and be replaced immediately with the material, equipment, services or work that fulfills the specifications or sample quality.		

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BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
4.2.1	The quantities indicated are based on our actual previous years purchases and the projected current year capital projects. Quantities are subject to equipment breakdowns, user requests, program changes and budget approval and 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.		
4.3.1	The requirements are detailed in Specifications List - Worksheet B		
4.3.2	For each requirement as described in Worksheet B, bidders must place a response in the appropriate column.		
4.3.3	The successful bidder(s) should be certified dealers/distributors of the manufacturer of the products they are proposing.		
4.3.4	The successful bidder will be required to submit an electronic file (Excel, ASCII, Lotus) with their entire product listing to be used for ordering purposes by the TVDSB.		
4.3.4.1	The file MUST contain the following fields: Field #1 - Cat # Field #2 - Unit of Measure Field #3 - Unit Price Field #4 - Page Number Field #5 - Catalogue Description		
4.3.5	Bidders should state the discount, from their list price, that they will offer the TVDSB on their complete product range.		
4.3.6	The TVDSB reserves the right to sample the market for price comparisons to ensure competitive prices on products required.		
4.3.7	Bidders MUST submit a catalogue illustrating pricing and listing their complete product range.		

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BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
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 4.4.1		
4.4.4	Bidders should describe their procedure for "Returned Goods" with respect to:		
4.4.4.1	Packaging		
4.4.4.2	"Ship To" address (labelling)		
4.4.4.3	Method of shipment (company truck, courier, transport)		
4.4.4.4	If a return authorization number is required		
4.4.4.5	What charges apply and who is responsible for payment. The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		
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	Not all samples will be returned immediately. Those retained by quality control purposes or testing will be purchased and any item tested that proves defective will be returned.		
4.5.2.1	Bidders should provide return instructions (i.e. address and authorization number) if required, for sample returns.		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 120 days.		

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BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
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 supercede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda must be submitted to the "Tender Clerk's" Box 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 "Tender Clerk's" box 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 must 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 nonperformance 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 within 30 days of the award if in the opinion of the TVDSB the successful bidder 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.		

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BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
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.		
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. 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 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 must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		

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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.		
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 is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		

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BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.1.16	The successful bidder will reimburse the TVDSB for any damages through negligence or willful 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 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.		
5.2.1	The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder 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 for damages that result from the breach of the terms and conditions of the contract, by the successful bidder.		

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BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful bidder 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 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 for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful bidder shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either the successful bidder, the TVDSB's staff or third party interruptions.		
5.2.5	In the event that the successful bidder becomes insolvent, and/or the successful bidder 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 with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this Bid.		

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All Terms and Conditions require a response: bidders must supply the applicable information or respond with will comply/ will not comply for			
BID TERM NO.	TERMS & CONDITIONS RESPONSE	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. 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 right, title and interest that they have in the bid submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as th		
5.3.2	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.		
5.4.1	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.		

THAMES VALLEY DISTRICT SCHOOL BOARD
WORKSHEET A - VENDOR RESPONSE

#08-242M

All Terms and Conditions require a response: bidders must supply the applicable information or respond with will comply/ will not comply for			
BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
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: http://www.ilo.org http://www.ilo.org/public/english/comp/child/policy/towards.htm		
5.5.1	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHIMS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.5.2	The TVDSB reserves the right to request to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		
5.5.3	Where applicable, the TVDSB will give preference to products made with non natural rubber latex (synthetic.) Bidders should indicate any products containing natural rubber latex and its percentage content in Worksheet A.		
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.		

THAMES VALLEY DISTRICT SCHOOL BOARD
WORKSHEET A - VENDOR RESPONSE

#08-242M

All Terms and Conditions require a response: bidders must supply the applicable information or respond with will comply/ will not comply for			
BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.6.2	<p>Each bidder must 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 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.</p> <p>This liability policy shall contain the following coverage: Personal Injury & Property Damage Non-Owned Automobile Liability Owners and Contractors Protective Coverage Contractual Liability Broad Form Property Damage Products & Completed Operation Insurance Contingent Employees Liability Cross Liability Clause and Severability of Interest Clause</p>		
5.6.3	<p>Upon an award to the successful bidder(s) by the TVDSB, the successful bidder 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 or its employees or subcontractors during the performance of its obligations under the contract.</p>		

THAMES VALLEY DISTRICT SCHOOL BOARD
WORKSHEET A - VENDOR RESPONSE

#08-242M

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BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.6.4	The successful bidder 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 willful acts on the part of the successful bidder or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
5.7.1	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.		

THAMES VALLEY DISTRICT SCHOOL BOARD
WORKSHEET A - VENDOR RESPONSE

#08-242M

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BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.7.3	<p>Bidders must show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1million on all personally owned vehicles)per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder further agrees to maintain that good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the Third Party Liability Coverage in the form of OAP-1</p>		
5.7.4	<p>Upon an award to the successful bidder by the TVDSB, the successful bidder 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 or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.</p>		

THAMES VALLEY DISTRICT SCHOOL BOARD
WORKSHEET A - VENDOR RESPONSE

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All Terms and Conditions require a response: bidders must supply the applicable information or respond with will comply/ will not comply for			
BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.7.5	The successful bidder 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 or any of its representatives or employees by way of the ownership or operation of an automobile.		
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: (i) agency name, (ii) address, (iii) contact person, (iv) telephone number.		
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	The successful bidder(s) and their employees 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.		
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 this bid document.		

THAMES VALLEY DISTRICT SCHOOL BOARD
WORKSHEET A - VENDOR RESPONSE

#08-242M

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BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
7.1.2	A signed copy of the following must be returned for your bid submission to be accepted: Worksheet A - Terms and Conditions Response in Excel format - electronic response is required. Worksheet B - Specifications in Excel format - electronic response is required		
7.1.3	It is the bidders responsibility to ensure that the necessary "files" are on the diskette or CD.		
7.1.4	If the diskette or CD is not returned or does not have the files shown in the Terms and Conditions document, your bid will be rejected. The TVDSB will only accept bids received on properly completed and functional diskettes.		
7.1.5	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.6	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.6 - Labelling 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. (except specifically requested material, such as the detailed specification sheets, colour charts etc.)		
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. Preference will be given to suppliers with retail outlet locations.		

THAMES VALLEY DISTRICT SCHOOL BOARD
WORKSHEET A - VENDOR RESPONSE

#08-242M

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BID TERM NO.	TERMS & CONDITIONS RESPONSE	WILL COMPLY/WILL NOT COMPLY	COMMENT
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.		
8.2.1	The results of this bid will be posted to the TVDSB Web Site as soon as decisions have been made at www.tvdsb.on.ca Scroll to the end of the document, click "Proceed to inquiry/download page". Proceed to the Bid, click " Results - Check Mark", View documents in PDF format. All bid files are available for downloading at no charge from the TVDSB web site.		

WORKSHEET B - MAPS GLOBES 2008

Item No.	Description	Quantity	Unit Price	Total Price	Comment
1	Map-Canada Map Floor Puzzle Item SCHOLAR'S CHOICE MOYER #354428 or equivalent	1			
2	Map-Combo Canada, and World - WALL (2 SHEETS ON SPRING ROLLER) RAND MCNALLY CANADA #618-22135-0 or equivalent	1			
3	Map-World M Series Wall SCHOLAR'S CHOICE MOYER 692-886408725 or equivalent	1			
4	Map-Essential Classroom Wall Maps - WORLD - SCHOOL SPECIALTY P/N 131-28464UM or equivalent	1			
5	Map-Canada Mounted Roller WINTERGREEN P/N UCN-239 or equivalent	1			
6	Map-Sculptural Relief World NYSTROM/HERFF JONES CANADA DIV # ISR99 or equivalent	1			
7	Map-North America TITLE : Intermediate Physical-Political RAND MCNALLY & COMPANY ISBN : 270121390 or equivalent	1			
8	Map - TITLE : My Place on the Map NELSON THOMSON LEARNING ISBN : 0-17-6265945 or equivalent	1			
9	Map HARD COVER, TITLE : Map Keys S & B BOOKS LTD. ISBN : 0-516-27773-1 or equivalent	1			
10	Map-TITLE : On A Map (level 5) NATIONAL GEOGRAPHIC ISBN : GC41496 or equivalent	1			
11	Map-TITLE : On A Map (Level 5) NATIONAL GEOGRAPHIC P/N GC41496, 6 pack ISBN : GC41495 or equivalent	1			
12	Map-TITLE : A Map of Our School Factivity - Social Studies - Time, People, Places, and Environments Strand PEARSON EDUCATION CANADA ISBN : S05968 or equivalent	2			
13	Map-Canada/World - RAND MCNALLY - #118106236 or equivalent	1			
14	Map-World Map - SUPREME DISTRIBUTORS - L 2341-00 or equivalent	2			
15	Map-Globe Pioneer Globe - CARR MCLEAN - English 94-552 or equivalent	1			
16	Globe - NORTHWEST SCIENTIFIC SUPPLY #686N3100 or equivalent	1			
17	Globe - All purpose Relief Globe BOREAL LABORATORIES LTD Cat. # 68631-00 or equivalent	1			

FIRM NAME: _____

SIGNATURE: _____

WORKSHEET B - MAPS GLOBES 2008

Item No.	Description	Quantity	Unit Price	Total Price	Comment
18	Globe-Explorer Globe (français) - EXCLUSIVE EDUCATIONAL PRODUCTS -5882F or equivalent	1			
19	Globe-World Globe - SCHOLASTIC CANADA LTD #1505 or equivalent	1			
20	Globe-Pioneer Globe - English CARR MCLEAN 94-552 or equivalent	1			
21	Globe-All purpose Relief Globe - BOREAL LABORATORIES LTD Cat. # 68631-00 or equivalent	2			
22	Globe-Explorer Globe (français) - EXCLUSIVE EDUCATIONAL PRODUCTS 5882F or equivalent	1			
23	Globe-World Globe - SCHOLASTIC CANADA LTD #1505 or equivalent	1			
24	Map-Canada Map Floor Puzzle - SCHOLAR'S CHOICE MOYER Item #354428 or equivalent	1			
25	Map-2 Wall Map Combo Canada, and World (2 sheets on a spring roller) - RAND MCNALLY CANADA #618-22135-0 or equivalent	1			
26	Map-World M Series Wall Map - SCHOLAR'S CHOICE MOYER 692-886408725 or equivalent	1			
27	Map- Essential Classroom Wall Maps -World Map SCHOOL SPECIALTY CANADA P/N 131-28464UM or equivalent	1			
28	Map-Canada Mounted Roller Map - WINTERGREEN P/N UCN-239 or equivalent	1			
29	Map-Sculptural Relief World Map - NYSTROM/HERFF JONES CANADA DIV # ISR99 or equivalent	1			
30	Map-TITLE : Intermediate Physical-Political North America Map RAND MCNALLY & COMPANY ISBN : 270121390 or equivalent	1			
31	Map-TITLE : My Place on the Map - NELSON THOMSON LEARNING ISBN : 0-17-6265945 or equivalent	1			
32	Map-Cover Hard TITLE : Map Keys - S & B BOOKS LTD ISBN : 0-516-27773-1 or equivalent	1			
33	Map-TITLE : On A Map (Level 5) 6 pack - NATIONAL GEOGRAPHIC Product #GC41496, ISBN : GC41495	2			
34	Map-TITLE : A Map of Our School Factivity - Social Studies - Time, People, Places, and Environments Strand - PEARSON EDUCATION CANADA ISBN : S05968 or equivalent	1			

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SIGNATURE: _____

WORKSHEET B - MAPS GLOBES 2008

Item No.	Description	Quantity	Unit Price	Total Price	Comment
35	Map-Canada/World Map - RAND MCNALLY CANADA #118106236 or equivalent	1			
36	Map-World Map - SUPREME DISTRIBUTORS - L 2341-00 or equivalent	2			
37	Globe-Globe Elementary- Meridian Mounted- 30 cm - RAND MCNALLY #512-13122-M or equivalent	1			
38	Map - Canada, Political - Wall Mounted English text - RAND MCNALLY 214-10623-3 or equivalent	1			
39	Map-Map Political, World-70 x 50 inches - RAND MCNALLY 114-12185-0 or equivalent	1			
40	Map-Map Rack - 4 Maps Wall mount c/w Spring roller & brackets accommodates 4 maps - RAND MCNALLY 10416900-2 or equivalent	1			
41	Map-Map Combo - World and Canada - set of 4: Political World Map, Physical World Map, Political Canada Map, and Physical Canada Map - NYSTROM/HERFF JONES CANADA DIV # 1MPL9911 or equivalent	18			
42	Globe - Adventurer Globe - LOUISE KOOL & GALT 224-37500 or equivalent	6			
43	Globe-Meridian Mounted Globe - RAND MCNALLY & COMPANY TITLE : Elementary Political 30 cm ISBN : 51213122M or equivalent	6			
44	Map-Map of World and Canada - NYSTROM/HERFF JONES CANADA DIV # 1PRS9911 or equivalent	3			
45	Map-Map Canada- 50"W x 32"H - RAND MCNALLY M SERIES ISBN # 0-88640-874-1or equivalent	5			
46	Map-Map World 50"W x 32"H - RAND MCNALLY "M SERIES" ISBN # 0-88640-872-5 or equivalent	5			
47	Atlas du Canada Beauchemin erd edition Atlas du Canada Beauchemin - GROUPE BEAUCHEMIN, EDITEUR LTD Item #13309 or equivalent	35			
48	Atlas mondial Beauchemin Atlas mondial Beauchemin 4th edition - GROUPE BEAUCHEMIN, EDITEUR LTD Item #13317 or equivalent	25			
49	Atlas- Junior - OXFORD UNIVERSITY PRESS Item #541058 or equivalent	35			
50	Atlas of Weather - SCHOLASTIC CANADA LTD Item #1252569 or equivalent	1			
51	Scholastic Atlas of Space SCHOLASTIC CANADA LTD Item #1399444 or equivalent	1			

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WORKSHEET B - MAPS GLOBES 2008

Item No.	Description	Quantity	Unit Price	Total Price	Comment
52	Atlas - Collins Canadian World -NELSON THOMSON LEARNING Item #0006395902 or equivalent	1			
53	ATLAS - COLLINS CDN RING BINDER WORLD - NELSON THOMSON LEARNING Item #0006395953 or equivalent	20			
54	Atlas -Teacher Resource with CD ROM - PEARSON EDUCATION CANADA Item #0130393096 or equivalent	2			
55	Atlas - PEARSON EDUCATION CANADA Item #0130393118 or equivalent	38			
56	Atlas - Soft Cover [MOE Textbook Funds] PEARSON EDUCATION CANADA Item #0131225065 or equivalent	20			
57	Atlas - Hardcover - Deliver to A. Robinson - PEARSON EDUCATION CANADA Item #0132284057 or equivalent	36			
58	Atlas - AUTHOR : Quentin Stanford OXFORD UNIVERSITY PRESS Item #145418956 or equivalent	35			
59	Atlas - World 4th Edition - NELSON THOMSON LEARNING Item #0176075380 or equivalent	31			
60	ATLAS -CANADA - NELSON THOMSON LEARNING Item #0176183043 or equivalent	42			
61	Atlas - OXFORD UNIVERSITY PRESS Item #0195413091 or equivalent	3			
62	ATLAS - CANADIAN OXFORD SCHOOL 8TH EDITION - OXFORD UNIVERSITY PRESS Item #0195418956 or equivalent	69			
63	Atlases & Teacher Resource Binder in a set of 30 - OXFORD UNIVERSITY PRESS Item #0195423321 or equivalent	3			
64	ATLAS - WORLD GEOGRAPHY - RAND MCNALLY & COMPANY Item #528177900 or equivalent	3			
65	Atlas - MacMillan School - NELSON THOMSON LEARNING Item #0771582692 or equivalent	3			
66	Atlas - The Integrated Atlas - History and Geography of Canada and the World - NELSON THOMSON LEARNING Item #0774714387 or equivalent	3			
67	Atlas - Canada and the World - NYSTROM/HERFF JONES CANADA DIV Item #0782508952 or equivalent	3			
68	Atlas - Student Edition - PEARSON EDUCATION CANADA Item #01301225065 or equivalent	3			

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WORKSHEET B - MAPS GLOBES 2008

Item No.	Description	Quantity	Unit Price	Total Price	Comment
69	Atlas - Hardcover - PEARSON EDUCATION CANADA Item #01322840057 or equivalent	3			
70	Atlas - My World, An Elementary Atlas - DUVAL HOUSE PUBLISHING Item #1552205924 or equivalent	3			
71	Atlas - My World, An Elementary Atlas, Teachers Guide - DUVAL HOUSE PUBLISHING Item #1554460530 or equivalent	3			
72	ATLAS - CANADIAN, 7TH EDITION - OXFORD UNIVERSITY PRESS Item #1954130910 or equivalent	15			
73	Atlas - 8 Resource AUTHOR : Quentin Stanford - OXFORD UNIVERSITY PRESS Item #1954418964 or equivalent	3			
74	Atlas - L'Atlas du monde - EDITIONS DU RENOUVEAU Item #2761321037 or equivalent	3			
75	Atlas - Pearson School Edited By: Robert Morrow - PEARSON EDUCATION CANADA Item #9780130393111 or equivalent	3			
76	Atlas - Oxford Canadian 8th Edition - OXFORD UNIVERSITY PRESS Item #9780195418958 or equivalent	3			
77	Atlas - Canadian Oxford, 8/e - OXFORD UNIVERSITY PRESS Item #9780195419399 or equivalent	3			
78	Atlas - Collins Canadian Discovery World - NELSON THOMSON LEARNING Item #0-00-639590-2 or equivalent	3			
79	Atlas - PEARSON EDUCATION CANADA Item #0-13- 0393118 or equivalent	3			
80	Atlas - Soft Cover - PEARSON EDUCATION CANADA Item #013-122506-5 or equivalent	3			
81	Atlas - Reward Package - Prentice Hall - PEARSON EDUCATION CANADA Item #013-122940-0 or equivalent	3			
82	Atlas - World - NELSON THOMSON LEARNING Item #0- 17-607538-0 or equivalent	3			
83	Atlas - Canadian Soft Cover Item #0-17-618304-3 or equivalent	3			
84	Atlas - Teacher's Copy - OXFORD UNIVERSITY PRESS Item #0-19-541896-4 or equivalent	3			
85	ATLAS - MACMILLAN - NELSON THOMSON LEARNING Item #0-7715-8269-2 or equivalent	3			

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WORKSHEET B - MAPS GLOBES 2008

Item No.	Description	Quantity	Unit Price	Total Price	Comment
86	Atlas - Canada and the World - NYSTROM Item #0-7825-0895-2 or equivalent	3			
87	Atlas - Map Explorer - Product Code - 930AME - NYSTROM/HERFF JONES CANADA DIV Item #0-7825-1070-1 or equivalent	3			
88	Atlas - World - RAND MCNALLY & COMPANY Item #0-88640-666-8 or equivalent	3			
89	Atlas - Canada & World - RAND MCNALLY & COMPANY Item #0-88640-688-9 or equivalent	3			
90	Atlas - Beginner's Classroom - RAND MCNALLY & COMPANY Item #0-88640-921-7 or equivalent	3			
91	Atlas - Canada and The World Grades 2 - 4 Classroom set of 30 - RAND MCNALLY & COMPANY Item #130-17779-X or equivalent	9			
92	Atlas - 2006 Edition Classroom Canada and the World and accompanying Teacher's Guide, Grades 4-9 (30 volumes)(1 class set) - RAND MCNALLY & COMPANY Item #1301779X or equivalent	3			
93	Atlas - scolaire du Canada et du monde - RAND MCNALLY & COMPANY Item #190-00922-5 or equivalent	3			
94	Atlas - PUBLISHER : Rand McNally - Classroom Set of 30 Atlases and 1 Teacher's Guide - RAND MCNALLY & COMPANY Item #190-17779-X or equivalent	6			
95	Atlas - Teachers' Resource for Oxford - OXFORD UNIVERSITY PRESS Item #19-5418964 or equivalent	3			
96	Atlas - 8th Ed. Canadian - OXFORD UNIVERSITY PRESS Item #19-5419391 or equivalent	12			
97	Atlas du Canada - Canadian atlas to support grade 7 and 8 geography program - GROUPE BEAUCHEMIN, EDITEUR LTD Item #2-7616-1330-9 or equivalent	3			
98	Atlas Junior avec liens internet - STOOP, LUCY ANN - AGENT Item #2-7625-2121-1 or equivalent	3			
99	Atlas Mondial Oxford - CHENELIERE/MCGRAW-HILL Item #2-7650-0495-1 or equivalent	6			
100	ATLAS - CANADIAN - RAND MCNALLY CANADA Item #528-1779-X or equivalent	3			
101	ATLAS - SCHOOLHOUSE ILLUSTRATED ATLAS OF THE WORLD - SCHOLAR'S CHOICE MOYER Item #692-528934589 or equivalent	3			

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SIGNATURE: _____

WORKSHEET B - MAPS GLOBES 2008

Item No.	Description	Quantity	Unit Price	Total Price	Comment
102	Atlas - Exploring Our World Primary Program Student Book 24-Pack Grades K - 3 - RAND MCNALLY CANADA Item #88640-019-8 or equivalent	3			
103	Atlas - Canada & the World - NYSTROM/HERFF JONES CANADA DIV Item #930-ACW or equivalent	3			
104	Atlas - Canadian Junior - OXFORD UNIVERSITY PRESS Item #978-0-19-541357-1 or equivalent	3			
105	Atlas - Program - 30 Atlases, student activity binder with copymasters and guide - NYSTROM Item #9ACW100 or equivalent	3			
106	Atlas - Student A package of 6 Student Atlases - RAND MCNALLY & COMPANY Item #L2455-00 or equivalent	3			
107	Atlas - Nat. Geo. Atlas of the World 8thed - WORLD ALMANAC EDUCATION Item #LH13140 or equivalent	3			
108	Atlas - National Geographic Atlas of the World - WORLD ALMANAC EDUCATION Item #LL13140 or equivalent	3			
109	Atlas - Canada and the World - NYSTROM Item #O-7825-0895-2 or equivalent	3			
110	Atlas - Complete Atlas Program Set of Atlas includes 30 atlases, student activities, teacher's guide, and 30 two-sided desk maps (NYSTROM). ISBN # of the atlas is 0-7825-0895-2 Item #9ACW100 or equivalent	3			
111	Atlas - (Hardcover) FREE - 15 Pearson School Atlas (Softcover) 1 - Companion e-Atlas - PEARSON EDUCATION CANADA Item #0130393118 or equivalent	3			
112	ATLAS - 9JAC PRIMARY JUMBO - (NYSTROM) Item # or equivalent	3			
113	ATLAS - 9MEA100 MAP EXPLORER ATLAS PROGRAM 30 ATLAS, GUIDE - (NYSTROM) Item # or equivalent	3			
114	ATLAS - Classroom Set of 30 Atlases 930-ACW - NYSTROM/HERFF JONES CANADA DIV Item # or equivalent	3			
115	Atlas - Canada and the World Program - 30 atlases - teacher binder - copy master and guide - NYSTROM/HERFF JONES CANADA DIV Item # or equivalent	3			

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WORKSHEET B - MAPS GLOBES 2008

Item No.	Description	Quantity	Unit Price	Total Price	Comment
116	Atlas - Canada and the World Program Single Atlas - NYSTROM/HERFF JONES CANADA DIV Item # or equivalent	3			
117	ATLAS - KINGFISHER CHILDREN'S - SUPREME BASICS Item # or equivalent	3			

FIRM NAME: _____

SIGNATURE: _____