

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 77,000 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 Long Distance Phone Services, 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.on.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 an " Appendices " file with the following worksheets:		
2.2.1.10	Worksheet A: Terms and Conditions in Excel format		
2.2.1.11	Worksheet B: Requirements and Pricing in Excel format		
2.2.1.12	Worksheet C: Locations in Excel format		
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 and diskette or CD).		
2.3.9	The bid submission must be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.3.10	Delivery to the "Tenders Clerk" is the responsibility of the 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: February 02, 2010		

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2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon, local time, Tuesday, February 23, 2010		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Cheryl MacKenzie, by Fax (519) 452-2399 or email at c.mackenzie@tvdsb.on.ca. All questions pertaining to this bid document should 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 to: Cheryl MacKenzie. 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 2.2.		
3.0	CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for one to five years, dependent on pricing in Worksheet B commencing the first year on March 1, 2010 and unless otherwise provided herein, terminating on August 31, 2011.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of up to five (5) years in one (1) year increments and will advise the bidder in writing of their intentions.		
3.1.3	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a second year ending August 31, 2012		
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 August 31, 2013.		
3.1.5	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a fourth year ending August 31, 2014.		
3.1.6	Bidders should state if your company would agree to extending this contract with the same terms and conditions for a fifth year ending August 31, 2015.		
3.2	PRICING		
3.2.1	Bidders must complete the pricing section which is installed using the setup.exe file - Appendices - Worksheet B - Requirements and Pricing (see Section 9.0 - Electronic Bidding Instructions).		
3.2.2	Bidders must print and sign Appendices.		
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.		

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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 should remain in effect for the initial term of the contract, commencing on March 1, 2010 and ending August 31, 2011.		
3.2.6	The TVDSB will not expect any price increases for the exact configuration quoted during the roll out.		
3.2.7	The TVDSB would like to take advantage of any promotions, price decreases, rebates or new technologies available during the term of the contract. Detail your company's strategy related to future pricing, new hardware components or new technologies.		
3.3	TAXES		
3.3.1	GST and PST or HST: 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. A list of all locations+B212 is shown in Worksheet C.		
3.4.2	The TVDSB reserves the right to add or delete sites as schools open and close over the length of this contract.		
3.4.3	The successful bidder(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping or installation.		
3.4.4	The successful bidder(s) bears the risk of loss with respect to equipment until delivery and/or installation is complete.		
3.4.6	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of landing.		
3.4.7	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.		
3.4.8	Not all goods will be ordered at one time; orders will be placed as requests are received from our schools.		
3.5	INVOICING/PAYMENT TERMS		
3.5.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Accounts Payable.		
3.5.2	Applicable taxes must be shown as separate line items on all invoices.		
3.5.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.5.3.1	Bidders should state percentage discount for early payment and net payment terms.		
3.5.4	Purchase order numbers must be stated on all invoices; invoices without will be returned unpaid.		

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3.5.5	The TVDSB prefers to receive an electronic invoice that can be imported into our Financial System. This file can be an Excel Spreadsheet or an ASCII file. Bidders should state if they can provide invoices in this manner.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	QUALITY		
4.1.1	Unless otherwise specified, supplies must be new, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the TVDSB pertaining to items being rejected is final.		
4.1.2	The determination of equal quality will be based on our internal professional opinions.		
4.1.3	In addition to price, quality and suitability to school use will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will also be taken into consideration when awarding this contract.		
4.1.4	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
4.1.5	The successful bidder(s) must carry out all work to the satisfaction of the TVDSB. All trade work is to be performed by appropriately certified staff.		
4.2	QUANTITY/TERM		
4.2.1	This contract that will be awarded to one supplier. Bidders who cannot provide a complete range of services will not be considered.		
4.3	REQUIREMENTS		
4.3.1	The requirements are detailed in Worksheet B - Requirements and Pricing.		
4.3.1.1	Complies: The system fully meets the requirement.		
4.3.1.2	Deviates: The system partially meets the requirements. For each response, describe what specifically is and is not available. Also indicate how the system would achieve the requested functionality.		
4.3.1.3	Planned/In Development: State Date Available.		
4.3.1.4	Not planned. No intent to provide the requirement.		
4.3.2	The successful bidder(s) should be a certified dealer/distributor of the manufacturer of the equipment/products they are proposing.		
4.3.3	The successful bidder(s) must have the proprietary right or license to use software being provided or imbedded in the hardware that is being provided.		
4.4	IMPLEMENTATION		
4.4.1	Bidder(s) should state implementation date.		
4.5	SUBSTITUTIONS		

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4.5.1	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 our Distribution Centre. 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.		
4.6	PRESENTATION/INTERVIEW/DEMONSTRATION		
4.6.1	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.		
4.7	TRAINING / SUPPORT		
4.7.1	Installation, training and support services are a consideration in awarding this bid. Include any and all support and implementation services your company will provide, identifying certification relevant to the support role envisioned.		
4.8	WARRANTY AND MAINTENANCE		
4.8.1	Bidders should state mean time to repair commitments in the event of service disruption and associated penalties in the event of extended outages.		
4.8.2	Bidders should include a statement outlining your company's quality assurance philosophy and program. This statement should detail how your company will respond to:		
4.8.2.1	Service related problems		
4.8.2.2	Quality problems		
4.8.3	The TVDSB reserves the right to initiate a survey to measure customers' satisfaction.		
4.90	STATISTICAL DATA		
4.9.1	The successful bidder(s) should be capable of supplying the TVDSB with statistical data in a spreadsheet (Excel) or flat ASCII format. The data would include number called, number calling, duration, date, time, etc.		
5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 120 days.		
5.1.2	A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. No facsimiles shall be accepted. The last submission shall supersede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda must be submitted to the "Tenders Clerk" in the same manner and within the same time constraints as the bid submission.		

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5.1.3	A bidder may withdraw the bid at any time up to the official closing time by letter bearing his/her signature as it is in the submission. Withdrawal requests received after the closing date shall not be permitted. Submission withdrawals must be submitted to the "Tenders Clerk" in the same manner and within the same constraints as a bid submission.		
5.1.4	The issuance of this call for bids shall not constitute any obligation on the part of the TVDSB to any firm or individual who submits a bid.		
5.1.5	The bidder should have satisfactorily fulfilled all relevant obligations as required under the terms and conditions of any previous award in order to be considered as an acceptable bidder.		
5.1.6	The laws of the Province of Ontario shall govern in any dispute occasioned as a result of the performance or non-performance and/or workmanship of a contract issued pursuant to the bid and any dispute arising out of the issuance of and response to this bid.		
5.1.7	The TVDSB reserves the right to withdraw the award of the contract to a successful bidder(s) within 30 days of the award if in the opinion of the TVDSB the successful bidder(s) is unable or unwilling to enter into a form of contract satisfactory to the TVDSB. The TVDSB shall be entitled to do so without any liability being incurred by the TVDSB to the bidder		
5.1.8	The lowest or any bid submission may not necessarily be accepted. The TVDSB reserves the right to decline any or all bid submissions, or to cancel the bid call in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by the TVDSB to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal.		
5.1.9	All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.		
5.1.10	The TVDSB reserves the right to decline or purchase one or all items in this bid from one supplier or from multiple suppliers.		
5.1.11	All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between TVDSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.		

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

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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		
5.3.1	Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application pursuant to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a bid submission or an addendum may contain a trade secret of the bidder, intellectual property right of the bidder, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		

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5.3.2	A bidder specifically consents to the disclosure of any and all information contained in their bid submission or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all rights, titles and interests that they have in the bid submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.		
5.3.3	All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.		
5.4	HUMAN RIGHTS AND CHILD LABOUR LAWS		
5.4.1	Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Bidders wishing to do business with the TVDSB are asked to promote the purchase of goods from companies that operate in full compliance with the laws of their respective countries and with all applicable child labour laws, rules and regulations related to hiring, wages, hours worked, overtime and working conditions.		
5.4.2	Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.4.3	For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.4.3.1	http://www.ilo.org		
5.4.3.2	http://www.ilo.org/public/english/comp/child/policy/towards.htm		
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 label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the TVDSB reserves the right to invoice the successful bidder(s) for the cost of certification/replacement.		
5.5.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB must ensure that the machine, device, tool, equipment or service complies with the Occupational Health and Safety Act and Regulations of Industrial Establishments. The burden of proof rests with the supplier.		
5.5.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/ products are not acceptable. If applicable, the successful bidder(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		

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5.5.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in 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.		
5.5.5	The TVDSB reserves the right to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		
5.6	WORKPLACE SAFETY AND INSURANCE BOARD		
5.6.1	The successful bidder(s) must ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.		
5.6.2	The successful bidder(s) must furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board. This certification is to be furnished prior to the commencement of this contract. The good standing must be maintained throughout the contract. It is the responsibility of the Contractor to ensure that the Workplace Safety & Insurance Board Certificate is updated every sixty (60) days. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.6.3	All workplace injuries or accidents on TVDSB property must be reported by the successful bidder(s) to the TVDSB's representative within 24 hours.		
5.7	COMMERCIAL LIABILITY INSURANCE		
5.7.1	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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5.7.2	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 \$5 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 \$5 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 \$5 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.		
5.7.2.1	This liability policy shall contain the following coverage:		
5.7.2.2	Personal Injury & Property Damage		
5.7.2.3	Non-Owned Automobile Liability		
5.7.2.4	Owners and Contractors Protective Coverage		
5.7.2.5	Contractual Liability		
5.7.2.6	Broad Form Property Damage		
5.7.2.7	Products & Completed Operation Insurance		
5.7.2.8	Contingent Employees Liability		
5.7.2.9	Cross Liability Clause and Severability of Interest Clause		
5.7.3	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.		
5.7.4	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 willful 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.		
5.8	MOTOR VEHICLE LIABILITY INSURANCE		
5.8.1	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.		

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5.8.2	In the event of an affirmative answer to 5.8.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the Contract. If the bidder's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.8.3 to subsection 5.8.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.8.3	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 \$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(s) further agrees to maintain that good standing throughout the term of the contract.		
5.8.3.1	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:		
5.8.3.2	Third Party Liability Coverage in the form of OAP-1		
5.8.4	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.		
5.8.5	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		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
6.1.1	New bidders should provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference should contain the following information:		
6.1.1.1	Reference 1 - Company Name:		
6.1.1.2	Reference 1 - Address:		
6.1.1.3	Reference 1 - Contact Name:		
6.1.1.4	Reference 1 - Phone Number:		
6.1.1.5	Reference 1 - Fax Number:		
6.1.1.6	Reference 1 - e-mail address:		
6.1.1.7	Reference 2 - Company Name:		
6.1.1.8	Reference 2 - Address:		
6.1.1.9	Reference 2 - Contact Name:		
6.1.1.10	Reference 2 - Phone Number:		
6.1.1.11	Reference 2 - Fax Number:		
6.1.1.12	Reference 2 - e-mail address:		
6.1.1.13	Reference 3 - Company Name:		
6.1.1.14	Reference 3 - Address:		
6.1.1.15	Reference 3 - Contact Name:		
6.1.1.16	Reference 3 - Phone Number:		
6.1.1.17	Reference 3 - Fax Number:		
6.1.1.18	Reference 3 - e-mail address:		
6.2	ADMINISTRATION & ORGANIZATION		
6.2.1	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 if the staff involved in the execution of this contract are employees or sub-contractors.		
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 Appendices		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
7.1.3	One Diskette or CD with file name Appendices with the following Worksheets:		
7.1.3.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
7.1.3.2	Worksheet B: Requirements and Price 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.		
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+B272 - 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.		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	www.tvdsb.on.ca		
8.2.1.2	"Board"		
8.2.1.3	"Purchasing"		
8.2.1.4	"Bids"		
8.2.1.5	Scroll to the end of the document, click		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.2.1.6	"Proceed to inquiry/download page".		
8.2.1.7	Proceed to the Bid, click		
8.2.1.8	"Results - Check Mark"		
8.2.1.9	View documents in PDF format.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		

Cheryl MacKenzie
Purchasing Department

Terry Roberts
Chairperson

9.0	ELECTRONIC BIDDING INSTRUCTIONS		
9.1	DOWNLOADING BID DOCUMENTS		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.on.ca		
9.1.2	Click "Board"		
9.1.3	Click "Purchasing"		
9.1.4	Click "Bids"		
9.1.5	Read instructions		
9.1.6	Click "Proceed to Inquiry/Download page"		
9.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.8	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.9	All bid files are available for downloading at no charge from the TVDSB web site.		
9.2	PRINTING COPIES OF BID DOCUMENTS		
9.2.1	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
9.3	SECTION 9.3 COMPUTER SYSTEM REQUIREMENTS		
9.3.1	To use the electronic system, bidders must have the following equipment:		
9.3.1.1	Microsoft Windows, version 95 or greater		
9.3.1.2	2.5 MB available hard drive space		
9.3.1.3	3 ½ 1.44 MB diskette drive or CD Burner.		
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		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.4.4.2	Click on C:\ drive		
9.4.4.3	Open the folder "lbtender"		
9.4.4.5	The following file will be installed in the C:\lbtender directory: "Appendices" containing:		
9.4.4.5.1	Worksheet A: Terms and Conditions in Excel format		
9.4.4.5.2	Worksheet B: Requirements and Pricing in Excel format		
9.4.4.5.3	Worksheet C: Locations in Excel format		
9.4.5	To start the process open the Excel files and complete as instructed.		
9.5	DISKETTE OR CD CREATION:		
9.5.1	After all bids have been entered:		
9.5.1.1	Copy the "Appendices" file to either a 3.5" Diskette or CD using your company's standard CD Writing program.		
9.5.1.2	Check to ensure that the "files" are on the diskette or CD. Without these files we will not be able to download your bid.		
9.5.1.3	Be sure to label your diskette or CD with company name and signature.		
9.6	LABELING OF ENVELOPE AND DISK		
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	Long Distance Phone Service		
9.6.10	Bid #382		
9.6.11	Return Date: February 23, 2010 12:00:00 noon local time		
9.7	PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:		
9.7.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.7.2	Long Distance Phone Service		
9.7.3	Bid #382		
9.7.4	Return Date: February 23, 2010 12:00:00 noon local time		
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.		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.		
10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
10.4	NAME (Please print):		
10.5	TITLE:		
10.6	SIGNATURE:		
10.7	FIRM NAME:		
10.8	State the legal entity that your organization operates under:		
10.8.1	Proprietorship		
10.8.2	Partnership		
10.8.3	Corporation		
10.9	If your organization is incorporated, bidders must state the jurisdiction in which the corporation was originally incorporated in:		
10.9.1	Name of each individual Partner or Correct Legal Name of Corporation:		
10.9.2	E-MAIL ADDRESS:		
10.9.3	ADDRESS:		
10.9.4	INTERNET ADDRESS:		
10.9.5	TELEPHONE NO.:		
10.9.6	FAX NO.:		
10.10	If subcontracting , bidders must provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract:		
10.10.1	Firm Name:		
10.10.2	Firm Address:		
10.10.3	Telephone Number:		
10.10.4	Fax Number:		
10.10.5	E-MAIL ADDRESS:		

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	DESCRIPTION	COMPLIES/DEVIATE S/IN DEVELOPMENT/NOT PLANNED	COMMENTS	Price - 1 year	Price - 2 years	Price - 3 years	Price - 4 years	Price - 5 years
WORKSHEET B - REQUIREMENTS & PRICING								
B1	The purpose of this Request for Proposal is to provide for long distance capabilities for all schools and locations within the TVDSB, in which there are approximately 2200 lines. The total long distance usage of this contract is approximately 350 000 minutes per year.							
B2	The long distance service must be provided without the use of access codes prior to entering a long distance call (e.g.. 1-519-555-2345). Please acknowledge compliance.							
B3	The long distance service is to be a flat rate per minute for 24 hours, 7 days a week. State rate for:							
B3.1	Canada							
B3.2	US							
B3.3	North America							
B3.4	Europe							
B3.5	Asia							
B3.6	South America							
B3.7	South Pacific/Australia							
B4	State the minimum billing increment (e.g.. rounded to the nearest half minute).							
B5	State the minimum rate for a long distance call							
B6	State cost for block of 300 minutes for calls within Canada							
B7	State cost for block of 300 minutes for calls within North America							
B8	State cost for block of 300 minutes for calls World Wide							
B9	The successful long distance provider will provide the same long distance rates and contract terms and conditions in any independent telephone company territory within the TVDSB. See Appendix C for the list of schools and their locations.							

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	DESCRIPTION	COMPLIES/DEVIATE S/IN DEVELOPMENT/NO T PLANNED	COMMENTS	Price - 1 year	Price - 2 years	Price - 3 years	Price - 4 years	Price - 5 years
B10	The TVDSB currently has approximately 300 billing telephone numbers (BTNs). Billing is to reflect the TVDSB current billing structure							
CALLING CARDS								
B11	The TVDSB currently has approximately 25 calling cards. State a flat rate per minute per card for 24 hours, 7 days a week usage for:							
B11.1	Canada							
B11.2	North America							
B11.3	State cost of one flat rate per call in Canada (direct-dialed and equivalent)							
B11.4	State cost of one flat rate per call to the U.S. (direct-dialed and equivalent)							
B11.5	State cost of one flat rate per call World Wide (direct-dialed and equivalent)							
B11.6	Is there a monthly fee for flat rate?							
B11.7	Is there a bill minimum for flat rate?							
QUALITY AND SUPPORT								
B12	Each proposal submission must include a statement outlining your company's quality assurance philosophy and program. Detail how your company will respond to:							
B12.1	Service related problems							
B12.2	Billing Issues							
B12.3	Moves/Adds/Changes							
B12.4	Compensation for Loss of Service							
B12.5	Call Detail Analysis							
B13	Please specify the details of your implementation schedule and process. Include any and all support and implementation services your company will provide.							
B14	The TVDSB will be assigned a member of your firm to be the Account Manager of this contract. Please provide information regarding the Account Manager below:							
B14.1	Representative:							
B14.2	E-mail:							
B14.3	Telephone Number:							
B14.4	Facsimile Number:							

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	DESCRIPTION	COMPLIES/DEVIATE S/IN DEVELOPMENT/NOT PLANNED	COMMENTS	Price - 1 year	Price - 2 years	Price - 3 years	Price - 4 years	Price - 5 years
B14.5	Cell Phone #:							
B15	State the escalation process used to deal with customer dissatisfaction.							
INVOICING								
B16	Must provide one monthly invoice that states call detail by summary billing by BTN and call detail by originating number within the BTN.							
B17	In addition to hard copy invoicing, all call detail information must be available in electronic format. (i.e. Excel or flat ASCII). State format.							
B18	The successful bidder(s) should be capable of supplying the TVDSB with statistical data in a spreadsheet (Excel) or flat ASCII format. The data would include number called, number calling, duration, date, time, etc.							

FIRM NAME: _____

SIGNATURE: _____

ITEM NO.	SCHOOL/DEPARTMENT	ADDRESS	POSTAL CODE	PHONE NO.	LOCATION CODE
1	A.E. Duffield Public School	6820 Duffield Street, London, ON	N0L 1S1	652-2050	1005
2	A. J. Baker Public School	528 Allen Street, Kintore	N0M 2C0	283-6461	1010
3	Aberdeen Public School	580 Grey Street, London, ON	N6B 1H8	452-8010	1015
4	Adelaide-W. G. MacDonald Public School	29059 School Road, R. R. 5, Strathroy, ON, ON	N7G 3H6	247-3369	1020
5	Aldborough Public School	11443 Furnival Road, Box 400, R. R. 3, Rodney, ON, ON	N0L 2C0	785-0811	1025
6	Algonquin Public School	59 Algonquin Road, Woodstock, ON	N4T 1R8	421-2219	1030
7	Arthur Ford Public School	617 Viscount Road, London	N6J 2Y4	452-8020	1035
8	Arthur Stringer Public School	43 Shaftsbury Avenue, London	N6C 2Y5	452-8030	1040
9	Ashley Oaks Public School	121 Ashley Crescent, London	N6E 3P8	452-8040	1045
10	Balaclava Street Public School	20 Balaclava Street, St. Thomas, ON	N5P 3C2	631-4930	1050
11	Beachville Public School	434805 Zorra Line, Beachville, ON	N0J 1A0	423-1939	1055
12	Biddulph Public School	34297 Saintsbury Line, R. R. 1, Lucan, ON	N0J 1A0	227-4891	1060
13	Bishop Townshend Public School	814 Quebec Street, London, ON	N5Y 1X4	452-8050	1065
14	Blenheim District Public School	32 Wilmot Street South, Drumbo	N0J 1G0	463-5169	1925
15	Bonaventure Meadows Public School	141 Bonaventure Drive, London, ON	N5V 4S6	452-8060	1070
16	Brick Street Public School	393 Commissioners Road West, London, ON	N6J 1Y4	452-8070	1075
17	Byron Northview Public School	1370 Commissioners Road West, London, ON	N6K 1E1	452-8080	1085
18	Byron Somerset Public School	175 Whisperwood Cres., London, ON	N6K 4C6	452-8090	1090
19	Byron Southwood Public School	1379 Lola Street, London, ON	N6K 3R6	452-8100	1095
20	C.C. Carrothers Public School	360 Chippendale Crescent, London, ON	N5Z 3G2	452-8110	1100
21	Caradoc Central Public School	714 Bowan Street East, Box 244, Mount Brydges, ON	N0L 1W0	264-1630	1105
22	Caradoc South Public School	611 Peter Street, Melbourne, ON	N0L 1T0	289-2091	1110
23	Caradoc North Public School	8041 Scotchmere Drive, R. R. 1, Strathroy, ON	N7G 3H3	245-2085	1115
24	Centennial Central Public School	14774 Medway Road, R. R. 1, Arva, ON	N0M 1C0	660-8193	1120
25	Central Senior Public School	410 Hunter Street, Woodstock, ON	N4S 4G4	537-5362	1125
26	Chippewa Public School	1035 Chippewa Drive, London, ON	N5V 2T6	452-8120	1135
27	Clara Brenton Public School	1025 St. Croix Avenue, London, ON	N6H 3X8	452-8130	1140
28	Cleardale Public School	780 Dulaney Drive, London, ON	N6C 3W4	452-8140	1145
29	Colborne Street Public School	25 Colborne Street, Strathroy, ON	N7G 2M1	245-2044	1150
30	D. M. Sutherland Senior Public School	110 Winchester Street, Woodstock, ON	N4S 7K6	537-3543	1155
31	Davenport Public School	80 Rutherford Avenue, Aylmer, ON	N5H 2N8	773-9216	1160
32	Delaware Central Public School	14 Osborne Street, Box 36, Delaware, ON	N0L 1E0	652-5371	1165
33	Dunwich-Dutton Public School	239 Miller Road, Dutton, ON	N0L 1J0	762-2419	1175
34	Eagle Heights Public School	284 Oxford Street West, London, ON	N6H 2S9	452-8460	1505
35	Ealing Public School	840 Hamilton Road, London, ON	N5Z 1V5	452-8150	1180
36	East Oxford Central Public School	Old Stage Road & Cty. Road 14, RR#4, Woodstock, ON	N4S 7V8	467-5243	1190

ITEM NO.	SCHOOL/DEPARTMENT	ADDRESS	POSTAL CODE	PHONE NO.	LOCATION CODE
37	East Williams Memorial Public School	4441 Queens Ave. (Nairn), R.R. #1, Ailsa Craig, ON	N0M 1A0	232-4505	1185
38	Eastdale Public School	65 Aileen Drive, Woodstock, ON	N4S 4A2	537-2652	1195
39	Edward Street Public School	84 Edward Street, St. Thomas, ON	N5P 1Y7	631-5010	1200
40	Ekcoe Central Public School	3719 Parkhouse Drive, R. R. 3, Glencoe, ON	N0L 1M0	287-3330	1205
41	Elgin Court Public School	254 First Avenue, St. Thomas, ON	N5R 4S7	631-1360	1215
42	Emily Carr Public School	44 Hawthorne Road, London, ON	N6G 2H5	452-8160	1230
43	Evelyn Harrison Public School	50 Tewksbury Crescent, London, ON	N5V 2M8	452-8180	1245
44	F.D. Roosevelt Public School	560 Second Street, London, ON	N5V 2B7	452-8190	1250
45	Fairmont Public School	1040 Hamilton Road, London, ON	N5W 1A6	452-8200	1255
46	Forest Park Public School	295 Forest Avenue, St. Thomas, ON	N5R 2K5	631-3563	1260
47	Glen Cairn Public School	53 Frontenac Road, London, ON	N5Z 3Y5	452-8210	1265
48	Harris Heights Public School	2 Caffyn Street, Ingersoll, ON	N5C 3Y5	485-1600	1270
49	Hickson Central Public School	161 Loveys Street, Hickson, ON	N0J 1L0	462-2415	1275
50	Hillcrest Public School (East)	840 Sloan Street, Woodstock, ON	N4S 7V3	537-2642	1280
51	Hillcrest Public School (Central)	1231 Fuller Street, London, ON	N5Y 4P7	452-8220	1285
52	Huron Heights Public School	1245 Michael Street, London, ON	N5V 2H4	452-8230	1295
53	Innerkip Central Public School	Box 40, 180 Coleman St., Innerkip, ON	N0J 1M0	469-3435	1300
54	Jack Chambers Public School	1650 Hastings Drive, London, ON	N5X 3E3	452-8240	1305
55	Jeanne Sauve Public School	215 Wharnccliffe Road North, London, ON	N6H 2B6	452-8250	1310
56	John Dearness Public School	555 Sanatorium Road, London, ON	N6H 3W6	452-8260	1320
57	John P. Robarts Public School	84 Bow Street, London, ON	N5V 1B1	452-8270	1315
58	John Wise Public School	100 Parkside Drive, St. Thomas, ON	N5R 3T9	633-1611	1905
59	Kensal Park Public School	328 Springbank Drive, London, ON	N6J 1G5	452-8280	1325
60	Knollwood Park Public School	70 Gammage Street, London, ON	N5Y 2B1	452-8290	1330
61	Lester B. Pearson School for Arts	795 Trafalgar Street, London, ON	N5Z 1E6	434-2124	1335
62	Locke's Public School	22 South Edgeware Road, St. Thomas, ON	N5P 2H2	631-8890	1345
63	Lord Elgin Public School	1100 Victoria Street, London, ON	N5Y 4E2	452-8310	1355
64	Lord Nelson Public School	1990 Royal Crescent, London, ON	N5V 1N8	452-8320	1350
65	Lord Roberts Public School	440 Princess Avenue, London, ON	N6B 2B3	452-8330	1360
66	Lorne Avenue Public School	723 Lorne Avenue, London, ON	N5W 3K7	452-8340	1365
67	M.B. McEachren Public School	4402 Colonel Talbot Road, Box 70, London, ON	N0L 1S0	652-3121	1375
68	Manor & Highland Park Public School	77 Tecumseh Avenue West, London, ON	N6J 1K8	452-8370	1385
69	Maple Lane Public School	25 Maple Lane, Tillsonburg, ON	N4G 2Y8	688-0810	1390
70	Masonville Public School	25 Hillview Boulevard, London, ON	N6G 3A7	452-8390	1400
71	McGillivray Central Public School	34714 Creamery Road, R. R. 3, Ailsa Craig, ON	N0M 1A0	293-3342	1410
72	McGregor Public School	204 John Street South, Aylmer, ON	N5H 2C8	773-3362	1405
73	Metcalfe Central Public School	6100 Calvert Drive, R. R. 3, Strathroy, ON	N7G 3H5	245-1650	1415

ITEM NO.	SCHOOL/DEPARTMENT	ADDRESS	POSTAL CODE	PHONE NO.	LOCATION CODE
74	Mitchell Hepburn Public School	95 Raven Ave., St. Thomas, ON	N5R 0C2	631-3370	1900
75	Mosa Central Public School	22741Pratt Siding Road, R. R. 1, Glencoe, ON	N0L 1M0	693-4691	1420
76	Mountsfield Public School	8 Mountsfield Drive, London, ON	N6C 2S4	452-8400	1425
77	New Sarum Public School	9473 Belmont Road, R. R. 3, St. Thomas, ON	N5P 3S7	773-5185	1435
78	Nicholas Wilson Public School	927 Osgoode Drive, London, ON	N6E 1C9	452-8410	1440
79	North Meadows Public School	82 Middlsex Drive, Strathroy, ON	N7G 4G5	245-7373	1450
80	North Norwich Public School	640 Main Street South, Box 40, Burgessville, ON	N0J 1C0	424-9815	1445
81	Northbrae Public School	335 Belfield Street, London, ON	N5Y 2K3	452-8420	1455
82	Northdale Central Public School	3860 Catherine Street, Dorchester, ON	N0L 1G0	268-7862	1460
83	Northdale Public School	655 Tennent Avenue, London, ON	N5X 1L7	452-8430	1465
84	Northdale Public School (East)	290 Victoria Street North, Woodstock, ON	N4S 6W5	537-5761	1470
85	Northridge Public School	25 McLean Drive, London, ON	N5X 1Y2	452-8440	1475
86	Norwich Public School	8 Elgin Street, Box 327, Norwich, ON	N0J 1P0	863-2741	1480
87	Oliver Stephens Senior Public School	164 Fyfe Avenue, Woodstock, ON	N4S 3S6	539-2068	1485
88	Orchard Park Public School	50 Wychwood Park, London, ON	N6G 1R6	452-8450	1490
89	Otterville Public School	318 Main Street West, Otterville, ON	N0J 1R0	879-1108	1495
90	Oxbow Public School	13624 Ilderton Road, R. R. 3, Ilderton, ON	N0M 2A0	666-0310	1500
91	Parkhill-West Williams Public School	204 McLeod Street, Box 488, Parkhill, ON	N0M 2K0	294-1117	1510
92	Parkview Public School	10008 Oxbow Drive, Komoka, ON	N0L 1R0	657-3868	1515
93	Pierre Elliott Trudeau FI Public School	113 Churchill Cres, St. Thomas, ON	N5R 1R1	631-7820	1290
94	Plattsville & District Public School	112 Mill Street East, Plattsville, ON	N0J 1S0	684-7436	1520
95	Port Burwell Public School	30 Strachan, Box 209, Port Burwell, ON	N0J 1T0	874-4558	1530
96	Port Stanley Public School	490 Carlow Road, Port Stanley, ON	N5L 1B6	782-3983	1535
97	Prince Charles Public School	1601 Wavell Street, London, ON	N5W 2C9	452-8470	1540
98	Princess Anne Public School (East)	210 King Street, Ingersoll, ON	N5C 1L8	485-2640	1550
99	Princess Anne Public School (French Imm	191 Dawn Dr., London, ON	N5W 4W9	452-8480	1555
100	Princess Elizabeth Public School (East	37 William Street, Ingersoll, ON	N5C 1M2	485-2560	1560
101	Princess Elizabeth Public School	247 Thompson Road, London, ON	N5Z 2Z3	452-8490	1565
102	Rick Hansen Public School	70 Ponderosa Crescent, London, ON	N6E 2L7	452-8500	1575
103	River Heights Public School	4269 Hamilton Road, Dorchester, ON	N0L 1G3	268-7884	1580
104	Riverside Public School	550 Pinetree Drive, London, ON	N6H 3N1	452-8510	1585
105	Rolph Street Public School	83 Rolph Street, Tillsonburg, ON	N4G 3Y2	842-2077	1590
106	Ryerson Public School	940 Waterloo Street, London, ON	N6A 3X3	452-8520	1595
107	Scott Street Public School	50 Scott Street, St. Thomas, ON	N5P 1K6	631-5020	1600
108	Sherwood Forest Public School	7 Annadale Drive, London, ON	N6G 2B5	452-8540	1605
109	Sir G.E. Cartier Public School	695 Chiddington Avenue, London, ON	N6C 2W9	452-8550	1620
110	Sir Isaac Brock Public School	80 St. Lawrence Boulevard, London, ON	N6J 2X1	452-8560	1615

ITEM NO.	SCHOOL/DEPARTMENT	ADDRESS	POSTAL CODE	PHONE NO.	LOCATION CODE
111	Sir John A. MacDonald Public School	1150 Landor Street, London, ON	N5Y 3W3	452-8570	1625
112	Sir Winston Churchill Public School	1837 Churchill Street, London, ON	N5W 2L3	452-8580	1610
113	South Dorchester Public School	48614 Crossley Hunter Line, R.R.1, Belmont, ON	N0L 1B0	765-4090	1630
114	South Ridge Public School	10 Southridge Road, Tillsonburg, ON	N4G 0C1	842-7319	1635
115	Southdale Public School	248 Keefer Street, Strathroy, ON	N7G 1E2	245-0473	1640
116	Southside Public School	360 Albert Street, Woodstock, ON	N4S 2L4	539-1131	1645
117	Southwold Public School	39261 Fingal Line, RR#1, St. Thomas, ON	N5P 3S5	631-5997	1650
118	Sparta Public School	45885 Sparta Line, Box 60, Sparta, ON	N0L 2H0	775-2541	1655
119	Springbank Public School	1060 Sprucedale Road, Woodstock, ON	N4S 4Z9	539-7140	1660
120	Springfield Public School	51336 Ron McNeil Line, Springfield, ON	N0L 2J0	765-4162	1665
121	St. George's Public School	782 Waterloo Street, London, ON	N6A 3W4	452-8530	1670
122	Stoneybrook Public School	1460 Stoneybrook Crescent, London, ON	N5X 1C4	452-8590	1675
123	Straffordville Public School	9188 Plank Road, Staffordville, ON	N0J 1Y0	866-3021	1680
124	Summers' Corners Public School	50576 Talbot Line, RR 1, Aylmer, ON	N5H 2R1	773-8106	1685
125	Tavistock Public School	79 Maria Street, Box 370, Tavistock, ON	N0B 2R0	655-2350	1695
126	Tecumseh Public School	401 Tecumseh Avenue, London, ON	N6C 1T4	452-8600	1700
127	Thamesford Public School	130 McCarty Street, Box 250, Thamesford, ON	N0M 2M0	285-2043	1705
128	Tollgate Central Public School	744993 Oxford Rd.17 & Hwy 59, RR#6, Woodstock, ON	N4S 7W1	537-7321	1710
129	Trafalgar Public School	919 Trafalgar Street, London, ON	N5Z 1G3	452-8610	1715
130	Tweedsmuir Public School	349 Tweedsmuir Avenue, London, ON	N5W 1L5	452-8620	1720
131	University Heights Public School	27 Ford Crescent, London, ON	N6G 1H8	452-8630	1725
132	Valleyview Public School	10339 Ilderton Road, R. R. 2, Ilderton, ON	N0M 2A0	666-1417	1730
133	Victoria Public School	130 Wharncliffe Road South, London, ON	N6J 2K5	452-8640	1740
134	Victory Memorial	210 Thames Street South, Ingersoll, ON	N5C 2T5	485-2340	1745
135	W. Sherwood Fox Public School	660 Steeplechase Drive, London, ON	N6J 3P4	452-8730	1750
136	West Elgin Senior Elementary School	139 Graham Street, Box 280, West Lorne, ON	N0L 2P0	768-1260	1760
137	West Nissouri Public School	37 Elloitt Trail, Thorndale, ON	N0M 2P0	461-9575	1920
138	Westdale Public School	1050 Plantation Road, London, ON	N6H 2Y5	452-8650	1765
139	Westfield Public School	38 Glenn Avenue, Ingersoll, ON	N5C 2C8	485-1360	1770
140	Westminster Central Public School	2835 Westminster Drive, London, ON	N6N 1L7	452-8660	1775
141	Westmount Public School	1011 Viscount Road, London, ON	N6K 1H5	452-8670	1780
142	White Oaks Public School	1400 Ernest Avenue, London, ON	N6E 2H8	452-8680	1785
143	Wilberforce Public School	340 Beech St., Lucan, ON	N0M 2J0	227-2185	1910
144	Wilfrid Jury Public School	950 Lawson Road, London, ON	N6G 3M7	452-8690	1790
145	Wilton Grove Public School	626 Osgoode Drive, London, ON	N6E 1C1	452-8700	1795
146	Woodland Heights Public School	474 Springbank Drive, London, ON	N6J 1G8	452-8710	1800
147	Wortley Road Public School	301 Wortley Road, London, ON	N6C 3R6	452-8720	1805

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148	Zorra Highland Park Public School	R.R.#1 County Rd. 6 Embro, ON	N0J 1J0	475-4121	1810
	SECONDARY SCHOOLS				
149	Annandale Secondary School	60 Tillson Avenue, Tillsonburg, ON	N4G 3A1	688-3498	2020
150	A.B. Lucas Secondary School	656 Tennent Avenue, London, ON	N5X 1L8	452-2600	2190
151	Arthur Voaden Secondary School	41 Flora Street, St. Thomas, ON	N5P 2X5	631-3770	2030
152	Central Elgin C. I.	201 Chestnut Street, St. Thomas, ON	N5R 2B5	631-4460	2060
153	Central Secondary School	509 Waterloo Street, London, ON	N6B 2P8	452-2620	2070
154	Clarke Road Secondary School	300 Clarke Road, London, ON	N5W 5N4	452-2640	2080
155	College Avenue Secondary School	700 College Avenue, Woodstock, ON	N4S 2C8	539-0020	2090
156	East Elgin Secondary School	362 Talbot Street West, Aylmer, ON	N5H 1K6	773-3174	2100
157	Glencoe District Secondary School	3581 Concession Drive, Box 370, Glencoe, ON	N0L 1M0	287-3310	2120
158	Glendale Secondary School	37 Glendale Drive, Tillsonburg, ON	N4G 1J6	842-4207	2130
159	H.B. Beal Secondary School	525 Dundas Street, London, ON	N6B 1W5	452-2700	2140
160	Huron Park Secondary School	900 Cromwell Street, Woodstock, ON	N4S 5B5	537-2347	2150
161	Ingersoll District C. I.	37 Alma Street, Ingersoll, ON	N5C 1N1	485-1200	2160
162	Lord Dorchester Secondary School	61 Queen Street, Dorchester, ON	N0L 1G0	268-7351	2180
163	Medway Secondary School	14405 Medway Road, Arva, ON	N0M 1C0	660-8418	2210
164	Montcalm Secondary School	1350 Highbury Avenue, London, ON	N5Y 1B5	452-2730	2220
165	North Middlesex District Secondary School	100 Main Street, Box 610, Parkhill, ON	N0M 2K0	294-1128	2230
166	Norwich District Secondary School	R.R. 1 Stove St. & Hwy 59, Norwich, ON	N0J 1P0	468-2014	2240
167	Oakridge Secondary School	1040 Oxford Street West, London, ON	N6H 1V4	452-2750	2250
168	Parkside C. I.	241 Sunset Drive, St. Thomas, ON	N5R 3C2	633-0090	2260
169	Saunders Secondary School	941 Viscount Road, London, ON	N6K 1H5	452-2770	2280
170	Sir Frederick Banting Secondary School	125 Sherwood Forest, London, ON	N6G 2C3	452-2800	2040
171	Sir George Ross Secondary School	365 Belfield Street, London, ON	N5Y 2K3	452-2820	2270
172	Sir Wilfrid Laurier Secondary School	450 Millbank Drive, London, ON	N6C 4W7	452-2840	2170
173	South Secondary School	371 Tecumseh Avenue, London, ON	N6C 1T4	452-2860	2290
174	Strathroy District Secondary School	361 Second Street, Strathroy, ON	N7G 4J8	245-2680	2320
175	Thames Secondary School	785 Trafalgar Street, London, ON	N5Z 1E6	452-2880	2340
176	West Elgin Secondary School	139 Graham Street, West Lorne	N0L 2P0	768-1350	2360
177	Westminster Secondary School	230 Base Line Road West, London, ON	N6J 1W1	452-2900	2370
178	Woodstock, C. I.	35 Riddell Street, Woodstock, ON	N4S 6L9	537-1050	2390
	ADULT LEARNING				
179	St. Thomas Adult Learning Centre	10 Ontario Rd., St. Thomas, ON	N5P 3N4	633-3242	3010
180	Blossom Park Education Centre	391 Blossom Park Road, Woodstock, ON	N4S 7J3	537-0109	3020

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181	G.A. Wheable Centre for Adult Education	70 Jacqueline Street, London, ON	N5Z 3P7	452-2660	3050
182	Tillson Avenue Education Centre	90 Tillson Avenue, Tillsonburg, ON	N4G 3A1	842-9000	3040
183	Strathroy Adult Learning Centre	51 Front Street East, Strathroy, ON	N7G 1Y5	245-3900 ext. 116	3030
	ENVIRONMENTAL CENTRES				
184	London Environmental Education Centre	1095 Pond View Road, London, ON	N5Z 4K2	452-8880	3140
185	Jaffe Environmental Education Centre	48346 John Wise Line, RR#5, Alymer, ON	N5H 2R4	733-5196	3110
186	Vanstittart Woods Environmental Education Centre	775275 Blandford Road, Woodstock, ON	N4S 7V9	467-5468	3120
	ALTERNATIVE SCHOOLS				
187	Anishnaabe Skiniiv	2213 Elm Avenue Southwold, Ontario	N0L 1G0	652-9204	3094
188	Continuous Intake Cooperative Education for Alternative Education - All Counties	41 Mondamin Street Unit 4 St. Thomas, Ontario	N5P 2V4	226-448-4428	3089
189	East London Centre	1090 Highbury Ave. N., London, ON	N5Y 4W1	453-1818	3058
190	Ingersoll Centre	121 Thames St., N., Ingersoll, ON	N5C 3C9	425-1929	3088
191	Reconnect to Your Future - Oxford County	95 Huron Street, Unit 3, Woodstock, ON	N4S 6Z5	537-6875	3096
192	Richmond Centre	240 Richmond Street, London, ON	N6B 2H6	452-2980	3092
193	Springbank Employment & Learning Centre	360 Springbank Drive, London, ON	N6J 1G5	474-4946 ext.104	3097
194	St. Thomas Alternative School	41 Mondamin Street, Unit 7, St. Thomas, ON	N5P 2V4	633-0862	3095
195	Strathroy Centre	51 Front Street East, Strathroy, ON	N7G 1Y5	245-3900 ext 132	3030
196	U-Turn Suspension & Expulsion Program	405 Dundas Street, London	N6B 1V9	660-8530	3091
197	U-Turn Suspension & Expulsion Program	41 Mondamin Street, Unit 7, St. Thomas, ON	N5P 2V4	631-6539	3089
198	Waterloo Centre	580 Waterloo Street, Suite 101, London, ON	N6B 2P9	433-0506	3098
199	Wiingashk at N'Amerind Centre	260 Colborne Street, London, ON	N6B 2S6	452-2567	3093
200	Woodstock Transition School	95 Huron Street, Woodstock, ON	N4S 6Z5	537-5863	3096
	Section 23 Programs				
201	Anago Parkhill Therapeutic Care Residence	258 Hastings Street, Parkhill, ON	N0M 2K0	294-0050	3210
202	C.A.S. Receiving Home	52 Argyle St., London, ON	N6H 1Y7	858-3301	3320
203	Children's Hospital of Western Ontario	800 Commissioner Road, London, ON	N6A 4G5	685-8500	3340
204	Craigwood Youth Services, Ailsa Craig	RR#1, Ailsa Craig, ON	N0M 1A0	232-4301	3270
205	Craigwood Youth Services, London	520 Hamilton Road, London, ON	N5Z 1S4	432-2623	3280
206	Genest Detention Centre for Youth	1670 Oxford Street, London, ON	N5V 3G1	453-7070	3300
207	King Street Detention Centre	583 King Street, London, ON	N6B 1T4	433-0695	3310
208	Madame Vanier Children's Services	871 Trafalgar Street, London, ON	N5Z 1E6	433-3101	3330
209	Madeline Hardy Public School	600 Sanatorium Road, London, ON	N6H 3W7	858-2774ext2214	3450

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210	Pittock Day Treatment Program, Victory Memorial PS	210 Thames Street, S., Ingersoll, ON	N5C 2T5	425-1542	3340
211	Raoul Wallenberg Centre	1233 Dundas Street, London, ON	N5W 3B1	453-5214	3350
212	Regional Mental Health Care London	850 Highbury Ave., London, ON	N5Y 1A4	455-5110	3320
213	S.A. Bethesda Centre	54 Riverview Ave., London, ON	N6J 1A2	438-8371	3360
214	W.A.Y.S. - Adelaide Street	1517 Adelaide Street, N., London, ON	N5X 1K5	434-4109	3250
215	W.A.Y.S. - Belton House	70 Riverside Dr., London, ON	N6H 1B4	432-2209	3375
216	W.A.Y.S. - Hardy Geddes House	507 Queens Ave., London, ON	N6B 1Y3	432-2209	3390
217	W.A.Y.S. - Maitland St. Campus	372 Maitland St., London, ON	N6B 2Y9	432-2209	3395
218	W.A.Y.S. - Sylvan Street	345 Sylvan St., London, ON	N6G 4L9	679-4637	3260
219	W.D. Sutton	1350 Highbury Ave. Room 134A, London, ON	N5Y 1B5	452-8740	3385
	ED CENTRES & DEPTS. - WITH ADDRESS				
220	Facility Services - Corporate Office	951 Leathorne Street, London, ON	N5Z 3M7	679-4637	5010
221	Distribution Centre	951 Leathorne Street, London, ON	N5Z 3M7	452-2424	5900
222	Education Centre - C.E.C. - Central	1250 Dundas Street, P.O. Box 5888, London, ON	N5W 5P2 (N6A	452-2000	5000
223	C.E.C. - East	35 Riddell Street, Woodstock, ON	N4S 6L9	539-4821	5150
224	Facility Services - South	259 Edward Street St Thomas, Ontario	N6C 4G3	633-0087	5310
225	Facility Services - East	745 Hounsfield Street, Woodstock, ON	N4S 1P6	537-2733	5325
226	Facility Services - West	14766 Medway Road, Arva, ON	N0M 1C0	660-4946	5320
227	Media Service - Leathorne	951 Leathorne Street, London, ON	N5Z 3M7	452-2573	5450
228	Media Service - Wheable	70 Jacqueline Street, London, ON	N5Z 3P7	452-2117	5420