



Books and Publications Tender #409

Issue Date: Wednesday, July 27, 2011
Issued by: The Thames Valley District School Board
T#409

Jennifer Frederickson, Buyer

RETURN DATE and Time: prior to 12:00:00 noon local time Tuesday, August 23, 2011

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER # 409
BOOKS AND PUBLICATIONS
WORKSHEET A: TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
1.01	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 165 schools with an estimated enrolment of 72,000 students.		
1.1	PURPOSE		
1.1.1	The TVDSB is soliciting bids for the purpose of providing textbooks and publications to meet Ontario Ministry of Education JK-12 curriculum requirements, excluding library books, subject to the conditions herein.		
1.1.2	The TVDSB operates a Web Based ordering system and wishes to award the contract to suppliers who can provide electronic price lists.		
2.0	BID DEFINITIONS AND INFORMATION		
2.1	DEFINITIONS		
2.1.1	The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission.		
2.1.1.1	The word "MUST" shall mean bidders "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant.		
2.1.1.2	The word "SHOULD" shall mean bidders "should" include the required information in bid submission.		
2.1.1.3	The word "NONCOMPLIANT" shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.1.4	The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform any portion or all of this bid.		
2.1.1.5	The word "QUALIFIED" shall mean a bidder who is compliant and has included the required information in their bid submission.		
2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		

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2.1.1.6.1	Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The TVDSB will reject any bid submission which contains a major irregularity.		
2.1.1.6.2	Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.		
2.2	STRUCTURE OF THIS BID		
2.2.1	Bidders must use the electronic bidding file (setup.exe) which is available on the internet at:		
2.2.1.1	www.tvdsb.ca		
2.2.1.2	"Board"		
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 "Appendices409" file with the following worksheets:		
2.2.1.10	Worksheet A - Terms and Conditions (electronic response required)		
2.2.1.11	Worksheet B - Requirements (electronic response required)		
2.2.1.12	Worksheet C - Shipping Locations (no response required)		
2.3	RETURN LOCATION		
2.3.1	Sealed bid submissions must be returned to:		
2.3.2	"Tenders Clerk"		
2.3.3	Tenders Clerk's box, Basement, Education Centre		
2.3.4	Thames Valley District School Board		
2.3.5	1250 Dundas Street		
2.3.6	London, Ontario		
2.3.7	N5W 5P2		
2.3.8	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.6 - Labeling Instructions).		
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.		

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2.3.11	Submissions received by electronic transmission (i.e. fax or email) will not be accepted.		
2.3.12	Late bids will be returned to the bidder, unopened, if a return address is included on the submission envelope.		
2.4	IMPORTANT DATES		
2.4.1	ISSUE DATE: Wednesday, July 27, 2011		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon local time Tuesday, August 23, 2011		
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Jennifer Frederickson, Buyer, by Fax (519) 452-2399 or email at j.frederickson@tvdsb.on.ca .		
2.5.2	Questions concerning the terms and conditions of the bid document, whether made orally or in writing, to any individual other than indicated above, may at the sole discretion of the TVDSB, render your submission noncompliant. Direct questions in written form only to: Jennifer Frederickson. The TVDSB will only be bound by written answers to questions .		
2.5.3	All bid files are available for downloading at no charge from the TVDSB web site.		
2.5.4	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site.		
2.5.5	All Addenda will be issued at least seven days prior to the closing date. If an addendum is issued within seven days of the closing date, the date will be extended accordingly.		
3.0	CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT		
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for one year, commencing on September 1, 2011 and unless otherwise provided herein, terminating on August 31, 2012.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of two years in one (1) year increments and will advise the bidder in writing of their intentions no later than 60 days prior to August 31 of each year.		
3.1.3	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a second year ending August 31, 2013		
3.1.4	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a third year ending August 31, 2014		
3.1.5	Bidders must state terms under which a second and/or third year option would be acceptable.		

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3.1.6	For any price increase to be acceptable under this option, manufacturer's letter of industry increase would be required and ONLY those increases could be charged in the second and/or third year.		
3.2	PRICING		
3.2.1	See Worksheet B.		
3.2.2	Bidders must enter discounts in Worksheet B.		
3.2.3	Bidders must print and sign Worksheets.		
3.2.4	All charges must be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.5	Prices should include delivery, F.O.B. destination. Preference will be given to bids that include freight.		
3.2.6	Prices must remain in effect for the initial one year term of the contract, commencing on September 1, 2011 and ending August 31, 2012.		
3.2.7	The TVDSB expects to order in multiple shipments over the length of this contract.		
3.2.8	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	HST: Where applicable, Harmonized Sales Tax and must be shown separately as extra on all invoices in accordance with Canadian and Provincial Government regulations.		
3.4	DELIVERY & ORDERING		
3.4.1	Delivery for all items will be directly to our Schools, Distribution Centre, Educational Resource Centre or Community Education Centres.		
3.4.2	Delivery dates will be specified on all of our purchase orders. Immediate delivery will be accepted unless otherwise designated on our purchase orders. In case of construction of new schools or major school renovations, the TVDSB shall not accept delivery until the date specified on those purchase orders.		
3.4.3	The successful bidder(s) bears the risk of loss with respect to supplies until delivery is complete.		
3.4.4	The TVDSB's purchase order number must appear on all packages, packing slips, correspondences, customs documentation and freight bills of lading.		
3.4.5	The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time must be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		

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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 these shipments will arrive packaged and labeled PER SITE, ready for us to forward directly to the school with no further packaging or resorting required.		
3.4.7.1	Bidders should state minimum dollar value per order.		
3.4.8	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of landing. All items must be individually packaged for each school or location.		
3.4.8.1	Each package must be clearly labelled for the school or location specified on our purchase order. The successful bidder(s) must ensure the school's full name and address is labelled as we have duplicate location names.		
3.4.8.2	The successful bidder(s) must ensure packages are labelled containing the number of packages in each shipment. I.e, 1 of 2, 2 of 2, etc.		
3.4.8.3	Each school's order should contain their own packing slip.		
3.4.8.4	The successful bidder(s) must ensure the packaging materials used are adequate so that the product is protected at all times during the distribution process.		
3.4.8.5	Our distribution centre will sign for delivery on all orders subject to inspection at the school.		
3.4.8.6	The successful bidder must contact Jim Morton at the Distribution Centre (519-852-4443) prior to shipping any large shipments (skid lots) for arrangement of a delivery date and time.		
3.5	INVOICING/PAYMENT TERMS		
3.5.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Accounts Payable.		
3.5.2	Applicable taxes must be shown as separate line items on all invoices.		
3.5.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.5.3.1	Bidders should state percentage discount for early payment and net payment terms.		
3.5.4	Purchase order numbers must be stated on all invoices; invoices without the Thames Valley District School Board Purchase Order number will be returned unpaid.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	QUALITY		

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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.		
4.2	QUANTITY		
4.2.1	The annual estimated value of this contract is \$1,222,712.00 based on the last year's purchases.		
4.3	REQUIREMENTS		
4.3.1	The requirements are detailed in Worksheet B.		
4.3.2	For each requirement as described in Worksheet B bidders must place a response in the appropriate column.		
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 must state if there is a time limit on returning goods.		
4.4.2.1	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.		
4.4.3	Bidders should describe their procedure for returned goods with respect to:		
4.4.3.1	Packaging		
4.4.3.2	"Attention To" labeling		
4.4.3.3	Address to where returns should be shipped		
4.4.3.4	Method of shipment (company truck, courier, transport)		
4.4.3.5	If a return authorization number is required		
4.4.3.6	What charges apply and who is responsible for payment		
4.4.4	The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		
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 the appropriate location. Successful bidders may be required to provide samples of the proposed substitutions before sending shipments. The Board reserves the right to return any shipment COLLECT , if in our opinion the products supplied do not conform to the specifications in this bid document.		
5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS		
5.1.1	Any response submitted to the bid is IRREVOCABLE for 120 days.		
5.1.2	A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. No facsimiles shall be accepted. The last submission shall supersede and invalidate all previous submissions by that bidder as it applies to this bid. Addenda must be submitted to the "Tenders Clerk" in the same manner and within the same time constraints as the bid submission.		
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.		

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5.1.9	All costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.		
5.1.10	The TVDSB reserves the right to decline or purchase one or all items in this bid from one supplier or from multiple suppliers.		
5.1.11	All of the terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between TVDSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this proposal, shall be resolved in favour of the TVDSB and shall be deemed to be incorporated into the bidder's invoice and/or sales agreement.		
5.1.12	The successful bidder(s) must not at any time subcontract any portion of its contract with the TVDSB nor shall it assign the contract without the written permission of the TVDSB. The successful bidder(s) must not, at any time, change subcontractors approved by the TVDSB without written permission of the TVDSB.		
5.1.13	While the TVDSB has used considerable efforts to ensure an accurate representation of information in this bid document, the information contained herein is contained solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the TVDSB, nor is it necessarily comprehensive or exhaustive. Nothing in this bid document is intended to relieve bidders from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		
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.		

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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.		
5.1.19	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
5.2	CANCELLATION OF CONTRACT / LOSS OF SERVICE		
5.2.1	The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder(s) shall remain responsible for its obligations under this contract up to the date of termination. The TVDSB reserves the right to commence an action in a court of competent jurisdiction against the successful bidder(s) for damages that result from the breach of the terms and conditions of the contract, by the successful bidder(s).		
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful bidder(s) under the contract the total outstanding amount from time to time and for all damage claims by the TVDSB or any third parties arising out of this contract which have not been resolved by the successful bidder(s) or its insurer.		
5.2.3	The TVDSB reserves the right to withhold monies owing under a contract to the value of the obligation to a maximum of the monies owing to the successful bidder(s) for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful bidder(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful bidder(s), the TVDSB's staff or third party interruptions.		

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5.2.5	In the event that the successful bidder(s) becomes insolvent, and/or the successful bidder(s) is unable or unwilling to provide the contracted service for a period of more than 30 consecutive days during the period of the contract, the TVDSB shall have the right to replace the successful bidder(s) with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this bid.		
5.3	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT		
5.3.1	Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application pursuant to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a bid submission or an addendum may contain a trade secret of the bidder, intellectual property right of the bidder, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		
5.3.2	A bidder specifically consents to the disclosure of any and all information contained in their bid submission or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all rights, titles and interests that they have in the bid submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.		
5.3.3	All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.		
5.4	HUMAN RIGHTS AND CHILD LABOUR LAWS		
5.4.1	Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Bidders wishing to do business with the TVDSB are asked to promote the purchase of goods from companies that operate in full compliance with the laws of their respective countries and with all applicable child labour laws, rules and regulations related to hiring, wages, hours worked, overtime and working conditions.		
5.4.2	Bidders should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.4.3	For bidders information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.4.3.1	http://www.ilo.org		
5.5	HEALTH, SAFETY REGULATIONS		

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5.5.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear a label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the TVDSB reserves the right to invoice the successful bidder(s) for the cost of certification/replacement.		
5.5.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB must ensure that the machine, device, tool, equipment or service complies with the Occupational Health and Safety Act and Regulations of Industrial Establishments. The burden of proof rests with the supplier.		
5.5.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/products are not acceptable. If applicable, the successful bidder(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.5.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHMIS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.5.5	No supplier will be awarded any product that requires a Material Safety Data Sheet unless the bidder complies with the conditions above.		
5.5.6	The TVDSB reserves the right to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		
5.6	COMMERCIAL LIABILITY INSURANCE		
5.6.1	The successful bidder(s) must be covered by Commercial General Liability Insurance throughout the term of the contract. Each bidder must state if it has Commercial General Liability Insurance Coverage.		

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5.6.2	Each bidder should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$2 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$2 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.6.2.1	This liability policy shall contain the following coverage:		
5.6.2.2	Personal Injury & Property Damage		
5.6.2.3	Non-Owned Automobile Liability		
5.6.2.4	Owners and Contractors Protective Coverage		
5.6.2.5	Contractual Liability		
5.6.2.6	Broad Form Property Damage		
5.6.2.7	Products & Completed Operation Insurance		
5.6.2.8	Contingent Employees Liability		
5.6.2.9	Cross Liability Clause and Severability of Interest Clause		
5.6.3	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.6.4	The successful bidder(s) agrees to indemnify, hold harmless and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason or injury (including death) or damage to any property arising out of negligent or 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.		
5.7	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.		

FIRM NAME : _____

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THAMES VALLEY DISTRICT SCHOOL BOARD
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WORKSHEET A: TERMS AND CONDITIONS

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.7.2	In the event of an affirmative answer to 5.7.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the Contract. If the bidder's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.7.3 to subsection 5.7.4 applies to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.		
5.7.3	Bidders should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million (Commercial and \$1 million on all personally owned vehicles) per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or the agent's letterhead that liability insurance limits will be increased to \$2 million for Commercial Vehicles and \$1 million personally owned vehicles per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain that good standing throughout the term of the contract.		
5.7.3.1	The TVDSB reserves the right to request proof of coverage anytime throughout the duration of the contract. This liability policy shall contain the following coverage:		
5.7.3.2	Third Party Liability Coverage in the form of OAP-1		
5.7.4	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		
5.7.5	The successful bidder(s) agrees to indemnify, hold harmless, and defend, the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
6.0	BIDDER PROFILE		

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WORKSHEET A: TERMS AND CONDITIONS

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
6.1	REFERENCES		
6.1.1	New bidders should provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference should contain the following information:		
6.1.1.1	Reference 1 - Company Name:		
6.1.1.2	Reference 1 - Address:		
6.1.1.3	Reference 1 - Contact Name:		
6.1.1.4	Reference 1 - Phone Number:		
6.1.1.5	Reference 1 - Fax Number:		
6.1.1.6	Reference 1 - e-mail address:		
6.1.1.7	Reference 2 - Company Name:		
6.1.1.8	Reference 2 - Address:		
6.1.1.9	Reference 2 - Contact Name:		
6.1.1.10	Reference 2 - Phone Number:		
6.1.1.11	Reference 2 - Fax Number:		
6.1.1.12	Reference 2 - e-mail address:		
6.1.1.13	Reference 3 - Company Name:		
6.1.1.14	Reference 3 - Address:		
6.1.1.15	Reference 3 - Contact Name:		
6.1.1.16	Reference 3 - Phone Number:		
6.1.1.17	Reference 3 - Fax Number:		
6.1.1.18	Reference 3 - e-mail address:		
6.2	ADMINISTRATION & ORGANIZATION		
6.2.1	The TVDSB reserves the right at any time after the closing date, to request from any bidder evidence of its financial standing and stability, including that of each of its officers, directors and principals. All bidders agree to provide at their own expense all such above-related information as may be requested by the TVDSB within four (4) days of the date of any such request.		
6.2.2	Bidders are required to list any and all pending or ongoing legal claims or disputes where the bidder could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
6.2.3	Bidders should state location of their distribution centre.		
7.0	BID SUBMISSION		
7.1	BIDDER'S RESPONSE GUIDE		

FIRM NAME : _____

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THAMES VALLEY DISTRICT SCHOOL BOARD
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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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 Worksheets A & B		
7.1.3	One Diskette, memory stick or CD with file name Appendices409.xls with:		
7.1.3.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
7.1.3.2	Worksheet B: Requirements in Excel format - Electronic response required		
7.1.4	It is the bidders responsibility to ensure that the necessary "files" are on the diskette, memory stick or CD.		
7.1.5	Failure to respond in electronic format will deem the bid noncompliant.		
7.1.6	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.6 - Labeling Instructions).		
7.1.7	Bidders' submissions should include page numbers for ease of reference by committee members.		
7.1.8	The 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.		

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WORKSHEET A: TERMS AND CONDITIONS

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

Jennifer Frederickson, Buyer
Purchasing Department

Tracy Grant
Chairperson

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THAMES VALLEY DISTRICT SCHOOL BOARD
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BOOKS AND PUBLICATIONS
WORKSHEET A: TERMS AND CONDITIONS

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.0	ELECTRONIC BIDDING INSTRUCTIONS		
9.1	DOWNLOADING BID DOCUMENTS		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
9.1.2	Click "Board"		
9.1.3	Click "Purchasing"		
9.1.4	Click "Bids"		
9.1.5	Read "Electronic Bidding Instructions, Bid Download and Bid Results" or "Bids"		
9.1.6	Click "Proceed to Inquiry/Download page"		
9.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.8	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.9	All bid files are available for downloading at no charge from the TVDSB web site.		
9.2	PRINTING COPIES OF BID DOCUMENTS		
9.2.1	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
9.3	COMPUTER SYSTEM REQUIREMENTS		
9.3.1	To use the electronic system, bidders must have the following equipment:		
9.3.1.1	Microsoft Windows, version 95 or greater		
9.3.1.2	2.5 MB available hard drive space		
9.3.1.3	3 ½ 1.44 MB diskette drive, CD Burner or USB Port.		
9.4	INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:		
9.4.1	The TVDSB has made every effort to ensure the files are free of any virus and are functional. However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus.		
9.4.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
9.4.3	The bid files are installed into a default directory called C:\LBTENDER. When the installation process is complete, a box will appear with a "Remove Thames Valley District School Board Tender icon"; please close this box. When the setup is complete, click close.		
9.4.4	To begin the Bid Program:		
9.4.4.1	Go to Windows Explorer		
9.4.4.2	Click on C:\ drive		
9.4.4.3	Open the folder "lbtender"		

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THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER # 409
BOOKS AND PUBLICATIONS
WORKSHEET A: TERMS AND CONDITIONS

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.4.4.4	The file "Appendices409.xls" will be installed in the C:\lbtender directory with the following worksheets:		
9.4.4.4.1	Worksheet A - Terms and Conditions		
9.4.4.4.2	Worksheet B - Requirements		
9.4.4.4.3	Worksheet C - Shipping Locations		
9.4.5	To start the process open the Excel files and complete as instructed.		
9.5	THE RETURN DISKETTE, MEMORY STICK OR CD:		
9.5.1	After all bids have been entered:		
9.5.1.1	Copy all Appendices to either a 3.5" Diskette, memory stick or CD using your company's standard CD Writing program.		
9.5.1.2	Check to ensure that the "files" are on the diskette, memory stick or CD. Without these files we will not be able to download your bid.		
9.5.1.3	Be sure to label your diskette, memory stick or CD with company name and signature.		
9.6	LABELING OF ENVELOPE AND DISKETTE, MEMORY STICK OR CD		
9.6.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.6.2	From - Company Name & Address		
9.6.3	To:OFFICE OF THE TENDERS CLERK		
9.6.4	Thames Valley District School Board		
9.6.5	EDUCATION CENTRE,		
9.6.6	1250 Dundas Street,		
9.6.7	LONDON, Ontario		
9.6.8	N5W 5P2		
9.6.9	Books and Publications		
9.6.10	Bid #409		
9.6.11	RETURN DATE and TIME: prior to 12:00:00 noon local time Tuesday, August 23, 2011		
9.7	PLEASE AFFIX LABEL ON DISKETTE, MEMORY STICK OR CD AS SHOWN BELOW:		
9.7.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.7.2	Books and Publications		
9.7.3	Bid #409		
9.7.4	RETURN DATE and TIME: prior to 12:00:00 noon local time Tuesday, August 23, 2011		
9.7.5	Signature:		
9.7.6	Firm Name:		
10.0	SIGNATURE PAGE		
10.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		

FIRM NAME : _____

SIGNATURE : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER # 409
BOOKS AND PUBLICATIONS
WORKSHEET A: TERMS AND CONDITIONS

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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 : _____

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #409
BOOKS AND PUBLICATIONS
WORKSHEET B: REQUIREMENTS

2012

TENDER TERM NO.	TERMS & CONDITIONS	WILL OR WILL NOT COMPLY	COMMENT
	DETAILED REQUIREMENTS:		
B1	Product lists must comprise of books, book sets and publications <u>ONLY</u> . Learning Materials, magazines and posters MUST NOT be included on this list.		
B2	Please state if your company has an illustrative catalogue:		
B3	The successful bidder(s) will be required to submit an Excel or other spreadsheet file with their entire product listing to be used for ordering purposes by our schools. The file must be submitted within 30 days after the tender has been awarded or the TVDSB reserves the right to cancel this contract.		
B4	The following data is required for each field: Field #1 Catalogue Number (maximum 15 characters) Field #2 Unit of Measure (maximum 5 characters) Field #3 List Price (maximum 10 characters, numeric only) Field #4 Discount Price for TVDSB (maximum 10 characters, numeric only) Field #5 Description (maximum 1000 characters)		
B5	Bidders must state discount that you are willing to offer from price list.		
B5.1	Bidders may also enclose a current catalogue with the bid submission.		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #409
BOOKS AND PUBLICATIONS
WORKSHEET B: REQUIREMENTS

2012

TENDER TERM NO.	TERMS & CONDITIONS	WILL OR WILL NOT COMPLY	COMMENT
	DETAILED REQUIREMENTS:		
B5.1.1	Bidders may also submit a price list of their catalogue items in electronic format. The unit price should reflect this discount.		
B6	How often are product listings updated?		
B7	How often can updated listings be provided to the TVDSB? It is expected that whenever there is new titles or discontinued items, bidders will provide the TVDSB with the updated price list.		
B8	Please state if your company has an on-line catalogue:		
B9	Please state if your company has an on-line ordering web site:		
B10	State web site address:		
B11	The majority of all books and publications will be ordered on a purchase order.		
B12	Please state if your company accepts MasterCard:		
B13	Do you have level 4 credit reporting capability? (Level 4 Includes complete details of transaction)		

FIRM NAME: _____

SIGNATURE: _____

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #409
BOOKS AND PUBLICATIONS
WORKSHEET C: SHIPPING LOCATIONS

SCHOOL/DEPARTMENT	ADDRESS	POSTAL CODE
SECONDARY SCHOOLS		
A.B. Lucas Secondary School	656 Tennent Avenue, London, ON	N5X 1L8
Arthur Voaden Secondary School	41 Flora Street, St. Thomas, ON	N5P 2X5
Central Elgin C. I.	201 Chestnut Street, St. Thomas, ON	N5R 2B5
Central Secondary School	509 Waterloo Street, London, ON	N6B 2P8
Clarke Road Secondary School	300 Clarke Road, London, ON	N5W 5N4
College Avenue Secondary School	700 College Avenue, Woodstock, ON	N4S 2C8
East Elgin Secondary School	362 Talbot Street West, Aylmer, ON	N5H 1K6
Glencoe District Secondary School	3581 Concession Drive, Box 370, Glencoe, ON	N0L 1M0
Glendale Secondary School	37 Glendale Drive, Tillsonburg, ON	N4G 1J6
H.B. Beal Secondary School	525 Dundas Street, London, ON	N6B 1W5
Huron Park Secondary School	900 Cromwell Street, Woodstock, ON	N4S 5B5
Ingersoll District C. I.	37 Alma Street, Ingersoll, ON	N5C 1N1
Lord Dorchester Secondary School	61 Queen Street, Dorchester, ON	N0L 1G0
Medway Secondary School	14405 Medway Road, Arva, ON	N0M 1C0
Montcalm Secondary School	1350 Highbury Avenue, London, ON	N5Y 1B5
North Middlesex District Secondary School	100 Main Street, Box 610, Parkhill, ON	N0M 2K0
Oakridge Secondary School	1040 Oxford Street West, London, ON	N6H 1V4
Parkside Collegiate Institute	241 Sunset Drive, St. Thomas, ON	N5R 3C2
Saunders Secondary School	941 Viscount Road, London, ON	N6K 1H5
Sir Frederick Banting Secondary School	125 Sherwood Forest, London, ON	N6G 2C3
Sir George Ross Secondary School	365 Belfield Street, London, ON	N5Y 2K3
Sir Wilfrid Laurier Secondary School	450 Millbank Drive, London, ON	N6C 4W7
South Secondary School	371 Tecumseh Avenue, London, ON	N6C 1T4
Strathroy District Secondary School	361 Second Street, Strathroy, ON	N7G 4J8
Thames Secondary School	785 Trafalgar Street, London, ON	N5Z 1E6
West Elgin Secondary School	139 Graham Street, West Lorne	N0L 2P0
Westminster Secondary School	230 Base Line Road West, London, ON	N6J 1W1
Woodstock Collegiate Institute.	35 Riddell Street, Woodstock, ON	N4S 6L9
ELEMENTARY SCHOOLS		
A. J. Baker Public School	528 Allen Street, Kintore	N0M 2C0
Aberdeen Public School	580 Grey Street, London, ON	N6B 1H8
Adelaide-W. G. MacDonald Public School	29059 School Road, R. R. 5, Strathroy, ON, ON	N7G 3H6
Aldborough Public School	11443 Furnival Road, Box 400, R. R. 3, Rodney, ON	N0L 2C0
Algonquin Public School	59 Algonquin Road, Woodstock, ON	N4T 1R8

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #409
BOOKS AND PUBLICATIONS
WORKSHEET C: SHIPPING LOCATIONS

SCHOOL/DEPARTMENT	ADDRESS	POSTAL CODE
SECONDARY SCHOOLS		
Annandale School	60 Tillson Avenue, Tillsonburg, ON	N4G 3A1
Annadale School	60 Tilsonburg Ave. Tilsonburg, Ontario	N4G 3A1
Arthur Ford Public School	617 Viscount Road, London	N6J 2Y4
Arthur Stringer Public School	43 Shaftsbury Avenue, London	N6C 2Y5
Ashley Oaks Public School	121 Ashley Crescent, London	N6E 3P8
Balaclava Street Public School	20 Balaclava Street, St. Thomas, ON	N5P 3C2
Beachville Public School	23 Zorra Street, Beachville, ON	N0J 1A0
Bishop Townshend Public School	814 Quebec Street, London, ON	N5Y 1X4
Blenheim District P.S.	32 Wilmot St. S., Drumbo, Ontario	N0J 1G0
Bonaventure Meadows Public School	141 Bonaventure Drive, London, ON	N5V 4S6
Byron Northview Public School	1370 Commissioners Road West, London, ON	N6K 1E1
Byron Somerset Public School	175 Whisperwood Cres., London, ON	N6K 4C6
Byron Southwood Public School	1379 Lola Street, London, ON	N6K 3R6
C.C. Carrothers Public School	360 Chippendale Crescent, London, ON	N5Z 3G2
Caradoc Public School	714 Bowan Street East, Box 244, Mount Brydges, ON	N0L 1W0
Caradoc North Public School	8041 Scotchmere Drive, R. R. 1, Strathroy, ON	N7G 3H3
Centennial Central Public School	14774 Medway Road, R. R. 1, Arva, ON	N0M 1C0
Central Senior Public School	410 Hunter Street, Woodstock, ON	N4S 4G4
Chippewa Public School	1035 Chippewa Drive, London, ON	N5V 2T6
Clara Brenton Public School	1025 St. Croix Avenue, London, ON	N6H 3X8
Cleardale Public School	780 Dulaney Drive, London, ON	N6C 3W4
Colborne Street Public School	25 Colborne Street, Strathroy, ON	N7G 2M1
D. M. Sutherland Senior Public School	110 Winchester Street, Woodstock, ON	N4S 7K6
Davenport Public School	80 Rutherford Avenue, Aylmer, ON	N5H 2N8
Delaware Central Public School	14 James Street, Box 36, Delaware, ON	N0L 1E0
Dunwich-Dutton Public School	239 Main Street, Box 40, Dutton, ON	N0L 1J0
Eagle Heights P.S.	284 Oxford Street West, London, ON	N6H 1S9
Ealing Public School	840 Hamilton Road, London, ON	N5Z 1V5
East Oxford Central Public School	R.R.#4 Old Stage Rd. & Cty. R. 14, Woodstock, ON	N4S 7V8
East Williams Memorial Public School	4441 Queen Street, R. R. 1, Ailsa Craig, ON	N0M 1A0
Eastdale Public School	65 Aileen Drive, Woodstock, ON	N4S 4A2
Edward Street Public School	84 Edward Street, St. Thomas, ON	N5P 1Y7
Ekcoe Central Public School	3719 Parkhouse Drive, R. R. 3, Glencoe, ON	N0L 1M0
Elgin Court Public School	254 First Avenue, St. Thomas, ON	N5R 4S7

THAMES VALLEY DISTRICT SCHOOL BOARD
TENDER #409
BOOKS AND PUBLICATIONS
WORKSHEET C: SHIPPING LOCATIONS

SCHOOL/DEPARTMENT	ADDRESS	POSTAL CODE
SECONDARY SCHOOLS		
Emily Carr Public School	44 Hawthorne Road, London, ON	N6G 2H5
Evelyn Harrison Public School	50 Tewksbury Crescent, London, ON	N5V 2M8
F.D. Roosevelt Public School	560 Second Street, London, ON	N5V 2B7
Fairmont Public School	1040 Hamilton Road, London, ON	N5W 1A6
Forest Park Public School	295 Forest Avenue, St. Thomas, ON	N5R 2K5
Glen Cairn Public School	53 Frontenac Road, London, ON	N5Z 3Y5
Harris Heights Public School	2 Caffyn Street, Ingersoll, ON	N5C 3Y5
Hickson Central Public School	161 Loveys Street, Hickson, ON	N0J 1L0
Hillcrest Public School (East)	840 Sloan Street, Woodstock, ON	N4S 7V3
Hillcrest Public School (Central)	1231 Fuller Street, London, ON	N5Y 4P7
Huron Heights Public School	1245 Michael Street, London, ON	N5V 2H4
Innerkip Central Public School	Box 40, 180 Coleman St., Innerkip, ON	N0J 1M0
Jack Chambers Public School	1650 Hastings Drive, London, ON	N5X 3E3
Jeanne Sauve Public School	127 Sherwood Forest Sq., London, ON	N6G 2C3
John Dearness Public School	555 Sanatorium Road, London, ON	N6H 3W6
John P. Robarts Public School	84 Bow Street, London, ON	N5V 1B1
John Wise P.S.	100 Parkside Dr. St. Thomas, ON	N5R 3T9
Kensal Park Public School	328 Springbank Drive, London, ON	N6J 1G5
Knollwood Park Public School	70 Gammage Street, London, ON	N5Y 2B1
Lambeth P.S. (formerly AE Duffield & MB McEachern)	6820 Duffield Road, London, ON	N6P 1A4
Lester B. Pearson School for Arts	795 Trafalgar Street, London, ON	N5Z 1E6
Locke's Public School	22 South Edgeware Road, St. Thomas, ON	N5P 2H2
Lord Elgin Public School	1100 Victoria Street, London, ON	N5Y 4E2
Lord Nelson Public School	1990 Royal Crescent, London, ON	N5V 1N8
Lord Roberts Public School	440 Princess Avenue, London, ON	N6B 2B3
Lorne Avenue Public School	723 Lorne Avenue, London, ON	N5W 3K7
Maple Lane Public School	25 Maple Lane, Tillsonburg, ON	N4G 2Y8
Masonville Public School	25 Hillview Boulevard, London, ON	N6G 3A7
McGillivray Central Public School	34714 Creamery Road, R. R. 3, Ailsa Craig, ON	N0M 1A0
McGregor Public School	204 John Street South, Aylmer, ON	N5H 2C8
Mitchell Hepburn P.S	95 Raven Ave. St. Thomas, ON	N5R 0C2
Mosa Central Public School	22741 Pratt Siding Road, R. R. 1, Glencoe, ON	N0L 1M0
Mountsfield Public School	8 Mountsfield Drive, London, ON	N6C 2S4
New Sarum Public School	9473 Belmont Road, R. R. 3, St. Thomas, ON	N5P 3S7

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SCHOOL/DEPARTMENT	ADDRESS	POSTAL CODE
SECONDARY SCHOOLS		
Nicholas Wilson Public School	927 Osgoode Drive, London, ON	N6E 1C9
North Meadows Public School	82 Middlesex Drive, Strathroy, ON	N7G 4G5
North Norwich Public School	Box 40, 40 Main Street South, Burgessville, ON	N0J 1C0
Northbrae Public School	335 Belfield Street, London, ON	N5Y 2K3
Northdale Central Public School	3860 Catherine Street, Dorchester, ON	N0L 1G0
Northdale Public School	290 Victoria Street North, Woodstock, ON	N4S 6W5
Northridge Public School	25 McLean Drive, London, ON	N5X 1Y2
Norwich Public School	Box 327, 8 Elgin Street, Norwich, ON	N0J 1P0
Oliver Stephens Senior Public School	164 Fyfe Avenue, Woodstock, ON	N4S 3S6
Orchard Park Public School	50 Wychwood Park, London, ON	N6G 1R6
Otterville Public School	118 Main Street West, Otterville, ON	N0J 1R0
Oxbow Public School	13624 Ilderton Road, R. R. 3, Ilderton, ON	N0M 2A0
Parkhill-West Williams Public School	204 McLeod Street, Box 488, Prkhill, ON	N0M 2K0
Parkview Public School	10008 Oxbow Drive, Komoka, ON	N0L 1R0
Pierre Elliot Trudeau F.I.PS.	112 Churchill Crescent, St. Thomas, ON	N5R 1R1
Plattsville & District Public School	112 Mill Street East, Plattsville, ON	N0J 1S0
Port Burwell Public School	Box 209, 30 Strachan, Port Burwell, ON	N0J 1T0
Port Stanley Public School	Box 490 Carlow Road, Port Stanley, ON	N5L 1B6
Prince Charles Public School	1601 Wavell Street, London, ON	N5W 2C9
Princess Anne Public School (East)	210 King Street, Ingersoll, ON	N5C 1L8
Princess Anne Public School (French Imm	191 Dawn Dr., London, ON	N5W 4W9
Princess Elizabeth Public School (East	37 William Street, Ingersoll, ON	N5C 1M2
Princess Elizabeth Public School	247 Thompson Road, London, ON	N5Z 2Z3
Rick Hansen Public School	70 Ponderosa Cresent, London, ON	N6E 2L7
River Heights Public School	4269 Hamilton Road, Dorchester, ON	N0L 1G3
Riverside Public School	550 Pinetree Drive, London, ON	N6H 3N1
Rolph Street Public School	83 Rolph Street, Tillsonburg, ON	N4G 3Y2
Ryerson Public School	940 Waterloo Street, London, ON	N6A 3X3
Scott Street Public School	50 Scott Street, St. Thomas, ON	N5P 1K6
Sherwood Forest Public School	7 Annadale Drive, London, ON	N6G 2B5
Sir G.E. Cartier Public School	695 Chiddington Avenue, London, ON	N6C 2W9
Sir Winston Churchill Public School	1837 Churchill Street, London, ON	N5W 2L3
Sir Isaac Brock Public School	80 St. Lawrence Boulevard, London, ON	N6J 2X1
Sir John A. MacDonald Public School	1150 Landor Street, London, ON	N5Y 3W3

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SECONDARY SCHOOLS		
South Dorchester Public School	48614 Crossley Hunter Line, R.R.1, Belmont, ON	N0L 1B0
South Ridge Public School	R. R. 7/391Quarter Line Road,Tillsonburg, ON	N4G 4H1
Southdale Public School	248 Keefer Street, Strathroy, ON	N7G 1E2
Southside Public School	360 Albert Street, Woodstock, ON	N4S 2L4
Southwold Public School	R. R. 1/39261 Fingal Line, St. Thomas, ON	N5P 3S5
Sparta Public School	Box 60/45885 Sparta Line, Sparta, ON	N0L 2H0
Springbank Public School	1060 Sprucedale Road, Woodstock, ON	N4S 4Z9
Springfield Public School	133 Main Street, Springfield, ON	N0L 2J0
St. George's Public School	782 Waterloo Street, London, ON	N6A 3W4
Stoneybrook Public School	1460 Stoneybrook Crescent, London, ON	N5X 1C4
Stoney Creek Public School	1335 Nicole Ave., London, ON	N5X 4M7
Straffordville Public School	Box 94,9188 Plank Road, Staffordville, ON	N0J 1Y0
Summers' Corners Public School	50576 Talbot Line, RR 1, Aylmer, ON	N5H 2R1
Tavistock Public School	Box 370, 79 Maria Street, Tavistock, ON	N0B 2R0
Tecumseh Public School	401 Tecumseh Avenue, London, ON	N6C 1T4
Thamesford Public School	Box 250, 130 McCarty Street, Thamesford, ON	N0M 2M0
Tollgate Central Public School	744993 Oxford Rd.17 & Hwy 59, Woodstock, ON	N4S 7W1
Trafalgar Public School	919 Trafalgar Street, London, ON	N5Z 1G3
Tweedsmuir Public School	349 Tweedsmuir Avenue, London, ON	N5W 1L5
University Heights Public School	27 Ford Crescent, London, ON	N6G 1H8
Valleyview Public School	10339 Ilderton Road, R. R. 2, Ilderton, ON	N0M 2A0
Victoria Public School	130 Wharncliffe Road South, London, ON	N6J 2K5
Victory Memorial	210 Thames Street South, Ingersoll, ON	N5C 2T5
W. Sherwood Fox Public School	660 Steeplechase Drive, London, ON	N6J 3P4
West Elgin Senior Elementary School	Box 280, 139 Graham Street, West Lorne, ON	N0L 2P0
West Nissouri P.S.	37 Elliott Trail, Thorndale, ON	N0M 2P0
Westdale Public School	1050 Plantation Road, London, ON	N6H 2Y5
Westfield Public School	38 Glenn Avenue, Ingersoll, ON	N5C 2C8
Westminster Central Public School	2835 Westminster Drive, London, ON	N6N 1L7
Westmount Public School	1011 Viscount Road, London, ON	N6K 1H5
White Oaks Public School	1400 Ernest Avenue, London, ON	N6E 2H8
Wilberforce P.S.	340 Beech St., Lucan, ON	N0M 2J0
Wilfrid Jury Public School	950 Lawson Road, London, ON	N6G 3M7
Wilton Grove Public School	626 Osgoode Drive, London, ON	N6E 1C1

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SECONDARY SCHOOLS		
Woodland Heights Public School	474 Springbank Drive, London, ON	N6J 1G8
Wortley Road Public School	301 Wortley Road, London, ON	N6C 3R6
Zorra Highland Park Public School	R.R.#1 County Rd. 6 Embro, ON	N0J 1J0
ADULT, ALTERNATIVE AND CONTINUING EDUCATION ADULT EDUCATION SITES		
Blossom Park Education Centre	391 Blossom Park Road, Woodstock, ON	N4S 7J3
G.A. Wheable Centre for Adult Education	70 Jacqueline Street, London, ON	N5Z 3P7
St. Thomas Adult Learning Centre	10 Ontario Rd., St. Thomas, ON	N5P 3N4
Strathroy Adult Learning Centre	51 Front Street East, Strathroy, ON	N7G 1Y5
Tillson Avenue Education Centre	90 Tillson Avenue, Tillsonburg, ON	N4G 3A1
Adult, Alternative and Continuing Education	70 Jacqueline Street, London, ON	N5Z 3P7
Anishnaabe Skiniw	2213 Elm Ave., Southwold, ON	N0L 1G0
Continuous Intake Cooperative Education for Alternative Education	41 Mondamin Street, Unit 7, St. Thomas, ON	N5P 2V4
East London Centre	1090 Highbury Ave. N, London, ON	N5Y 4W1
Ingersoll Centre	121 Thames St. N., Ingersoll, ON	N5C 3C9
St. Thomas Alternative School	41 Mondamin Street, Unit 7, St. Thomas, ON	N5R 2Z9
Springbank Centre	360 Springbank Drive, London, ON	N6J 1G5
Merrymount Centre	1064 Colborne Drive, London, ON	N6A 4B3
Richmond Centre	240 Richmond Street, London, ON	N6B 2H6
Tillsonburg Alternative Education	90 Tillson Avenue, Tillsonburg, ON	N4G 3A1
U-Turn Suspension and Expulsion Program	405 Dundas Street, London, ON	N6B 1V9
U-Turn Suspension and Expulsion Program	41 Mondamin Street, Unit 7, St. Thomas, ON	N5P 2V4
Waterloo Centre	580 Waterloo St., Suite 101, London, ON	N6B 2P9
Wiingashk at N'Amerind Centre	260 Colborne Street, London, ON	N6B 2S6
Woodstock Transition School	95 Huron Street, Woodstock, ON	N4S 6Z5
SECTION 23 PROGRAMS		
Madeline Hardy	600 Sanitorium Road, London, ON	N6H 3W7
W.D. Sutton	1350 Highbury Avenue, London, ON	N5Y 1B5
Anago Girls' Home	258 Hastings Street, Parkhill, ON	N0M 2K0
Children's Aid Society Receiving Home	52 Argyle Street, London, ON	N6H 1Y7
Children's Hospital of Western Ontario	800 Commissioners Road East, London, ON	N6A 4G5
W.A.Y.S. Adelaide Street	1517 Adelaide Street North, London, ON	N5X 1K5
W.A.Y.S. Sylvan Street	345 Sylvan Street, London, ON	N6G 4L9

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SECONDARY SCHOOLS		
Craigwood Youth Services - Ailsa Craig	RR# 1 Ailsa Craig, ON	N0M 1A0
Craigwood Youth Services - London	520 Hamilton Rd., London, ON	N5Z 1S4
Genest Detention Centre for Youth	1670 Oxford Street East, London, ON	N5V 3G2
King Street Detention Centre	583 King Street, London, ON	N6B 1T4
Regional Mental Health Care London	850 Highbury Avenue, London, ON	N5Y 1A4
Madame Vanier Children's Services	871 Trafalgar Street, London, ON	N5Z 1E6
Raoul Wallenburg Centre	1233 Dundas Street East, London, ON	N5W 3B1
Salvation Army Bethesda Centre	54 Riverview Avenue, London, ON	N6J 1A2
W.A.Y.S. - Belton House	70 Riverside Dr., London, ON	N6H 1B4
W.A.Y.S. - Hardy Geddes House	507 Queens Avenue, London, ON	N6B 1Y3
W.A.Y.S. - Maitland Street	372 Maitland Street, London, ON	N6B 2Y9
ENVIRONMENTAL CENTRES		
London Environmental Ed Centre	1095 Pond View Rd., London, ON	N5Z 4K2
Jaffa Environmental Ed Centre	48346 John Wise Line, Alymer, ON	N5H 2R4
Vansittart Woods Environmental Ed Centre	775275 Blandford Road, Woodstock, ON	N4S 7V9
DEPARTMENTS		
Facility Service - East	745 Hounsfield Street, Woodstock, ON	N4S 1P6
Education Centre	1250 Dundas Street, P.O. Box 5888, London, ON	N5W 5P2
Facility Services - Corporate Off.	951 Leathorne Street, London, ON	N5Z 3M7
Facility Services - West	14766 Medway Rd., Arva, ON	N0M 1C0
Facility Services - South	259 Edward Street, St. Thomas, ON	N6C 4G3