



**TENDER #430**  
**SPECIAL EDUCATION SUPPLIES AND EQUIPMENT**

Issue Date: Wednesday, July 21, 2010

Cheryl Mackenzie, Buyer

Issued by: The Thames Valley District School Board

**Return Date: prior to 12:00:00 noon, local time, Tuesday, August 17, 2010**

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>1.0</b>	<b>INTRODUCTION</b>		
1.01	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 178 schools with an estimated enrolment of 74,000 students.		
<b>1.1</b>	<b>PURPOSE</b>		
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 Special Education Supplies and Equipment, subject to the conditions herein.		
<b>2.0</b>	<b>BID DEFINITIONS AND INFORMATION</b>		
<b>2.1</b>	<b>DEFINITIONS</b>		
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	<b>BID IRREGULARITY:</b> A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		
2.1.1.6.1	Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The TVDSB will reject any bid submission which contains a major irregularity.		
2.1.1.6.2	Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The TVDSB may permit the bidder to correct a minor irregularity.		

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<b>2.2</b>	<b>STRUCTURE OF THIS BID</b>		
2.2.1	Bidders <b>must</b> 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 a file named "Appendices430.xls" with the following Worksheets:		
2.2.1.10	Worksheet A: Terms and Condition in Excel format - electronic response required		
2.2.1.11	Worksheet B: Requirements and Pricing in Excel format electronic response required		
<b>2.3</b>	<b>RETURN LOCATION</b>		
2.3.1	Sealed bid submissions <b>must</b> 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 - Labelling of Envelope and diskette or CD).		
2.3.9	The bid submission <b>must</b> 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.		
<b>2.4</b>	<b>IMPORTANT DATES</b>		
2.4.1	ISSUE DATE: Wednesday, July 21, 2010		
2.4.2	<b>RETURN DATE and TIME: prior to 12:00:00 local time Tuesday, August 17, 2010</b>		
<b>2.5</b>	<b>QUESTIONS</b>		
2.5.1	All questions pertaining to this bid document are to be addressed to: Cheryl MacKenzie, by Fax (519) 452-2399 or email to c.mackenzie@tvdsb.on.ca. The TVDSB reserves the right to distribute a notice of content of any inquiry and the TVDSB's response to all other registered bidders.		

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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: Cheryl MacKenzie. The TVDSB will only be bound by written answers to questions .		
2.5.5	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site.		
<b>3.0</b>	<b>CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT</b>		
<b>3.1</b>	<b>CONTRACT TERM</b>		
3.1.1	The term of this agreement shall be for one (1) year, 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 two (2) years in one (1) year increments and will advise the bidder in writing of their intentions.		
3.1.3	Bidders <b>must</b> 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 <b>must</b> state if your company would agree to extending this contract with the same terms and conditions for a third year ending August 31, 2013.		
<b>3.2</b>	<b>PRICING</b>		
3.2.1	Bidders <b>must</b> complete Worksheet B, print and sign the Worksheet.		
3.2.2	All charges <b>must</b> 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.		
3.2.3	Prices <b>must</b> include delivery, F.O.B. destination. <b>NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.</b>		
3.2.4	The contract will be for a one (1) year term ending August 31, 2011. Prices <b>MUST</b> remain firm for the first year of the contract and thereafter only manufacturer's price increases (supported by documentation) will be allowed.		
3.2.5	The TVDSB expects to order in multiple shipments over the length of this contract.		
3.2.6	It is the intention of the TVDSB to rationalize its supplier base. This contract may be awarded on a per item basis or on the best cost of various groupings. The groupings will be determined by the TVDSB. Each bidder agrees to the award on this basis.		
3.2.7	Bidders <b>must</b> state any further discount, as a percentage, if all items are awarded to your company.		
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.		
<b>3.3</b>	<b>TAXES</b>		

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3.3.1	Harmonized Sales Tax: Where applicable, HST <b>must</b> be shown separately as extra on all invoices in accordance with Canadian and Provincial Government regulations.		
<b>3.4</b>	<b>DELIVERY &amp; ORDERING</b>		
3.4.1	Delivery for all items will be directly to our Schools, Distribution Centre, Educational Resource Centre or Community Education Centres.		
3.4.2	Delivery dates will be specified on all of our purchase orders. Immediate delivery will be accepted unless otherwise designated on our purchase orders. In case of construction of new schools or major school renovations, the TVDSB shall not accept delivery until the date specified on those purchase orders.		
3.4.3	The successful bidder(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping or installation.		
3.4.4	The successful bidder(s) bears the risk of loss with respect to equipment until delivery and/or installation is complete.		
3.4.5	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of landing.		
3.4.6	The lead time shown will be used to calculate delivery dates on our purchase orders and to monitor your company's performance. The lead time <b>must</b> be met as it is one of our criteria considered in the decision, and award, of this and future contracts.		
3.4.7	Not all goods will be ordered at one time; orders will be placed as requests are received from our schools.		
3.4.8	In order to meet any minimum order stipulation, we may combine orders from different sites for delivery to our Distribution Centre at 951 Leathorne Street in London. Those orders would be labelled 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 labelled PER SITE, ready for us to forward directly to the school with no further packaging or resorting required.		
3.4.9	Bidders must state minimum dollar value per order.		
3.4.10	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of landing. All items must be individually packaged for each school or location.		
3.4.11	Each package must be clearly labelled for the school or location specified on our purchase order.		
3.4.12	The successful bidder(s) <b>must</b> ensure the school's full name and address is labelled as we have duplicate location names.		
3.4.13	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.		
3.4.14	Each school's order should contain their own packing slip.		

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3.4.15	The successful bidder(s) <b>must</b> ensure the packaging materials used are adequate so that the product is protected at all times during the distribution process.		
3.4.16	Our distribution centre will sign for delivery on all orders subject to inspection at the school.		
3.4.17	The successful bidder <b>must</b> contact Jim Morton at the Distribution Centre (519-852-4443) prior to shipping any large shipments for arrangement of a delivery date and time.		
<b>3.5</b>	<b>INVOICING/PAYMENT TERMS</b>		
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 <b>must</b> 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 <b>must</b> be stated on all invoices; invoices without will be returned unpaid.		
<b>4.0</b>	<b>SPECIFICATIONS/REQUIREMENTS</b>		
<b>4.1</b>	<b>QUALITY</b>		
4.1.1	Unless otherwise specified, supplies must be new, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the TVDSB pertaining to items being rejected is final.		
4.1.2	Manufacturers' brand names and numbers are used as guidance for the bidders; alternate items of equal quality will be considered. If bidding on an alternate item, the manufacturer's name and model number <b>must</b> be indicated in the appropriate field in Appendices430.xls - Worksheet B - Requirements & Pricing, FOR EVERY ALTERNATE ITEM BID.		
4.1.3	The determination of equal quality will be based on our internal professional opinions.		
4.1.4	In addition to price, quality and suitability to school use will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will also be taken into consideration when awarding this contract.		
4.1.5	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications <b>must</b> immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
4.1.6	The successful bidder(s) <b>must</b> carry out all work to the satisfaction of the TVDSB. All trade work is to be performed by appropriately certified staff.		
<b>4.2</b>	<b>QUANTITY/TERM</b>		

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4.2.1	The quantities indicated are based on the previous years' purchases and projected current year capital projects. Quantities are subject to equipment breakdowns, user requests, program changes and budget approval which may be increased or decreased when orders are placed. All items may not be purchased if costs exceed budget. In no way should the information furnished be considered as a guarantee with respect to the future volume of business. The successful bidder(s) will be responsible for supplying the quantities that are eventually ordered for each item awarded during the term of this bid at the quoted price.		
<b>4.3</b>	<b>REQUIREMENTS</b>		
4.3.1	The TVDSB wishes to establish contract with multiple suppliers for Special Education supplies and equipment.		
4.3.2	For each requirement as described in Worksheet B - Requirements & Pricing, bidders <b>must</b> place a response in the appropriate column.		
4.3.3	The list of basic requirements is detailed in Worksheet B - Requirements & Pricing. This list will be used to compare pricing. As well the ability to provide an electronic catalogue and the discount offered will be a factor in the evaluation and award of this bid.		
4.3.4	The successful bidders will be required to submit a electronic spreadsheet file with their entire product listing to be used for ordering purposes by the TVDSB.		
4.3.5	The electronic file will include the following:		
4.3.5.1	Field #1 - Catalogue Number - maximum 15 characters		
4.3.5.2	Field #2 - Unit of Measure - maximum 5 characters		
4.3.5.3	Field #3 - Unit price - maximum 10 characters		
4.3.5.4	Field #4 - Page number in suppliers catalogue - maximum 4 characters		
4.3.5.5	Field #5 - Description - maximum 1000 characters		
4.3.6	Bidders <b>must</b> state the discount, from their list price, that they will offer the TVDSB on their complete product range.		
4.3.7	The electronic file must be "NET" pricing reflecting the discount stated in this bid.		
4.3.8	Bidders should submit a catalogue illustrating pricing and listing their complete product range, if available.		
4.3.9	Bidders <b>should</b> submit a sample of their electronic price list in their bid submission.		
4.3.10	Bidders <b>must</b> state how often their catalogue is updated.		
4.3.11	Bidders <b>must</b> provide updated price list to the TVDSB when new items are added but pricing must be held for the term of the contract.		
4.3.12	Bidders <b>should</b> state if your company has an online catalogue.		
4.3.13	The Board reserves the right to sample the market for price comparisons to ensure competitive prices on all new products required.		
4.3.14	The successful bidder(s) <b>should</b> be a certified dealer/distributor of the manufacturer of the equipment/products they are proposing.		

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4.3.15	The successful bidder(s) <b>must</b> have the proprietary right or license to use software being provided or imbedded in the hardware that is being provided.		
<b>4.4</b>	<b>RETURN OF GOODS POLICY</b>		
4.4.1	The TVDSB will return any shipment (COLLECT) if, in our opinion, the product supplied does not conform to the specification and/or samples submitted in the bid.		
4.4.2	Bidders should state if there is a time limit on returning goods.		
4.4.3	Bidders should state if there is a "restocking charge" on any returned item and the amount or rate to be charged if goods are returned for any other reason than those stated in 4.4.1.		
4.4.4	Bidders should describe their procedure for returned goods with respect to:		
4.4.4.1	Packaging		
4.4.4.2	"Attention To" labelling		
4.4.4.3	Address to where returns should be shipped		
4.4.4.4	Method of shipment (company truck, courier, transport)		
4.4.4.5	If a return authorization number is required		
4.4.4.6	What charges apply and who is responsible for payment		
4.4.5	The TVDSB will not pay to return any goods which do not meet the specifications listed in this bid.		
<b>4.5</b>	<b>ILLUSTRATIVE LITERATURE</b>		
4.5.1	Bidders should submit ILLUSTRATIVE and SPECIFICATION INFORMATION for each item of which they have bid. Bidders who are bidding EXACTLY as specified do not need to supply this information. Bidders who are submitting a catalogue must indicate page number where the item is illustrated.		
4.5.1.1	Bidders should state if this literature can be obtained directly from the manufacturer via the internet.		
4.5.1.2	Bidders should state the web site addresses for each manufacturer.		
<b>4.6</b>	<b>SAMPLES</b>		
4.6.1	Each bidder may be required to submit, at the bidder's own expense, the items which are being bid upon for examination and comparison purposes. This <b>must</b> be done on request and at a time and location chosen by the TVDSB.		
4.6.1.1	Samples requested should be clearly marked with the name of the bidder and the bid item number.		
4.6.1.2	Samples should be sent to our Education Centre, 1250 Dundas Street, London, ON, N5Q 5P2.		
4.6.2	Not all samples will be returned immediately. Those retained for quality control purposes or testing will be purchased and any item tested that proves defective will be returned		
4.6.3	Bidders should provide return instructions (i.e. address and authorization number) if required, for sample returns.		
<b>4.7</b>	<b>SUBSTITUTIONS</b>		

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4.7.1	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 <b>COLLECT</b> , if in our opinion the products supplied do not conform to the specifications in this bid document.		
<b>5.0</b>	<b>TERMS AND CONDITIONS</b>		
<b>5.1</b>	<b>GENERAL TERMS AND CONDITIONS</b>		
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 <b>must</b> 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 <b>must</b> 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 <b>must</b> 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.		

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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) <b>must</b> 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 <b>must</b> be adhered to by the successful bidder(s).		
5.1.15.1	Smoking is prohibited in all TVDSB buildings and on all TVDSB property.		
5.1.15.2	Some TVDSB sites are equipped with video surveillance cameras.		
5.1.15.3	The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by government, the TVDSB and each school.		
5.1.16	The successful bidder(s) will reimburse the TVDSB for any damages through negligence or wilful acts of any of the successful bidder(s)' employees or contracted staff.		

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5.1.17	The successful bidder(s)' employees and contracted staff shall not be considered TVDSB employees and shall not represent themselves as an agent of the TVDSB nor be eligible for any of the benefits provided to TVDSB employees.		
5.1.18	The TVDSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the TVDSB's opinion, their conduct has been of an unacceptable nature.		
5.1.19	The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the bidder's responsibility to see that all their activities are properly coordinated with the TVDSB's operations and modify assignments as required.		
5.1.20	This bid document is being issued pursuant to the TVDSB's Purchasing Policies and Procedures.		
<b>5.2</b>	<b>CANCELLATION OF CONTRACT / LOSS OF SERVICE</b>		
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.		
<b>5.3</b>	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT</b>		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.3.1	Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application pursuant to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a bid submission or an addendum may contain a trade secret of the bidder, intellectual property right of the bidder, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		
5.3.2	A bidder specifically consents to the disclosure of any and all information contained in their bid submission or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all rights, titles and interests that they have in the bid submission, and any addendum to the TVDSB, including the right to copy and/or publish the same as the TVDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.		
5.3.3	All bidders agree not to disclose any information provided by the TVDSB in this bid document to any third party without the written consent of the TVDSB.		
<b>5.4</b>	<b>HUMAN RIGHTS AND CHILD LABOUR LAWS</b>		
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	<a href="http://www.ilo.org">http://www.ilo.org</a>		
<b>5.5</b>	<b>HEALTH, SAFETY REGULATIONS</b>		
5.5.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) <b>must</b> 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.		

FIRM NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.5.2	Every person who supplies any machine, device, tool, equipment or service to the TVDSB <b>must</b> 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) <b>must</b> 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 WHIMS in accordance with Occupational Health and Safety Act Regulations. They <b>must</b> adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.5.6	No supplier will be awarded any product that requires a Material Safety Data Sheet unless the bidder complies with the conditions above.		
5.5.6	The TVDSB reserves the right to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.		
5.5.7	Where applicable, the TVDSB will give preference to products made with non-natural rubber latex (synthetic rubber latex). Bidders should indicate any products containing natural rubber latex and its percentage content in Worksheet B.		
<b>5.6</b>	<b>COMMERCIAL LIABILITY INSURANCE</b>		
5.6.1	The successful bidder(s) <b>must</b> 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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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.6.2	Each bidder should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$2 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$2 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$2 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.6.2.1	This liability policy shall contain the following coverage:		
5.6.2.2	Personal Injury & Property Damage		
5.6.2.3	Non-Owned Automobile Liability		
5.6.2.4	Owners and Contractors Protective Coverage		
5.6.2.5	Contractual Liability		
5.6.2.6	Broad Form Property Damage		
5.6.2.7	Products & Completed Operation Insurance		
5.6.2.8	Contingent Employees Liability		
5.6.2.9	Cross Liability Clause and Severability of Interest Clause		
5.6.3	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damages and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.6.4	The successful bidder(s) agrees to indemnify, hold harmless and defend the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason or injury (including death) or damage to any property arising out of negligent or wilful acts on the part of the successful bidder(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		
<b>5.7</b>	<b>MOTOR VEHICLE LIABILITY INSURANCE</b>		
5.7.1	Bidders <b>must</b> 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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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.7.2	In the event of an affirmative answer to 5.8.1, the successful bidders <b>must</b> 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 \$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.		
5.7.3.1	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.		
<b>6.0</b>	<b>BIDDER PROFILE</b>		
<b>6.1</b>	<b>REFERENCES</b>		

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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 <b>must</b> 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:		
<b>6.2</b>	<b>ADMINISTRATION &amp; ORGANIZATION</b>		
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 <b>must</b> state location of their distribution centre.		
6.2.4	Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.		
<b>7.0</b>	<b>BID SUBMISSION</b>		
<b>7.1</b>	<b>BIDDER'S RESPONSE GUIDE</b>		

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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 <b>must</b> include:		
7.1.2.1	Printed and signed copies of all Worksheets		
7.1.2.2	Illustrative Catalogue if available		
7.1.3	One Diskette or CD with file names:		
7.1.3.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
7.1.3.2	Worksheet B: Specifications and Pricing in Excel format - Electronic response required		
7.1.4	It is the bidders responsibility to ensure that the necessary "files" are on the diskette or CD.		
7.1.5	Failure to respond in electronic format will deem the bid noncompliant.		
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 - Labelling Instructions).		
7.1.7	Bidders' submissions should include page numbers for ease of reference by committee members.		
7.1.8	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.9	Supplemental materials will not qualify as substitutes for direct responses to the bid's requirements unless specifically requested.		
<b>8.0</b>	<b>AWARD</b>		
<b>8.1</b>	<b>EVALUATION PROCESS</b>		
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 (Ability to provide electronic price list and discount)		
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.		
<b>8.2</b>	<b>AWARD AND NOTIFICATION OF CONTRACT</b>		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.2.1.1	<a href="http://www.tvdsb.ca">www.tvdsb.ca</a>		
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		
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**

FIRM NAME : \_\_\_\_\_

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
<b>9.0</b>	<b>ELECTRONIC BIDDING INSTRUCTIONS</b>		
<b>9.1</b>	<b>DOWNLOADING BID DOCUMENTS</b>		
9.1.1	All documents are available from the TVDSB Web Site at <a href="http://www.tvdsb.ca">www.tvdsb.ca</a> Click "Board"		
9.1.2	Click "Purchasing"		
9.1.3	Click "Bids"		
9.1.4	Read instructions		
9.1.5	Click "Proceed to Inquiry/Download page"		
9.1.6	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.7	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.8	All bid files are available for downloading at no charge from the TVDSB web site.		
<b>9.2</b>	<b>PRINTING COPIES OF BID DOCUMENTS</b>		
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.		
<b>9.3</b>	<b>COMPUTER SYSTEM REQUIREMENTS</b>		
9.3.1	To use the electronic system, bidders <b>must</b> 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.		
<b>9.4</b>	<b>INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:</b>		
9.4.1	The TVDSB has made every effort to ensure the files are free of any virus and are functional. However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus.		
9.4.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
9.4.3	The bid files are installed into a default directory called C:\LBTENDER. When the installation process is complete, a box will appear with a "Remove Thames Valley District School Board Tender icon"; please close this box. When the setup is complete, click close.		
9.4.4	To begin the Bid Program:		
9.4.4.1	Go to Windows Explorer		
9.4.4.2	Click on C:\ drive		
9.4.4.3	Open the folder "lbtender"		
9.4.4.5	The following file will be installed in the C:\lbtender directory:		
9.4.4.6	"Appendices430.xls"		
9.4.5	To start the process open the Excel files and complete as instructed.		
<b>9.5</b>	<b>THE RETURN DISKETTE OR CD:</b>		

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.5.1	Copy the "Appendices430.xls" file to either a 3.5" Diskette or CD using your company's standard CD Writing program.		
9.5.2	Check to ensure that the "files" are on the diskette or CD. Without these files we will not be able to download your bid.		
9.5.3	Be sure to label your diskette or CD with company name and signature.		
<b>9.6</b>	<b>LABELLING OF ENVELOPE AND DISK</b>		
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	Special Education Supplies and Equipment		
9.6.10	Bid #430		
9.6.11	<b>RETURN DATE and TIME: prior to 12:00:00 local time Tuesday, August 17, 2010</b>		
<b>9.7</b>	<b>PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:</b>		
9.7.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.7.2	Special Education Supplies and Equipment		
9.7.3	Bid #430		
9.7.4	<b>RETURN DATE and TIME: prior to 12:00:00 local time , Tuesday August 17, 2010</b>		
9.7.5	Signature:		
9.7.6	Firm Name:		
<b>10.0</b>	<b>SIGNATURE PAGE</b>		
10.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all Appendices. All required Appendices are included in our bid submission.		
10.3	I/We the undersigned are duly authorized to execute this Bid Submission on behalf of:		
10.4	NAME (Please print):		
10.5	TITLE:		
10.6	SIGNATURE:		
10.7	FIRM NAME:		
10.8	State the legal entity that your organization operates under:		
10.8.1	Proprietorship		

FIRM NAME : \_\_\_\_\_

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
10.8.2	Partnership		
10.8.3	Corporation		
10.9	If your organization is incorporated, bidders <b>must</b> 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 <b>must</b> provide the correct legal name for any sub contractor, their full personal name and address, telephone number, fax number, as well as the name(s) of appropriate contact persons (with whom the TVDSB may consult regarding this bid with whom the bidder enters into a contract(s) with to carry out any portion of this contract:		
10.10.1	Firm Name:		
10.10.2	Firm Address:		
10.10.3	Telephone Number:		
10.10.4	Fax Number:		
10.10.5	E-MAIL ADDRESS:		

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ITEM NO.	DESCRIPTION	QUANTITY	MAKE & MODEL	UNIT PRICE
1	Ball - Hopping - 25.6" - Southpaw #230032 or equivalent	2		
2	Ball - Multisensory - 3" - pack of 500 - School Specialty #1-030259 974 or equivalent	1		
3	Ball Bowl - School Specialty #1-59670-962 or equivalent	1		
4	Ball Carrier for Therapy Balls - School Specialty #1-031503-972 or equivalent	1		
5	Ball Pit - Economy Expandable - School Specialty #1-008929-974 or equivalent	1		
6	Ball Stabilizer Ring School Specialty #1-59670-952 or equivalent	1		
7	Ballpool balls (for use with crinkle blanket) Flaghouse S6251 or equivalent	2		
8	Balls in Bubble Tube - Flaghouse #376R94 or equivalent	1		
9	Bean Bag - Vibromusic - Flaghouse #W5957 or equivalent	1		
10	Belt - Sensory go pack bug belt - School Specialty #1031161972 or equivalent	2		
11	Big Buddy Hands-On - Bridges #12-56640 or equivalent	1		
12	Big Buddy Raving Red - Bridges #12-56100 or equivalent	1		
13	Book Holder - Sammons Preston Lowvision PROP-IT or equivalent	1		
14	Book Stand - Quantum - Adjustable - CNIB #090-000-0000 or equivalent	2		
15	Bubble Tube Base - Flaghouse #X03177 or equivalent	1		
16	Cable - to connect contact plate for use with "D" batteries - Adapted Toy D cable - Flaghouse W6624 or equivalent	1		
17	Cable - to connect contact plate to battery - Adapted Toy AA & C cable - Flaghouse W2169 or equivalent	1		
18	Calculator - Large/Big Numbers - Sammons Preston #557199 or equivalent	2		
19	Cap Switch - Bridges #12-58060 or equivalent	2		
20	Casters - Sammons Preston #9250-45-01 or equivalent	4		
21	CD Player - Adapted Personal - Flaghouse W36765 or equivalent	1		
22	Chair - Leaf - Flaghouse #W7262 or equivalent	1		

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ITEM NO.	DESCRIPTION	QUANTITY	MAKE & MODEL	UNIT PRICE
23	Chair - Positioning system - provides stability and support with mobility - positioned independently on the floor, on the accompanying wedge or on the mobile base - Mobile base can also be used independently as a scooter - system includes seat, wedge and mobile base. Seats are water, stain and odor resistant, non toxic and easily cleaned. Seats have built-in abductor, contoured interior and safety harness. X-Large: Max. height, 72" (182.9cm); Hip width, 12 -16" (30.5-41cm) Skillbuilders Seating, School Specialty #2-23692-964 or equivalent	1		
24	Chair Cushion - 10" x 10" - Gel-e-seat - School Specialty #1031471972 or equivalent	3		
25	Chewlery - 6 necklace set - School Specialty # 1-03177-964 or equivalent	3		
26	Communication Builder - Level 4 - Enabling Devices #7077 or equivalent	2		
27	Communication Device - Big Mac - Bridges #12-10002100 or equivalent	1		
28	Communications Kit - QuickStart - Bridges or equivalent	3		
29	Crawler - Sammons Preston #C8192 or equivalent	2		
30	Crinkle Blanket - Flaghouse #S7606 or equivalent	2		
31	Crinkle Blanket Sensory - Flaghouse #W7608 or equivalent	2		
32	Cross Bar Rotational Device - School Specialty #2-1015402-972 or equivalent	1		
33	Cross Bar spanner bar - Lilliworks or equivalent	1		
34	Cruiser Stroller CX14 - Harness - Flaghouse #P36460 or equivalent	2		
35	Cruiser Therapy Stroller CSR-Ready - Flaghouse #P8614-CXR 16 or equivalent	1		
36	Curious George Adapted Toy - Enabling Devices #391 or equivalent	2		
37	Curtain Rod - Telescopic - Sammons Preston #925693 or equivalent	2		
38	Custom Hand Splint - Benik #6250 or equivalent	1		
39	Delta Sand - School Specialty #1022651972 or equivalent	2		
40	Desk with book storage and knob adjustment - School Specialty #2-02730-954 or equivalent	1		
41	Dino Switch with Lights and Vibration - Enabling Devices #735 or equivalent	2		

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ITEM NO.	DESCRIPTION	QUANTITY	MAKE & MODEL	UNIT PRICE
42	Dinos & Dragons Set - set of 6 - Flaghouse #A11167 or equivalent	1		
43	Disk - Swis - 13" - School Specialty #1008779974 or equivalent	1		
44	DVD - Kaleidoscope Relaxation - Flaghouse #W37671 or equivalent	1		
45	Explorer Ring - Flaghouse #W34585 or equivalent	1		
46	Fiber Optic Spray - 200 cables - Flaghouse #8430 or equivalent	2		
47	Fidget seasons squeeze - School Specialty #102735972 or equivalent	2		
48	Foot Harness Large - Flaghouse #W1566 or equivalent	1		
49	Frame - Swing - Multi-Purpose Suspension - School Specialty #2-1015403-972 or equivalent	1		
50	Full Body Massage Mat - Flaghouse or equivalent	1		
51	Fuzzy Puzzles - Fuzzy Farm Puzzle - Flaghouse #W31079 or equivalent	2		
52	Fuzzy Puzzles - Fuzzy Rainbow Flaghouse #W34218 or equivalent	1		
53	Gel Tiles - Flaghouse #P36013 or equivalent	4		
54	Gel Tiles - Shape - Flaghouse #W39714 or equivalent	1		
55	Giant Piano Stepper - Flaghouse #W37960 or equivalent	1		
56	Glitter Gel Shapes - Flaghouse #P37607 or equivalent	1		
57	Glove - Hyperflex spiky - FDMT Enterprises #00568 or equivalent	3		
58	Grabber XT - School Specialty #1-018670-974 or equivalent	3		
59	Grip- Holds pencils, paint brushes utensils - soft foam - Abiligrp Set - School Specialty #1-023064-974 or equivalent	1		
60	Helmet - Protective - Sammons Preston #920230 or equivalent	2		
61	High Chair - adjustable to grow with the student - Stokke Tripp Trapp or equivalent	1		
62	HOPSA - Dress Size 1 - Lilliworks or equivalent	2		
63	HOPSA - Dress Size 2 - Lilliworks or equivalent	2		
64	HOPSA dress size 3 - Lilliworks HD-3 or equivalent	1		
65	I-Beam Installation Kit - School Specialty #1-07033-964 or equivalent	1		
66	Integrations Ball without Storage Legs - School Specialty #1-88593-952 or equivalent	1		

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ITEM NO.	DESCRIPTION	QUANTITY	MAKE & MODEL	UNIT PRICE
67	Juggling Balls - set of 36 - Flaghouse #A7214 or equivalent	1		
68	Klix - School Specialty #2687972 or equivalent	2		
69	Knobby Tube - FDMT Enterprises #00250 or equivalent	1		
70	Koosh Zipper Pulls - School Specialty #1-09783-962 or equivalent	1		
71	Light Box Materials - American Printing House - Level 2: 1-08690-00 or equivalent	2		
72	Light Box Materials - American Printing House Level 1: 1-08670-00 or equivalent	2		
73	Light Box Swirly Mat - American Printing House - CVI: 1-08153-00 or equivalent	2		
74	Light Box Swirly Mat - American Printing House - FVA: 1-08154-00 or equivalent	2		
75	Light Spray Enclosure - Flaghouse #32401 or equivalent	1		
76	Lightening Ball - Flaghouse #W6630 or equivalent	1		
77	Magic Paintbox - Flaghouse #W34318 or equivalent	3		
78	Massage Mat - Vinyl Cover - Flaghouse #X01377 or equivalent	1		
79	Massager - Adapted VibraFlex - Flaghouse #W39361 or equivalent	1		
80	Massager - Hand-Held (set 4) - School Specialty #1-022773-974 or equivalent	1		
81	Massager - Infrared Heat - Flaghouse #W37622 or equivalent	1		
82	Mat - Positioning - 35 square feet - Flaghouse or equivalent	1		
83	Mats - Safety Landing - 5'x10' - Royal Blue	1		
84	Mini-Lite Box - American Printing House - #1-08661-00 or equivalent	2		
85	Mini-Lite Carrying Case - American Printing House - 1-08668-00 or equivalent	2		
86	Mini-Lite Transparent Overlays - American Printing House - #1-08662-00 or equivalent	2		
87	Mirror - Portable - Floor - Sammons Preston #A873514 or equivalent	2		
88	Mock U Rappers - Enabling Devices #97 or equivalent	2		
89	Music Box - Enabling Devices #702 or equivalent	2		
90	My First Bubble Blower - School Specialty #1-06892-954 or equivalent	1		
91	No-mess sandbox - School Specialty #2-02973-952 or equivalent	1		
92	Nuk Brush - Southpaw #261004 or equivalent	2		

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ITEM NO.	DESCRIPTION	QUANTITY	MAKE & MODEL	UNIT PRICE
93	Nuk Brushes - Pack of 30 - Southpaw #OM324, Beyond Play #T507 or equivalent	4		
94	OGGZ - Flaghouse #37458 or equivalent	1		
95	Pencil Topper - ChewEast - School Specialty #1-018676-974 or equivalent	1		
96	Physio-Roll - 33" - School Specialty #1-005992-972 or equivalent	1		
97	Platform Swing - School Specialty #2011081972 or equivalent	2		
98	Potty Seat - Junior - Sammons Preston #2771J or equivalent	2		
99	Potty Seat - Small Adult - Flaghouse #W38463 or equivalent	1		
100	Pulleys - 3 sheaves - 6.2 ratio with double braided rope -Lilliworks Block and tackle or equivalent	1		
101	Puzzle - Pet Sound - FDMT Enterprises #00441 or equivalent	1		
102	Puzzle Set - Large - Know Puzzle - School Specialty #9-1336393-524 or equivalent	1		
103	Racer Handle - Flaghouse #W2734 or equivalent	1		
104	Rapper Snappers - Flaghouse #P6381 or equivalent	2		
105	Reachers - Standard - 26" (66cm) -Weight: 6 oz. - Sammons Preston #920559 or equivalent	1		
106	Ready Racer - Flaghouse #W2725 or equivalent	1		
107	Really Big OBall - Flaghouse #W15594 or equivalent	1		
108	Recliner - Child Size - Children's Furniture Gallery or equivalent	1		
109	Replacement Brush - Flaghouse #W34495 or equivalent	2		
110	Resistance - Stretch-Eez - Large - School Specialty #1-016704-972 or equivalent	1		
111	Roll 'N Tumble Music Box - Flaghouse #W3492 or equivalent	1		
112	Rotational Device - Heavy Duty - c/w One Safety Snap - Southpaw #112000 or equivalent	2		
113	Safety Rotational Device - Flaghouse #W3641 or equivalent	2		
114	Safety Snap for swing installation - Flaghouse #W3602 or equivalent	2		
115	Samatatron Controller - Flaghouse #W37561 or equivalent	1		
116	Scissors - Bridges #12-3BOS or equivalent	2		
117	Scissors - Mounted Table Top - School Specialty #1-015683-974 or equivalent	1		
118	Scooter Board - Jetmobile - Flaghouse #4305 or equivalent	1		
119	Scooter Board - Large 16" - Flaghouse A15357 or equivalent	1		

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ITEM NO.	DESCRIPTION	QUANTITY	MAKE & MODEL	UNIT PRICE
120	Scooter Surface - 28" x 18" surface with seven expansion straps - School Specialty MegaScoot II #1-025944-974 or equivalent	1		
121	Sensa Ring - Flaghouse W6511 or equivalent	1		
122	Sensitrac Flatpad - Bridges #25-SFP or equivalent	2		
123	Sensory Pillow Set - Sammons Preston #553449 or equivalent	2		
124	Sheepskin - Sammons Preston #56694701 or equivalent	1		
125	Single Rider Trike with full Support Seat - Flaghouse W3640 or equivalent	1		
126	Skwish - Flaghouse #W14080 or equivalent	1		
127	Slant Board - Adjustable - School Specialty #1-304918-972 or equivalent	1		
128	Slant Board - Desktop - School Specialty #1-101-6622-974 or equivalent	1		
129	Slant Board - Large - School Specialty # 1023658972 or equivalent	1		
130	Slant Board - Primary - Blue Flat Fold 13-1/2"x 11" - Thereapy Shoppe #HW7420 or equivalent	1		
131	Snake - Vibrating Snake - Switch Activiated - School Specialty #1-08963-954 or equivalent	1		
132	Snow mobility #1026628972 or equivalent	2		
133	Soft Pressure Brush - Flaghouse W34494 or equivalent	2		
134	Spiral Sensation Panel - Flaghouse #379R64 or equivalent	1		
135	Stetoclip - Bernafon Hal-Hen Kit: 1 #787 or equivalent	48		
136	Stimulation Station - Flaghouse #P8297 or equivalent	2		
137	Squidgie Ball - School Specialty #9-018724-522 or equivalent	1		
138	Suspension and Height Adjustment Kit - Southpaw #410001 or equivalent	2		
139	Swim Collar - Head float - Large - School Specialty #213530095 supports 60-175 lbs. or equivalent	1		
140	Swing - 2 in 1 Bolster Swing - Flaghouse W36227 or equivalent	1		
141	Swing - Mega-Strength - School Specialty #1-024255-972 or equivalent	1		
142	Swing - Platform - Modified - Southpaw #1805 or equivalent	2		
143	Swing - Rotational Device - School Specialty #1023715972 or equivalent	2		
144	Switch - Gumball - Enabling Devices #782 or equivalent	2		
145	Switch - Lolipop - Flaghouse P31424 or equivalent	1		

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146	Switch Activated Vibrating Pillow - School Specialty #1-77018-954 or equivalent	1		
147	Switchbox - Interactive - Maxi Tubble Tube - Flaghouse #37563 or equivalent	1		
148	Table - Adaptable - accommodates three interchangeable tops that easily snap on and off - 1/2" powder-coated tubular steel - c/w casters - Measures 21"-37" in height - Desk top dimensions: 27" x 31" - Outside frame dimensions: 29" x 30" - Adjusts by push button pneumatic assist - Conver-Able Table - Sammons Preston #7051 or equivalent	2		
149	Table Bend Clamp- Convert-Able - Sammons Preston #705103 or equivalent	2		
150	Tactile Bars - Flaghouse #W34197 or equivalent	3		
151	Tactive Panel - UV - Flaghouse #39713 or equivalent	1		
152	Tash mini relax with buddy button - bubblegum pink - Bridges #12-82150 or equivalent	2		
153	Teachable Touchable - Southpaw #260007 or equivalent	2		
154	Teether - Vibrating - School Specialty #1-017168-974 or equivalent	1		
155	TentaCooizFidgets - #1-93302-962 or equivalent	1		
156	Textured Grabber - FDMT Enterprises #2008091 or equivalent	2		
157	Textured Grabber - FDMT Enterprises #00352 or equivalent	1		
158	Textured Grabber - Southpaw #2008091 or equivalent	2		
159	Textured Roller Switch - Enabling Devices #642 or equivalent	2		
160	The Amazing String Thing - School Specialty #1-02757-952 or equivalent	1		
161	Theraputty yellow I 1b. - School Specialty #1-42950-934 or equivalent	1		
162	Therapy Ball - Lagre - 26" - Flaghouse #A37363 or equivalent	1		
163	Theraputty - Medium - Green - Southpaw #259081 or equivalent	2		
164	Toilet Safety Frame - Sammons Preston or equivalent	2		
165	Toilet Seat Reducer Ring - Sammons Preston #557442 or equivalent	2		
166	Touch and Feel Puzzle - FDMT Enterprises #00664 or equivalent	1		
167	Trail Board -Sensory - Bumble Bee Board - Flaghouse #P37296 or equivalent	2		

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168	Trampoline - Mini - Safety Bar - Sammons Preston #550896 or equivalent	1		
169	Trampoline - Mini - Sammons Preston #550895 or equivalent	1		
170	Tube Teether School Specialty #1-92741 or equivalent	2		
171	Tubular Vibrator - Enabling Devices #1151 or equivalent	2		
172	Tumbleforms - Deluxe floor sitter - Medium size - Sammons Preston #4542AB or equivalent	1		
173	Twidget - School Specialty #1022452974 or equivalent	2		
174	Twidget - School Specialty #1-06390-952 or equivalent	1		
175	Twirly Whirly - Flaghouse #W35890 or equivalent	1		
176	VC120B G5 Vibracare Rt Percussor or equivalent	1		
177	Versa Frame - Action Medical #7010 or equivalent	1		
178	VibraSonic massage Brush - School Specialty #1-22157-954 or equivalent	1		
179	Vibrating Pillow - Flaghouse #W3466 or equivalent	1		
180	Vibro Tube - Flaghouse #W6313 or equivalent	1		
181	Wedge - Deluxe -Tumble Form - 20"x22" - School Specialty #2-012283-974 or equivalent	1		
182	Weighted Blanket - Large - Sammons Preston #924841 or equivalent	1		
183	Weighted Glove - Large - FDMT Enterprises #VET-0015 or equivalent	1		
184	Weighted Gloves - one 4 pound pair (2lbs per glove) - Black - Power Systems or equivalent	2		
185	Weighted Vest - Boys - Fleece Style - Size Medium - Flaghouse #P37979 or equivalent	1		
186	Weighted Vest - Size Large - navy blue - Southpaw or equivalent	2		
187	Weighted Vest - Size Medium - Southpaw #142258 or equivalent	2		
188	Weights for Weighted Blanket Six Weights - 1 1/2 lbs. each - Sammons Preston #92484 or equivalent	1		
189	Weighted Blanket - 20 LB. - Southpaw or equivalent	1		
190	Winkel - Flaghouse #W34585 or equivalent	3		
191	Workstation - Single Surface -Adjustable - Sammons Preston #9250-45 or equivalent	2		
192	Wrist Support - Size Small - Benik W-300 Series or equivalent	1		
193	Zoom Caps - Bridges or equivalent	1		

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