

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
1.0	INTRODUCTION		
1.0.1	The Thames Valley District School Board (hereafter referred to as the TVDSB) invites interested parties to submit sealed submissions in response to this bid document. The TVDSB is one of the largest public school boards in the Province of Ontario and is comprised of all public schools within the counties of Elgin, Middlesex, and Oxford. The TVDSB is the employer of approximately 8,000 staff and operates 178 schools with an estimated enrolment of 74,000 students.		
1.1	PURPOSE		
1.1.1	The purpose of this bid document is to provide interested parties with sufficient information to enable them to prepare and submit bids for consideration by the TVDSB for Music and Band Furniture, subject to the conditions herein.		
2.0	BID DEFINITIONS AND INFORMATION		
2.1	DEFINITIONS		
2.1.1	The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission.		
2.1.1.1	The word "MUST" shall mean bidders "must" include the required information in bid submission. Failure to include the required information will deem submission noncompliant.		
2.1.1.2	The word "SHOULD" shall mean bidders "should" include the required information in bid submission.		
2.1.1.3	The word "NONCOMPLIANT" shall mean bid submissions will be eliminated from further evaluation if the submission does not include the required information.		
2.1.1.4	The word "SUBCONTRACTOR" shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform any portion or all of this bid.		
2.1.1.5	The word "QUALIFIED" shall mean a bidder who is compliant and has included the required information in their bid submission.		
2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		
2.1.1.6.1	Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The TVDSB will reject any bid submission which contains a major irregularity.		
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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2.2	STRUCTURE OF THIS BID		
2.2.1	Bidders must use the electronic bidding file (setup.exe) which is available on the internet at:		
2.2.1.1	www.tvdsb.on.ca		
2.2.1.2	"Board"		
2.2.1.3	"Purchasing"		
2.2.1.4	"Bids"		
2.2.1.5	Scroll to the end of the document, click		
2.2.1.6	"Proceed to inquiry/download page".		
2.2.1.7	Proceed to the bid, click		
2.2.1.8	"New" Icon		
2.2.1.9	The setup.exe file contains the following Appendices:		
2.2.1.10	tender.exe: See Section 9 Electronic Bidding Instructions		
2.2.1.11	Appendices439.xls Terms and Conditions and Specifications- Excel format		
2.3	RETURN LOCATION		
2.3.1	Sealed bid submissions must be returned to:		
2.3.2	"Tenders Clerk"		
2.3.3	Tenders Clerk's box, Basement, Education Centre		
2.3.4	Thames Valley District School Board		
2.3.5	1250 Dundas Street		
2.3.6	London, Ontario		
2.3.7	N5W 5P2		
2.3.8	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.10 - Labeling of Envelope and diskette or CD).		
2.3.9	The bid submission must be returned to the "Tenders Clerk" for your bid submission to be accepted.		
2.3.10	Delivery to the "Tenders Clerk" is the responsibility of the bidder.		
2.3.11	Submissions received by electronic transmission (i.e. fax or email) will not be accepted.		
2.3.12	Late bids will be returned to the bidder, unopened, if a return address is included on the submission envelope.		
2.4	IMPORTANT DATES		
2.4.1	ISSUE DATE: Friday, 2010, May 14		
2.4.2	RETURN DATE and TIME: prior to 12:00:00 noon local time Tuesday, 2010, June 8		
2.5	QUESTIONS		
2.5.1	Questions concerning the terms and conditions of the bid document, whether made orally or in writing, to any individual other than indicated above, may at the sole discretion of the TVDSB, render your submission noncompliant. Direct questions in written form only to: Barbara Murch, (Fax: 519-452-2399 or e-mail: b.murch@tvdsb.on.ca).		

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2.5.2	All bid files are available for downloading at no charge from the TVDSB web site.		
2.5.3	Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site. See Section 2.5.2		
2.5.4	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, terminating on May 31, 2011.		
3.1.2	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a second year ending May 31, 2012.		
3.1.3	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a third year ending May 31, 2013.		
3.2	PRICING		
3.2.1	Bidders must complete the pricing section which is installed using the setup.exe file (see Section 9.0 Electronic Bidding Instructions).		
3.2.2	Bidders must print and sign Appendices.		
3.2.3	All charges must be included in the cost of the item. Prices quoted must be for goods and services exactly as specified and in Canadian funds, unless otherwise indicated.		
3.2.4	Prices must include delivery, F.O.B. destination. NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT EXTRA.		
3.2.5	The contract will be for a one-year term ending May 31, 2011 with an option to renew for a further two year period in (1) one year increments ending May 31, 2013. Prices MUST remain firm for the first year of the contract and thereafter only manufacturer's price increases (supported by documentation) will be allowed.		
3.2.6	The TVDSB expects to order in multiple shipments over the length of this contract.		
3.2.7	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.		
3.2.8	Bidders should state any further discount, as a percentage, if all items are awarded to your company.		
3.3	TAXES		
3.3.1	GST, HST, and PST: Where applicable, Goods & Services Tax, Harmonized Sales Tax, and Provincial Sales Tax must be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations.		
3.4	DELIVERY & ORDERING		

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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 equipment until delivery and/or installation is complete.		
3.4.4	The TVDSB's purchase order number should appear on all packages, packing slips, correspondences, customs documentation and freight bills of landing.		
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.		
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.		
3.4.8	State minimum dollar value per order.		
3.5	INVOICING/PAYMENT TERMS		
3.5.1	All invoices must be sent to the Thames Valley District School Board, 1250 Dundas Street, London, Ontario N5W 5P2. Attention: Accounts Payable.		
3.5.2	Applicable taxes must be shown as separate line items on all invoices.		
3.5.3	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.5.3.1	Bidders should state percentage discount for early payment and net payment terms.		
3.5.4	Purchase order numbers must be stated on all invoices; invoices without will be returned unpaid.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	QUALITY		
4.1.1	Unless otherwise specified, supplies must be new, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the TVDSB pertaining to items being rejected is final.		

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4.1.2	Manufacturers' brand names and numbers are used as guidance for the bidders; alternate items of equal quality will be considered. If bidding on an alternate item, the manufacturer's name and model number must be indicated in the appropriate field in the Bid Report FOR EVERY ALTERNATE ITEM BID.		
4.1.3	The determination of equal quality will be based on our internal professional opinions.		
4.1.4	In addition to price, quality and suitability to school use will be among the first considerations. Delivery lead times, service, performance record, manufacturer's warranties and the value of the overall award will also be taken into consideration when awarding this contract.		
4.1.5	Any material, equipment, service or work ordered which, in the opinion of the TVDSB, does not completely fulfill the specifications must immediately be removed and/or completed to the specifications or sample quality at the expense of the successful bidder.		
4.2	QUANTITY/TERM		
4.2.1	These estimations are for a two (2) year period based on our actual usage from January 1, 2008 to December 31, 2009 and will be subject to change in 2010/2011 depending on our needs and budgets. The balance of items will be dependent on our needs as they arise.		
4.3	REQUIREMENTS		
4.3.1	The requirements are detailed in the Specifications List included in the Specifications File.		
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.		
4.4.3	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" labeling		
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.		
4.5	ILLUSTRATIVE LITERATURE		
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.		

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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.		
4.6	SAMPLES		
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 must be done on request and at a time and location chosen by the TVDSB.		
4.6.1.1	Samples requested must be clearly marked with the name of the bidder and the bid item number.		
4.6.1.2	Samples should be sent to our Distribution Centre, 951 Leathorne Street, London, ON, N5Z 3M7.		
4.6.1.3	Bidders should provide return instructions (i.e. address and authorization number) if required, for sample returns.		
4.7	SUBSTITUTIONS		
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 COLLECT , if in our opinion the products supplied do not conform to the specifications in this bid document.		
4.8	WARRANTY AND MAINTENANCE		
4.8.1	Bidders must state length of warranty. Bidders must state if warranty includes parts, labour and if the warranty is on-site.		
4.8.1.1	If not, bidders must indicate the terms of the warranty.		
4.8.1.2	Bidders must state location of service facilities.		
4.8.1.3	Bidders must state number of service people at each location.		
4.8.1.4	Bidders must state time to respond to service calls:		
4.8.1.4.1	Less than one half day		
4.8.1.4.2	One half day		
4.8.1.4.3	One full day		
4.8.1.4.4	More than one day		
4.8.1.5	Other		
4.8.1.6	The TVDSB reserves the right to initiate a survey to measure customers' satisfaction.		
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.		

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

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

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5.2	CANCELLATION OF CONTRACT / LOSS OF SERVICE		
5.2.1	The TVDSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder(s) shall remain responsible for its obligations under this contract up to the date of termination. The TVDSB reserves the right to commence an action in a court of competent jurisdiction against the successful bidder(s) for damages that result from the breach of the terms and conditions of the contract, by the successful bidder(s).		
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful bidder(s) under the contract the total outstanding amount from time to time and for all damage claims by the TVDSB or any third parties arising out of this contract which have not been resolved by the successful bidder(s) or its insurer.		
5.2.3	The TVDSB reserves the right to withhold monies owing under a contract to the value of the obligation to a maximum of the monies owing to the successful bidder(s) for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful bidder(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful bidder(s), the TVDSB's staff or third party interruptions.		
5.2.5	In the event that the successful bidder(s) becomes insolvent, and/or the successful bidder(s) is unable or unwilling to provide the contracted service for a period of more than 30 consecutive days during the period of the contract, the TVDSB shall have the right to replace the successful bidder(s) with another service provider suitable to the TVDSB in addition to all of its other rights pursuant to the term of this bid.		
5.3	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT		
5.3.1	Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the TVDSB shall be subject to disclosure pursuant to an application pursuant to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a bid submission or an addendum may contain a trade secret of the bidder, intellectual property right of the bidder, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		

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

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5.5.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHIMS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.5.5	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 must indicate any products containing natural rubber latex and its percentage content in Appendix A..		
5.6	COMMERCIAL LIABILITY INSURANCE		
5.6.1	The successful bidder(s) must be covered by Commercial General Liability Insurance throughout the term of the contract. Each bidder must state if it has Commercial General Liability Insurance Coverage.		
5.6.2	Each bidder should show proof with the submission of this bid that upon the award of this contract that it will be covered by Commercial Liability Insurance coverage with limits of \$5 million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$5 million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on the insurer's or agent's letterhead that liability insurance limits will be increased to \$5 million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.		
5.6.2.1	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		

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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.		
5.7.2	In the event of an affirmative answer to 5.8.1, the successful bidders must be covered by Automobile Liability Insurance through the term of the Contract. If the bidder's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the bidder. Each bidder must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses also subsection 5.7.3 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		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.7.4	Upon an award to the successful bidder(s) by the TVDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the TVDSB of the above-mentioned coverage to protect the TVDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile.		
5.7.5	The successful bidder(s) agrees to indemnify, hold harmless, and defend, the TVDSB from and against any and all liability for loss, damage and expense, which the TVDSB may suffer or for which the TVDSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
6.0	BIDDER PROFILE		
6.1	REFERENCES		
6.1.1	New bidders must provide a minimum of three references where you have successfully provided goods and or services similar to this bid document. The reference must contain the following information:		
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		

FIRM NAME : _____

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
6.2.1	The TVDSB reserves the right at any time after the closing date, to request from any bidder evidence of its financial standing and stability, including that of each of its officers, directors and principals. All bidders agree to provide at their own expense all such above-related information as may be requested by the TVDSB within four (4) days of the date of any such request.		
6.2.2	Bidders are required to list any and all pending or ongoing legal claims or disputes where the bidder could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
6.2.3	Bidders should state location of their distribution centre.		
7.0	BID SUBMISSION		
7.1	BIDDER'S RESPONSE GUIDE		
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, bidders should use the same numbering format, as on this bid document.		
7.1.2	The bid submission must include:		
7.1.2.1	Signed copies of Appendices and Bid Report		
7.1.3	One Diskette or CD with files created in "Disk Creation" Eight" (8) Files See Electronic Bid Instructions - Section 9.		
7.1.3.1	2010439.rpt		
7.1.3.2	2010439a.dbf		
7.1.3.3	2010439g.dbf		
7.1.3.4	2010439v.dbf		
7.1.3.5	2010439a.cdx		
7.1.3.6	2010439g.cdx,		
7.1.3.7	2010439v.cdx		
7.1.3.8	Appendices439.xls - Terms & Conditions 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 9.10 - 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.		

FIRM NAME : _____

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ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
8.1.2	All bid submissions will first be evaluated on their compliance with the requirements of this bid document.		
8.1.3	All compliant bid submissions will be evaluated by a TVDSB evaluation committee based on the following evaluation criteria:		
8.1.3.1	Price		
8.1.3.2	Compliance with Specifications		
8.1.4	Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.		
8.1.5	Delivery, lead times, service, performance record, and the value of the overall award will also be taken into consideration when awarding this contract.		
8.1.6	The determination of equal quality will be based on our internal professional opinions.		
8.1.7	In the event of a tie score the TVDSB will resolve the tie by a draw. The names of the tie bidders will be entered into the draw. All parties will have representation when the draw takes place.		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	www.tvdsb.on.ca		
8.2.1.2	"Board"		
8.2.1.3	"Purchasing Bids"		
8.2.1.4	"Electronic Bidding Instructions, Bid Download and Bid Results",		
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.		

Barbara Murch
Purchasing Department

Terry Roberts
Chairperson

FIRM NAME : _____

SIGNATURE : _____

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.on.ca		
9.1.2	Click "Purchasing"		
9.1.3	"Board"		
9.1.4	"Bids"		
9.1.5	Read instructions		
9.1.6	Click "Proceed to Inquiry/Download page"		
9.1.7	Click on the "Name of the Bid" to view documents in PDF format.		
9.1.8	Click on the "NEW" logo to download the executable files for preparing and submitting your bid.		
9.1.9	All bid files are available for downloading at no charge from the TVDSB web site.		
9.2	PRINTING COPIES OF BID DOCUMENTS		
9.2.1	To print a working copy of any bid document - Click on the "name of the Bid" to print documents in PDF format.		
9.3	COMPUTER SYSTEM REQUIREMENTS		
9.3.1	To use the electronic system, bidders must have the following equipment:		
9.3.1.1	Microsoft Windows, version 95 or greater		
9.3.1.2	2.5 MB available hard drive space		
9.3.1.3	3 ½ 1.44 MB diskette drive or CD Burner.		
9.4	INSTALLATION OF BID PROGRAM ONTO YOUR COMPUTER:		
9.4.1	The TVDSB has made every effort to ensure the files are free of any virus and are functional. However, in safe computing practice, you are responsible for checking the files on your own virus checker to ensure it is free of any virus.		
9.4.2	Download the executables from our Web Site as shown above. Double click on the "NEW" logo for the executable file. Follow the instructions.		
9.4.3	The bid files are installed into a default directory called C:\LBTENDER. When the installation process is complete, a box will appear with a "Remove Thames Valley District School Board Tender icon"; please close this box. When the setup is complete, click close.		
9.4.4	To begin the Bid Program:		
9.4.4.1	Go to Windows Explorer		
9.4.4.2	Click on C:\ drive		
9.4.4.3	Open the folder "lbtender"		
9.4.4.4	Double click on the "tender.exe file." to open the program		
9.5	HELP SECTION AND TIPS FOR USING THE BID PROGRAM		
9.5.1	The "Help" section may be referred to at any time while using the program.		
9.5.2	Bidders MUST answer all questions on the Company Information Screen before you can proceed.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.5.3	If you do not wish to bid on an item, do not enter "NO BID"; just ignore that item and move onto the next. If you add a bid, you must enter a price (\$0.00 is not valid).		
9.6	BID REPORT		
9.6.1	Use the "Bid Report" option on the menu to create a report showing your bids. If any changes are made after printing the "Bid Report", you must reprint the "Bid Report" before you can create your diskette or CD.		
9.6.2	The first page of the "Bid Report" will list any items that require answers to questions. The diskette or CD cannot be created until the answers are entered and the "Bid Report" is generated again.		
9.7	DISKETTE OR CD CREATION:		
9.7.1	DISKETTE CREATION		
9.7.1.1	After all bids have been entered:		
9.7.1.2	Select "Diskette Creation" to copy the data files back to a blank 3.5" diskette.		
9.7.1.3	Select your "input" (The hard drive where the Bid Executable files where installed. The program defaults to C:\lbtender folder)		
9.7.1.4	Select output (3.5" floppy drive)		
9.7.1.5	Click "O.K. to Continue" (at the top of the screen). After the files are loaded, the "Bids for Tender Screen" will appear		
9.7.1.6	Click "Exit" at the top of the screen.		
9.7.1.7	If diskette creation fails check Bid Report for any unanswered questions. Be sure to label your diskette with company name and signature.		
9.7.2	CD CREATION		
9.7.2.1	After all bids have been entered:		
9.7.2.2	Select "Diskette Creation" to copy the data files back to any computer hard drive.		
9.7.2.3	Select "input" The hard drive where the Bid Executable files where installed. The program defaults to C:\lbtender folder)		
9.7.2.4	Select output drive - MUST BE A DIFFERENT DRIVE THAN THE INPUT DRIVE (The hard drive for output from which you can copy the eight files to CD)		
9.7.2.5	Click on "O.K. to Continue" (at the top of the screen). After the files are loaded, the "Bids for Tender Screen" will appear.		
9.7.2.6	Click on "Exit" at the top of the screen		
9.7.2.7	Copy the eight files from the hard drive to a CD using your company's standard CD Writing program.		
9.7.2.8	If the eight files are not created check the Bid Report for any unanswered questions. Be sure to label your CD with company name and signature.		
9.7.2.9	A message may appear, "NO COMMENT REPORT FOUND." Please ignore this, press "Ok" to continue.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.7.2.10	If you did not bid on any items requiring an answer, a message will appear "NO ANSWER RECORDS FOUND." Press "OK" to continue.		
9.8	THE RETURN DISKETTE OR CD:		
9.8.1	Check to ensure that the "eight (8) files" are on the diskette or CD. Without these files, we will be unable to download your bid. To check that the eight files have been created, go to Windows Explorer and double click on 3.5" drive or CD Drive. The eight (8) files are as follows:		
9.8.1.1	2010439a.dbf		
9.8.1.2	2010439g.dbf		
9.8.1.3	2010439v.dbf		
9.8.1.4	2010439a.cdx		
9.8.1.5	2010439g.cdx		
9.8.1.6	2010439v.cdx		
9.8.1.7	2010439.rpt		
9.8.1.8	Terms and Appendices439.xls in Excel format.		
9.8.2	However, if you did not bid on any items requiring "answers to questions" you will have six (6) files. You will not have a 2010439.rpt file. If the above files are not on the diskette or CD return to "Diskette Creation" option.		
9.9	THE RETURN DISKETTE OR CD:		
9.9.1	After all bids have been entered:		
9.9.1.1	Copy the all Appendixes to either a 3.5" Diskette or CD using your company's standard CD Writing program.		
9.9.1.2	Check to ensure that the "files" are on the diskette or CD. Without these files we will not be able to download your bid.		
9.9.1.3	Be sure to label your diskette or CD with company name and signature.		
9.1	LABELING OF ENVELOPE AND DISK		
9.10.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.10.2	From - Company Name & Address		
9.10.3	To:OFFICE OF THE TENDERS CLERK		
9.10.4	Thames Valley District School Board		
9.10.5	EDUCATION CENTRE,		
9.10.6	1250 Dundas Street,		
9.10.7	LONDON, Ontario		
9.10.8	N5W 5P2		
9.10.9	Music and Band Furniture		
9.10.10	Bid #439 - 2010		
9.10.11	Return Date: 12:00:00 noon local time, Tuesday, 2010, June 8		
9.11	PLEASE AFFIX LABEL ON DISK AS SHOWN BELOW:		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.11.1	THAMES VALLEY DISTRICT SCHOOL BOARD		
9.11.2	Music and Band Furniture		
9.11.3	Bid #439 - 2010		
9.11.4	Return Date: 12:00:00 noon local time, Tuesday, 2010, June 8		
9.11.5	Signature:		
9.11.6	Firm Name:		
10.0	SIGNATURE PAGE		
10.1	This section must be completed, signed, and included with your submission for your bid to be accepted.		
10.2	I hereby acknowledge and agree that I have read and completed all of the preceding Contract Terms and Conditions and all 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:		

FIRM NAME : _____

SIGNATURE : _____

<i>ITEM NO.</i>	<i>TERMS AND CONDITIONS</i>	<i>WILL COMPLY/WILL NOT COMPLY</i>	<i>COMMENT</i>
10.10.5	E-MAIL ADDRESS:		

FIRM NAME : _____

SIGNATURE : _____



Thames Valley District School Board
Tender Details - Tender # 439

5/14/2010

Item	Product #	Description	Quantity	Unit of Measure
1	Overview 164022	MUSIC CABINETS CABINET - BAND FOLIO - 47 3/4" X 17 5/8" X 47 1/8" with casters - 75 numbered compartments - wood construction, polyester laminate Wenger #146H521 or equivalent STATE LENGTH OF WARRANTY: _____	4	EACH
2	164023	CABINET - BAND/ORCHESTRA FOLIO - tall 100 slot, NO DOORS - 33"(84cm)w x 19"(49cm)d x 84"(213cm)high - wood construction, polyester laminate finish Wenger 146H621 or equivalent STATE LENGTH OF WARRANTY: _____	2	EACH
3	164005	CABINET - CHORAL FOLIO - wood construction, polyester laminate - 100 slot - NO DOORS - 47 3/4"w x 17 5/8"d x 47 1/8"h - shelf dimensions: 10 1/8" x 12 1/2" Wenger #146K002 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
4	164024	CABINET - CHORAL FOLIO (TALL) - tall 100 slot, NO DOORS - 24 1/2"(63cm)w x 19"(49cm)d x 84"(213cm) - wood construction, polyester laminate finish Wenger 146H601 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
5	164075	CABINET - CHORAL FOLIO - MOBILE - 100 slot WITH DOORS - 47 3/4"w x 17 5/8"d x 47 1/8"h - shelf dimensions: 10 1/8" x 12 1/2" - wood construction, polyester laminate Wenger #146K002 or Equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
6	164076	CABINET - FOR SMALL INSTRUMENTS (W/2 DOORS) - Full length lockable doors - c/w 4 small yellow bins & 6 hangers - c/w 5 medium red bins & 2 large blue bins	1	EACH

Item	Product #	Description	Quantity	Unit of Measure
		- 3/4" (19mm) thermofused composite wood - c/w 6 adjustable shelves in lower cabinet - c/w 2 adjustable shelves in upper cabinet - Cabinet Dimen: 36"W x 23.25"D x 72"H - Colour Options: Wenger Maple; Pebble; Oyster; Cherry; Evening Tigris; Fusion Maple; Solar Oak Wenger #166E001 or Equivalent STATE LENGTH OF WARRANTY: _____		
7	164012	CABINET - INSTRUMENT - Clarinet, Flute, Piccolo, Oboe - 15 compartment WITH WOOD DOORS - 27"(70cm)w x 20"(49cm)d x 84"(217cm)high - wood construction, polyester laminate Wenger #1 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
8	164013	CABINET - INSTRUMENT - Trumpet, Coronet, Alto Sax - 10 compartment WITH WOOD DOORS - 27"(70cm)w x 30"(74cm)d x 84"(217cm)high - wood construction, polyester laminate Wenger #4 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
9	164014	CABINET - INSTRUMENT - Trombone, Bassoon, Bass Clarinet, Violin, Viola, Tenor Sax, Alto Clarinet - 10 compartment with WOOD DOORS - 27"(70cm)w x 40"(100cm)d x 84"(217cm)high - wood construction, polyester laminate Wenger #5 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
10	164015	CABINET - INSTRUMENT - French Horn, Alto Horn, Snare Drum - 3 compartment WITH WOOD DOORS - 27"(70cm)w x 30"(74cm)d x 84"(217cm)high - wood construction, polyester laminate Wenger #10 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
11	164016	CABINET - INSTRUMENT - Baritone, Euphonium, Melophone - 3 compartment WITH WOOD DOORS - 27"(70cm)w x 40"(100cm)d x 84"(217cm)high - wood construction, polyester laminate Wenger #11 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH

Item	Product #	Description	Quantity	Unit of Measure
12	164025	CABINET - INSTRUMENT - Clarinet, Flute, Piccolo, Oboe, Trumpet, Cornet, Alto Sax - 15 compartments WITH WOOD DOORS - 27"(70cm)w x 30"(74cm)d x 84"(213cm)high - wood construction, polyester laminate Wenger #2 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
13	164026	CABINET - INSTRUMENT - String Bass, Contra Bass Clarinet, Bass Drum, General Storage - c/w WOOD COMPARTMENT DOORS - 27" x 30" x 84" - wood construction, polyester laminate Wenger #8 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
14	164027	CABINET - INSTRUMENT - Baritone Sax, Bass Clarinet, Bassoon, Field Drum, Snare Drum, General Storage - 3 compartments WITH WOOD DOORS - 48"(123cm)w x 30"(74cm)d x 84"(217cm)high - wood construction, polyester laminate Wenger #12 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
15	164028	CABINET - INSTRUMENT - Clarinet, Flute, Piccolo, Oboe, Trumpet, Cornet, Alto Sax - 15 compartments - NO DOORS - 27"(70cm)w x 30"(74cm)d x 84"(217cm) high - wood construction, polyester laminate Wenger #2 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
16	164029	CABINET - INSTRUMENT - Baritone Sax, Bass Clarinet, Bassoon, Field Drum, Snare Drum, General Storage - 3 compartment - NO DOORS - 48"(123cm)w x 30"(74cm)d x 84"(217cm)high - wood construction, polyester laminate Wenger #12 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
17	164030	CABINET - INSTRUMENT - Bass drums, field drums, snare drums, parade drums, tri-toms, quads or tubas - 2 compartments - NO DOORS - 48"(123cm)x 29"(74cm)x 85"(217cm) - wood construction, polyester laminate	1	EACH

Item	Product #	Description	Quantity	Unit of Measure
		Wenger #15 or equivalent STATE LENGTH OF WARRANTY: _____		
18	164031	CABINET - INSTRUMENT - Clarinet, Flute, Piccolo, Oboe - 15 Compartment - NO DOORS - 27"(70cm)w x 20"(49cm)d x 84"(217cm)high - wood construction, polyester laminate Wenger #1 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
19	164032	CABINET - INSTRUMENT - Trumpet, Coronet, Alto Sax - 10 compartment - NO DOORS - 27"(70cm)w x 30"(74cm)d x 84"(217cm)high - wood construction, polyester laminate Wenger #4 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
20	164033	CABINET - INSTRUMENT - Trombone, Bassoon, Bass Clarinet, Violin, Viola, Tenor Sax, Alto Clarinet - 10 compartments - NO DOORS - 27"(70cm)w x 40"(100cm)d x 84"(217cm)high - wood construction, polyester laminate Wenger #5 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
21	164034	CABINET - INSTRUMENT - French Horn, Alto Horn, Snare Drum - 3 compartment - NO DOORS - 27"(70cm)w x 30"(74cm)d x 84"(217cm)high - wood construction, polyester laminate Wenger #10 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
22	164035	CABINET - INSTRUMENT - Baritone, Euphonium, Melophone - 3 compartment - NO DOORS - 27"(70cm)w x 40"(100cm)d x 84"(217cm)high - wood construction, polyester laminate Wenger #11 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
23	164036	CABINET - INSTRUMENT - Clarinet, Flute, Piccolo, Oboe, Trumpet, Cornet, Alto Sax, French Horn, Alto Horn, Snare Drum - 10 compartment - NO DOORS - 27" x 30" x 84" - wood construction, polyester laminate	1	EACH

Item	Product #	Description	Quantity	Unit of Measure
		Wenger #3 or equivalent STATE LENGTH OF WARRANTY: _____		
24	164037	CABINET - INSTRUMENT - Trombone, Bassoon, Bass Clarinet, Violin, Viola, Tenor Sax, Alto Clarinet, Baritone Horn, Euphonium, Melophone - 7 compartment - NO DOORS - 27" x 40" x 84" - wood construction, polyester laminate Wenger #7 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
25	164038	CABINET - STEREO - c/w lockable, flip-up top for turntable access - c/w 3 adjustable component shelves - storage drawer to hold 30 cassettes - storage drawer to hold 46 cd's - folding speaker shelves - lockable front doors - c/w lockable casters Wenger #165F001 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
26	164039	CABINET - STEREO - 24"d x 42"w x 45 1/2"h - accommodates 4 or more components - easy portability on heavy-duty casters - lockable roll top, access panel & base doors - c/w 3 rack-mountable shelves - c/w 6 3-hole electrical outlets - wood construction, polyester laminate Wenger #147E520 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
27	164040	CABINET - UNIFORM STORAGE - MUSIC - stores 20 uniforms and 24 hats - c/w WOOD COMPARTMENT DOORS - c/w 4 levelling glides, ventilation holes in casework, heavy duty institutional hinges - 48-1/2" x 29-1/4" x 85-5/8" high - wood construction, polyester laminate Wenger #36 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
28	164041	CABINET - UNIFORM STORAGE - MUSIC - 22 uniforms; c/w WOOD FULL DOORS - 70cm wide x 74cm deep x 217cm high	1	EACH

Item	Product #	Description	Quantity	Unit of Measure
		- wood construction, polyester laminate Wenger #32 or equivalent STATE LENGTH OF WARRANTY: _____		
29	164042	CABINET - UNIFORM STORAGE - MUSIC - stores 20 uniforms - c/w upper shelf for additional storage - c/w WOOD DOOR - 48"(123cm)x 29"(74cm)x 85"(217cm)high - wood construction, polyester laminate Wenger #34 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
30	164043	CABINET - UNIFORM STORAGE - MUSIC - stores 40 uniforms - c/w wood door - 48"(123cm)x 29"(74cm)x 84"(217cm) high - wood construction, polyester laminate Wenger #35 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
31	Overview	MUSIC/BAND FURNITURE		
	164004	CART - CHAIR MOVE & STORE - holds 18 student, 10 musician, 10 playright or 10 cellist chairs - durable steel construction with easy rolling casters - for storing & moving music chairs Wenger 054C161 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
32	164064	CART - MUSIC STAND - LARGE - Holds up to 20 music stands - c/w large centre wheels and smaller outside wheels WENGER 039A202 or Equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
33	164010	CART - MUSIC STAND - SMALL - Holds up to 10 music stands - c/w large center wheels and smaller outside wheels Wenger 039A201 or Equivalent STATE LENGTH OF WARRANTY: _____	4	EACH
34	164003	CHAIR - CONDUCTOR'S - adjustable backrest - c/w foot rest - five legs - pneumatic height adjustment for seat and footrest	3	EACH

Item	Product #	Description	Quantity	Unit of Measure
		- black frame and charcoal mix upholstery - padded seat and back Wenger 157C077 or equivalent STATE LENGTH OF WARRANTY: _____		
35	164047	CHAIR - CONDUCTORS' & PODIUM - CONDUCTOR'S CHAIR: - adjustable backrest - five legs - pneumatic height adjustment for seat and footrest - black frame and charcoal mix upholstery - BASE PODIUM: - 48"w x 38"d x 6"h - grey carpeted surface with black laminated wood sides - built-in wheels for easy mobility Wenger 157C077 & 158D002 or equivalent STATE LENGTH OF WARRANTY: _____	2	EACH
36	164044	CHAIR - MUSIC - PLAYRIGHT - 16" High - ELEMENTARY USE - Black or wedgewood with grey frame - Wenger #0963901 STATE LENGTH OF WARRANTY: _____	31	EACH
37	164065	CHAIR - MUSIC - PLAYRIGHT - 17.5"H - ELEMENTARY USE - Black or wedgewood with grey frame #AB7109 17.5" ARTCO BELL or Equivalent STATE LENGTH OF WARRANTY: _____	80	EACH
38	164018	CHAIR - MUSIC - PLAYRIGHT - 18 1/2"H - Black or wedgewood blue with grey frame Wenger #0963901 STATE LENGTH OF WARRANTY: _____	1	EACH
39	164066	CHAIR - MUSIC - PLAYRIGHT - 18"H - Black or wedgewood blue with grey frame QTY OF ORDER - 30+ #AB710P 18" H or Equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
40	164045	CHAIR - MUSIC - STUDENT MODEL - 16"H Wenger 0930000 or equivalent - State colours available: _____ STATE LENGTH OF WARRANTY: _____	35	EACH
41	164019	CHAIR - MUSIC - STUDENT MODEL - 17 1/2"H Wenger 0930000 or equivalent - State colours available: _____	25	EACH

Item	Product #	Description	Quantity	Unit of Measure
		STATE LENGTH OF WARRANTY: _____		
42	164067	CHAIR - MUSIC - STUDENT MODEL - 18 1/2" H. - Black seat with black legs NPSC 8210 18.5"H or Equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
43	164020	CHAIR - MUSIC - STUDENT MODEL - 18 1/2"H Wenger 0930000 or equivalent - State colours available: _____ STATE LENGTH OF WARRANTY: _____	65	EACH
44	164046	CHAIR - MUSIC - TABLET ARM ONLY - for use with Playright Chair Wenger #096014 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
45	164062	CHAIR - MUSIC - TABLET ARM ONLY LEFT HAND - for use with Student Chair Wenger #939015 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
46	164068	CHAIR - MUSIC - TABLET ARM ONLY LEFT HAND - for use with Student Chair - TA82L NPSC STATE LENGTH OF WARRANTY: _____	1	EACH
47	164061	CHAIR - MUSIC - TABLET ARM ONLY RIGHT HAND - for use with Student Chair Wenger #939014 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
48	164069	CHAIR - MUSIC - TABLET ARM ONLY RIGHT HAND - for use with Student Chair - TA82L NPSC or Equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
49	164052	CONDUCTOR'S SYSTEM - Chair, Stand, Podium Wenger 1110234 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
50	164051	PODIUM - CONDUCTOR'S - lightweight, folding, c/w built-in handle - 30"(76cm)x 30"(76cm)x 8"(20.3cm) - carpeted surface Wenger 021J022 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
51	164008	RACK - BASS - 4 unit - c/w wheels & bow pegs to store bows	1	EACH

Item	Product #	Description	Quantity	Unit of Measure
		- 80 5/8"w x 26"d x 60 1/2"h Wenger #1240227 or equivalent STATE LENGTH OF WARRANTY: _____		
52	164007	RACK - CELLO - 6 unit - c/w wheels & bow pegs to store bows - 73 1/8"w x 24"d x 47"h Wenger #1240127 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
53	164006	RACK - VIOLIN - to hold 16 units - c/w wheels - double decked - light oak finish - 61"w x 33"d x 50 1/4"h Wenger #1240337 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
54	164002	RISERS - BACK RAIL FOR FOURTH STEP - 6 foot - Steel frame Wenger 24E778 or Equivalent STATE LENGTH OF WARRANTY: _____	13	EACH
55	164070	RISERS - BACK RAIL FOR FOURTH STEP - 6 foot - Steel frame - TFB72 - Midwest STATE LENGTH OF WARRANTY: _____	1	EACH
56	164057	RISERS - FLIP FORM - made of rotationally molded polyethylene - to be used as platforms, tiered seating, or standing risers - c/w recessed wheels for easy moving Wenger 025D00 or equivalent State colours available: _____ STATE LENGTH OF WARRANTY: _____	1	EACH
57	164001	RISERS - FOURTH STEP - 6' x 6 1/4"w, grey carpeted plywood step, steel frame Wenger #24F707 or equivalent STATE LENGTH OF WARRANTY: _____	4	EACH
58	164071	RISERS - FOURTH STEP - TFA72 - Midwest steel frame STATE LENGTH OF WARRANTY: _____	1	EACH
59	164060	RISERS - SIDERAIL - 48 Lbs (22 KG) Steel frame - To be bought as a pair WENGER 024F017 or Equivalent	17	PAIR

Item	Product #	Description	Quantity	Unit of Measure
STATE LENGTH OF WARRANTY: _____				
60	164072	RISERS - SIDERAIL - 48 Lbs (22 KG) Steel frame - To be bought as a pair - TFS54 - Midwest STATE LENGTH OF WARRANTY: _____	1	PAIR
61	164000	RISERS - THREE STEP - grey carpeted plywood step, steel frame - 6' long x 18" deep x 8" increments Wenger 24F806 or equivalent STATE LENGTH OF WARRANTY: _____	16	EACH
62	164073	RISERS - THREE STEP - 6' long x 18" deep x 8" increments grey carpeted plywood step, steel frame TFR72 - Midwest STATE LENGTH OF WARRANTY: _____	6	EACH
63	164063	STAGE BOXES - BLACK - Large 24"W X 24" D X 18" H - Interlocking, skid-resistant surface, low-density polyethylene WENGER #029A105 OR EQUIVALENT STATE LENGTH OF WARRENTY: _____	1	EACH
64	165695	STAND - Music - Collapsible, black or metal only - Extends to 55" Hamilton KB400N or equivalent	39	EACH
65	164048	STAND - MUSIC - (BRAVO STYLE) - Base: black, welded not bolted - Polystyrene composite desk - Desk adjusts from 24" to 46" Wenger 1020000 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
66	164050	STAND - MUSIC - ALL-STEEL CONSTRUCTION - Black, welded base, Roughneck Style - Desk adjusts from 24" to 46" Wenger 037B001 or equivalent STATE LENGTH OF WARRANTY: _____	2	EACH
67	164049	STAND - MUSIC - LIGHTWEIGHT COMPOSITE - Black base, Classic 50 Style - adjusts height from 25 1/2" to 49" Wenger CL50 or equivalent STATE THE WARRANTY: _____	20	EACH
68	165694	STAND - MUSIC - MANHASSET AC48	466	EACH

Item	Product #	Description	Quantity	Unit of Measure
		- Automatic positioning between 28" & 50" - Book rest 20"w x 12 3/4" high - Heavy gauge aluminium alloy Manhasset M48 or equivalent		
69	164011	STOOL - MUSIC - c/w telescoping legs to adjust stool from 25" to 33" - natural wood seat, black enamel legs Wenger 104A001 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
70	164058	WALL BRACKET - MUSIC - for mounting tuba or sousaphone on wall - 5 way adjustment Wenger 049D100 or equivalent STATE LENGTH OF WARRANTY: _____	1	EACH
71	164059	WORKSTATION - MUSIC - 48" x 30" - adjustable height - c/w 4" casters, mouse tray, modesty panel, grommet hole, cord trough & power bar - c/w upper shelf 48" x 16" - high pressure laminate top & upper shelf c/w PVC edge Wenger 1250225 or equivalent	1	EACH