



## REQUEST FOR QUOTATION

### PET AND AQUARIUM SUPPLIES - #468

Issue Date: June 1st, 2011  
Issued by: The Thames Valley District School Board  
#468  
Jandy Huang, Buyer  
**Return Date: Thursday, June 16 2011**

THAMES VALLEY DISTRICT SCHOOL BOARD  
TENDER # 468 - PET AQUARIUM  
WORKSHEET A - TERMS AND CONDITIONS

TERM NO.	TERMS AND CONDITIONS	WILL COMPLY/ WILL NOT COMPLY	COMMENT
<b>1.0</b>	<b>INTRODUCTION</b>		
1.1	Requests for Quotations will be received at the Board Purchasing Department, 1250 Dundas Street East, London, Ontario N6A 5L1, <b>until 4:00pm, Thursday, June 16, 2011.</b>		
1.2	<b>COPIES OF REQUEST FOR QUOTATION, CONTRACT TERMS AND CONDITIONS MUST BE RETURNED BY FAX 519-452-2399, BY E-MAIL TO: J.huang@tvdsb.on.ca OR TO THE ADDRESS ABOVE FOR YOUR QUOTATION TO BE ACCEPTED.</b> Delivery of the quotation is the responsibility of the bidder. If you would like an electronic copy of this document, please call 519-452-2514.		
<b>2.0</b>	<b>PURPOSE</b>		
2.1	The purpose of this quote is to provide interested parties with sufficient information to enable them to prepare and submit bids for consideration by the TVDSB for Pet & Aquarium Supplies.		
<b>3.0</b>	<b>CONTRACT TERM</b>		
3.1	The term of this agreement shall be for 1 year, commencing on September 1st, 2011 and unless otherwise provided herein, terminating on August 31st, 2012.		
3.2	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.		
3.3	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a second year ending August 31st, 2013.		
3.4	Bidders must state if your company would agree to extending this contract with the same terms and conditions for a third year ending August 31st, 2014.		
3.5	Please state terms under which a second and/or third year option would be acceptable to you.		
<b>4.0</b>	<b>BID FORMAT</b>		
4.1	Worksheet A: Terms and Conditions in Excel format - completed, printed and signed.		
4.2	Worksheet B: School List - no response required.		
<b>5.0</b>	<b>QUANTITY</b>		

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5.1	The TVDSB purchased approximately \$5,522.00 in the past year on pet & aquarium supplies.		
5.2	Future purchases are dependent upon 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.		
<b>6.0</b>	<b>CATALOGUES</b>		
6.1	Please state if your company has an illustrative catalogue.		
6.1.1	If yes, please state discount that applies to the catalogue prices.		
6.1.2	A copy of your current catalogue should be mailed to Purchasing Services, 1250 Dundas Street, London Ontario N5W 5P2		
6.2	Please state if your company can provide a price list of your products in electronic format (ie. Microsoft Excel, etc.)		
6.3	Please state if your company has an online catalogue or web site.		
<b>7.0</b>	<b>PRICING</b>		
7.1	All charges must be included in the cost of the item, and in <b>CANADIAN FUNDS</b> . Prices <b>must</b> include delivery/travel time. F.O.B. destination. <b>NO AWARDS WILL BE MADE TO FIRMS QUOTING FREIGHT/TRAVEL TIME EXTRA</b> . See Worksheet "B" for a list of Board locations.		
7.2	Prices must remain in effect for the initial one year term of the contract, commencing on September 1st, 2011 and ending August 31st, 2012.		
7.3	Please state percentage discount that would apply to all purchases made by the TVDSB.		
<b>8.0</b>	<b>ORDERING</b>		
8.1	Bidders must state if your company will accept purchase orders.		
8.2	Bidders must state if your company will allow our staff to call in orders.		
8.3	Please indicate delivery date from receipt of our order.		
8.4	Bidders must state if your company accepts MasterCard.		

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8.5	The TVDSB expects to order in multiple shipments over the length of this contract.		
9.0	<b>DELIVERY</b>		
9.1	Bidders should state if they can provide delivery to all of the locations stated in Worksheet B		
9.2	Is there a delivery charge? If so, the delivery charge must be the same for all locations: State delivery charge.		
9.3	Is there a minimum dollar value per order? State minimum: \$		
10.0	<b>STORE LOCATIONS</b>		
10.1	Bidders must state store locations:		
10.2	Can our staff pick up goods at these locations:		
11.0	<b>INVOICING/PAYMENT TERMS</b>		
11.1	Applicable taxes should be shown as separate line items on all invoices.		
11.2	Bidders should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
11.3	Bidders should state percentage discount for early payment and net payment terms.		
11.4	Harmonized Sales Tax is extra. Applicable taxes will be shown as a separate line item on all our purchase orders and must be invoiced as separate line items on all invoices.		
12.0	<b>CANCELLATION OF CONTRACT</b>		
12.1	The Board reserves the right to terminate this contract with 30 days written notice, if, in our opinion, the successful bidder fails to meet the terms and conditions of this contract.		
13.0	<b>GENERAL CONDITIONS</b>		
13.1	This bid is IRREVOCABLE for 180 days. The lowest or any quotation may not necessarily be accepted. TVDSB reserves the right to purchase one or all items on this quotation from one supplier. Delivery, service, performance record and value of overall award will be taken into consideration when awarding this material.		
14.0	<b>RETURN DATE</b>		
14.1	Thursday, June 16, 2011 by 4:00pm.		

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

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14.2	If you have any questions, please call Jandy Huang, at <b>(519) 452-2000 extension 20467.</b>		
<b>15.0</b>	<b>SIGNATURE PAGE:</b>		
15.1	I hereby acknowledge that I have read, understand and agree to the forgoing Contract Terms and Conditions.		
15.2	FIRM NAME:		
15.3	SIGNATURE:		
15.4	NAME:		
15.5	TELEPHONE NO.:		
15.6	FAX NO.:		
15.7	INTERNET ADDRESS:		

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

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SCHOOL BOARD  
TENDER # 468 - PET AQUARIUM  
WORKSHEET B - BOARD LOCATIONS

<u>SCHOOL/DEPARTMENT</u>	<u>ADDRESS</u>	<u>POSTAL CODE</u>
A.E. Duffield Public School	6820 Duffield Street, London, ON	N0L 1S1
A. J. Baker Public School	528 Allen Street, Kintore	N0M 2C0
Aberdeen Public School	580 Grey Street, London, ON	N6B 1H8
Adelaide-W. G. MacDonald Public School	29059 School Road, R. R. 5, Strathroy, ON, ON	N7G 3H6
Aldbrough Public School	11443 Furnival Road, Box 400, R. R. 3, Rodney, ON, ON	N0L 2C0
Algonquin Public School	59 Algonquin Road, Woodstock, ON	N4T 1R8
Arthur Ford Public School	617 Viscount Road, London	N6J 2Y4
Arthur Stringer Public School	43 Shaftsbury Avenue, London	N6C 2Y5
Ashley Oaks Public School	121 Ashley Crescent, London	N6E 3P8
Balaclava Street Public School	20 Balaclava Street, St. Thomas, ON	N5P 3C2
Beachville Public School	23 Zorra Street, Beachville, ON	N0J 1A0
Biddulph Public School	34297 Saintsbury Line, R. R. 1, Lucan, ON	N0M 2J0
Bishop Townshend Public School	814 Quebec Street, London, ON	N5Y 1X4
Bonaventure Meadows Public School	141 Bonaventure Drive, London, ON	N5V 4S6
Brick Street Public School	393 Commissioners Road West, London, ON	N6J 1Y4
Broadway Public School	81 Broadway Street, Woodstock, ON	N4S 3A1
Byron Northview Public School	1370 Commissioners Road West, London, ON	N6K 1E1
Byron Somerset Public School	175 Whisperwood Cres., London, ON	N6K 4C6
Byron Southwood Public School	1379 Lola Street, London, ON	N6K 3R6
C.C. Carrothers Public School	360 Chippendale Crescent, London, ON	N5Z 3G2
Caradoc Central Public School	714 Bowan Street East, Box 244, Mount Brydges, ON	N0L 1W0
Caradoc South Public School	611 Peter Street, Melbourne, ON	N0L 1T0
Caradoc North Public School	8041 Scotchmere Drive, R. R. 1, Strathroy, ON	N7G 3H3
Centennial Central Public School	14774 Medway Road, R. R. 1, Arva, ON	N0M 1C0
Central Senior Public School	410 Hunter Street, Woodstock, ON	N4S 4G4
Chapel Public School	27 Chapel Street, Woodstock, ON	N4S 3R5
Chippewa Public School	1035 Chippewa Drive, London, ON	N5V 2T6
Clara Brenton Public School	1025 St. Croix Avenue, London, ON	N6H 3X8
Cleardale Public School	780 Dulaney Drive, London, ON	N6C 3W4
Colborne Street Public School	25 Colborne Street, Strathroy, ON	N7G 2M1
D. M. Sutherland Senior Public School	110 Winchester Street, Woodstock, ON	N4S 7K6
Davenport Public School	80 Rutherford Avenue, Aylmer, ON	N5H 2N8
Delaware Central Public School	14 James Street, Box 36, Delaware, ON	N0L 1E0
Drumbo Central Public School	Box 129, 32 Wilmot Street South, Drumbo, ON	N0J 1G0
Dunwich-Dutton Public School	239 Main Street, Box 40, Dutton, ON	N0L 1J0
Ealing Public School	840 Hamilton Road, London, ON	N5Z 1V5
East Williams Memorial Public School	4441 Queen Street, R. R. 1, Ailsa Craig, ON	N0M 1A0
East Oxford Central Public School	R.R.#4 Old Stage Rd. & Cty. R. 14, Woodstock, ON	N4S 7V8

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Eastdale Public School	65 Aileen Drive, Woodstock, ON	N4S 4A2
Edward Street Public School	84 Edward Street, St. Thomas, ON	N5P 1Y7
Ekcoe Central Public School	3719 Parkhouse Drive, R. R. 3, Glencoe, ON	N0L 1M0
Early Childhood Education Centre	10 Aldborough Avenue, St. Thomas, ON	N5R 4S7
Elgin Court Public School	254 First Avenue, St. Thomas, ON	N5R 4S7
Elliott Fairbairn Public School	31 Earle Street, Tillsonburg, ON	N4G 2M3
Elmdale Public School	25 Elm Street, St. Thomas, ON	N5R 1H5
Emily Carr Public School	44 Hawthorne Road, London, ON	N6G 2H5
Empress Public School	215 Wharnccliffe Road North, London, ON	N6H 2B6
Evelyn Harrison Public School	50 Tewksbury Crescent, London, ON	N5V 2M8
F.D. Roosevelt Public School	560 Second Street, London, ON	N5V 2B7
Fairmont Public School	1040 Hamilton Road, London, ON	N5W 1A6
Forest Park/Mary Bucke Public School	295 Forest Avenue, St. Thomas, ON	N5R 2K5
Glen Cairn Public School	53 Frontenac Road, London, ON	N5Z 3Y5
Harris Heights Public School	2 Caffyn Street, Ingersoll, ON	N5C 3Y5
Hickson Central Public School	161 Loveys Street, Hickson, ON	N0J 1L0
Hillcrest Public School ( East )	840 Sloan Street, Woodstock, ON	N4S 7V3
Hillcrest Public School ( Central )	1231 Fuller Street, London, ON	N5Y 4P7
Homedale Public School	112 Churchill Crescent, St. Thomas, ON	N5R 1R1
Huron Heights Public School	1245 Michael Street, London, ON	N5V 2H4
Innerkip Central Public School	Box 40, 180 Coleman St., Innerkip, ON	N0J 1M0
Jack Chambers Public School	1650 Hastings Drive, London, ON	N5X 3E3
Jeanne Sauve Public School	127 Sherwood Forest Sq., London, ON	N6G 2C3
John P. Robarts Public School	84 Bow Street, London, ON	N5V 1B1
John Dearness Public School	555 Sanatorium Road, London, ON	N6H 3W6
Kensal Park Public School	328 Springbank Drive, London, ON	N6J 1G5
Knollwood Park Public School	70 Gammage Street, London, ON	N5Y 2B1
Lester B. Pearson School for Arts	795 Trafalgar Street, London, ON	N5Z 1E6
Leesboro Central	17400 Evelyn Drive, R. R. 2, Thorndale, ON	N0M 2P0
Locke's Public School	22 South Edgeware Road, St. Thomas, ON	N5P 2H2
Lord Nelson Public School	1990 Royal Crescent, London, ON	N5V 1N8
Lord Elgin Public School	1100 Victoria Street, London, ON	N5Y 4E2
Lord Roberts Public School	440 Princess Avenue, London, ON	N6B 2B3
Lorne Avenue Public School	723 Lorne Avenue, London, ON	N5W 3K7
Lucan Public School	270 Main Street, Box 219, Lucan, ON	N0M 2J0
M.B. McEachren Public School	4402 Colonel Talbot Road, Box 70, London, ON	N0L 1S0
Manor & Highland Park Public School	77 Tecumseh Avenue West, London, ON	N6J 1K8
Maple Lane Public School	25 Maple Lane, Tillsonburg, ON	N4G 2Y8
Mary Bucke Public School	98 Fairview Avenue, St. Thomas, ON	N5R 4X6
Masonville Public School	25 Hillview Boulevard, London, ON	N6G 3A7

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McGregor Public School	204 John Street South, Aylmer, ON	N5H 2C8
McGillivray Central Public School	34714 Creamery Road, R. R. 3, Ailsa Craig, ON	N0M 1A0
Metcalfe Central Public School	6100 Calvert Drive, R. R. 3, Strathroy, ON	N7G 3H5
Mosa Central Public School	22741 Pratt Siding Road, R. R. 1, Glencoe, ON	N0L 1M0
Mountsfield Public School	8 Mountsfield Drive, London, ON	N6C 2S4
Myrtle Street Public School	43 Myrtle Street, St. Thomas, ON	N5R 2E6
New Sarum Public School	9473 Belmont Road, R. R. 3, St. Thomas, ON	N5P 3S7
Nicholas Wilson Public School	927 Osgoode Drive, London, ON	N6E 1C9
North Norwich Public School	Box 40, 40 Main Street South, Burgessville, ON	N0J 1C0
North Meadows Public School	82 Middlesex Drive, Strathroy, ON	N7G 4G5
Northbrae Public School	335 Belfield Street, London, ON	N5Y 2K3
Northdale Central Public School	3860 Catherine Street, Dorchester, ON	N0L 1G0
Northdale Public School	655 Tennent Avenue, London, ON	N5X 1L7
Northdale Public School ( East )	290 Victoria Street North, Woodstock, ON	N4S 6W5
Northridge Public School	25 McLean Drive, London, ON	N5X 1Y2
Norwich Public School	Box 327, 8 Elgin Street, Norwich, ON	N0J 1P0
Oliver Stephens Senior Public School	164 Fyfe Avenue, Woodstock, ON	N4S 3S6
Orchard Park Public School	50 Wychwood Park, London, ON	N6G 1R6
Otterville Public School	118 Main Street West, Otterville, ON	N0J 1R0
Oxbow Public School	13624 Ilderton Road, R. R. 3, Ilderton, ON	N0M 2A0
Oxford Park Public School	284 Oxford Street West, London, ON	N6H 1S9
Parkhill-West Williams Public School	204 McLeod Street, Box 488, Prkhill, ON	N0M 2K0
Parkview Public School	10008 Oxbow Drive, Komoka, ON	N0L 1R0
Plattsville & District Public School	112 Mill Street East, Plattsville, ON	N0J 1S0
Plover Mills Public School	17231 Plover Mills Road, R. R. 3, Thorndale, ON	N0M 2P0
Port Burwell Public School	Box 209, 30 Strachan, Port Burwell, ON	N0J 1T0
Port Stanley Public School	Box 490 Carlow Road, Port Stanley, ON	N5L 1B6
Prince Charles Public School	1601 Wavell Street, London, ON	N5W 2C9
Prince Andrew Public School	15237 Thirteen Mile Road, R. R. 4, Denfield, ON	N0M 1P0
Princess Anne Public School ( East )	210 King Street, Ingersoll, ON	N5C 1L8
Princess Anne Public School ( French Imm	191 Dawn Dr., London, ON	N5W 4W9
Princess Elizabeth Public School ( East	37 William Street, Ingersoll, ON	N5C 1M2
Princess Elizabeth Public School	247 Thompson Road, London, ON	N5Z 2Z3
Princeton Central Public School	Box 427, 40 Elgin Street East, Princeton, ON	N0J 1V0
Rick Hansen Public School	70 Ponderosa Crescent, London, ON	N6E 2L7
River Heights Public School	4269 Hamilton Road, Dorchester, ON	N0L 1G3
Riverside Public School	550 Pinetree Drive, London, ON	N6H 3N1
Rolph Street Public School	83 Rolph Street, Tillsonburg, ON	N4G 3Y2
Ryerson Public School	940 Waterloo Street, London, ON	N6A 3X3
Scott Street Public School	50 Scott Street, St. Thomas, ON	N5P 1K6

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Sherwood Forest Public School	7 Annadale Drive, London, ON	N6G 2B5
Sir Winston Churchill Public School	1837 Churchill Street, London, ON	N5W 2L3
Sir Isaac Brock Public School	80 St. Lawrence Boulevard, London, ON	N6J 2X1
Sir G.E. Cartier Public School	695 Chiddington Avenue, London, ON	N6C 2W9
Sir John A. MacDonald Public School	1150 Landor Street, London, ON	N5Y 3W3
South Dorchester Public School	48614 Crossley Hunter Line, R.R.1, Belmont, ON	N0L 1B0
South Ridge Public School	R. R. 7/391Quarter Line Road,Tillsonburg, ON	N4G 4H1
Southdale Public School	248 Keefer Street, Strathroy, ON	N7G 1E2
Southside Public School	360 Albert Street, Woodstock, ON	N4S 2L4
Southwold Public School	R. R. 1/39261 Fingal Line, St. Thomas, ON	N5P 3S5
Sparta Public School	Box 60/45885 Sparta Line, Sparta, ON	N0L 2H0
Springbank Public School	1060 Sprucedale Road, Woodstock, ON	N4S 4Z9
Springfield Public School	133 Main Street, Springfield, ON	N0L 2J0
St. George's Public School	782 Waterloo Street, London, ON	N6A 3W4
Stoneybrook Public School	1460 Stoneybrook Crescent, London, ON	N5X 1C4
Straffordville Public School	Box 94,9188 Plank Road, Staffardville, ON	N0J 1Y0
Summers' Corners Public School	50576 Talbot Line, RR 1, Aylmer, ON	N5H 2R1
Sweaburg Public School	474465 Dodge Line, R.R. #1, Woodstock, ON	N4S 2R1
Tavistock Public School	Box 370, 79 Maria Street, Tavistock, ON	N0B 2R0
Tecumseh Public School	401 Tecumseh Avenue, London, ON	N6C 1T4
Thamesford Public School	Box 250, 130 McCarty Street, Thamesford, ON	N0M 2M0
Tollgate Central Public School	744993 Oxford Rd.17 & Hwy 59, Woodstock, ON	N4S 7W1
Trafalgar Public School	919 Trafalgar Street, London, ON	N5Z 1G3
Tweedsmuir Public School	349 Tweedsmuir Avenue, London, ON	N5W 1L5
University Heights Public School	27 Ford Crescent, London, ON	N6G 1H8
Valleyview Public School	10339 Ilderton Road, R. R. 2, Ilderton, ON	N0M 2A0
Victoria Public School ( East )	45 Delatre Street, Woodstock, ON	N4S 6B6
Victoria Public School	130 Wharcliffe Road South, London, ON	N6J 2K5
Victory Memorial	210 Thames Street South, Ingersoll, ON	N5C 2T5
W. Sherwood Fox Public School	660 Steeplechase Drive, London, ON	N6J 3P4
Wellington Street Public School	50 Wellington Street, St. Thomas, ON	N5R 2P8
West Elgin Senior Elementary School	Box 280, 139 Graham Street, West Lorne, ON	N0L 2P0
Westdale Public School	1050 Plantation Road, London, ON	N6H 2Y5
Westfield Public School	38 Glenn Avenue, Ingersoll, ON	N5C 2C8
Westminster Central Public School	2835 Westminster Drive, London, ON	N6N 1L7
Westmount Public School	1011 Viscount Road, London, ON	N6K 1H5
White Oaks Public School	1400 Ernest Avenue, London, ON	N6E 2H8
Wilfrid Jury Public School	950 Lawson Road, London, ON	N6G 3M7
Wilton Grove Public School	626 Osgoode Drive, London, ON	N6E 1C1
Woodland Heights Public School	474 Springbank Drive, London, ON	N6J 1G8

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Wortley Road Public School	301 Wortley Road, London, ON	N6C 3R6
Zorra Highland Park Public School	R.R.#1 County Rd. 6 Embro, ON	N0J 1J0
Annandale Secondary School	60 Tillson Avenue, Tillsonburg, ON	N4G 3A1
Arthur Voaden Secondary School	41 Flora Street, St. Thomas, ON	N5P 2X5
Sir Frederick Banting Secondary School	125 Sherwood Forest, London, ON	N6G 2C3
Central Elgin C. I.	201 Chestnut Street, St. Thomas, ON	N5R 2B5
Central Secondary School	509 Waterloo Street, London, ON	N6B 2P8
Clarke Road Secondary School	300 Clarke Road, London, ON	N5W 5N4
College Avenue Secondary School	700 College Avenue, Woodstock, ON	N4S 2C8
East Elgin Secondary School	362 Talbot Street West, Aylmer, ON	N5H 1K6
Glencoe District Secondary School	3581 Concession Drive, Box 370, Glencoe, ON	N0L 1M0
Glendale Secondary School	37 Glendale Drive, Tillsonburg, ON	N4G 1J6
H.B. Beal Secondary School	525 Dundas Street, London, ON	N6B 1W5
Huron Park Secondary School	900 Cromwell Street, Woodstock, ON	N4S 5B5
Ingersoll District C. I.	37 Alma Street, Ingersoll, ON	N5C 1N1
Sir Wilfrid Laurier Secondary School	450 Millbank Drive, London, ON	N6C 4W7
Lord Dorchester Secondary School	61 Queen Street, Dorchester, ON	N0L 1G0
A.B. Lucas Secondary School	656 Tennent Avenue, London, ON	N5X 1L8
Medway Secondary School	14405 Medway Road, Arva, ON	N0M 1C0
Montcalm Secondary School	1350 Highbury Avenue, London, ON	N5Y 1B5
North Middlesex District Secondary School	100 Main Street, Box 610, Parkhill, ON	N0M 2K0
Norwich District Secondary School	R.R. 1 Stove St. & Hwy 59, Norwich, ON	N0J 1P0
Oakridge Secondary School	1040 Oxford Street West, London, ON	N6H 1V4
Parkside C. I.	241 Sunset Drive, St. Thomas, ON	N5R 3C2
Sir George Ross Secondary School	365 Belfield Street, London, ON	N5Y 2K3
Saunders Secondary School	941 Viscount Road, London, ON	N6K 1H5
South Secondary School	371 Tecumseh Avenue, London, ON	N6C 1T4
Strathroy District Secondary School	96 Kittredge Avenue, Strathroy, ON	N7G 2A8
Thames Secondary School	785 Trafalgar Street, London, ON	N5Z 1E6
West Elgin Secondary School	139 Graham Street, West Lorne	N0L 2P0
Westminster Secondary School	230 Base Line Road West, London, ON	N6J 1W1
Woodstock, C. I.	35 Riddell Street, Woodstock, ON	N4S 6L9

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

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