



**PREQUALIFICATION 628
DISC JOCKEY AND VIDEO JOCKEY SERVICES**

Issue Date: Wednesday, July 10, 2019
Buyer: Todd Springer
Issued by: The Thames Valley District School Board
Return Date: 12:00:00 noon, local time, Wednesday, August 14, 2019

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 162 schools with an estimated enrolment of 71,000 students.		
1.0.2	The TVDSB may agree to permit other public organizations within Southwestern Ontario to access any contract(s) that may result from this solicitation. The successful proponent(s) shall allow such access with the understanding that the participating organizations be responsible for their own contract management.		
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 disc jockey/video jockey services subject to the conditions herein.		
2.0	BID DEFINITIONS AND INFORMATION		
2.1	DEFINITIONS		
2.1.1	The following words are used throughout this bid document and proponents should note these conditions when completing their bid submission.		
2.1.1.1	The word "MUST" shall mean proponents "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 proponents "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 proponent(s) or the successful proponent(s) to perform any portion or all of this bid.		
2.1.1.5	The word "QUALIFIED" shall mean a proponent who is compliant and has included the required information in their bid submission.		
2.1.1.6	BID IRREGULARITY: A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this bid; bid irregularities are further classified as major irregularities or minor irregularities. The classification of what is a major irregularity or a minor irregularity shall be the sole discretion of the TVDSB.		

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2.1.1.6.1	Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the proponent 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 proponent would not gain an unfair advantage over competitors. The TVDSB may permit the proponent to correct a minor irregularity.		
2.2	STRUCTURE OF THIS BID		
2.2.1	Proponents must use the online bid entry system which is available on the internet at:		
2.2.1.1	www.tvdsb.ca		
2.2.1.2	click on "I'D LIKE TO"		
2.2.1.3	click on "Go to Purchasing"		
2.2.1.4	click on "Bids"		
2.2.1.5	click on "Proceed to inquiry/download page".		
2.2.1.6	Proceed to the bid, click "New" icon		
2.2.1.7	You will be directed to the "TVDSB Client Portal"		
2.2.1.7.1	Proponents that already have a TVDSB Client Portal account:		
2.2.1.7.1.1	Click "TVDSB Login".		
2.2.1.7.1.2	Login using TVDSB Client Portal account and password.		
2.2.1.7.2	Proponents that do not already have a TVDSB Client Portal account:		
2.2.1.7.2.1	Click "Sign up now".		
2.2.1.7.2.2	Read TVDSB Client Portal Disclaimer, scroll to bottom and click "I agree" or "I do not agree".		
2.2.1.7.2.3	If "I do not agree" was clicked, you will not be able to proceed. If "I agree" was clicked, you will be taken to "New Account Application".		
2.2.1.7.2.4	Complete account information and click "Create My Account"		
2.2.1.7.2.5	Click "TVDSB Login".		
2.2.1.7.2.6	Login using new TVDSB Client Portal account and password.		
2.2.1.8	Within the Client Portal click "Open to Bid"		
2.2.1.9	Click on the "New" icon for the bid upon which you will be bidding.		
2.2.1.10	Download the 2020Appendices628.xlsx file to your hard drive.		
2.2.1.10.1	The file contains the following worksheets:		
2.2.1.10.1.1	Worksheet A - Terms and Condition: in Excel format		
2.2.1.10.1.2	Worksheet B - Requirements: in Excel format		
2.2.1.10.1.3	Worksheet C - Staffing: in Excel format		

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2.2.1.10.1.4	Worksheet D - Equipment: in Excel format		
2.2.1.10.1.5	Worksheet E - Zones in Excel format		
2.2.1.10.1.6	Worksheet F - Pricing: in Excel format		
2.3	RETURN LOCATION		
2.3.1	Sealed bid submissions must be returned to:		
2.3.2	"Tenders Clerk"		
2.3.3	Tenders Clerk's box, Basement, Education Centre		
2.3.4	Thames Valley District School Board		
2.3.5	1250 Dundas Street		
2.3.6	London, Ontario		
2.3.7	N5W 5P2		
2.3.8	The bid submission envelope should show the bid document name, number, return date and time (as set out in Section 9.5 - Labeling of Envelope).		
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 proponent.		
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 proponent, unopened, if a return address is included on the submission envelope.		
2.4	IMPORTANT DATES		
2.4.1	ISSUE DATE: Wednesday, July 10, 2019	Note key dates	
2.4.2	QUESTIONS: Friday, July 19, 2019	Note key dates	
2.4.3	ANSWERS TO QUESTIONS: Tuesday, July 23, 2019	Note key dates	
2.4.4	RETURN DATE and TIME: prior to 12:00:00 noon local time Wednesday, August 14, 2019	Note key dates	
2.5	QUESTIONS		
2.5.1	All questions pertaining to this bid document are to be addressed to: Todd Springer, t.springer@tvdsb.ca. All questions pertaining to this bid document must be submitted in writing.	Note key dates	
2.5.2	Should any questions raised by a proponent necessitate an addendum to this bid document, the addendum will be posted to the TVDSB Web Site.		
2.5.3	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.	Check web site for any addendums	

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3.0	CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
3.1	CONTRACT TERM		
3.1.1	The term of this agreement shall be for 1 year, unless otherwise provided herein, terminating on August 31, 2020.		
3.1.2	The TVDSB may, at the end of this contract term, extend the contract for a period of 4 years in one (1) year increments and will advise the proponent, in writing, of their intentions.		
3.1.3	Proponents should state if your company would agree to extending this contract with the same terms and conditions for a second year ending August 31, 2021.		
3.1.4	Proponents should state if your company would agree to extending this contract with the same terms and conditions for a third year ending August 31, 2022.		
3.1.5	Proponents should state if your company would agree to extending this contract with the same terms and conditions for a fourth year ending August 31, 2023.		
3.1.6	Proponents should state if your company would agree to extending this contract with the same terms and conditions for a fifth year ending August 31, 2024.		
3.2	PRICING	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
3.2.1	Proponents must complete the pricing section - Worksheet F.		
3.2.1.1	Proponents must print and sign all worksheets		
3.2.2	Prices must remain in effect for the initial 1 year term of the contract, ending August 31, 2020.		
3.3	TAXES	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	

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3.3.1	HST: Where applicable, Harmonized Sales Tax must be shown separately as extra on all invoices in accordance with Canadian and Provincial Government regulations.		
3.3.2	If the Board is to pay an individual the TVDSB must receive a SIN number and a T4 will be generated in the individual's name.		
3.4	DELIVERY and ORDERING	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
3.4.1	TVDSB Purchasing Services will issue a Purchase Order.		
3.5	INVOICING/PAYMENT TERMS	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
3.5.1	All invoices must be sent to the Thames Valley District School Board, P.O. Box 5888, London, ON N6A 5L1. Attention: Accounts Payable.		
3.5.2	Applicable taxes must be shown as separate line items on all invoices.		
3.5.3	Proponents should indicate any specific payment terms. It is generally expected that payment will be 45 days from receipt of invoice.		
3.5.3.1	Proponents should state percentage discount for early payment and net payment terms.		
3.5.4	Purchase Order or Contract numbers must be stated on all invoices; invoices without the Thames Valley District School Board Purchase Order or Contract number will be returned unpaid.		
4.0	SPECIFICATIONS/REQUIREMENTS		
4.1	QUALITY	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
4.1.1	The successful proponent(s) must carry out all work to the satisfaction of the TVDSB. All work is to be performed by appropriately certified staff.		

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4.2	QUANTITY	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
4.2.1	The annual estimated value of this contract is \$70,000, based on the last year's purchases.		
4.3	REQUIREMENTS	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
4.3.1	For each requirement as described in Worksheet B proponents must place a response in the appropriate column. The following definitions are used:		
4.3.1.1	Complies: The system fully meets the requirement.		
4.3.1.2	Deviates: The system partially meets the requirements. For each response, describe what specifically is and is not available. Also indicate how the system would achieve the requested functionality.		
4.3.1.3	Planned/In Development: State Date Available.		
4.3.1.4	Not planned. No intent to provide the requirement.		
4.3.1.5	List any other requirements		
4.4	SUPPLIER OCCURRENCE REPORTS	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
4.4.1	The TVDSB reserves the right at any time during the contract period to evaluate the successful proponents service based on their contract performance.		
4.4.2	The successful proponent will be evaluated based on the evaluation form - Supplier Occurrence Reports (available upon request).		
4.4.3	Failure to meet the evaluation criteria may result in termination if performance is deemed unsatisfactory (as set out in Section 5.2.1 - Cancellation of contract / loss of service).		

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5.0	TERMS AND CONDITIONS		
5.1	GENERAL TERMS AND CONDITIONS	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
5.1.1	Any response submitted to the bid is IRREVOCABLE for 120 days.		
5.1.2	A proponent who has already submitted a bid may submit an addendum in writing and signed by the proponent 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 proponent 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 proponent 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 proponent 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 proponent.		
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 proponent(s) within 30 days of the award if in the opinion of the TVDSB the successful proponent(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 proponent		

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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 proponent for any expense, cost, loss or damage incurred or suffered by the proponent 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 proponent.		
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 proponent and incorporated into the proponent's proposal submission. It is the TVDSB's intention that the Terms and Conditions stated in this bid and the successful proponent's response to this bid will form the contract between TVDSB and the successful proponent(s). Any conflict in the wording of the proponent'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 proponent's invoice and/or sales agreement.		
5.1.12	The successful proponent(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 proponent(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 proponents. 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 proponents from forming their own opinions and conclusions in respect to the matters addressed in this bid document.		

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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 proponent 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 proponents agree to provide all such additional information as, and when requested, at their own expense, provided no proponent 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 proponent(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 proponent(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 proponent(s) will reimburse the TVDSB for any damages through negligence or wilful acts of any of the successful proponent(s)' employees or contracted staff.		
5.1.17	The successful proponent(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 proponent'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 proponent(s) will be responsible for seeing that regular supervision is maintained over all working personnel. It is the proponent'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	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
5.2.1	The TVDSB reserves the right to terminate this contract with 30 days written notice if, in its opinion, the successful proponent(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful proponent(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 proponent(s) for damages that result from the breach of the terms and conditions of the contract, by the successful proponent(s).		
5.2.2	The TVDSB shall have the right to retain and set off from any monies payable to the successful proponent(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 proponent(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 proponent(s) for any indebtedness of the supplier that may impact on the TVDSB.		
5.2.4	The successful proponent(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful proponent(s), the TVDSB's staff or third party interruptions.		
5.2.5	In the event that the successful proponent(s) becomes insolvent, and/or the successful proponent(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 proponent(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	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	

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5.3.1	Proponents 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 proponent, intellectual property right of the proponent, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret.		
5.3.2	A proponent 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 proponent 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 proponents 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	PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT		
5.4.1	The proponent represents and warrants that if the proponent is or becomes subject to any private sector privacy legislation in responding hereto, or in carrying out its obligations under any subsequent agreement, the proponent will be solely responsible for compliance with such legislation. Without limitation, the proponents represents and warrants that if the proponent is subject to the Personal Information protection and Electronics Act, S.C. 2000, c.5, including any amendments thereto ("PIPEDA"), the proponents shall ensure PIPEDA compliance of:		
5.4.2	All PIPEDA Protected Information the proponents collects directly from the individual or indirectly from the Board or others		
5.4.3	All PIPEDA Protected Information the proponents uses or discloses in the course of responding hereto or in performing its obligation under any subsequent agreement and,		
5.4.4	All PIPEDA Protected Information the proponent transfers or discloses to the Board		
5.4.5	For the purposes hereof, "PIPEDA Protected Information" means any "Personal Information" or "Personal Health Information" as such terms are defined in PIPEDA.		

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5.5	ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
5.5.1	The successful proponent shall comply with the provisions of the Accessibility for Ontarians with Disabilities Act, 2005, and the regulations thereunder with regard to the provision of its goods or service to persons with disabilities. The proponents acknowledge that pursuant to the Accessibility for Ontarians with Disabilities Act, 2005, the Board must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services. This legislation can be accessed through the following link to the Government of Ontario's website: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm		
5.6	HUMAN RIGHTS AND CHILD LABOUR LAWS	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
5.6.1	Any infringement on human rights, but namely those of children, is of considerable concern to the TVDSB. Proponents 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.		
5.6.2	Proponents should indicate your firm's policy and present practices and procedures in place to encourage promotion of this objective.		
5.6.3	For proponents information the web site address of the International Labour Organization and its objectives toward the abolition of child labour is:		
5.6.3.1	http://www.ilo.org		

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5.7	HEALTH, SAFETY REGULATIONS	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
5.7.1	All equipment requiring approval (Hydro One, C.S.A., ULC., etc.) must be completely assembled and must bear a label showing approval of assembly prior to delivery. The TVDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the TVDSB reserves the right to invoice the successful proponent(s) for the cost of certification/replacement.		
5.7.2	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.		
5.7.3	The Ministry of Education and Training and the Ministry of Health provides regulations specifying which substances/products are not acceptable. If applicable, the successful proponent(s) must supply MATERIAL SAFETY DATA SHEETS providing us with the breakdown of components for any products used in our facilities with every shipment.		
5.7.4	The Occupational Health and Safety Act describes the responsibilities of an employer. The TVDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHMIS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the TVDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.		
5.7.5	No supplier will be awarded any product that requires a Material Safety Data Sheet unless the proponent complies with the conditions above.		
5.7.6	The TVDSB reserves the right to request a copy of a proponent's Health and Safety Policy, Procedures and Guidelines.		

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5.8	WORKPLACE SAFETY AND INSURANCE BOARD	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
5.8.1	The successful proponent(s) must ensure that all workers are covered by the Workplace Safety and Insurance Board for the duration of this contract.		
5.8.2	The successful proponent(s) must furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board. This certification is to be furnished prior to the commencement of this contract. The good standing must be maintained throughout the contract. It is the responsibility of the Contractor to ensure that the Workplace Safety and Insurance Board Certificate is updated every sixty (60) days. The TVDSB reserves the right to request proof of coverage any time throughout the duration of the contract.	Attach certificates	
5.8.3	All workplace injuries or accidents on TVDSB property must be reported by the successful proponent(s) to the TVDSB's representative within 24 hours.		
5.9	COMMERCIAL LIABILITY INSURANCE	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
5.9.1	The successful proponent(s) must be covered by Commercial General Liability Insurance throughout the term of the contract. Each proponent must state if it has Commercial General Liability Insurance Coverage.		

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5.9.2	Each proponent 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 proponent does not presently have \$2 million per occurrence of Commercial Liability Insurance coverage, the proponent 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 proponent. The successful proponent(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.	Attach certificates	
5.9.2.1	This liability policy shall contain the following coverage:		
5.9.2.2	Personal Injury and Property Damage		
5.9.2.3	Non-Owned Automobile Liability		
5.9.2.4	Owners and Contractors Protective Coverage		
5.9.2.5	Contractual Liability		
5.9.2.6	Broad Form Property Damage		
5.9.2.7	Products and Completed Operation Insurance		
5.9.2.8	Contingent Employees Liability		
5.9.2.9	Cross Liability Clause and Severability of Interest Clause		
5.9.3	Upon an award to the successful proponent(s) by the TVDSB, the successful proponent(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 proponent(s) or its employees or subcontractors during the performance of its obligations under the contract.		
5.9.4	The successful proponent(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 proponent(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.10	MOTOR VEHICLE LIABILITY INSURANCE	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
5.10.1	Proponents must state if its own vehicles and/or those vehicles owned by its employees or subcontractors shall operate on the property of the TVDSB.		
5.10.2	In the event of an affirmative answer to 5.10.1, the successful proponents must be covered by Automobile Liability Insurance through the term of the Contract. If the proponent's employees or subcontractors will operate their own vehicles during the contract then they must maintain the same Automobile Liability Coverage as the proponent. Each proponent must state if it or its employees or subcontractors have Automobile Liability Insurance Coverage. Sub clauses 5.10.3 to 5.10.4 also apply to those employees or subcontractors who operate their own automobiles on the property of the TVDSB.	Attach certificates	
5.10.3	Proponents should show proof with the submission of this bid, that upon the award of this contract that it will be covered by Automobile Liability Insurance with coverage limits of \$2 million commercial and \$1 million on all personally owned vehicles per occurrence for liability arising at law for damages caused by reason or bodily injury (including death) or damage to property by its employees or subcontractors. If the proponent does not presently have \$2 million per occurrence of Automobile Liability Insurance Coverage, the proponent 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 for 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 proponent. The successful proponent(s) further agrees to maintain that good standing throughout the term of the contract.		
5.10.3.1	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:		
5.10.3.2	Third Party Liability Coverage in the form of OAP-1		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.10.4	Upon an award to the successful proponent(s) by the TVDSB, the successful proponent(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 proponent(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.		
5.10.5	The successful proponent(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 proponent(s) or any of its representatives or employees by way of the ownership or operation of an automobile.		
5.11	CRIMINAL BACKGROUND CHECKS	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
5.11.1	Proponent(s) must agree that if they become the successful proponent(s), pursuant to this bid, subject to approval of the TVDSB, that they shall comply with Ontario Regulation 521/01, made under the Education Act, in relation to the Collection of Personal Information. The successful proponent(s) agree to provide, at the proponent's expense, the criminal background checks with vulnerable sector screening, of all employees and of all employees of all subcontractor(s) hired by the successful proponent(s) who may regularly come into direct contact with pupils. This agreement shall be enforced prior to any attendance by the successful proponent(s) or their subcontractors at a school site of the TVDSB who may regularly come into direct contact with pupils during the duration of the contract and until the expiry of this contract.		
5.11.2	The successful proponent(s) shall further agree to provide, at the proponent's expense, an Offence Declaration, as defined by the said Regulation for each of the above employees of the successful proponent(s), whether employed by the successful proponent(s) at the time of the Response and of each employee of all subcontractor personnel, whether employed by the contractor at the time of the bid submission or becoming employed at a later time, by September 1st each year during the term of the agreement contemplated by this bid.		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
5.11.3	The successful proponent(s) shall further agree that in the event that the terms of the agreement contemplated by the bid in the future becomes applicable to a school site other than those contemplated by the bid, that the successful proponent(s) shall provide, at the proponent's expense, an Offence Declaration as defined by the said Regulation for each employee of the successful proponent(s) and for each employee of all subcontractor personnel, whether employed by the contractor at the time of the bid submission prior to any attendance by the successful proponent(s) at the said school site.		
5.11.4	The successful proponent(s) agrees that during the term of the agreement contemplated by this bid, not to permit any employee or the employee of any subcontractor deemed by the TVDSB to be not eligible to attend on a school site of the TVDSB as defined by the Regulation.		
5.11.5	It is deemed to be a breach of the contract for the service provider to allow anyone who has not provided a criminal background check with vulnerable sector screening or Offence Declaration as required by the contract and the contract can be terminated for just cause.		
5.12	CANADA'S ANTISPAM LEGISLATION	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
5.12.1	Please note that vendors are required to comply with all applicable laws, including CASL, in providing goods or services to the TVDSB. This also extends to communications sent on the TVDSB's behalf. The successful proponent(s) will be required to indemnify the TVDSB for any failure by the successful proponent(s) to comply with CASL, to the extent that the successful proponent(s) action, or inaction, could expose the TVDSB to liability.		
6.0	PROPONENT PROFILE		
6.1	REFERENCES	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
6.1.1	New proponents 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 - e-mail address:		
6.1.1.6	Reference 2 - Company Name:		
6.1.1.7	Reference 2 - Address:		
6.1.1.8	Reference 2 - Contact Name:		
6.1.1.9	Reference 2 - Phone Number:		
6.1.1.10	Reference 2 - e-mail address:		
6.1.1.11	Reference 3 - Company Name:		
6.1.1.12	Reference 3 - Address:		
6.1.1.13	Reference 3 - Contact Name:		
6.1.1.14	Reference 3 - Phone Number:		
6.1.1.15	Reference 3 - e-mail address:		
6.2	ADMINISTRATION and ORGANIZATION	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
6.2.1	The TVDSB reserves the right at any time after the closing date, to request from any proponent evidence of its financial standing and stability, including that of each of its officers, directors and principals. All proponents 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	Proponents are required to list any and all pending or ongoing legal claims or disputes where the proponent could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.		
6.2.3	Proponents should state if their employees carry photo identification.		
6.2.4	Proponents should state if the staff involved in the execution of this contract are employees or sub-contractors.		
7.0	BID SUBMISSION		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
7.1	PROPONENT'S RESPONSE GUIDE	Proponents must acknowledge compliance with the terms shown in this section ("Will Comply")	
7.1.1	Each bid submission should be structured using only the criteria identified in this bid document. When submitting bids, proponents should use the same numbering format, as on this bid document.		
7.1.2	The hard-copy bid submission must include:		
7.1.2.1	Printed and signed copies of all Appendices		
7.1.2.2	Proof of Insurance - Commercial Liability		
7.1.2.3	Proof of Insurance - Motor Vehicle		
7.1.2.4	Criminal Background Checks for each employee working at a TVDSB site		
7.1.2.5	AVLA Licence		
7.1.3	In addition, the completed 2020Appendices628.xlsx file including the worksheets below must be uploaded back into our system. Failure to respond in electronic format will deem the bid noncompliant.		
7.1.3.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
7.1.3.2	Worksheet B: Requirements in Excel format - Electronic response required		
7.1.3.3	Worksheet C: Staffing in Excel format - Electronic response required		
7.1.3.4	Worksheet D: Equipment in Excel format - Electronic response required		
7.1.3.5	Worksheet E: Zones in Excel format - Electronic response required		
7.1.3.6	Worksheet F: Pricing in Excel format - Electronic response required		
7.1.4	All bid documents should be submitted in an envelope marked with the bid name and number (as set out in Section 9.5 - Labeling Instructions).		
7.1.5	Proponents' submissions should include page numbers for ease of reference by committee members.		
7.1.6	The specifications and pricing section of the bid submission should not make reference to supplemental materials.		
7.1.7	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 : _____

SIGNATURE : _____

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 proponents 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 proponents as to the time and place. The presentation shall be at the expense of the proponent.		
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 proponents will be entered into the draw. All parties will have representation when the draw takes place.		
8.2	AWARD AND NOTIFICATION OF CONTRACT		
8.2.1	The results of this bid will be posted to the TVDSB web site as soon as decisions have been made:		
8.2.1.1	www.tvdsb.ca		
8.2.1.2	click on "I'D LIKE TO"		
8.2.1.3	click on "Go to Purchasing"		
8.2.1.4	click on "Bids"		
8.2.1.5	click on "Proceed to inquiry/download page".		
8.2.1.6	Proceed to the Bid, click "Results - Check Mark"		
8.2.1.7	View documents in PDF format.		
8.2.2	All bid files are available for downloading at no charge from the TVDSB web site.		

Todd Springer
Purchasing Department

Arlene Morell
Chairperson

9.0	ELECTRONIC BIDDING INSTRUCTIONS		
9.1	DOWNLOADING BID DOCUMENTS		
9.1.1	All documents are available from the TVDSB Web Site at www.tvdsb.ca		
9.1.2	click on "I'D LIKE TO"		
9.1.3	click on "Go to Purchasing"		
9.1.4	click on "Bids"		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
9.1.5	Read "Electronic Bidding Instructions, Inquiry Instructions, Bid Document Download Instructions".		
9.1.6	click on "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 be directed to the TVDSB Client Portal.		
9.1.9	Follow log in instructions beginning with item 2.2.1.7.		
9.2	COMPUTER SYSTEM REQUIREMENTS		
9.2.1	To use the electronic system, proponents must be using Microsoft Internet Explorer.		
9.3	BID WORKSHEETS		
9.3.1	Download the file "2020Appendices628.xlsx from the Associated Files.		
9.3.1.1	The file contains the following worksheets:		
9.3.1.1.1	Worksheet A: Terms and Conditions Response in Excel format - Electronic response required		
9.3.1.1.2	Worksheet B: Requirements in Excel format - Electronic response required		
9.3.1.1.3	Worksheet C: Staffing in Excel format - Electronic response required		
9.3.1.1.4	Worksheet D: Equipment in Excel format - Electronic response required		
9.3.1.1.5	Worksheet E: Zones in Excel format - Electronic response required		
9.3.1.1.6	Worksheet F: Pricing in Excel format - Electronic response required		
9.3.2	Complete the worksheets.		
9.3.3	Print and sign all worksheets. The printed and signed copies must be returned as hardcopies.		
9.3.4	Upload files back to us using the "Your Uploaded Files for this Tender" area.		
9.4	BID REPORT		
9.4.1	The "Bid Report" button must be clicked to initiate the transfer of any uploaded files into our system.		
9.5	LABELING OF ENVELOPE		
9.5.1	ADDRESS BID ENVELOPE AS SHOWN BELOW:		
9.5.2	From - Company Name and Address		
9.5.3	To: OFFICE OF THE TENDERS CLERK		
9.5.4	Thames Valley District School Board		
9.5.5	EDUCATION CENTRE,		
9.5.6	1250 Dundas Street,		
9.5.7	LONDON, Ontario		
9.5.8	N5W 5P2		
9.5.9	Disc/Video Jockey Services		
9.5.10	Bid 628		
9.5.11	Return Date: 12:00:00 noon local time, Wednesday, August 14, 2019	Note key dates	

FIRM NAME : _____

SIGNATURE : _____

ITEM NO.	TERMS AND CONDITIONS	WILL COMPLY/WILL NOT COMPLY	COMMENT
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, proponents 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, proponents 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 proponent enters into a contract(s) with to carry out any portion of this contract:		
10.10.1	Firm Name:		
10.10.2	Firm Address:		
10.10.3	Telephone Number:		
10.10.4	Fax Number:		
10.10.5	E-MAIL ADDRESS:		

FIRM NAME : _____

SIGNATURE : _____

ITEM NO	DESCRIPTION	RESPONSE - WILL COMPLY, DEVIATES, WILL NOT COMPLY	COMMENT
	SCOPE OF WORK		
B1.0	REQUIREMENTS		
B1.1	To provide disc or video jockey services to schools within the Thames Valley District School Board (TVDSB).		
B1.2	Proponents will be pre-qualified to provide this service. Schools may contact any of the pre-qualified proponents to obtain a quotation for their event.		
B1.3	After schools have accepted a quotation for their event, a purchase order will be issued to the vendor that was selected for the event. The vendor must refer to the purchase order number when submitting an invoice. (See Worksheet A - 3.4 and 3.5).		
B1.4	Proponents must state if they are a member of a disc jockey association.		
B1.4.1	Please state name of disc jockey association.		
B1.5	Successful bidders must follow the directions of the principal or his/her designee at all times.		
B1.6	The principal or his/her designee will determine the sound level to be produced by the sound system.		
B1.7	Although disc jockeys must exercise professional judgement in selecting songs to be included on playlists for school dances, the principal or his/her designee will make the final determination as to whether music lyrics are appropriate for to be played in a school setting.		
B2.0	STAFFING		
B2.1	Proponents should list all staff who will be engaged in the services provided under this contract on Worksheet C - Staffing.		
B2.2	Proponents should state whether they have access to or employ back-up disc jockeys.		
B3.0	EQUIPMENT		
B3.1	Proponents must provide a list of their equipment in Worksheet D - Equipment		
B3.2	Proponents should state if they have backup sound and lighting equipment on-site and explain their back-up plan in the event of system failures.		
B3.3	Proponents should list any additional equipment available (i.e. photobooths, etc.) in Worksheet D - Equipment.		
B3.4	Please state any equipment or other technical requirements that need to be provided by the TVDSB.		
B4.0	TIMING		
B4.1	The service may be during the day or evenings depending on the event		
B4.2	The service generally will be required during the school year September 1, 2019 until June 30, 2020.		
B4.2.1	There may be special events outside of the normal school year		
B4.3	Please state the amount of time required for:		
B4.3.1	Setup prior to the event.		
B4.3.2	Cleanup after the the event.		
B5.0	REQUIRED LICENSE		
B5.1	Proponents must have an AVLA License. A copy of the AVLA license must be submitted along with this bid document.		
B6.0	FEES		
B6.1	Proponets fees must be clearly stated in Worksheet F - Pricing.		

2020 PREQUALIFICATION DISC JOCKEY/VIDEO JOCKEY SERVICES
WORKSHEET C - STAFFING

ITEM NO.	Name of Staff Member (add lines if necessary)	Bidders must provide a brief description of the qualifications and experience of the staff who will be assigned to this contract	No. of Years with firm	Typical Work Assignments
C1				
C2				
C3				
C4				
C5				
C6				
C7				
C8				
C9				
C10				

2020 PREQUALIFICATION DISC JOCKEY/VIDEO JOCKEY SERVICES
WORKSHEET D - EQUIPMENT

ITEM NO.	Equipment to be used in the provision of the services for this contract.
D1.1	
D1.2	
D1.3	
D1.4	
D1.5	
D1.6	
D1.7	
D1.8	
D1.9	
D1.10	
ITEM NO.	Additional equipment available (i.e. photobooths, etc.)
D2.1	
D2.2	
D2.3	
D2.4	
D2.5	
D2.6	
D2.7	
D2.8	
D2.9	
D2.10	

Zone Code	School Number	School Name	Address	City	Postal Code	# of DJ's Available to Service Zone
1	1035	Arthur Ford Public School	617 Viscount Road	London	N6J 2Y4	
1	1040	Arthur Stringer Public School	43 Shaftesbury Avenue	London	N2C 2Y5	
1	1045	Ashley Oaks Public School	121 Ashley Crescent	London	N6E 3P8	
1	1085	Byron Northview Public School	1370 Commissioners Road West	London	N6K 1E1	
1	1090	Byron Somerset Public School	175 Whisperwood Avenue	London	N6K 4C6	
1	1095	Byron Southwood Public School	1379 Lola Street	London	N6K 3R6	
1	1145	Cleardale Public School	780 Dulaney Drive	London	N6C 3W4	
1	3050	G.A. Wheable Centre for Adult Learning	70 Jacqueline Street	London	N5Z 3P7	
1	1265	Glen Cairn Public School	53 Frontenac Road	London	N5Z 3Y5	
1	1325	Kensal Park French Immersion Public School	328 Springbank Drive	London	N6J 1G5	
1	1425	Mountsfield Public School	8 Mountsfield Drive	London	N6C 2S4	
1	1440	Nicholas Wilson Public School	927 Osgoode Drive	London	N6E 1C9	
1	1565	Princess Elizabeth Public School	247 Thompson Road	London	N5Z 2Z3	
1	1575	Rick Hansen Public School	70 Ponderosa Crescent	London	N6E 2L7	
1	2280	Saunders Secondary School	941 Viscount Road	London	N6K 1H5	
1	1620	Sir George Etienne Cartier	695 Chiddington Avenue	London	N6C 2W9	
1	1615	Sir Isaac Brock Public School	80 St. Lawrence Boulevard	London	N6J 2X1	
1	2170	Sir Wilfrid Laurier Secondary School	450 Millbank Drive	London	N6C 4W7	
1	2290	South Secondary School	371 Tecumseh Avenue	London	N6C 1T4	
1	1700	Tecumseh Public School	401 Tecumseh Avenue	London	N6C 1T4	
1	1740	Victoria Public School	130 Wharncliffe Road South	London	N6J 2K5	
1	1750	W. Sherwood Fox Public School	660 Steeplechase Drive	London	N6J 3P4	
1	2370	Westminster Secondary School	230 Baseline Road West	London	N6J 1W1	
1	1780	Westmount P.S.	1011 Viscount Road	London	N6K 1H5	
1	1785	White Oaks Public School	565 Bradley Avenue	London	N6E 2H8	
1	1795	Wilton Grove Public School	626 Osgoode Drive	London	N6E 1C1	
1	1800	Woodland Heights Public School	474 Springbank Drive	London	N6J 1G8	
1	1805	Wortley Road Public School	301 Wortley Road	London	N6C 3R6	
2	1015	Aberdeen Public School	580 Grey Street	London	N6B 1H8	
2	1065	Bishop Townshend Public School	814 Quebec Street	London	N5Y 1X4	
2	1070	Bonaventure Meadows Public School	141 Bonaventure Drive	London	N5V 4S6	
2	1100	C.C. Carrothers Public School	360 Chippendale Crescent	London	N5Z 3G2	
2	1135	Chippewa Public School	1035 Chippewa Drive	London	N5V 2T6	
2	2080	Clarke Road Secondary School	300 Clarke Road	London	N5W 5N4	
2	1180	Ealing Public School	840 Hamilton Road	London	N5Z 1V5	
2	1245	Evelyn Harrison Public School	50 Tewksbury Crescent	London	N5V 2M8	

Zone Code	School Number	School Name	Address	City	Postal Code	# of DJ's Available to Service Zone
2	1250	F.D. Roosevelt Public School	560 Second Street	London	N5V 2B7	
2	1255	Fairmont Public School	1040 Hamilton Road	London	N5W 1A6	
2	2140	H.B. Beal Secondary School	525 Dundas Street	London	N6B 1W5	
2	1285	Hillcrest Public School	1231 Fuller Street	London	N5Y 4P7	
2	1310	Jeanne Sauvé French Immersion Public School	215 Wharnccliffe Road North	London	N6H 2B6	
2	1315	John P. Robarts Public School	84 Bow Street	London	N5V 1B1	
2	1330	Knollwood Park Public School	70 Gammage Street	London	N5Y 2B1	
2	1335	Lester B. Pearson School for the Arts	795 Trafalgar Street	London	N5Z 1E6	
2	2070	London Central Secondary School	509 Waterloo Street	London	N6B 2P8	
2	1355	Lord Elgin Public School	1100 Victoria Drive	London	N5Y 4E2	
2	1350	Lord Nelson Public School	1990 Royal Crescent	London	N5V 1N8	
2	1360	Lord Roberts Public School	440 Princess Avenue	London	N6B 2B3	
2	1365	Lorne Avenue Public School	723 Lorne Avenue	London	N5W 3K7	
2	2220	Montcalm Secondary School	1350 Highbury Avenue	London	N5Y 1B5	
2	1455	Northbrae Public School	335 Belfield Street	London	N5Y 2K3	
2	1540	Prince Charles Public School	1601 Wavell Street	London	N5W 2C9	
2	1555	Princess Anne French Immersion Public School	191 Dawn Drive	London	N5W 4W9	
2	1595	Ryerson Public School	940 Waterloo Street	London	N6A 3X3	
2	2270	Louise Arbour French Immersion Public School	365 Belfield Street	London	N5Y 2K3	
2	1625	Sir John A. Macdonald Public School	1150 Landor Street	London	N5Y 3W3	
2	1670	St. George's Public School	782 Waterloo Street	London	N6A 3W4	
2	2340	B. Davison Secondary School	785 Trafalgar Street	London	N5Z 1E6	
2	1715	Trafalgar Public School	919 Trafalgar Street	London	N5Z 1G3	
2	1720	Tweedsmuir Public School	349 Tweedsmuir Avenue	London	N5W 1L5	
3	1010	A.J. Baker Public School	528 Allen Street	Kintore	N0M 2C0	
3	1030	Algonquin Public School	59 Algonquin Road	Woodstock	N4T 1R8	
3	1999	Annandale Public School	60 Tillson Avenue	Tillsonburg	N4G 3A1	
3	1925	Blenheim District Public School	32 Wilmot Street South, Box 129	Drumbo	N0J 1G0	
3	1125	Central Public School	410 Hunter Street	Woodstock	N4S 4G4	
3	2090	College Avenue Secondary School	700 College Avenue	Woodstock	N4S 2C8	
3	1190	East Oxford Central Public School	Old Stage Road & County Road 14, R.R. #4	Woodstock	N4S 7V8	
3	1195	Eastdale Public School	65 Aileen Drive	Woodstock	N4S 4A2	
3	1940	Emily Stowe Public School	Stover Street & Highway 59, R.R. #1	Norwich	N0J 1P0	
3	2130	Glendale Secondary School	37 Glendale Drive	Tillsonburg	N4G 1J6	
3	1270	Harrisfield Public School	2 Caffyn Street	Ingersoll	N5C 3M8	
3	1275	Hickson Central Public School	161 Loveys Street	Hickson	N0J 1L0	

Zone Code	School Number	School Name	Address	City	Postal Code	# of DJ's Available to Service Zone
3	2150	Huron Park Secondary School	900 Cromwell Street	Woodstock	N4S 5B5	
3	2160	Ingersoll District Collegiate Institute	37 Alma Street	Ingersoll	N5C 1N1	
3	1300	Innerkip Central Public School	180 Coleman Street, Box 40	Innerkip	N0J 1M0	
3	1930	Laurie Hawkins Public School	156 Innes Street	Ingersoll	N5C 2R8	
3	1390	Maple Lane Public School	25 Maple Lane	Tillsonburg	N4G 2Y8	
3	1470	Northdale Public School	290 Victoria Street North	Woodstock	N4S 6W5	
3	1485	Oliver Stephens Senior Public School	164 Fyfe Avenue	Woodstock	N4S 3S6	
3	1520	Plattsville & District Public School	112 Mill Street East	Plattsville	N0J 1S0	
3	1281	Roch Carrier FI Public School	840 Sloane Street	Woodstock	N4S 7V3	
3	1590	Rolph Street Public School	83 Rolph Street	Tillsonburg	N4G 3Y2	
3	1550	Royal Roads Public School	210 King Street East	Ingersoll	N5C 1L8	
3	1635	South Ridge Public School	10 South Ridge Road	Tillsonburg	N4G 0C1	
3	1645	Southside Public School	360 Albert Street	Woodstock	N4S 2L4	
3	1660	Springbank Public School	1060 Sprucedale Road	Woodstock	N4S 4Z9	
3	1695	Tavistock Public School	79 Maria Street, Box 370	Tavistock	N0B 2R0	
3	1705	Thamesford Public School	130 McCarty Street, Box250	Thamesford	N0M 2M0	
3	1155	Winchester Street Public School	110 Winchester Street	Woodstock	N4S 7K6	
3	2390	Woodstock Collegiate Institute	35 Riddell Street	Woodstock	N4S 6L9	
3	1810	Zorra Highland Park Public School	County Road 6, R.R. #1	Embro	N0J 1J0	
4	1025	Aldborough Public School	11443 Furnival Road, R.R. #3	Rodney	N0L 2C0	
4	2030	Arthur Voaden Secondary School	41 Flora Street	St. Thomas	N5P 2X5	
4	1105	Caradoc Public School	714 Bowan Street East, Box 244	Mount Brydges	N0L 1W0	
4	2060	Central Elgin Collegiate Institute	201 Chestnut Street	St. Thomas	N5R 2B5	
4	1160	Davenport Public School	80 Rutherford Avenue	Aylmer	N5H 2N8	
4	1165	Delaware Central Public School	14 James Street, Box 36	Delaware	N0L 1E0	
4	1175	Dunwich-Dutton Public School	239 Main Street, Box 40	Dutton	N0L 1J0	
4	2100	East Elgin Secondary School	362 Talbot Street West	Aylmer	N5H 1K6	
4	1205	Ekcoe Central Public School	3719 Parkhouse Drive, R.R. #3	Glencoe	N0L 1M0	
4	1215	Elgin Court Public School	254 First Avenue	St. Thomas	N5R 4P5	
4	1260	Forest Park Public School	295 Forest Avenue	St. Thomas	N5R 2K5	
4	2120	Glencoe District Secondary School	3581 Concession Drive, Box 370	Glencoe	N0L 1M0	
4	1905	John Wise Public School	100 Parkside Drive	St. Thomas	N5R 3T9	
4	1200	June Rose Callwood Public School	84 Edward Street	St. Thomas	N5P 1Y7	
4	1005	Lambeth Public School	6820 Duffield Street	London	N6P 1A4	
4	1345	Locke's Public School	22 South Edgeware Road	St. Thomas	N5P 2H2	
4	1405	McGregor Public School	204 John Street South	Aylmer	N5H 2C8	

Zone Code	School Number	School Name	Address	City	Postal Code	# of DJ's Available to Service Zone
4	1900	Mitchell Hepburn Public School	95 Raven Avenue	St. Thomas	N5R 5K8	
4	1420	Mosa Central Public School	22741 Pratt Siding Road, R.R. #1	Glencoe	N0L 1M0	
4	1435	New Sarum Public School	9473 Belmont Road, R.R. #3	St. Thomas	N5P 3S7	
4	2260	Parkside Collegiate Institute	241 Sunset Drive	St. Thomas	N5R 3C2	
4	1290	Pierre Elliott Trudeau	112 Churchill Crescent	St. Thomas	N5R 1R1	
4	1530	Port Burwell Public School	30 Strachan, Box 209	Port Burwell	N0J 1T0	
4	1535	Port Stanley Public School	350 Carlow Road, Box 490	Port Stanley	N5L 1B6	
4	1630	South Dorchester Public School	48614 Crossley-Hunter Sideroad, R.R. #1	Belmont	N0L 1B0	
4	1650	Southwold Public School	39261 Fingal Line, R.R. #1	St. Thomas	N5P 3S5	
4	1655	Sparta Public School	45885 Sparta Line, Box 60	St. Thomas	N0L 2H0	
4	1665	Springfield Public School	133 Main Street	Springfield	N0L 2J0	
4	1680	Straffordville Public School	9188 Plank Road	Straffordville	N0J 1Y0	
4	1685	Summers' Corners Public School	50576 Talbot Line, R.R. #1	Aylmer	N5H 2R1	
4	2360	West Elgin Secondary School	139 Graham Street	West Lorne	N0L 2P0	
4	1760	West Elgin Senior Public School	139 Graham Road, Box 280	West Lorne	N0L 2P0	
4	1775	Westminster Central Public School	2835 Westminster Drive	London	N6N 1L7	
5	2190	A.B. Lucas Secondary School	656 Tennent Avenue	London	N5X 1L8	
5	1020	Adelaide-W.G. MacDonald Public School	29059 School Road, R.R. #5	Strathroy	N7G 3H6	
5	1115	Caradoc North Public School	8041 Scotchmere Drive, R.R. #1	Strathroy	N7G 3H3	
5	1120	Centennial Central Public School	14774 Medway Road, R.R. #1	Arva	N0M 1C0	
5	1140	Clara Brenton Public School	1025 St. Croix Avenue	London	N6H 3X8	
5	1150	Mary Wright Public School	213 Carroll Street West	Strathroy	N7G 1B1	
5	1505	Eagle Heights Public School	284 Oxford Street West	London	N6H 1S9	
5	1185	East Williams Memorial Public School	4441 Queen Street, R.R. #1	Ailsa Craig	N0M 1A0	
5	1230	Emily Carr Public School	44 Hawthorne Road	London	N6G 2H5	
5	1305	Jack Chambers	1650 Hastings Drive	London	N5X 3E3	
5	1320	John Dearness Public School	555 Sanatorium Road	London	N6H 3W6	
5	2180	Lord Dorchester Secondary School	61 Queen Street	London	N0L 1G0	
5	1400	Masonville Public School	25 Hillview Boulevard	London	N6G 3A7	
5	1410	McGillivray Central Public School	34714 Creamery Road, R.R. #3	Ailsa Craig	N0M 1A0	
5	2210	Medway High School	14405 Medway Road	Arva	N0M 1C0	
5	1450	North Meadows Public School	82 Middlesex Drive	Strathroy	N7G 4G5	
5	2230	North Middlesex District High School	100 Main Street, Box 610	Parkhill	N0M 2K0	
5	1460	Northdale Central Public School	3860 Catherine Street	Dorchester	N0L 1G0	
5	1475	Northridge Public School	25 McLean Drive	London	N5X 1Y2	
5	2250	Oakridge Secondary School	1040 Oxford Street West	London	N6H 1V4	

Zone Code	School Number	School Name	Address	City	Postal Code	# of DJ's Available to Service Zone
5	1490	Orchard Park Public School	50 Wychwood Park	London	N6G 1R6	
5	1500	Oxbow Public School	13624 Ilderton Road, R.R. #3	Ilderton	N0M 2A0	
5	1510	Parkhill - West Williams Public School	204 McLeod Street, Box 488	Parkhill	N0M 2K0	
5	1515	Parkview Public School	10008 Oxbow Drive	Komoka	N0L 1R0	
5	1580	River Heights Public School	4269 Hamilton Road	Dorchester	N0L 1G3	
5	1585	Riverside Public School	550 Pinetree Drive	London	N6H 3N1	
5	2040	Sir Frederick Banting Secondary School	125 Sherwood Forest Square	London	N6G 2C3	
5	1640	J.S. Buchanan	248 Keefer Street	Strathroy	N7G 1E2	
5	1915	Stoney Creek Public School	1335 Nicole Avenue	London	N5X 4M7	
5	1675	Stoneybrook Public School	1460 Stoneybrook Crescent	London	N5X 1C4	
5	2320	Strathroy District Collegiate Institute	361 Second Street	Strathroy	N7G 4J8	
5	1725	University Heights Public School	27 Ford Crescent	London	N6G 1H8	
5	1730	Valleyview Public School	10339 Ilderton Road, R.R. #2	Ilderton	N0M 2A0	
5	1920	West Nissouri Public School	37 Elliott Trail	Thorndale	N5R 3T9	
5	1766	West Oaks FI Public School	1050 Plantation Road	London	N6H 2Y5	
5	1910	Wilberforce Public School	340 Beech Street	Lucan	N0M 2J0	
5	1790	Wilfrid Jury Public School	950 Lawson Road	London	N6G 3M2	

ITEM NO.	BASE FEES	FEES	PLEASE LIST SOUND SYSTEM AND LIGHTING INCLUDED IN FEE	COMMENTS
F1	Elementary school dance (appr. two hours)			
F1.1	Please state hourly charge if dance is longer than two hours.			
F2	Small to medium sized secondary school (up to 900 students) dance (3 - 4 hours)			
F2.1	Please state hourly charge if dance is longer than 4 hours.			
F3	Large sized secondary school (over 900 students) dance (3 - 4 hours)			
F3.1	Please state hourly charge if dance is longer than 4 hours.			
	TRAVEL EXPENSES	FEES		COMMENTS
F4	Please state your per kilometer travel expenses.			
F4.1	Please state when travel expenses will apply (i.e all events, only outside of London, etc.)			
F4.2	Please state where travel expenses begin.			
	OTHER FEES	FEES		COMMENTS
F5	Please list any other fees below:			
F5.1				
F5.2				
F5.3				
F5.4				
F5.5				
F5.6				
F6.0	FEES FOR ADDITIONAL EQUIPMENT AVAILABLE (SEE D2.1 - D2.10, list equipment in same order)	FEES		COMMENTS
F6.1				
F6.2				
F6.3				
F6.4				
F6.5				
F6.6				
F6.7				
F6.8				
F6.9				
F6.10				