



Purchasing Division

**TENDER #3895
SNOW AND ICE MAINTENANCE SERVICES –
16 FAMILIES OF SCHOOLS
Addendum #1**

**August 10th, 2017
10:00 A.M.**

To: Bidders

From: Don Walpola, Buyer

Pages: 1 including cover

phone: 464-2000(ext. 2223)

The bid documents shall be amended and new drawings and clauses added, and shall become part of the contract documents as follows:

The closing date on the cover page of tender # 3895 should read as 'Thursday' August 17th 2017. It is currently mentioned as 'Tuesday' August 17th 2017

End of Addendum #1

PLEASE SIGN BELOW AND RETURN WITH BID DOCUMENTS:

Signature

Company Name

CC: Nova Scotia Construction Association

Fax # 468-2470



Halifax Regional
School Board

Tender #3895

SNOW & ICE MAINTENANCE SERVICES 16 Families of Schools

Closing Date: ***TUESDAY, AUGUST 17, 2017***

Closing Time: ***2:00:00 P.M.***

Opening Time: ***2:00:00 P.M.***

Closing Location:

Halifax Regional School Board
33 Spectacle Lake Drive
Dartmouth, N.S.
B3B 1X7

Purchasing Contact:

Don Walpola, Buyer
Tel: (902) 464-2000 #2223
Fax: (902) 464-0161

Department Contact:

Marie Fagan, Coordinator, Property Services - Custodial
Tel: (902) 464-2000 #2576

Contract Locations:

HRSB Sites as indicated in Schedule G – Bid Forms by Family of Schools

To obtain documents:

Download tender documents in .pdf format from the School Board's Website:

<http://www.hrsb.ca/about-hrsb/financial-services/purchasing/tenders/tender-listing>

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***The electronic Excel version of Schedule “G” MUST be requested by email to:
dwalpola@hrsbc.ca - See 1.1 b. for more information.***

1.0 GENERAL

The Halifax Regional School Board is seeking bids from qualified Contractors for Snow & Ice Maintenance Service at HRSB locations as described herein.

1.1 INSTRUCTIONS TO BIDDERS

TENDER SUBMISSION:

- a. Sealed Bids will be received by:

Halifax Regional School Board
33 Spectacle Lake Drive
Dartmouth, N.S.
B3B 1X7

Until **2:00:00 P.M.**, on **THURSDAY, AUGUST 17, 2017** for the following project:

TENDER #3895 Snow and Ice Maintenance Services

- b. Submit one original tender on the enclosed tender form including all requested documentation and a hardcopy of Schedule "G". Each item on the form **MUST** be completed unless noted otherwise. Bids **MUST** be signed by an authorized representative of the Contractor. Incomplete bids will be rejected. Bids **MUST** be submitted on or before the advertised time and date in a sealed envelope clearly marked:

TENDER #3895 Snow & Ice Maintenance

Bidders **MUST** also complete the electronic excel version of Schedule "G" Bid Forms by Family of Schools (16) – and include these on a flash drive within the sealed Tender submission. Please email Don Walpola, Buyer, at dwalpola@hrsb.ca to request the excel version of Schedule "G".

- c. It is the responsibility of the bidder to ensure their submissions are received on time. Faxed or emailed bids ***WILL NOT BE ACCEPTED.***
- d. Questions, clarification or information regarding the Tender process or the Project Scope **MUST** be directed exclusively to Don Walpola, no less than 5 (five) business days before the Tender closing date and time and **MUST** be in writing. The Buyer may direct such questions, clarification or information of a technical or business nature to other HRSB employees or Consultants.

- e. Should HRSB determine in its sole discretion to revise any part of this Tender prior to the Close Date, the revisions will be provided in writing by form of an addendum to all Bidders by email. Addenda must be issued by the Board no less than three (3) business days before the closing date. HRSB may also, in its sole discretion, extend the Close Date to an alternate date of its choosing to allow all bidders to consider and respond to a revision, and will advise all bidders of such in writing. It is the sole responsibility of the bidder, prior to the Close Date, to ensure they have received all addenda pertaining to the Tender. Addenda cover letters **MUST** be signed and attached to the tender documents.

1.2 CONDITIONS OF TENDER

- a. No term or condition shall be implied, based upon any industry or trade practice or custom or in a practice or policy of the Board or otherwise, which is inconsistent or conflicts with the provisions contained in these instructions.
- b. Any changes to this tender or specifications shall be stated by the Board in writing. All correspondence, inquiries, instructions, etc. in connection with the work shall be made through the office of the Halifax Regional School Board, c/o Purchasing Manager or representative.
- c. Tender bid prices **MUST** be all-inclusive. Bidders are to note that prices indicated on the Tender Form and the appendices to the Tender Form shall not include Provincial Sales Taxes, the Federal Goods and Services Tax or the Harmonized Sales Tax.
- d. The Contractor is responsible for obtaining all provincial, municipal and other permits as required for the work, and shall adhere to all regulations from regulatory bodies. They shall pay all fees for these permits.
- e. Invoices shall be submitted to:
 - Halifax Regional School Board
 - Marie Fagan, Coordinator, Property Services - Custodial
 - 33 Spectacle Lake Drive
 - Dartmouth, N.S.
 - B3B 1X7

Contact information to be supplied to the successful bidder as part of the award confirmation.

Payment Terms: Payment will be Net 30 days from date of invoice.

- f. Bidders or their employees **MUST NOT** be employees of the Halifax Regional School Board.
- g. The bidder **MUST** comply with Nova Scotia Fire Safety Act and all Municipal Regulations, Ordinances and other laws including the Occupational Health and Safety Act.
- h. Persons or firms submitting tenders shall be actually engaged in the line of work required by the specifications.
- i. When applicable, a bidder shall list, in the space provided in Section 3.3, the names of proposed sub-contractors. A change in sub-contractors from this list will require permission in writing from the Board.
- j. Except as the specifications may be modified by Addenda, the successful Contractor will be held to furnish under this tender all work as specified.
- k. The Contractor shall indemnify and save harmless the Board, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly and whether by statute or otherwise, out of any act or omission of the Contractor, his employees and agencies in the performance by the Contractor of this Agreement.
- l. Property loss and/or damage that occurs during the course of work or caused by negligence on the Contractors part during the course of the work will be reported by HRSB Operations Services to the School Insurance Program (SIP) office. Adjusters may be assigned to manage restoration of damaged, defaced or stolen HRSB property. HRSB and/or its insurer reserve the right to assign management of restoration to the adjuster. The Contractor will be responsible for all costs to repair or replace any School Board property, which has been damaged, defaced or stolen during the course of work.
- m. The contract is for a three (3) year term from ***October 1st, 2017 to April 30th, 2020, with two (2) one (1) year options for renewal at the sole discretion of the Board.***
- n. Contractors are required to submit **FIRM PRICES FOR THE FIRST THREE YEARS OF THE CONTRACT**. Should the Board extend the contract for one (1) or (2) optional years, price increases will be negotiated with the Board and will not exceed the annual National Cost of Living Index (CPI) for the preceding contract year.
- o. If applicable, where the Tender Documents stipulate a particular product, written requests for substitutes will be considered by the Board up five (5) business days before closing. Such requests **MUST** be accompanied by complete descriptive and technical information including MSDS so that a proper evaluation can be made.

When a request for approval of a product is made, the Board may grant approval and will issue an Addendum to this effect to known bidders.

All products used in the course of this work are to be used, stored, and maintained as per the instructions written on the MSDS sheet.

p. **Right to Negotiate**

HRSB may, in its sole discretion:

- a. Through the issuance by HRSB of its PO to the Bidder or Bidders, award to a Bidder or Bidders the Contract, based on its Tender, without further negotiation or documentation; or
- b. Award to a Bidder or Bidders the right to negotiate and finalize such further documentation as HRSB determines to be necessary or advisable. The entering into of such negotiation by HRSB will not fetter its discretion to award the Contract to other Bidders, not award any Contract, or otherwise under Section 1.2 (r) – HRSB Discretion.

q. **Unique Logistics**

Completely describe how your Tender will respond to the unique logistics of each school or administrative site as set out in the Project Scope and fully describe, in the same manner, all items of equipment, service, and support you will provide to respond to those logistics and all pricing and other matters relating to them.

r. **HRSB Discretion**

The Bidder hereby acknowledges that:

- a. HRSB has the right to reject any or all Tenders for any reason, or to accept any tender which HRSB in its sole, unrestricted discretion deems most advantageous to it. The lowest, or any, Tender will not necessarily be accepted and HRSB has the unrestricted right to:
 - i. Accept any Tender, and in the event it only receives informal, non conforming or qualified Tenders with respect to this Tender, accept any such Tender, or
 - ii. Accept a Tender that is not the lowest price;
 - iii. Reject a Tender that is the lowest price even if it is the only tender received;
 - iv. Reject any Tender that contains any irregularities, informalities, conditions or qualifications;
 - v. Reject any Tender that is not accompanied by the required tender security documents;
 - vi. Reject any Tender that is not properly signed by or on behalf of the Bidder;

- vii. Reject any Tender that contains an alteration in a quote that is not initialed by or on behalf of the Bidder;
- viii. Reject any Tender that is incomplete or ambiguous; or
- ix. Reject any Tender that does not strictly comply with other requirements contained in these instructions.
- x. ***The HRSB WILL NOT accept any bids to this Tender (or RFP) from any Contractor that has existing or pending litigation proceedings against the HRSB, its employees, or agents, or from any Contractor that has an ongoing dispute regarding a past or existing contract, bid or tender with the HRSB, its employees, or agents.***

- b. HRSB reserves the right to consider, during the evaluation of Tenders:
 - i. Information provided in the Tender itself;
 - ii. Information received in response to enquiries of credit and industry references set out in the Tender;
 - iii. The manner in which the Bidder provides services to others;
 - iv. The experience and qualification of the Bidder;
 - v. The compliance of the Bidder to HRSB's requirements and specifications;
 - vi. Such alternate goods, services, terms or conditions that may be offered, whether such offer is contained in a Tender or otherwise,
 - vii. Splitting the Tender and Project Scope into multiple parts and accepting Tenders (or portions thereof) from more than one Bidder;
 - viii. Rejecting Bidder's recommendation of a Subcontractor or any other third party associated with the Tender and jointly along with the Bidder, determine alternate acceptable third parties;
 - ix. Any other consideration in HRSB's discretion.
- c. HRSB may rely upon the criteria it deems relevant, even if such criteria has not been disclosed to Bidder. By submitting a Tender, the Bidder acknowledges the HRSB's rights under this Section and absolutely waives any right or cause of action against HRSB and its employees, agents or Trustees by reason of HRSB's failure to accept the Tender submitted by the Bidder, whether such right or cause of action arises in contract, tort including negligence or otherwise.

s. **Limitation of Liability**

Contractors, by submitting a bid to this Tender, agree not to claim damages, costs or expenses for whatever reason, relating in any way to this Tender and any resulting process (including without limitation any subsequent discussions or negotiations, if any, or in respect of any competitive process) and waive any and all claims against HRSB whatsoever, whether for costs, damages or expenses incurred by Bidder in preparing its Tender, in participating in this tender process (including without limitation any subsequent discussion or negotiation, if any), loss of anticipated profit or any other matter whatsoever related to this tender and any

resulting process, discussions or negotiations.

1.3 **OTHER REQUIREMENTS**

Schools are grouped by High Schools and Feeder Schools, collectively known as a Family of Schools. Bidders may quote on one or more Family of Schools. However, **ALL SCHOOLS WITHIN A FAMILY OF SCHOOLS MUST BE SERVICED BY ONE CONTRACTOR.** Therefore, contracts will be awarded by Family of Schools.

- a. The bidder **MUST** provide with the submitted tender document a certificate indicating the completion status of the Nova Scotia Construction Safety Association's Construction Safety Program or other safety audit program acceptable to Workers Compensation Board, including Nova Scotia Trucking Safety Association.
- b. The bidder **MUST** provide with the submitted tender document a letter showing they are in good standing with the Worker's Compensation Board.
- c. The bidder **MUST** provide with the submitted tender document a list of all equipment to be used during the term of this contract using the enclosed Schedule "D". The Board reserves the right to inspect equipment prior to tender award.
- d. The bidder **MUST** provide with the submitted tender document, an insurance certificate showing proof of:
 - a. Commercial General Liability insurance, including but not limited to, products liability and completed operations, contractual liability, owners and Contractors liability, attached machinery extensions, endorsement, independent Contractor, for a combined single limit of no less than \$5,000,000 per occurrence;
 - b. Commercial Auto Liability insurance covering all owned, non-owned and hired vehicles for a minimum combined single limit of \$2,000,000 per occurrence; and
 - c. It is also agreed that the above insurance coverage is primary.

Upon award, the bidder **MUST** secure and maintain the insurance as noted above at its expense during the term of the contract.

Upon award, the Halifax Regional School Board **MUST** be named as "additionally insured" pertaining to the work for this project. Furthermore, Halifax Regional School Board **MUST** receive at least thirty (30) days' notice of cancellation or modification of the above insurance. Bidders **MUST** at all times keep in force insurance as may be required.

It is the responsibility of the Contractor to provide HRSB with up to date copies of certificates from WCB, insurance companies, NS Construction Safety and/or Trucking Association. Failure to do so may result in cancellation of the contract between HRSB and the Contractor.

- e. The bidder **MUST** provide with the submitted tender document **Bid Security** in the amount of ten percent (10%) of the **CONTRACT PRICE FOR YEAR ONE (1)** in the form of a Certified Cheque payable to Halifax Regional School Board, or a Bid Bond on Owner approved bids form.
- f. The bidder **MUST** provide with the submitted tender document a completed copy of the attached safety plan information sheet. The Contractor prior to commencement of work **MUST** have a safety plan in place for use by the Contractor personnel regarding potential hazards and work practices specific to the site.
- g. The bidder **MUST** provide with the submitted tender document a copy of the vehicle service log form (Section 2(m)).
- h. Bidders **MUST** include with their bid submission completed Part I of the site inspection form (Schedule “E”) for each location to be included on their bid. The **SUCCESSFUL CONTRACTOR** for each family of schools **MUST** complete Part II of the site inspection form (Schedule “E”) identifying existing damage and/or conditions of school buildings, grounds or equipment witnessed by the bidder as already existing OR deemed by the bidder to affect the ability to perform the scope of work as requested.
- i. Bidders are advised that, as per the Halifax Regional School Board Tobacco Free Schools and Workplace Policy, the HRSB endorses and supports implementation of the Nova Scotia Smoke Free Places Act 2002, which prohibits tobacco possession for persons under the age of 19 and declares that persons **MUST NOT** smoke in schools, school board offices or on school grounds.

1.4 AMENDMENTS OR WITHDRAWAL OF TENDER PRIOR TO BID CLOSING

- a. Bids may be amended or withdrawn up to the tender closing date and time by Fax to 902-464-0161 or by written correspondence to Don Walpola, Buyer, 33 Spectacle Lake Drive, Dartmouth NS B3B 1X7.
- b. Clearly indicate in your correspondence whether this is an amendment or withdrawal and indicate the number and title of the tender. The amendment or withdrawal **MUST** be signed and submitted as indicated in Section 1.4 (a).

1.5 THE CONTRACT

- a. The Bidder hereby acknowledges that its bid constitutes a contract with HRSB, and the terms and conditions of this Tender and the bidder response (with the Tender taking precedence in the event of any inconsistency or conflict of terms) will govern such agreement. Such contract will remain binding upon Bidder until the earlier of:
 - a. Written notice from HRSB that the Bidder's Tender is rejected as unsatisfactory; or
 - b. Issuance by HRSB of its PO to the Bidder with respect to this Tender, pursuant to Section 1.2(p), and upon such issuance, the Bidder will be regarded as the Contractor hereunder; or
 - c. Execution of the Contract by both HRSB and the Bidder pursuant to Section 1.2(p); or
 - d. Written notice from HRSB that it has entered a Contract with a Contractor and that the Bidder has been unsuccessful under this Tender.
- b. The attached form of contract (Schedule "A") is a version that will be issued to or executed by the successful bidder pursuant to the terms and conditions of this Tender. It is not to be executed and returned by the bidder as part of its Tender response.
- c. The Contract between the Contractor and HRSB, if awarded, will include:
 - a. Such further documentation as may be negotiated and executed by the HRSB and the Contractor pursuant to Section 1.2(p); and
 - b. This Tender and all of its Schedules, including without limitation any PO issued by HRSB to the Contractor, and any revisions, amendments or additional documents made thereto, if any; and
 - c. The Tender, in its entirety and all promises made in the tender will be deemed covenants in the Contract and all information, representations and warranties made in the Tender will be deemed terms, representations and warranties of the Contract surviving the signing or issuance by HRSB of any additional or formal documents prepared by the HRSB.
- d. For the purposes of evaluation and interpretation of Tenders, in the case of conflicts, discrepancies, errors or omissions between this Tender and any documentation issued or executed pursuant to Section 1.5 (a), and the Tender, this Tender and such documentation will take precedence over the Bidder response.
- e. List separately any contractual terms which **MUST** be included as part of the Contract if awarded to you and which would be a condition to HRSB's acceptance of your bid.

- f. List separately any contractual terms which you would like the HRSB to consider but which would not be a condition to the acceptance by the HRSB of your bid and which would only be part of the Contract with the HRSB with the specific further agreement of the HRSB.

2.0 SCOPE OF WORK

Provide **Snow & Ice Maintenance Services** on an as required basis to the HRSB for a three (3) year period commencing **October 1, 2017 ending April 30, 2020, with an option for renewal for two (2) additional one (1) year terms at the sole discretion of the Board. Snow & ice maintenance outside of that period will be by request only and MUST be charged at the contract rate.**

- a. Areas to be cleared and salted/sanded by the Contractor are:
- school driveways; (****see note below***)
 - all paved and gravel parking areas;
 - all walkways and sidewalks that are Board responsibility;
 - all entrances and exits;
 - fire lanes, bus lanes, gravelled areas and paved areas around school buildings;
 - access lanes to oil/fuel fill, vent pipes, potable water fill pipes, garbage/recycling containers, fire hydrants, building mounted sprinkler fire department connections, storm drains and any other areas as directed by the Coordinator, Property Services - Custodial – or designate.

****It is necessary that school driveways be kept open and accessible at all times in order to allow access by school buses, operations staff, service trucks, fire equipment, etc.***

The Contractor will be responsible to back drag snow away from all entrances and exits.

- b. The areas of responsibility for Snow and Ice Maintenance Services to be cleared and salted at each location may have changed from previous years contracts based on the description above due to a new scope of work OR changes to the grounds (fuel tank locations, curbs, etc.). The Successful Contractor **MUST** complete an annual site inspection prior to October 1 each year of the contract for the purpose of locating all fuel fill pipes, potable water fill pipes, garbage containers, gates, curbs, storm drains, ramps, light standards, sidewalks, shrubs, landscaping, building projections, etc. on each property and, where required, identify these items with temporary markers to avoid damage to school property.
- c. HRSB is committed to reduce and minimize incidents of property damage and personal injuries such as slips and falls related to snow and ice on the properties. To

this end we will be instructing site staff to ensure requests to Contractors for service are recorded in a snow services maintenance log. **Salting/sanding MUST be applied effectively at the correct times and application rates, as conditions warrant.**

Additionally, school staff and the Contractor's staff MUST submit damage incident forms to the Coordinator, Property Services - Custodial on the day of the incident or when the damage is discovered, using the Snow and Ice Maintenance Damage Incident Form designated Schedule "C" in these documents.

- d. **Damage** to property due to snow and ice maintenance (plowing, snow removal, salting) or other operations performed within the scope of the contract is the responsibility of the Contractor, and if repairs ARE NOT completed by the Contractor on or before **April 30th of each year of the contract, the Board WILL NOT pay the 10% holdback invoice** and will bill the Contractor for the remainder of the repairs if the repair costs exceed the 10% holdbacks. Contractors should note that continued business with the Board is dependent upon a Contractor's overall performance to the satisfaction of the Board.
- e. Any damages creating a safety risk MUST be repaired within eight (8) hours of notification to the Contractor.

If the Contractor is able to supply evidence that specific damage identified by the Board is not the responsibility of the Contractor, the Contractor MUST immediately submit written notice of explanation/evidence to the Board.

- f. **Bid Pricing Requirements** – Contractors MUST submit a lump sum bid for total snowfall accumulation. Upon responding to this tender the successful bidder(s) agrees to provide the above mentioned service for one price **regardless of the number of occurrences involved, frequency of visits necessary or equipment required, including unlimited salting, sanding or other approved method of ice control.**
- g. Failure to complete the work as described and defined in these documents may result in, warnings, penalties and/or cancellation of the contract. The Halifax Regional School Board, Coordinator, Property Services - Custodial or designate will notify the Contractor in writing of any concerns relating to the performance or administration of the contract stating a deadline for the Contractor to correct the concern. **Note: similar infractions at more than one site will be considered as separate incidents.**

Should the Contractor wish to dispute the claim of failure to complete the work, the Contractor will advise the Coordinator, Property Services - Custodial within 24 hours and will respond in writing with appropriate details and information to

support the disputed facts of the claim. Depending upon the circumstances the Board may extend the deadline at the request of the Contractor. The Board will respond to the Contractor within 24 hours of receipt of the response from the Contractor.

If the concerns are not corrected within the deadline specified in the Board's notification letter to the satisfaction of the Halifax Regional School Board, or the Board is not convinced of the validity of the details provided by the Contractor in their dispute of the claim, the Board, for the first occurrence, may issue a warning to the Contractor or, depending on the nature of the contract infraction, the Board may provide the Contractor with a contract cancellation letter outlining the reasons for cancellation. In the event that a warning is issued, any subsequent warnings for any failure to perform will result in a penalty fee, as per the following:

2 nd warning	\$500 for each separate incident
3 rd warning	\$750 for each separate incident
4 th warning	Termination of Contract

In the event of contract cancellation, the Halifax Regional School Board will only be liable for payment of work ordered and performed prior to the date of notice.

- h. On school days, Contractors **MUST** have snow and ice maintenance (ploughing/sanding/salting) services completed at all sites so they are accessible, safe and ready for schools to open by **7:00 a.m.** Since the amount of snow and ice conditions vary from school to school and region to region, it is the responsibility of the Contractor to check and monitor schools to ensure schools are completely ploughed, salted or sanded and ready for operation at 7:00 a.m. If schools are not serviced in the time required, the Contractor will be notified of failure to perform the work as noted in clause 7 above, and Contractors will be required and responsible to remove frozen snow and ice from all affected areas to ensure safe access by vehicles and pedestrians. **Salt MUST be applied effectively at the correct times and application rates, as conditions warrant.**

- i. On **Storm Days, March Break, Christmas Break and Weekends** when schools are closed for students, Contractors **MUST** have snow and ice maintenance, ploughing/sanding/salting services completed at all sites so they are accessible by **8:00 a.m. (except for the Schools listed below)**. Since the amount of snow and ice conditions vary from school to school and region to region, it is the responsibility of the Contractor to check and monitor schools on a daily basis to ensure schools are completely ploughed, salted or sanded and ready for operation at 8:00 a.m. If schools are not serviced in the time required, the Contractor will be notified of failure to perform the work as noted in clause 7 above and Contractors will be required and responsible to remove frozen snow and ice from all affected areas to ensure safe access by vehicles and pedestrians. **Salt MUST be applied on a daily**

basis effectively at the correct times and application rates, as conditions warrant.

EXCEPTIONS: The sites listed below have offices, day cares, HRM community centres, tenants, etc., which require Snow & Ice maintenance service by 7:00 a.m. on storm days, March Break, Christmas Break and weekends, under the same conditions as required in Clause 10 above:

- Joseph Howe Elementary
- Saint Mary's Elementary
- Charles P. Allen High School
- Citadel High School
- Porters Lake Elementary
- Musquodoboit Valley Education Centre
- Graham Creighton Junior High
- Basinview Drive Community School
- Tallahassee Community School
- Admiral Westphal / Operations Services Office (35 B Major St)
- St. Agnes Junior High

With the exception of school driveways and parking lots, school grounds MUST NOT be ploughed or salted while school is in session, unless specifically directed by an Operations Services representative, or HRSB school Principal, Vice Principal or Caretaker. Equipment Operators are expected to use extreme caution in the event students and or staff are accessing or leaving properties while driveways and parking lots are being serviced.

- j. Contractors are cautioned that due to special circumstances such as snow fall, runoff, melting/freezing conditions, topography, bussing, etc. some school sites may require multiple daily salting and/or ploughing. **It is the Contractor's responsibility to become familiar with these circumstances prior to submitting bids and to provide the services in accordance with the specifications.**
- k. It is the Contractor's responsibility to **monitor weather and site conditions** on a daily basis to determine when ploughing and salting /sanding should commence. Note that sanding and salting may be required at sites even after fine weather due to melting/freezing snow and ice. **Salt MUST be applied on a daily basis, effectively at the correct times and application rates, as conditions warrant.** There will be no substitute (crusher run) materials used in place of salt unless permission is received from the Coordinator, Property Services - Custodial or designate.
- l. Due to the nature of the Halifax Regional School Board operations, snow and ice maintenance at HRSB facilities **MUST** be the Contractor's highest priority. Contractors **MUST** agree that the Board is their prime client and agree to provide

“Priority Service”, which is defined as first priority snow and ice maintenance services above all other clients.

- m. Contractors and their sub-contractors must maintain a separate service log in every vehicle servicing HRSB sites. The vehicle operator must enter the date and start/end time at each HRSB location, and sign off at the end of each shift. The log must be available for viewing upon request from the Coordinator Custodial Services or designate. A sample service log form must be included with the tender/RFP submission.
- n. Contractors are advised that a number of schools have after-hour and weekend use that could be regular or infrequent, or scheduled on short notice. This after-hour use **MUST** be accommodated to the same degree as normal school use and information pertaining to after-hour use will be passed on by email to the successful Contractors as it becomes available from the HRSB Facility Rentals Department.

For site specific information on after-hour use of schools, contact: Lynn Fleming at 464-2000 Ext #2018.

- o. The Snow and Ice Maintenance Contract covers snow clearing, salting and sanding. **Equipment MUST be capable of relocating snow to the required perimeters and or moving snow to other areas of the property, allowing for full use of the facility. It is NOT ACCEPTABLE for snow to remain on areas required for use by the Board.**
- p. Transporting snow away from the school grounds **MUST** be authorized in writing by the Coordinator, Property Services - Custodial.
- q. Contractors **MUST** submit six (6) invoices of equal value (lump sum less the 10% holdback divided by 6) and a 7th Holdback Payment Invoice as follows:

1 st	November 1st	4 th	February 1st
2 nd	December 1st	5 th	March 1st
3 rd	January 1st	6 th	April 1st
7 th	Holdback Payment Invoice (End of Season - no later than May 15 th of each year.)		

The 7th invoice for the 10% holdback **MUST** be submitted at the end of the season after any necessary repairs have been made. ***In all instances this invoice MUST be received no later than May 15th in order to receive payment.*** The Halifax Regional School Board reserves the right to hold back payment of the 7th invoice until the Board is satisfied that any damages caused by the Contractor have been repaired. The holdbacks will be released by the manager/assistant manager upon completion of all repairs to the satisfaction of the Board.

- r. The HRSB reserves the right to negotiate separate contracts with any number of Contractors as it deems required to meet the needs of the HRSB. The successful Contractors will be required to sign a service agreement similar to that proposed in this tender under Schedule “A”.
- s. Contractors **MUST** include NS Construction Safety Certificate (Certificate of Recognition), Proof of \$5,000,000 General Liability Insurance and Proof of Good Standing with WCB, with bid forms.

Contractor **MUST** provide a list of employees with qualifications in section 3.4.
Contractor **MUST** advise on the number of service vehicles and equipment available using Schedule “D”.

- t. HRSB reserves the right to add or delete school sites during the term of the contract.
- Any additions or deletions of school sites will result in an increase or decrease in the annual lump sum payment for that family of schools, based on the average cost per school in that family of schools.
 - Any school added or deleted within the school year will be prorated.
 - New schools (open in September) will be added in the year they open.
 - **Lump Sum Annual Pricing** will be all-inclusive pricing, regardless of the snow accumulation measurement.
 - In the event of a permanent closure of an HRSB school or office building, the School Board reserves the right to cancel that portion of the contract by written notice to the Contractor and the Board will not be financially obligated to Contractors for snow and ice maintenance after the date stated in the written notice.
- u. Plot Plans for each school family have been included in the tender package as Schedule “F” for additional information. In addition to these plot plans:
- Driveway access to the back lot at St. Mary’s Elementary school is located at 5594 Morris St. The successful contractor will be responsible to service this driveway, sidewalk and parking lot and the cost **MUST** be included in the price for that school.
 - Contractors will **not** be responsible to service any HRM sidewalks that border school properties.
 - The successful contractor will be responsible to service the path alongside the tennis courts from Abbey Rd to Chebucto Heights School, and the cost **MUST** be included in the price for that school.
 - The pathway and bridge at Prospect Rd Elementary connecting to the HRM Community Centre needs to be serviced and cleared and **MUST** be included in the price for that school.
 - It is the contractor’s responsibility to contact the appropriate Operations Supervisor (listing attached as Schedule “I”) for clarification regarding the scope

of work at any HRSB location. Extras to the contract as a result of the contractor's misunderstanding of the scope of work will not be considered by the Board.

2.1 SITE VISITS

Bidders will be deemed to have familiarized themselves with existing site and all other conditions which may affect performance of the Contract. No plea of ignorance of such conditions as a result of failure to make all necessary examinations and calculations will be accepted as a basis for any claims for extra compensation or an extension of time.

3.0 BY SUBMITTING A BID - BIDDER DECLARES

- a. That this tender was made without collusion or fraud.
- b. That the proposed work was carefully examined.
- c. That the bidder is familiar with local conditions.
- d. That contract documents and attachments were carefully examined.
- e. That all the above were taken into consideration in preparation of this tender.

3.1 BY SUBMITTING A BID - BIDDER AGREES

- a. To enter into a contract to supply all labour, material and equipment and to do all work necessary to complete the Work as described and specified herein for the prices indicated in Schedule "G" – Bid Sheets
- b. That this tender is valid for acceptance for 90 days from the time of tender closing.
- c. That failure to enter into a formal contract and give specified documents within time required will constitute grounds for forfeiture of this agreement.
- d. That if certified cheque or bid bond is forfeited, the Owner will retain difference in money between amount of tender and amount for which owner legally contracts with another party to perform the work and will refund balance, if any, to bidder.
- e. I/WE certify that the company listed herein is in good standing with the City of Halifax and all Municipal, Provincial and Federal Tax Agencies. Failure to complete this certification and maintain this status will be cause for rejection of your tender and/or cancellation of any contractual undertaking with the Board. We further agree with and accept the terms set out in this tender document.

3.2 TENDER FORM

Halifax Regional School Board

TENDER FORM

TENDER #3895
SNOW & ICE MAINTENANCE SERVICE

FIRM _____

ADDRESS _____

E-MAIL ADDRESS _____

POSTAL CODE _____ PHONE _____ FAX _____

NAME OF PERSON SIGNING FOR FIRM _____

POSITION OF PERSON SIGNING FOR FIRM _____

I/WE, the undersigned, having carefully examined the **#3895 Snow & Ice Maintenance Services** tender documents, and having read, understood, and accepted the Conditions of the tender which form part of the tender documents, hereby offer to provide the materials and service in strict accordance with the **#3895 Snow & Ice Maintenance Services** documents, which form part of this tender.

I/WE, hereby agree that notification of acceptance of this bid will be in writing and may be sent by prepaid post or fax or email and, if sent by prepaid post, acceptance will be deemed to have been made on the date of mailing of such notification.

DATE

AUTHORIZED SIGNATURE

3.3 REFERENCES:

The Bidder **MUST** furnish particulars of at least three contracts successfully completed or currently being carried to completion. The projects quoted should preferably be approximate in nature to the Works now proposed for and be of comparable or greater size.

Contact Name & Phone #	Date	Contract Value
_____ from _____	to _____	_____
_____ from _____	to _____	_____
_____ from _____	to _____	_____
_____ from _____	to _____	_____

3.4 SUB CONTRACTOR LIST:

The Bidder **MUST** enter the name and address of each Sub-contractor used in making up this Tender and identify the Family of Schools to which each will be assigned.

Sub-Contractor	Family of Schools

3.5 PROJECT PERSONNEL:

The Bidder **MUST** include below the names, qualifications and previous experience of those people who will be directly involved with the project. The names will, for example, include foreman, superintendent and project engineer and/or project manager, labourers and trade staff.

Name	Position	Qualification/Experience

BIDDER'S CHECK LIST

The following documents **MUST** be included with your Tender forms:

- Your specific plan for having schools ploughed and salted/sanded by 7:00 a.m.;
- Your contingency plan for equipment break-down, employee absence and severe weather conditions;
- The names and cell numbers of site foremen for queries from the Board's managers/assistant managers;
- A copy of your Workers' Compensation Board Letter of Good Standing;
- A copy of your letter of good standing from Nova Scotia Construction Safety Association OR Nova Scotia Trucking Safety Association;
- A Certificate of Insurance;
- Schedule "B" Project Safety Plan Outline for each Family of Schools;
- Schedule "D" Vehicle & Equipment Listing;
- Schedule "E" Site Inspection Form (Part I - for each building that is being bid);
- Schedule "G" Bid forms by Family of Schools (hardcopy and electronic version);
- Any addenda issued by the Board – sign and include the coversheet;
- Bid Security – 10% of the total Contract price (all families) of the first year as indicated in Section 1.3(e).**

The following **MUST** be provided by the successful bidders after tender award:

- Your company's safety plan;
- Site Inspection Forms – Part II for each building;
- Insurance certificate naming HRSB as "additionally insured" related to the work of this contract;
- Service Log Form.

SCHEDULE "A"

SAMPLE AGREEMENT FOR SUPPLY OF SERVICES

THIS AGREEMENT made the *XX day of MONTH A.D. 2017*.

BETWEEN:

THE HALIFAX REGIONAL SCHOOL BOARD

(the "Board")

OF THE FIRST PART

- and -

CONTRACTOR'S NAME

(the "Contractor")

OF THE SECOND PART

RECITALS

WHEREAS the HRSB has analyzed its needs and requirements for ***SNOW & ICE MAINTENANCE SERVICE – TENDER #3895***;

AND WHEREAS based on the HRSB's analysis, the HRSB prepared a detailed Tender setting out their needs and requirements (Tender #3895), a copy of which is incorporated and forms part of this agreement and is identified as Schedule "A" hereto.

AND WHEREAS the HRSB submitted the Tender to a number of companies capable of providing ***SNOW & ICE MAINTENANCE SERVICE***;

AND WHEREAS ***CONTRACTOR'S NAME*** provided a detailed response to Tender #3895 (the "Response"), a copy of which is incorporated and forms part of this agreement and is identified as Schedule "B" hereto.

AND WHEREAS **CONTRACTOR'S NAME** in the Response made certain representations with respect to its capabilities.

NOW THEREFORE, in consideration of the mutual covenants contained in this Agreement, and such further valuable consideration, the sufficiency of which is acknowledged between the parties, the parties agree as follows:

SCOPE OF WORK

- 1.0 The services to be performed by the Contractor for the Board are outlined in the Scope of Work, of Tender #3895, a copy of which is attached to this Agreement as Appendix A.
- 1.1 The services outlined in Appendix A may be adjusted from time to time by mutual agreement between the Board and the Contractor.

TERM

- 2.0 This Agreement shall be in effect from and including the **1st day of OCTOBER, 2017 and shall continue until 30th day of APRIL 2020, with two (2) one (1) year options for renewal at the discretion of the Board**, unless terminated or renewed in accordance with the terms of this Agreement.

SATISFACTORY PERFORMANCE

- 3.0 The Contractor agrees to satisfactorily perform the services described in this Agreement and to provide such written reports on the services performed as may be required by the Board from time to time in a competent and a professional manner to the satisfaction of the Board, with it being understood that such satisfactory performance shall be evaluated in the sole discretion and judgement of the Board.

PAYMENT PROCEDURE

- 4.0 Invoices shall be submitted by the Contractor to: ***Coordinator, Property Services - Custodial, Halifax Regional School Board, 33 Spectacle Lake Drive, DARTMOUTH NS B3B 1X7.***
- 4.1 Upon determining that the work evidences completion by the Contractor of the portion of the Agreement to which the invoice relates, the Board shall cause the invoice to be paid.

WITHHOLDING PAYMENT

- 5.0 The Board shall be entitled to withhold payment to the Contractor:
- a. Where there is unsatisfactory performance of the services to be performed by the Contractor as described under articles 1.0, 3.0 and 5.0 of this Agreement;
 - b. For any portion of the invoice which the Board disputes;
 - c. To the extent necessary to protect the Board in respect of any liability for amounts required to be paid by the Contractor pursuant to articles 8.0, 8.1, 9.0, 9.1, 9.2, 10.0, 10.1, 10.2 and 10.3 if there is a reasonable probability that such amounts or claims may be assessed or made against the Board; and
 - d. As provided in article 11.1.
- 5.1 In the event of there being unsatisfactory performance by the Contractor, then the Board shall notify the Contractor of the circumstances surrounding the unsatisfactory performance of the services rendered and the Contractor shall correct, complete and remedy all such deficiencies relating to the unsatisfactory performance of the services to be rendered within ten (10) days written notice having been given to the Contractor by the Board of such deficiencies.

EXPENSES

6.0 All expenses of every nature and kind incurred in the performance of the services outlined in this Agreement shall be borne directly and solely by the Contractor inclusive of all costs incurred by the Contractor in hiring other employees to perform the services under this Agreement.

INDEPENDENT CONTRACTOR

7.0 The Board and the Contractor agree that the Contractor is an independent contractor and not an employee of the Board, nor is the Contractor a partner with the Board.

7.1 The Board and the Contractor agree that any personnel supplied by the Contractor to the Board shall be considered employees of the Contractor and not employees of the Board.

WORKERS' COMPENSATION AND OTHER CONTRIBUTIONS

8.0 The Contractor shall pay or cause to be paid any assessment or contribution required to be paid by the Contractor in conjunction with the performance of the services to be rendered under this Agreement pursuant to the *Workers' Compensation Act* (Nova Scotia) and shall indemnify the Board for any amounts assessed against and paid by the Board as a result of the failure by the Contractor to comply with the provisions of this article or the *Workers' Compensation Act*.

8.1 The Contractor shall be responsible to deduct from the payments received from the Board, the amount, if any, of the Contractor's required contributions to the Canada Pension Plan, Canadian Revenue Agency and the Employment Insurance Commission.

TAXES

- 9.0 The Contractor shall pay and be responsible for all forms of municipal, provincial and federal income tax as may be applicable in the performance of the services to be rendered under this Agreement and for all other taxes of a similar or dissimilar nature.
- 9.1 The Board shall have an obligation to pay the goods and services tax on invoices submitted pursuant to article 4.0 unless the Contractor provides identification of its goods and services tax registration number on the respective invoice and identifies the total amount of goods and services tax on the invoice.
- 9.2 In the event that the Contractor does not invoice the Board for the goods and services tax, the Contractor shall indicate on the invoice the basis upon which the Contractor is exempt from the obligation to collect and remit the goods and services tax.

INSURANCE

- 10.0 The Contractor agrees to obtain and maintain, for the duration of this Agreement, comprehensive general liability insurance in an amount not less than \$5,000,000.00, insuring against bodily injury, personal injury and property damage, including loss of use of such property.
- 10.1 The Contractor agrees to obtain and maintain, for the duration of this Agreement, Professional Liability Insurance (Errors and Omissions) insurance in an amount not less than \$2,000,000.00 **(FOR CONSULTANTS ONLY)**
- 10.2 Where applicable, Automobile public liability and property damage insurance in an amount not less than Two Million Dollars (\$2,000,000) all inclusive covering the ownership, use and operation of any motor vehicles and trailers which are owned, leased or controlled by the Proponent and used in connection with this Contract.

- 10.3 Such insurance shall include blanket contractual liability.
- 10.4 Evidence of such insurance in a form acceptable to the Board shall be provided to the Board prior to the date of the commencement of this Agreement.
- 10.5 In the event of default on the part of the Contractor to provide the above mentioned insurance prior to the commencement of the term of this Agreement, then the Contractor shall be liable to the Board, and shall indemnify and save harmless the Board for any costs that may be incurred as identified under article 11.

INDEMNIFICATION

- 11.0 The Board shall indemnify and save harmless the Contractor, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly and whether by statute or otherwise, out of any act or omission of the Board, its employees and agencies in the performance by the Board of this Agreement.
- 11.1 The Contractor shall indemnify and save harmless the Board, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly and whether by statute or otherwise, out of any act or omission of the Contractor, his employees and agencies in the performance by the Contractor of this Agreement.
- 11.2 The above indemnification shall survive the termination of this Agreement.
- 11.3 If any third party proceedings are commenced in any court against either the Board or the Contractor in respect of any matter covered by the terms of this Agreement, then such party against whom the proceedings are commenced shall immediately provide notice in writing to the other party of such proceedings.

TERMINATION

- 12.0 This agreement may be terminated by the HRSB at any time during the term, in whole or in part, in HRSB's sole discretion without cause or liability to Contractor, by HRSB providing to Contractor at least ninety (90) days prior written notice of such termination. Such notice shall specify both the scope and the effective date of such termination.
- 12.1 In the event that the Contractor is incapacitated or there is some other cause which may prevent the Contractor from performing the services prescribed or referred to in this Agreement, the determination of which shall be in the sole discretion of the Board, then the Board may terminate this Agreement immediately by way of providing written notice to the Contractor in which case, the Board shall be under no obligation to the Contractor except to pay such compensation as the Contractor may be entitled to receive up to the time of such termination.
- 12.2 In the event of the lack of satisfactory performance by the Contractor of the services prescribed or referred to in this Agreement, the determination of which shall be in the sole discretion of the Board and which shall be subject to the terms set forth under articles 5.0 and 5.1 of this Agreement, then the Board may terminate this Agreement immediately upon providing written notice to the Contractor where there has not been a satisfactory correction, completion, or remedy of the deficiency within the ten (10) days set forth under article 5.1, with the Board being under no further obligation to the Contractor except to pay such compensation as the Contractor may be entitled to receive up to the time of such termination.
- 12.3 In the event that the services provided by the Contractor under this Agreement cannot be performed due to a labour dispute, strike, or lockout which affects directly or indirectly the Board's operations, the Director of the department affected by this agreement shall give to the Contractor at least 24 hours written notice by facsimile, sent to the facsimile number given by the Contractor in this Agreement, of the Board's intent to suspend services under this Agreement and the effective date of suspension of services. Such written notice shall be deemed sufficient.

12.4 After the suspension of services, in the event that the Board wishes to resume the performance of services under this Agreement in the future during the term of this Agreement, the Board will give the Contractor written notice of resumption of services, the effective date to be no sooner than five (5) working days from the date of the notice of resumption of services, or such shorter period upon which the parties then may agree, for a term equivalent to the number of days remaining in the term of this Agreement together with the number of days of the suspension of services, or such shorter period as the parties may then agree. In the event that the Contractor cannot resume services in accordance with the notice of resumption of services, this contract will be terminated forthwith.

12.5 Notwithstanding the next preceding Article, the Board shall not be bound by anything contained herein until the Agreement is executed by all of the parties.

Dispute Resolution

Arbitration:

13.0 By written notice by one party to the other (a "Notice of Arbitration"), all disputes arising out of this Agreement, including its interpretation, must be submitted to binding arbitration in accordance with the provisions of the Commercial Arbitration Act (Nova Scotia), subject to the following:

a. The arbitration panel will consist of one arbitrator. If the parties fail to reach agreement on the selection of the arbitrator within 10 days following delivery of the Notice of Arbitration, any party may apply to The Supreme Court of Nova Scotia to appoint the arbitrator. The arbitrator will be qualified by education, training and industry experience to rule upon the particular dispute to be resolved.

b. The arbitrator will be instructed that time is of the essence in the arbitration proceeding and, in any event, the arbitration award must be made within 90 days of the submission of the dispute to arbitration and within 15 days of the conclusion of any hearing, or if there is no hearing, within 15 days of the delivery of written

submissions.

- c. The arbitration will take place in Halifax, Nova Scotia or such place as the parties may agree and will be conducted in the English language.
- d. The arbitration award will be given in writing and will be final and binding on the parties. The award will give reasons and will deal with the question of costs of the arbitration and all related matters.
- e. The parties will keep all matters relating to the arbitration strictly confidential. The existence of the proceeding and any element of it (including any pleadings, briefs or other documents submitted or exchanged, any testimony or other oral submission in any award) will not be disclosed except to the arbitrator, the parties, their counsel and any person necessary to the conduct of the proceeding, except as may be required by law or as may be lawfully required in judicial proceedings relating to the arbitration.

CONFIDENTIALITY AND OWNERSHIP OF PROPERTY

- 14.0 All pertinent resources, information, material and papers prepared or provided by the Contractor for the Board in the performance of this Agreement, shall be the sole property of the Board.
- 14.1 As part of the consideration required of the Contractor under this Agreement, the Contractor agrees not to, at any time either during the term of this Agreement or any time after the termination of this Agreement, divulge to any person, firm or corporation any information received during the course of providing services and further agrees that all such information shall be kept strictly confidential and shall not in any manner be revealed to any person without the prior written authorization of the Board.

COMPLIANCE WITH LAWS AND POLICIES

- 15.0 In performing the services under the terms of this Agreement, the Contractor and its employees shall comply with all of the Board's policies and regulations, and as well, applicable laws, ordinances, codes and regulations of all other jurisdictions having or asserting jurisdiction over the services to be performed under the terms of this Agreement.
- 15.1 If unfamiliar with Board policies and regulations, the Contractor shall request, review and abide by all pertinent Board policies and regulations, including but not limited to, the Code of Conduct expected of employees of the Board.

NON-ASSIGNABILITY

- 16.0 The Contractor agrees not to assign, transfer, or convey, pledge or encumber this Agreement or the right, title or interest in it, or the power to execute this Agreement, or any monies due or to become due under it, without the consent in writing of the Board.

INCONSISTENCY

- 17.0 In the event that any term of this Agreement is inconsistent with or in violation of any provision of any law of the Province of Nova Scotia or the Dominion of Canada, then this Agreement is deemed to be amended to the extent required to avoid such inconsistency or illegality and, if any term of this Agreement is annulled, the remainder of this Agreement shall remain in full force and effect.

NOTICE

- 18.0 All notices, requests, demands or other communications required or permitted to be given by one party to another shall be given in writing and be personally served or delivered by prepaid registered mail addressed to such other party or delivered to such other party as follows:

To the Board at:

Marie Fagan, Coordinator, Property Services - Custodial
Halifax Regional School Board
33 Spectacle Lake Drive
DARTMOUTH NS B3B 1X7

To the Contractor at:

- 18.1 Any notice, request, demand or other communication given by prepaid registered mail shall be deemed to have been received on the fourth business day following the date on which the notice was mailed.
- 18.2 In the event of a disruption or threatened disruption of regular mail services by strike or threatened strike, all notices shall be deemed to have been duly given if personally delivered at the above addresses.

SUCCESSORS

19.0 This Agreement shall enure to the benefit of and be binding upon, the parties to this Agreement, and their respective heirs, executors, successors and assigns.

IN WITNESS WHEREOF the parties have executed this agreement as of the day and year first above written.

CONTRACTOR'S NAME	

Signing Authority Name	Date _____

Witness	

HALIFAX REGIONAL SCHOOL BOARD	

Marie Fagan, Coordinator, Property Services, Custodial	

	Date

Witness	

CONTRACT SCHEDULE A

HRSB TENDER/DOCUMENT

**(PROVIDED TO ALL BIDDERS AND ON FILE BY TENDER NUMBER AT HRSB PURCHASING
DIVISION)**

CONTRACT SCHEDULE B

CONTRACTOR'S BID RESPONSE TO TENDER

(ON FILE BY TENDER NUMBER AT HRSB PURCHASING DIVISION)



SCHEDULE "B"

Project Safety Plan Outline

During the planning of each project, environmental and occupational health and safety issues will be assessed like any other key project component.

Prior to beginning a new project, tendering Contractors **MUST** examine the work area to identify potentially hazardous site specific situations.

Once identified, these hazards should be prioritized on this Hazard Assessments/Project Safety Plan Outline and corrective *actions* noted to eliminate or control each hazard. The dates of when and names of the persons who are responsible for completing the *action* should also be assigned.

Copies of the completed Safety Plan Outline **MUST** be submitted as part of the tender document submittal, sent to the HRSB Operations Services Coordinator-Custodial Services, made available on the job site and communicated to the workers.

Project Name: _____

Project Location: _____

Project Start date: _____

Project End date: _____

Company Name: _____

Completed by: _____
(Contractor's project manager)

Date: _____

Copy to: _____

PLANNING:

Does the Contractor’s Occupational Health and Safety Program deal with the work activities associated with this project? Yes No

Describe tasks to be undertaken: _____

HAZARDS ASSESSMENT:

Identify the hazards that could present themselves on this project (e.g. live electrical wires, over water, confined space, etc) and describe what steps will be taken to prevent an incident (e.g. cover up, de-energize, safe work practices, netting, etc). Prioritize from #1 as needing immediate action.

#	Hazard	Required Action	Completed by	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

ENVIRONMENTAL ASSESSMENT:

Identify the environmental issues that could present themselves on this project (e.g. oil spills, asbestos, etc.) and describe the action that will be taken to eliminate or reduce the risk of occurrence (e.g. mop kits, air sampling, etc.)

#	Hazard	Required Action	Completed by	Date
1				
2				
3				
4				
5				

EMERGENCY RESPONSE:

In the event of an incident, pre-plan the response and write up the procedures. Minimally, the following list should be completed and posted on site:

Contact	Phone #	Contact	Phone #
Fire	911	Poison Control	428-8161
Ambulance	911	Dangerous Goods	1-800-565-1633
Doctor	911	Waste Disposal	
Police	911	Insurance	
HRSB Office	493-5110	Min/Dept of Labour	1-800-952-2687
Min./Dept.of Transport.		Min/Dept of Environment	1-800-565-1633

- Identify and arrange source of first aid, ambulance and rescue.
- Accidents will be reported to: _____
- Accidents will be investigated by: _____
- Back-up call to: _____
- HRSB # emergency/after hours: day 493-5110 after 4:00 pm 442-2476

SAFETY MEETINGS:

On this project, given the nature of the work and the anticipated size of the work force, the following frequency will apply:

Site meetings _____

Site Audits _____

Follow up with HRSB Coordinator: _____

SITE IMPLEMENTATION:

- Health and Safety Rep & Safety Committee:
Establish liaison between HRSB, Contractor, site administration
First Aid, PPE, other safety items as required.

- Documentation:
Applicable MSDS
Safety program
Applicable work procedures
Permits
First Aid Certification

TRAINING:

The following training/testing will be **MANDATORY** on site:

1) _____

2) _____

3) _____



**Halifax Regional
School Board**

SCHEDULE "C"

Snow Plow Damage Incident Report Form

This form is to be completed and faxed to the Coordinator, Property Services - Custodial and the snow and ice maintenance Contractor assigned to service your school immediately after discovery of damage to the building or grounds that occurs as a result of snow plowing operations.

TO:

Coordinator, Property Services - Custodial

Fax #: 467-5581

Contractor Name: _____ Fax #: _____

FROM:

School Name: _____

School Contact (reported by): _____

Date of Incident: _____

Date reported: _____

Location of damage on site: _____

Description of damage: _____

PLEASE PRINT

SCHEDULE "D"

VEHICLE & EQUIPMENT LISTING

<u>Type of Equipment</u>	<u># of Pcs.</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____

SCHEDULE "E"

HALIFAX REGIONAL SCHOOL BOARD

**Snow & Ice Maintenance Services Tender
SITE INSPECTION FORM**

PART I (Complete and Return with Bid Forms)

PART I OF THIS FORM MUST BE COMPLETED BY AN AUTHORIZED CONTRACTOR REPRESENTATIVE AND MUST BE SUBMITTED WITH THE TENDER BID SUBMISSION FOR SNOW & ICE MAINTENANCE SERVICE.

BY SIGNING BELOW YOU ARE CONFIRMING THAT YOU HAVE VISITED THE SITE TO FAMILIARIZE YOURSELF WITH THE AREA(S) TO BE SERVICED.

PLEASE COMPLETE ONE FORM FOR EACH SCHOOL/BUILDING (Please Print)

School/Building Name: _____

Completed by: _____

Date of Report: _____

Signature

Date

PART II (Successful Contractors)

SUCCESSFUL CONTRACTORS MUST COMPLETE PART II NOTING SITE DAMAGE AND/OR SPECIFIC CONCERNS FOR EACH LOCATION IN EACH FAMILY OF SCHOOLS, INCLUDING A DESCRIPTION AND SPECIFYING THE LOCATION OF DAMAGE AND/OR CONCERN, WITHIN ONE WEEK OF TENDER AWARD. YOU MAY WISH TO SUBMIT DIGITAL PICTURES:

Signature

Date

SCHEDULE "F"

Operations Services



SNOW & ICE MAINTENANCE REQUEST SHEET

Contractor: _____ FAX number: _____

TO: HRSB Custodial Supervisor Fax: _____

FROM: School & contact person: _____

DATE: _____

RE: SNOW & ICE MAINTENANCE REQUEST

Cc: Regional Manager-Operations Services Department

This work request is not an approval for extra billing. The required work **MUST** be performed as part of the services required to meet the snow & ice maintenance contract service agreement. Any work that will result in additional billing above the current service agreement **MUST** be approved by the Coordinator, Property Services - Custodial.

Details of request stating exact nature and location of work required: _____

SNOW REMOVAL AND ICE MAINTENANCE

Auburn Drive High Family of Schools

School Name	School Address	Region	2017/2018 FIXED PRICE	2018/2019 FIXED PRICE	2019/2020 FIXED PRICE	OPTIONAL YEAR 1 2020-2021 FIXED PRICE	OPTIONAL YEAR 2 2021/2022 FIXED PRICE
Astral Drive Elementary	236 Astral Drive	Cole Harbour					
Astral Drive Junior High	238 Astral Drive	Cole Harbour					
Auburn Drive High	300 Auburn Drive	Cole Harbour					
Bell Park Academic Ctr.	39 Walker Street	Lake Echo					
Caldwell Road Elem.	280 Cladwell Road	Cole Harbour					
Colby Village Elementary	92 Colby Drive	Cole Harbour					
Graham Creighton Jr High	72 Cherry Brook Rd.	Westphal					
Humber Park Elementary	5 Smallwood Avenue	Dartmouth					
Joseph Giles Elementary	54 Gregory Drive	Cole Harbour					
TOTAL ANNUAL COST			\$ -	\$ -	\$ -	\$ -	\$ -

Company Name _____

SNOW AND ICE MAINTENANCE

Citadel High Family of Schools

School Name	School Address	Region	2017/2018 FIXED PRICE	2018/2019 FIXED PRICE	2019/2020 FIXED PRICE	OPTIONAL YEAR 1 2020 2021 FIXED PRICE	OPTIONAL YEAR 2 2021/2022 FIXED PRICE	Comments
Citadel High	1855 Trollope Street	Halifax						*Effective Jan/2019
Halifax Central Jr. High	1787 Preston Street	Halifax						
Ecole Beaufort	LeMarchant Street	Halifax						
Gorsebrook Jr High	5966 South Street	Halifax						
Highland Park Jr High	3479 Robie Street	Halifax						
Inglis Street Elem.	5985 Inglis Street	Halifax						
Joseph Howe Elementary	2557 Maynard Street	Halifax						
LeMarchant-St. Thomas El.	6141 Watt Street	Halifax	N/A					
Oxford Street Elementary	6364 North Street	Halifax						
Sir Charles Tupper Elem.	6455 Norwood Street	Halifax						
Springvale Elementary	92 Downs Avenue	Halifax						
St. Agnes Jr High	6981 Mumford Road	Halifax						
St. Catherine's Elementary	3299 Connolly Street	Halifax						
St. Joseph's-A. Mackay El.	5389 Russell Street	Halifax						
St. Mary's Elem.	5614 Morris Street	Halifax						
St. Stephen's Elem.	3669 Highland Avenue	Halifax						
Westmount Elementary	6700 Edward Arab Avenue	Halifax						
TOTAL ANNUAL COST			\$ -	\$ -	\$ -	\$ -	\$ -	

Company Name _____

SNOW REMOVAL AND ICE MAINTENANCE

Cole Harbour High Family of Schools							
School Name	School Address	Region	2017/2018 FIXED PRICE	2018/2019 FIXED PRICE	2019/2020 FIXED PRICE	OPTIONAL YEAR 1 2020- 2021 FIXED PRICE	OPTIONAL YEAR 2 2021/2022 FIXED PRICE
Atlantic View Elementary	3391 Lawrencetown Rd.	Lawrencetown					
Cole Harbour High	2 Chameau Crescent	Cole Harbour					
Colonel John Stuart Elem.	5 John Stuart Drive	Cole Harbour					
George Bissett Elem.	170 Arklow Drive	Cole Harbour					
Nelson Whynder Elem.	979 North Preston Road	North Preston					
Ocean View Elementary	51 Oceanview School Rd.	Eastern Passage					
Robert K Turner Elem.	141 Circassion Drive	Cole Harbour					
Ross Road Elementary	336 Ross Road	Cole Harbour					
Seaside Elementary	1881 Caldwell Rd.	Eastern Passage					
Sir Robert Borden Jr High	16 Evergreen Drive	Cole Harbour					
Tallahassee Community School	168 Redoubt Way	Eastern Passage					
Eastern Passage Education Centre	93 Samuel Danial Drive	Eastern Passage	N/A	N/A	N/A		
TOTAL ANNUAL COST			\$ -	\$ -	\$ -	\$ -	\$ -
Company Name _____							

NOTE: Eastern Passage Education Centre, Ocean View Elem., Seaside Elem. and Tallahassee Comm. School will be part of the Island View Family from September 2018 onwards

SNOW REMOVAL AND ICE MAINTENANCE

Charles P. Allen High Family of Schools							
School Name	School Address	Region	2017/2018 FIXED PRICE	2018/2019 FIXED PRICE	2019/2020 FIXED PRICE	OPTIONAL YEAR 1 2020 2021 FIXED PRICE	OPTIONAL YEAR 2 2021/2022 FIXED PRICE
Basinview Drive Elem.	273 basinview Drive	Bedford					
Bedford Forsyth Education Ctr - Bedford Campus	426 Rocky Lake Drive	Bedford					
Hammonds Plains Consolidated Elementary	2180 Hammonds Plains Road	Hammonds Plains					
Rocky Lake Jr High	670 Rocky Lake Drive	Bedford					
Kingswood Elementary	34 Vrege Crt	Hammonds Plains					
Charles P Allen	200 Innovation Drive	Bedford					
Sunnyside - Eaglewood	210 Eagelwood Drive	Bedford					
Sunnyside - Fort Sackville	21 Perth Street	Bedford					
Madeline Symonds Middle School	290 White Hills Run	Hammonds Plains	N/A	N/A	N/A		
Bedford South School	2 Oceanview Drive	Bedford	N/A	N/A	N/A		
TOTAL ANNUAL COST			\$ -	\$ -	\$ -	\$ -	\$ -
Company Name _____							

SNOW ICE MAINTENANCE

<i>Dartmouth High Family of Schools</i>								
School Name	School Address	Region	2017/2018 FIXED PRICE	2018/2019 FIXED PRICE	2019/2020 FIXED PRICE	OPTIONAL YEAR 1 2020-2021 FIXED PRICE	OPTIONAL YEAR 2 2021/2022 FIXED PRICE	Comments
Bicentennial Jr High	85 Victoria Road	Dartmouth						*Opening Jan/2018 *This school will be closed after the Dartmouth South Academy opens
Crichton Park Elementary	49 Lyngby Avenue	Dartmouth						
Dartmouth High	95 Victoria Road	Dartmouth						
Harbour View Elementary	25 Alfred Street	Dartmouth						
Hawthorn Elementary	10 Hawthorne Street	Dartmouth						
John MacNeil Elementary	62 Leaman Drive	Dartmouth						
John Martin Jr High	7 Brule Street	Dartmouth						
Dartmouth South Academy*	111 Prince Arthur Drive	Dartmouth						
Shannon Park Elementary	7 Iroquois Drive	Dartmouth						
South Woodside Elementary	5 Everette Street	Dartmouth						
Southdale-North Woodside	36 Hastings Drive	Dartmouth						
TOTAL ANNUAL COST			\$ -	\$ -	\$ -	\$ -	\$ -	
Company Name _____								

NOTE: Southdale & Woodside: minimal amount of snow plowing required after Jan/2018

SNOW AND ICE MAINTENANCE

<i>Duncan MacMillan High Family of Schools</i>							
School Name	School Address	Region	2017/2018 FIXED PRICE	2018/2019 FIXED PRICE	2019/2020 FIXED PRICE	OPTIONAL YEAR 1 2020/2021 FIXED PRICE	OPTIONAL YEAR 2 2020/2021 FIXED PRICE
Duncan MacMillan High	481 Church Point Rd.	Sheet Harbour					
Lakefront Consolidated	17286 Highway 7	Tangier					
Sheet Harbour Consolidated	479 Church Point Road	Sheet Harbour					
TOTAL ANNUAL COST			\$ -	\$ -	\$ -	\$ -	\$ -
Company Name			_____				

NOTE: Sheet Harbour currently closed & new school expected to open in 2019

SNOW REMOVAL AND ICE MAINTENANCE

Eastern Shore District High Family of Schools								
School Name	School Address	Region	2017/2018 FIXED PRICE	2018/2019 FIXED PRICE	2019/2020 FIXED PRICE	OPTIONAL YEAR 1 2020- 2021 FIXED PRICE	OPTIONAL YEAR 2 2020/2021 FIXED PRICE	Comments
Eastern Shore District High	35 Petpeswick Road	Musq Harbour						*Effective 18/19
Gaetz Brook Junior High	6856 Highway 7	Gaetz Brook						
Oyster Pond Academy	10553 Highway 7	Oyster Pond						
Porters Lake Elementary	40 Inspiration Drive	Porter's Lake						
O'Connell Drive Elementary	40 O'Connell Drive	Porters Lake	N/A					
TOTAL ANNUAL COST			\$ -	\$ -	\$ -	\$ -	\$ -	
Company Name _____								

SNOW REMOVAL AND ICE MAINTENANCE

Halifax West High Family of Schools

School Name	School Address	Region	2017/2018 FIXED PRICE	2018/2019 FIXED PRICE	2019/2020 FIXED PRICE	OPTIONAL YEAR 1 2020-2021 FIXED PRICE	OPTIONAL YEAR 2 2020/2021 FIXED PRICE
Atlantic Memorial Elem.	3591 Prospect Road	White's Lake					
Brookside Jr High	2239 Prospect Road	Hatchet Lake					
Burton Ettinger Elem.	52 Alex Street	Halifax					
Clayton Park Junior High	45 Plateau Crescent	Halifax					
Duc d'Anville Elementary	12 Clayton Park Drive	Halifax					
Fairview Heights Annex	141 Rufus Ave. Extension	Halifax					
Fairview Heights Elem.	210 Coronation Avenue	Halifax					
Fairview Junior High	155 Rosedale Avenue	Halifax					
Grosvenor Wentworth Park	4 Downing Street	Halifax					
Halifax West High	283 Thomas Raddall Drive	Halifax					
Prospect Road Elem.	2199 Prospect Road	Prospect					
Rockingham Elementary	31 Tremont Drive	Halifax					
Terence Bay Elem.	1714 Lower Prospect Rd.	Terence Bay					
Park West P-9	206 Langbrae Dr	Halifax	N/A	N/A	N/A		
TOTAL ANNUAL COST			\$ -	\$ -	\$ -	\$ -	\$ -

Company Name _____

SNOW REMOVAL AND ICE MAINTENANCE

J. L. Isley High Family of Schools

School Name	School Address	Region	2017/2018 FIXED PRICE	2018/2019 FIXED PRICE	2019/2020 FIXED PRICE	OPTIONAL YEAR 1 2020- 2021 FIXED PRICE	OPTIONAL YEAR 2 2020/2021 FIXED PRICE
Central Spryfield Elem.	364 Herring Cove Road	Halifax					
Chebucto Heights Elem.	230 Cowie Hill Road	Halifax					
Cunard Jr High	121 Williams Lake Road	Halifax					
Elizabeth Sutherland Elem.	66 Rockingstone Road	Halifax					
Harrietsfield Elem.	1150 Old Sambro Road	Harrietsfield					
Herring Cove Jr High	7 Lancaster Street	Herring Cove					
J. L. Isley High	38 Sylvia Avenue	Halifax					
John W. MacLeod Elem.	159 Purcell's Cove Road	Halifax					
John W/Fleming Tower Elem.	25 Randolph Street	Halifax					
Rockingstone Heights EI/Jr	1 Regan Drive	Halifax					
Sambro Elementary	3725 Old Sambro Road	Sambro					
William King Elementary	91 St. Paul's Avenue	Herring Cove					
TOTAL ANNUAL COST			\$ -	\$ -	\$ -	\$ -	\$ -

Company Name _____

Lockview High Family of Schools

School Name	School Address	Region	2017/2018 FIXED PRICE	2018/2019 FIXED PRICE	2019/2020 FIXED PRICE	OPTIONAL YEAR 1 2020- 2021 FIXED PRICE	OPTIONAL YEAR 2 2020/2021 FIXED PRICE
Ash Lee Jefferson Elem	10 Lockview Road	Fall River					
Georges P. Vanier Elem.	1410 Fall River Road	Fall River					
Holland Road Elem.	181 Holland Road	Wellington					
Oldfield Elementary	72 Halls Road	Enfield					
Waverly Memorial Elem.	1279 Rocky lake Drive	Waverley					
Lockview High	148 Lockview Road	Fall River	N/A	N/A	N/A		
TOTAL ANNUAL COST			\$ -	\$ -	\$ -	\$ -	\$ -

Company Name _____

SNOW REMOVAL AND ICE MAINTENANCE

Millwood High Family of Schools

School Name	School Address	Region	2017/2018 FIXED PRICE	2018/2019 FIXED PRICE	2019/2020 FIXED PRICE	OPTIONAL YEAR 1 2020- 2021 FIXED PRICE	OPTIONAL YEAR 2 2020/2021 FIXED PRICE
Beaver Bank Kinsac Elem.	28 Kinsac Road	Beaver Bank					
Beaver Bank Monarch Dr. El.	1 Monarch Drive	Lower Sackville					
Harold T Barrett Jr High	862 Beaver Bank Road	Lower Sackville					
Harry R. Hamilton Elem.	40 Hamilton Drive	Middle Sackville					
Millwood Elementary	190 Beaver Bank Crossroad	Lower Sackville					
Millwood High	141 Millwood Drive	Lower Sackville					
Sackville Heights Elementary	1225 Old Sackville Rd	Middle Sackville	N/A	N/A	N/A		
Sackville Heights Jr High	956 Sackville Drive	Lower Sackville					
TOTAL ANNUAL COST			\$ -	\$ -	\$ -	\$ -	\$ -

Company Name _____

SNOW REMOVAL AND ICE MAINTENANCE

Musquodoboit Rural High Family of Schools

School Name	School Address	Region	2017/2018 FIXED PRICE	2018/2019 FIXED PRICE	2019/2020 FIXED PRICE	OPTIONAL YEAR 1 2020-2021 FIXED PRICE	OPTIONAL YEAR 2 2020/2021 FIXED PRICE
Dutch Dettlement Elem.	780 Highway 277	Dutch Settlement					
Musq. Valley Ed Center	12014 Highway 224	Middle Musq.					
Musquodoboit Rural High	11976 Highway 224	Middle Musq.					
Upper Musquodoboit Elem.	8416 Highway 224	Upper Musq.					
TOTAL ANNUAL COST			\$ -	\$ -	\$ -	\$ -	\$ -

Company Name _____

SNOW REMOVAL AND ICE MAINTENANCE

Prince Andrew High Family of Schools

School Name	School Address	Region	2017/2018 FIXED PRICE	2018/2019 FIXED PRICE	2019/2020 FIXED PRICE	OPTIONAL YEAR 1 2020- 2021 FIXED PRICE	OPTIONAL YEAR 2 2020/2021 FIXED PRICE
Admiral Westphal Elem.	6 Fourth Street	Dartmouth					
Alderney Elementary	2 Penhorn Drive	Dartmouth					
Bel Ayr Elementary	4 Bell Street	Dartmouth					
Brookhouse Elementary	15 Christopher Ave.	Dartmouth					
Caledonia Junior High	38 Caledonia Road	Dartmouth					
HRSB Operations Services	35 B Major Street	Dartmouth					
Ellenvale Jr High	88 Bellevista Drive	Dartmouth					
Eric Graves Memorial Jr	70 Dorothea Drive	Dartmouth					
Ian Forsyth Elementary	22 Glencoe Drive	Dartmouth					
Michael Wallace Elementary	24 Andover Street	Dartmouth					
Mount Edward Elementary	3 Windward Avenue	Dartmouth					
Portland Estates Elementary	45 Portland Hills Drive	Dartmouth	N/A	N/A	N/A		
Prince Andrew High	37 Woodlawn Road	Dartmouth					
TOTAL ANNUAL COST			\$ -	\$ -	\$ -	\$ -	\$ -

Company Name _____

SNOW REMOVAL AND ICE MAINTENANCE

Sackville High Family of Schools

School Name	School Address	Region	2017/2018 FIXED PRICE	2018/2019 FIXED PRICE	2019/2020 FIXED PRICE	OPTIONAL YEAR 1 2020-2021 FIXED PRICE	OPTIONAL YEAR 2 2020/2021 FIXED PRICE
A. J. Smeltzer Jr High	46 Prince Street	Lower Sackville					
Caudle Park Elementary	35 McGee Drive	Lower Sackville					
Cavalier Dr. Elementary	116 Cavalier Drive	Lower Sackville					
Hillside Park Elementary	15 Hillside Avenue	Lower Sackville					
Leslie Thomas Jr High	100 Metropolitan Avenue	Lower Sackville					
Sackville High	1 Kingfisher Way	Lower Sackville					
Smokey Drive Elementary	241 Smokey Drive	Lower Sackville					
Sycamore Lane Elementary	69 Sycamore Lane	Lower Sackville					
TOTAL ANNUAL COST			\$ -	\$ -	\$ -	\$ -	\$ -

Company Name _____

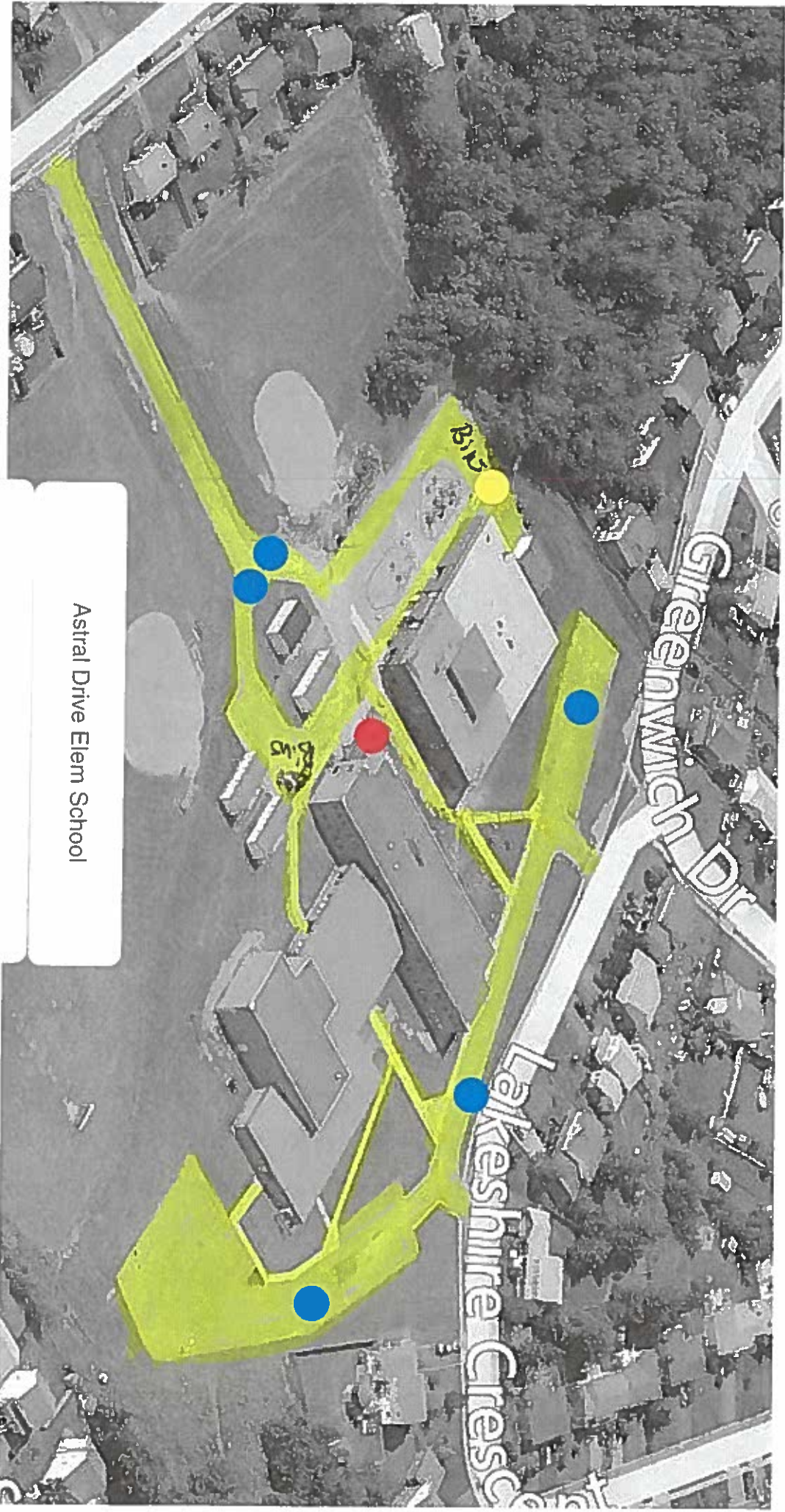
SNOW REMOVAL AND ICE MAINTENANCE

Sir John A. MacDonald High Family of Schools							
School Name	School Address	Region	2017/2018 FIXED PRICE	2018/2019 FIXED PRICE	2019/2020 FIXED PRICE	OPTIONAL YEAR 1 2020- 2021 FIXED PRICE	OPTIONAL YEAR 2 2020/2021 FIXED PRICE
Beechville Lakeside Timberlea Sr. Elementary 3-5	24 James Street	Timberlea					
Beechville Lakeside Timberlea Jr Elementary P-2	22 James Street	Timberlea					
East St. Margaret's Elem.	8671 Peggy's Cove Road	Indian Harbour					
Five Bridges Junior High	66 Hubley Road	Hubley					
Shatford Memorial Elem.	10089 Bay Road	Hubbards					
Sir John A. MacDonald High	31 Scholars Road	Upper Tantallon					
Tantallon Elementary (3-5)	3 French Village Station Rd.	Upper Tantallon					
Tantallon Elementary (P-2)	1 French Village Station Rd.	Upper Tantallon					
Ridgecliff Middle School	35 Beech Tree Run	Beechville	N/A	N/A	N/A		
St. Margaret's Bay Elementary	24 Ridgewood Drive	Head of St Margarets Bay	N/A	N/A	N/A		
TOTAL ANNUAL COST			\$ -	\$ -	\$ -	\$ -	\$ -
Company Name							

Island View High School							
School Name	School Address	Region	2017/2018 FIXED PRICE	2018/2019 FIXED PRICE	2019/2020 FIXED PRICE	OPTIONAL YEAR 1 2020-2021 FIXED PRICE	OPTIONAL YEAR 2 2020/2021 FIXED PRICE
Island View High School			N/A				
TOTAL ANNUAL COST			\$ -	\$ -	\$ -	\$ -	\$ -
Company Name _____							





NOTE: Eastern Passage Education Centre, Ocean View Elem., Seaside Elem. and Tallahassee Community School will be part of this family from September 2018 onwards

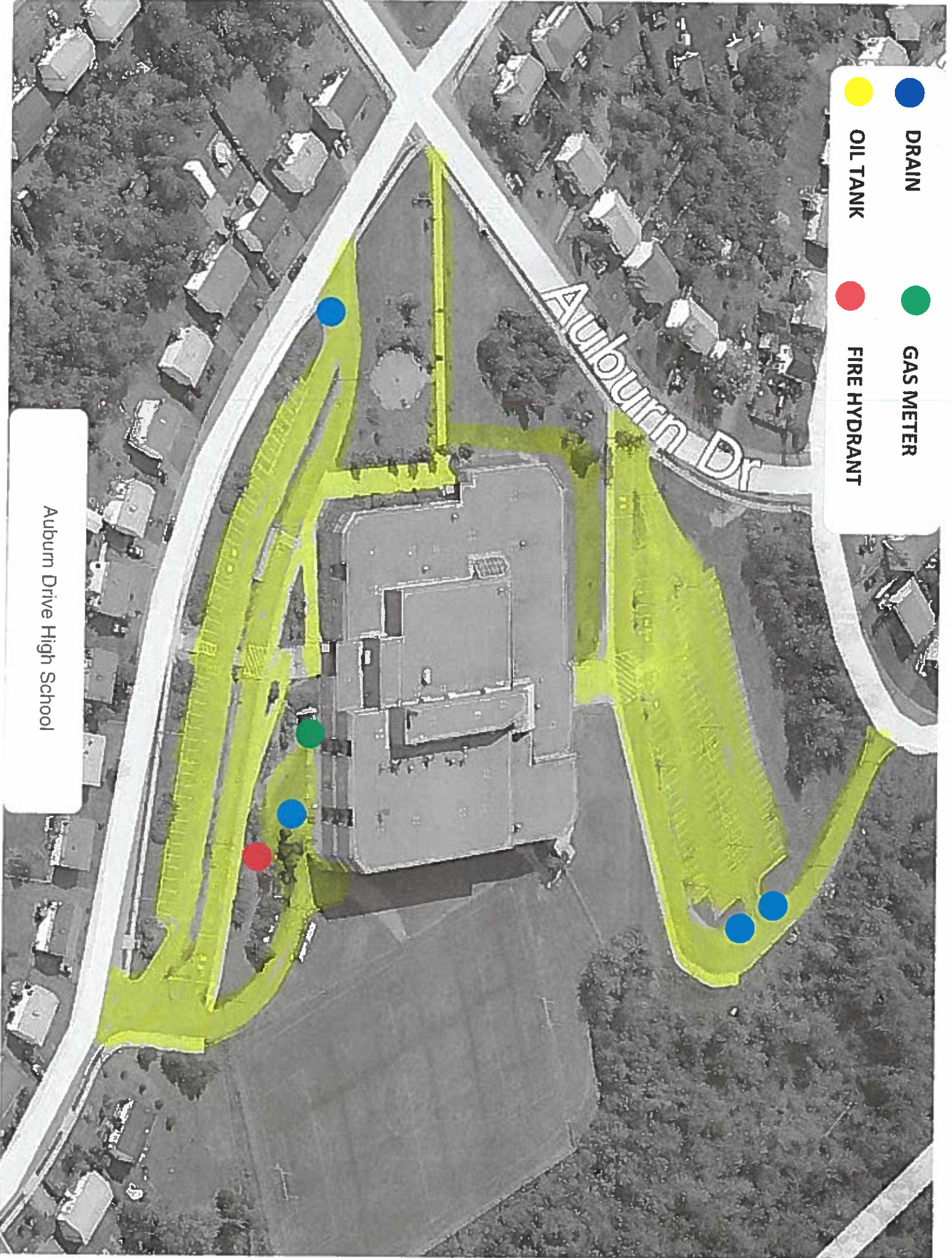
- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



Astral Drive Jr High School

Astral Drive Elem School

-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT



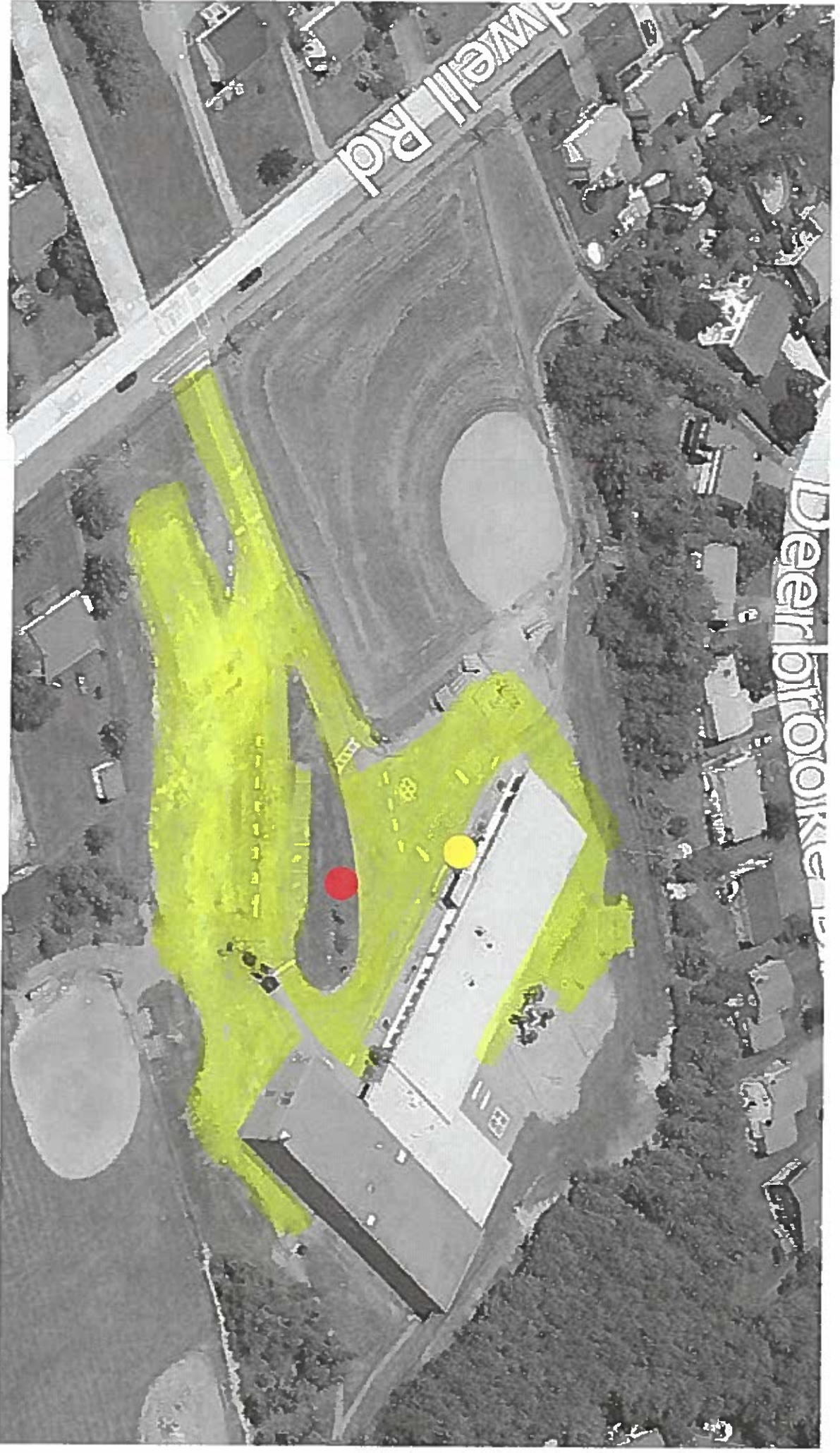
Auburn Drive High School

-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT



Bell Park Academic Centre

- DRAIN
- GAS METER
- FIRE HYDRANT
- OIL TANK



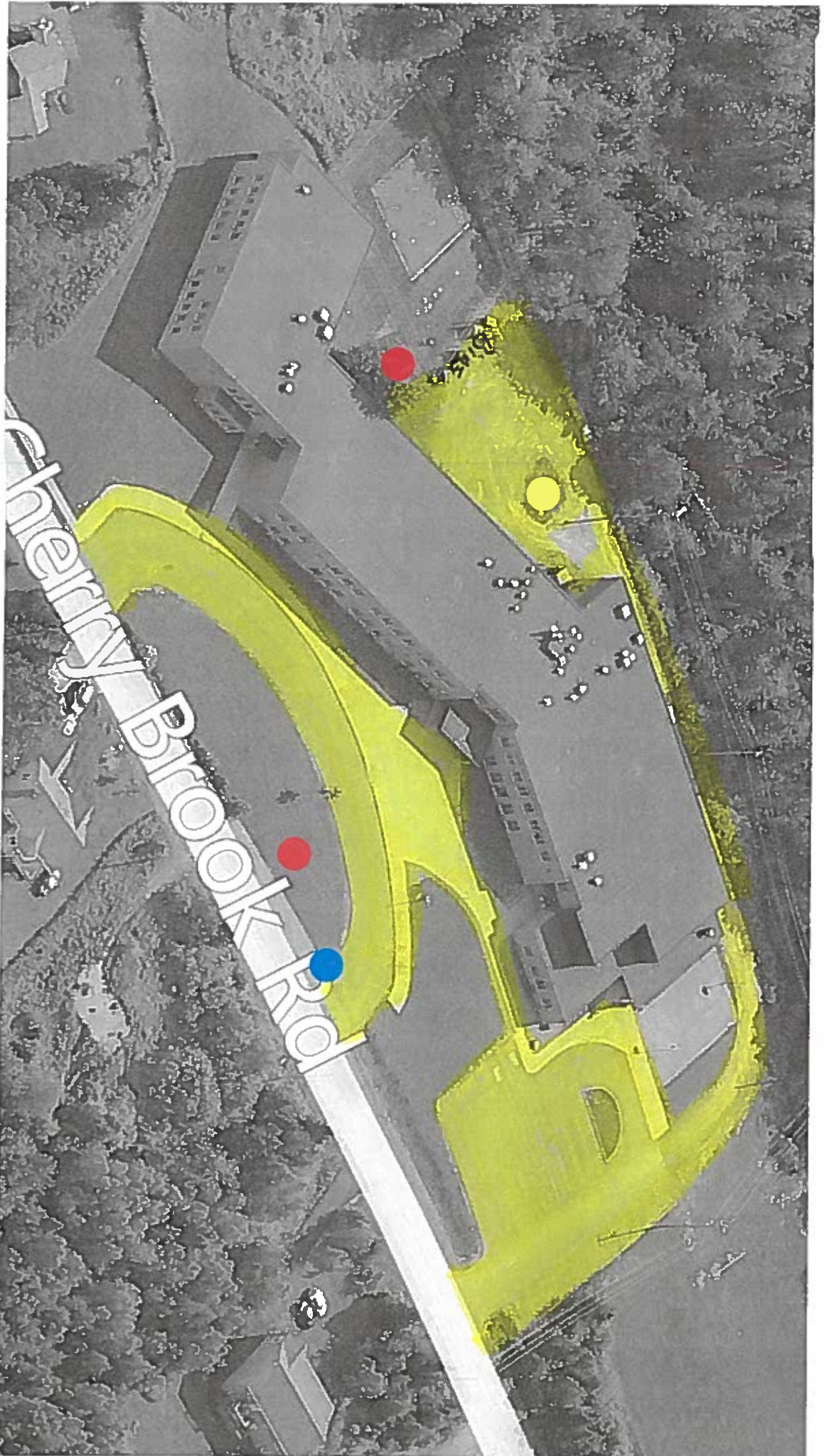
Caldwell Road Elem School

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



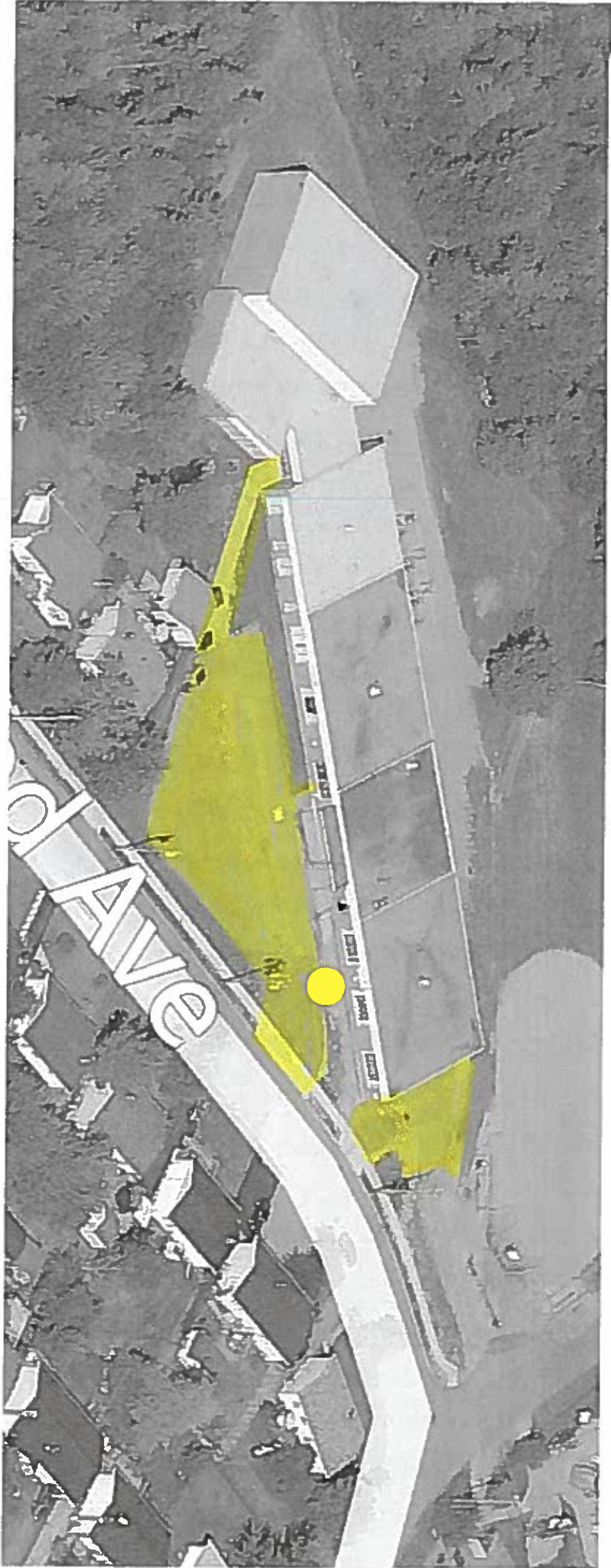
Colby Village Elem School

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



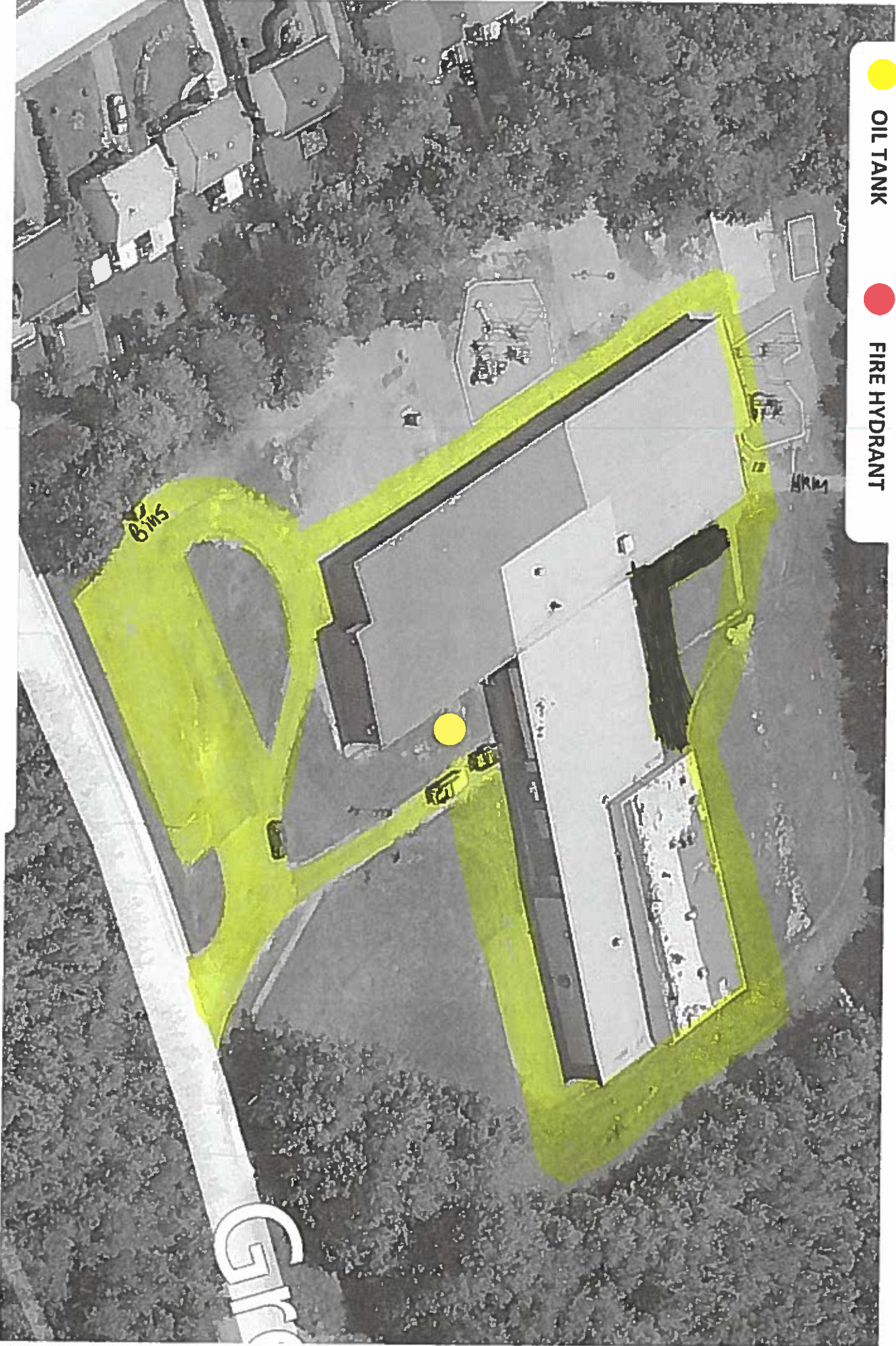
Graham Creighton Jr High School

- DRAIN
- GAS METER
- FIRE HYDRANT
- OIL TANK



Humber Park Elem School

- DRAIN
- GAS METER
- FIRE HYDRANT
- OIL TANK



Joseph Giles Elem School



DRAIN



GAS METER



OIL TANK



FIRE HYDRANT



Basinview Drive Community School



DRAIN



GAS METER



OIL TANK



FIRE HYDRANT

Bedford Central Training Center

 GAS METER

 DRAIN

 FIRE HYDRANT

 OIL TANK



Bedford & Forsyth Education Center - Bedford

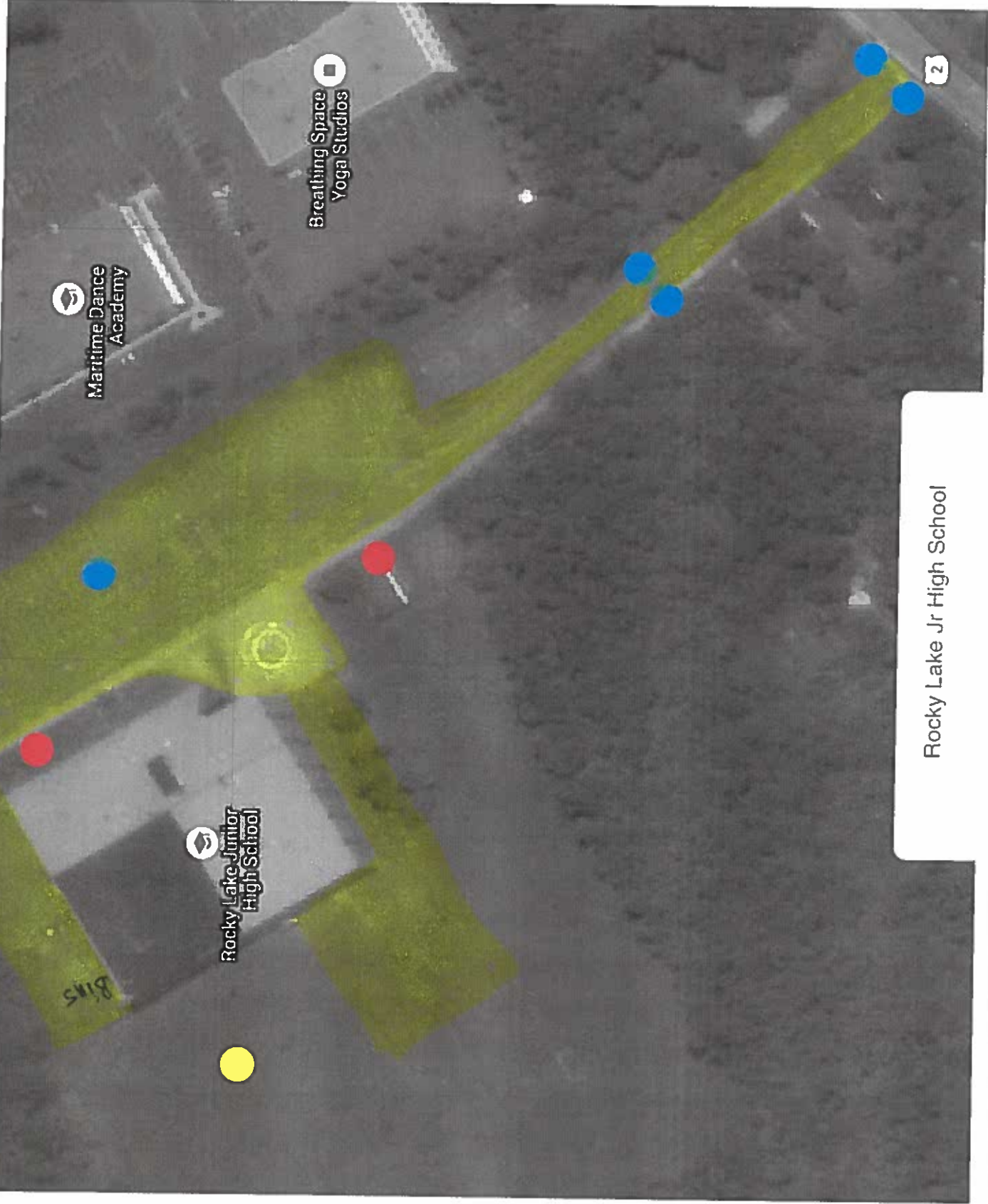
● DRAIN

● GAS METER

● OIL TANK

● FIRE HYDRANT

FIRE HYDRANT



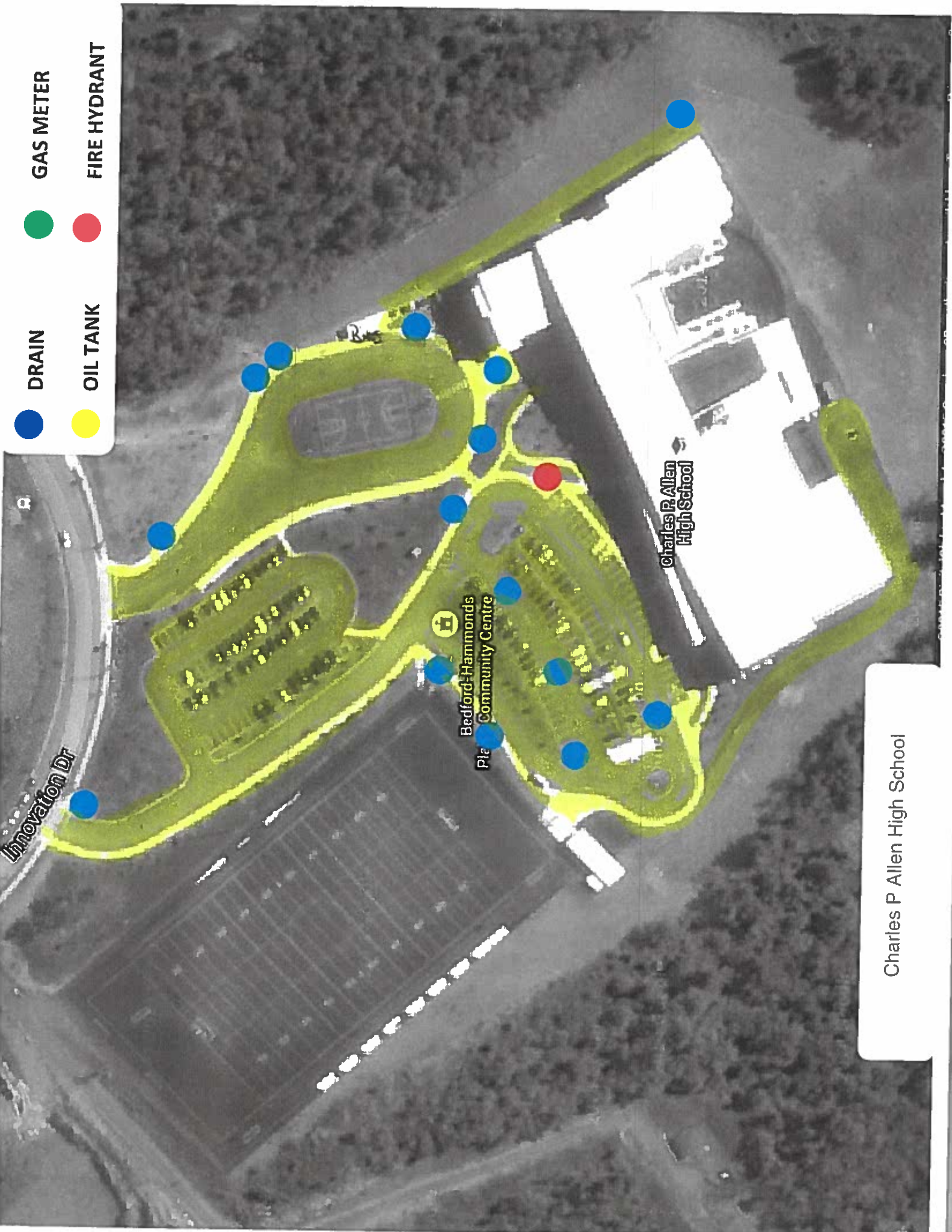
Maritime Dance Academy

Rocky Lake Junior High School

Breathing Space Yoga Studios

Rocky Lake Jr High School

2



- DRAIN
- GAS METER
- FIRE HYDRANT
- OIL TANK

Charles P Allen High School



DRAIN



GAS METER



OIL TANK







FIRE HYDRANT



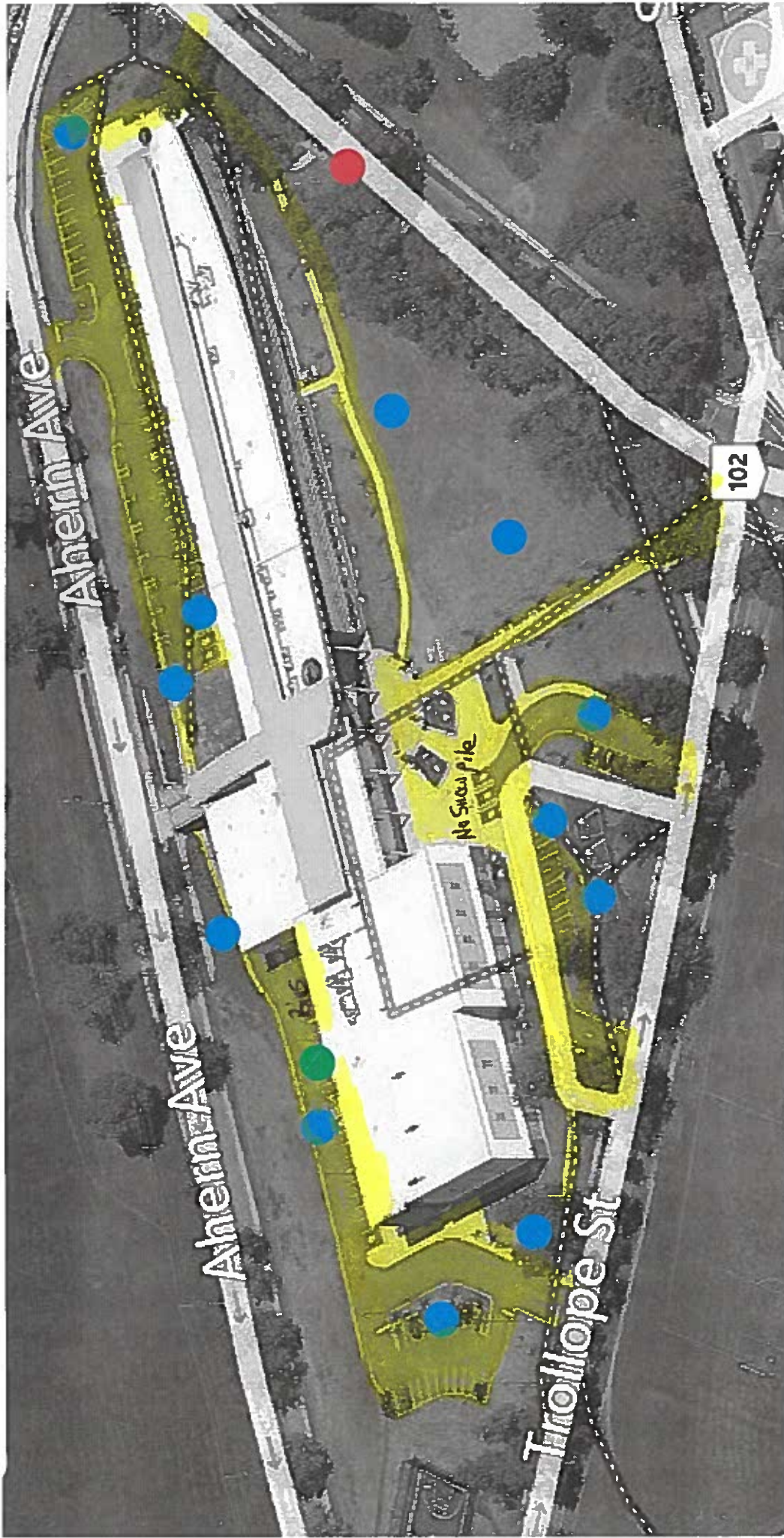
Sunnyside (Eaglewood) Elem School



Sunnyside (Fort Sackville) Elem School

-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT

- DRAIN
- GAS METER
- FIRE HYDRANT
- OIL TANK



Citadel High School



DRAIN



GAS METER



OIL TANK



FIRE HYDRANT



Gorsebrook Jr High School



Walnut St

St

Preston St

Halifax Central
Junior High



DRAIN



GAS METER



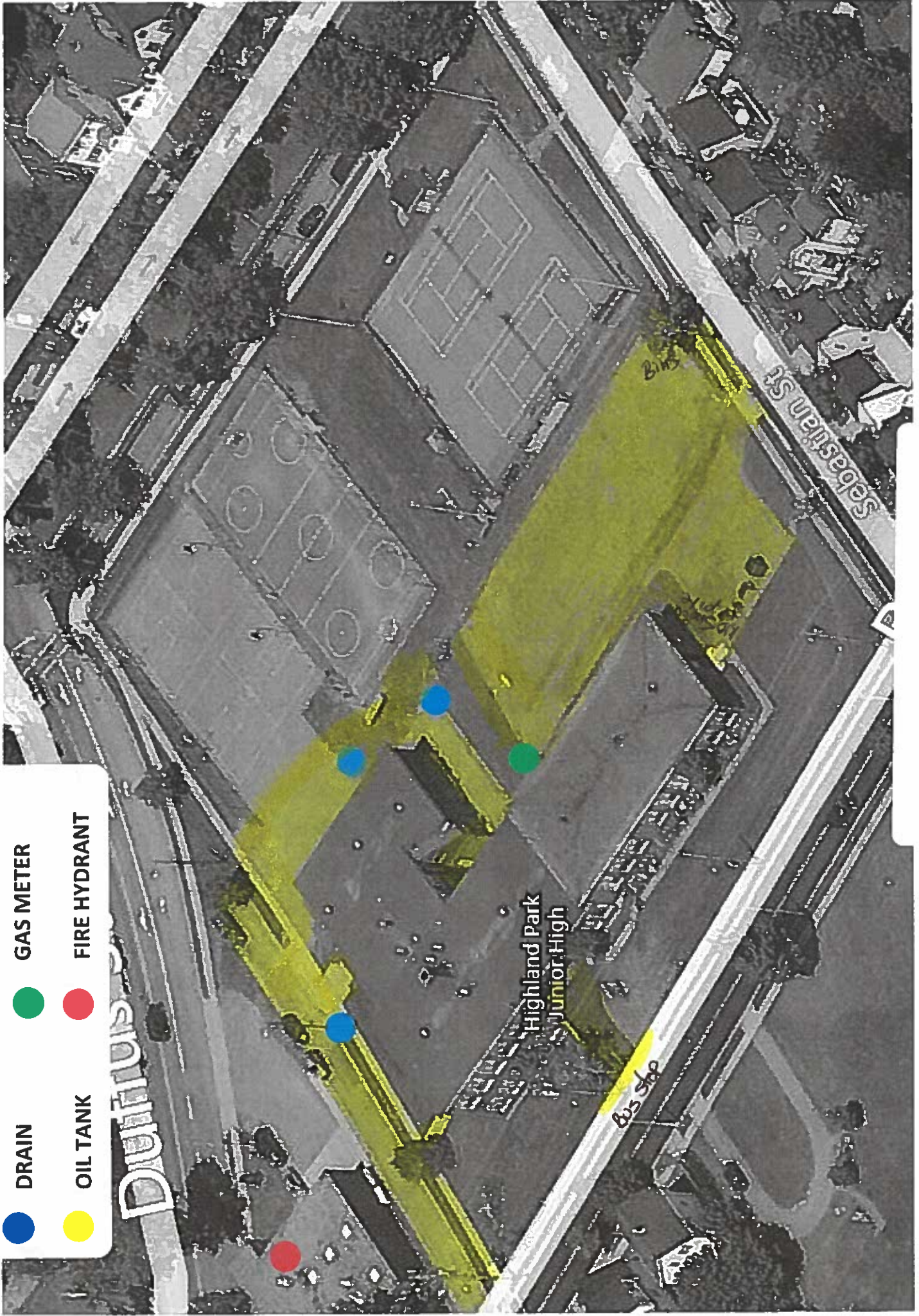
OIL TANK



FIRE HYDRANT

Halifax Central Jr High School

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



Highland Park Jr High School



DRAIN



GAS METER



OIL TANK



FIRE HYDRANT



Please do not pile snow in front of doors - Bins

Ingليس Street Elementary School

Ingليس Street Elem School

Ingليس Street

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT







Joseph Howe Elem School

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



Le Marchant-St. Thomas Elem School

-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT

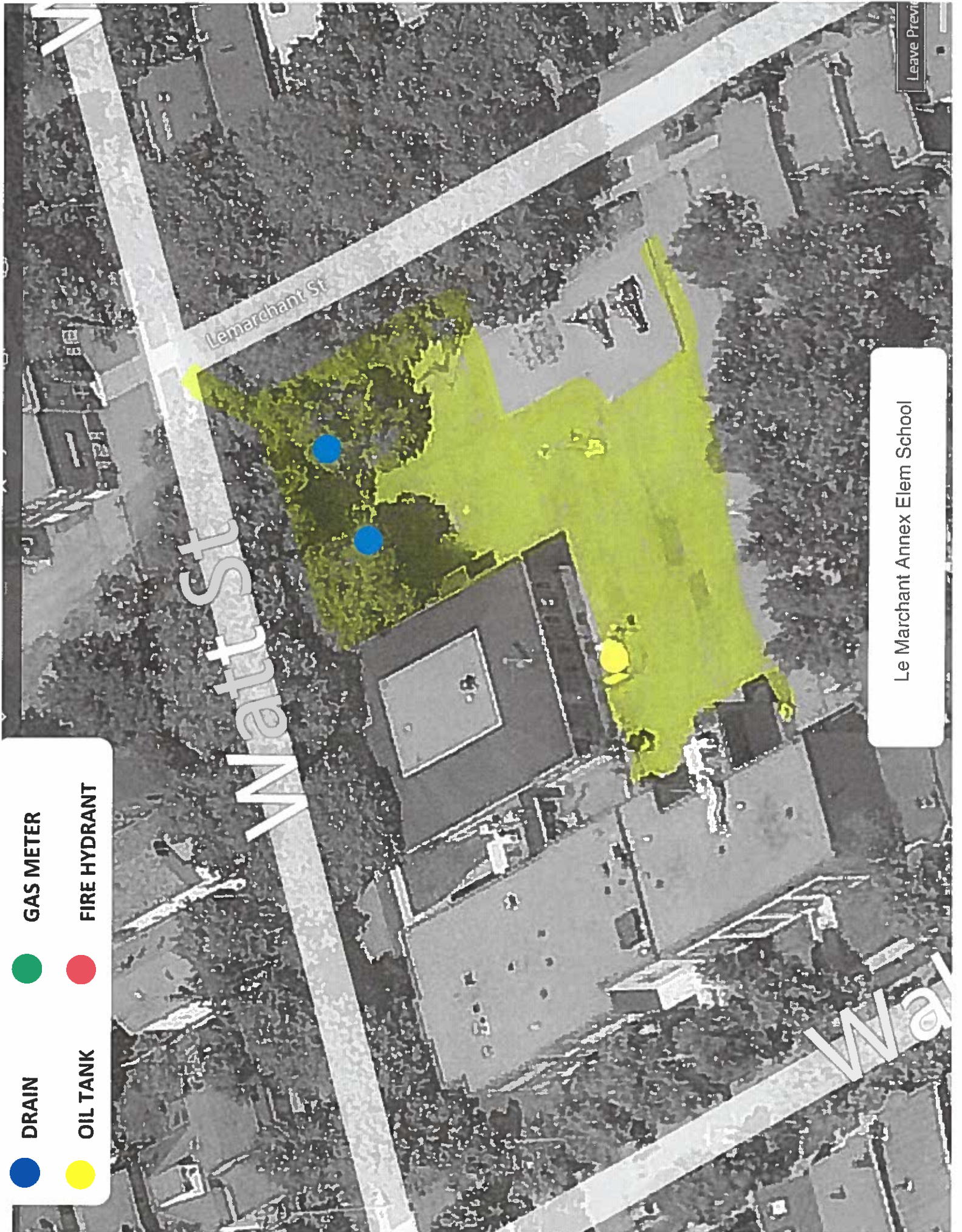
Watt St

Lemarchant St

Le Marchant Annex Elem School

Leave Preview

Watt



● DRAIN



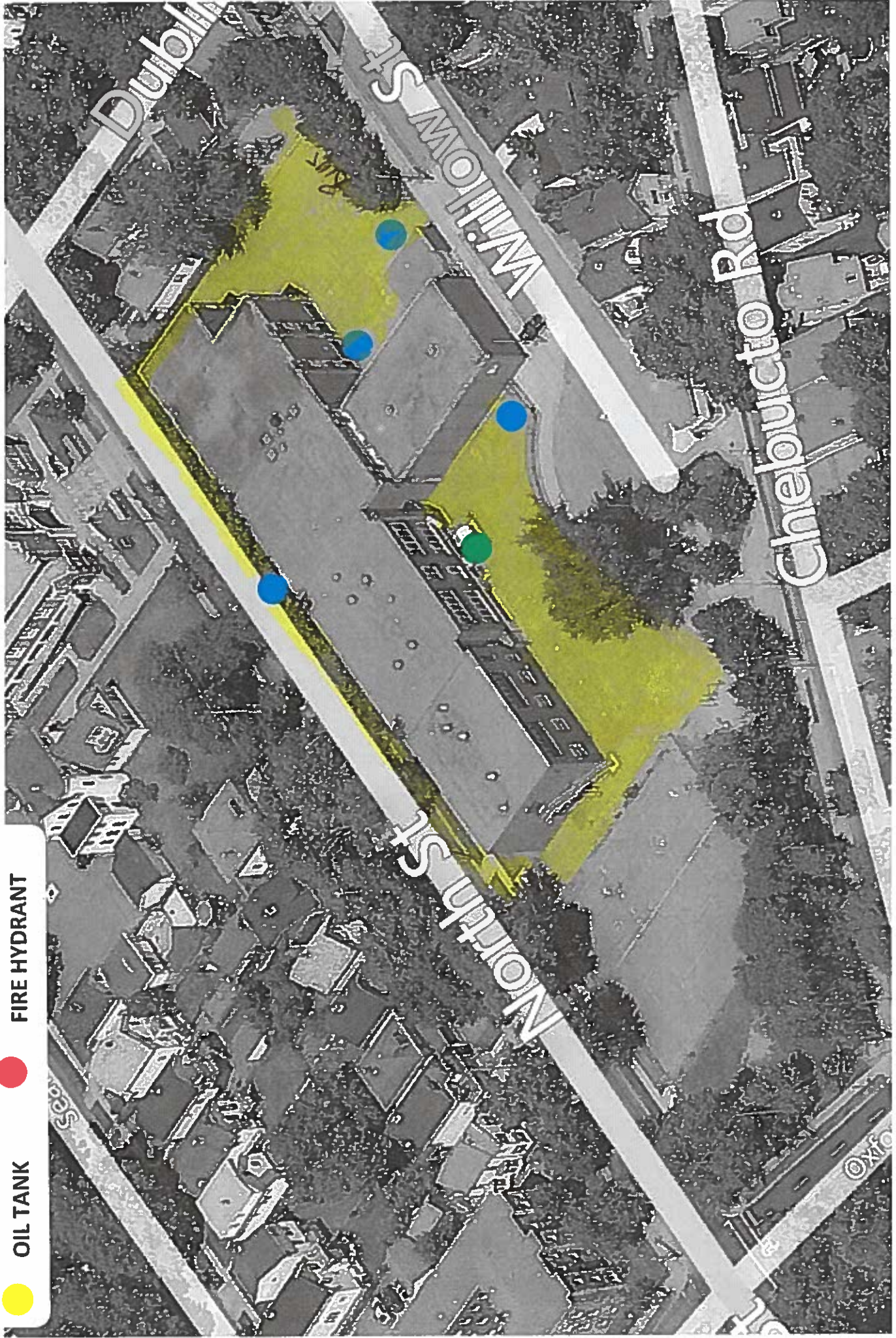
GAS METER



FIRE HYDRANT



OIL TANK





DRAIN



GAS METER







OIL TANK



FIRE HYDRANT



Saint Mary's Elem School

-  DRAIN
-  GAS METER
-  FIRE HYDRANT
-  OIL TANK



Sir Charles
Tupper School

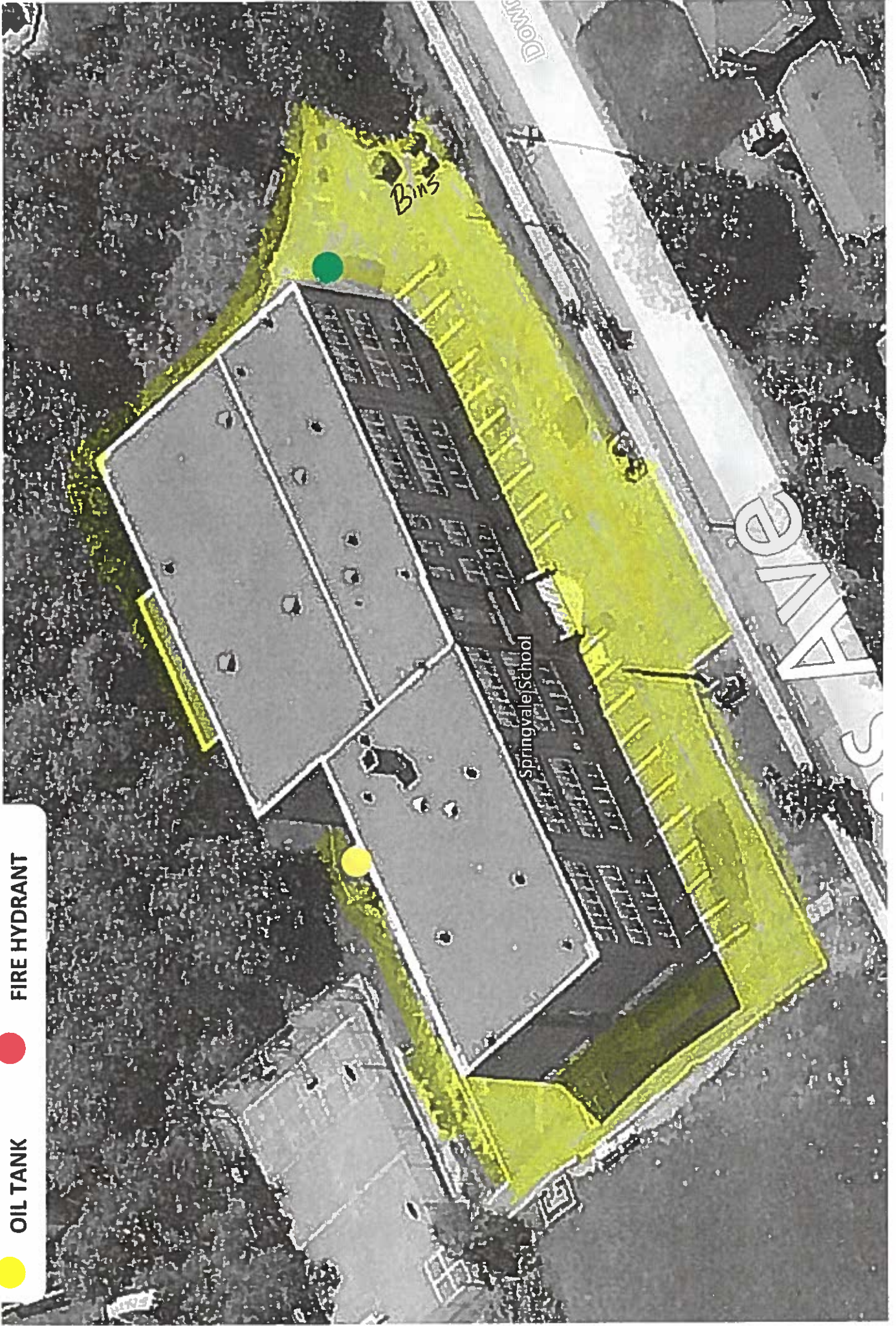
Sir Charles Tupper Elem School

● DRAIN

● GAS METER

● OIL TANK

● FIRE HYDRANT



Springvale Elem School



St. Agnes Junior High School

West End Mall

St Agnes Jr High School

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT

- DRAIN
- GAS METER
- FIRE HYDRANT
- OIL TANK



St Catherine's Elem School

Search Directions Traffic

- DRAIN
- OIL TANK
- GAS METER
- FIRE HYDRANT



St. Joseph's-Alexander McKay Elem School



DRAIN



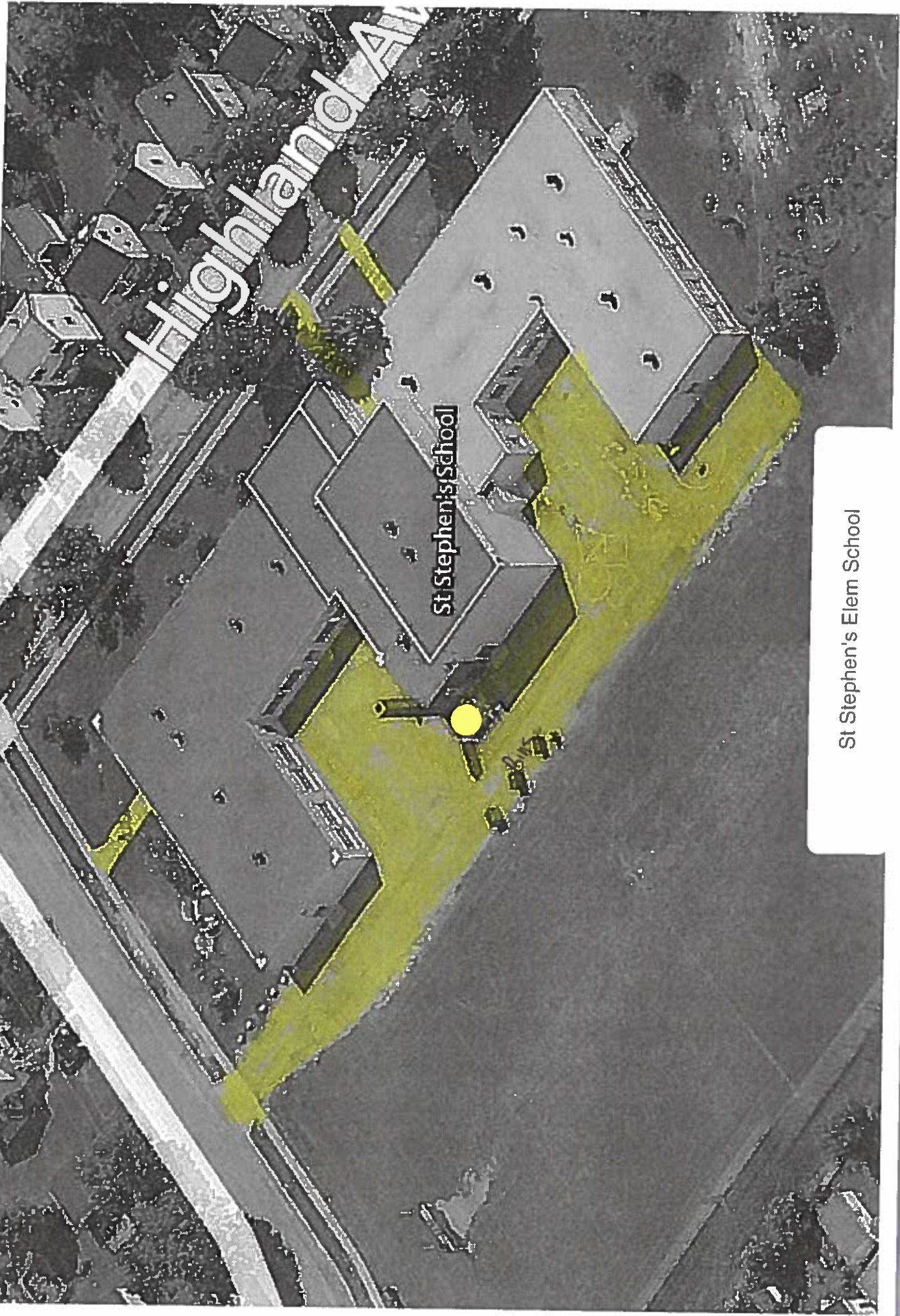
GAS METER



OIL TANK

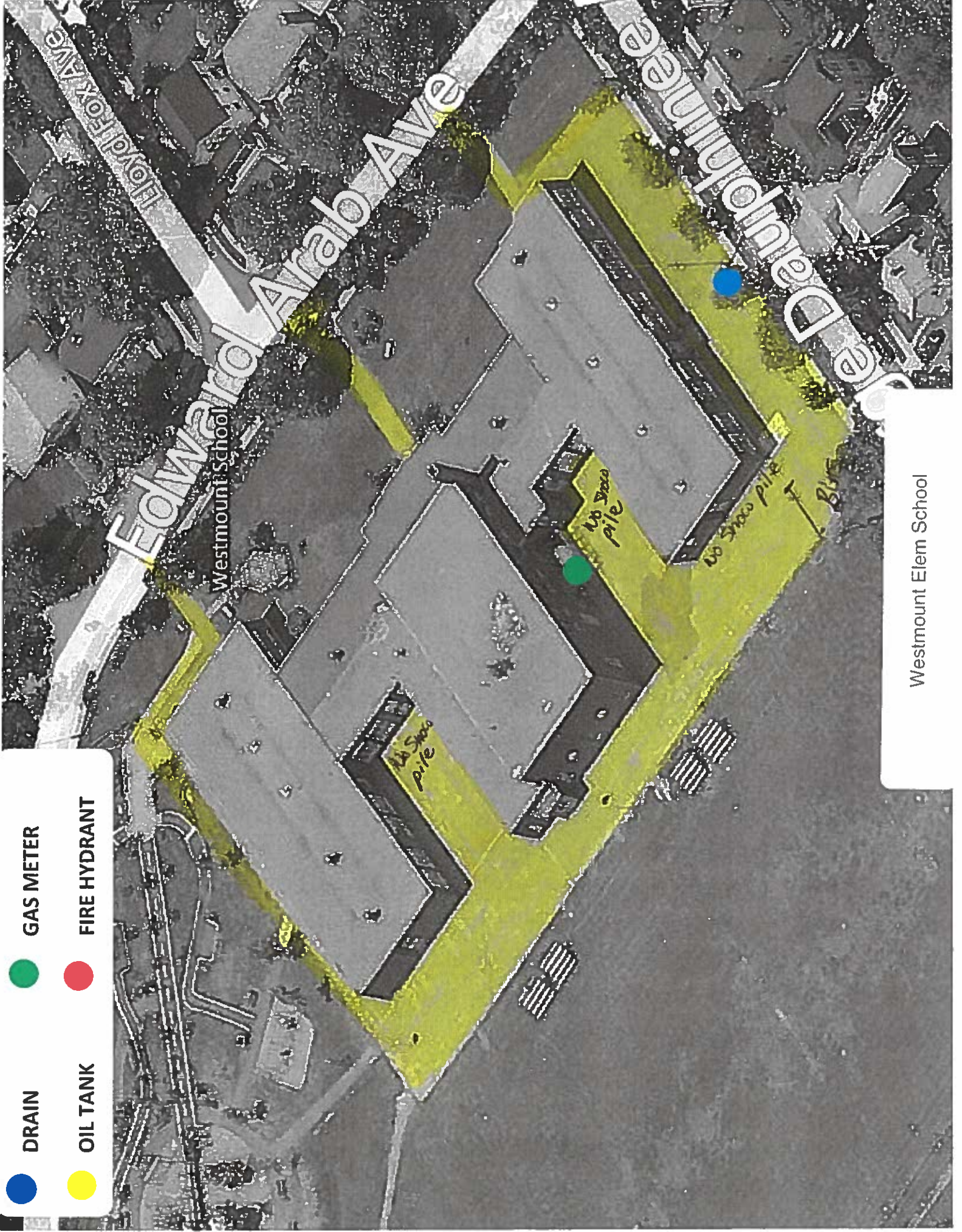


FIRE HYDRANT



St Stephen's School

St Stephen's Elem School



-  DRAIN
-  GAS METER
-  FIRE HYDRANT
-  OIL TANK

Westmount Elem School



● DRAIN

● GAS METER

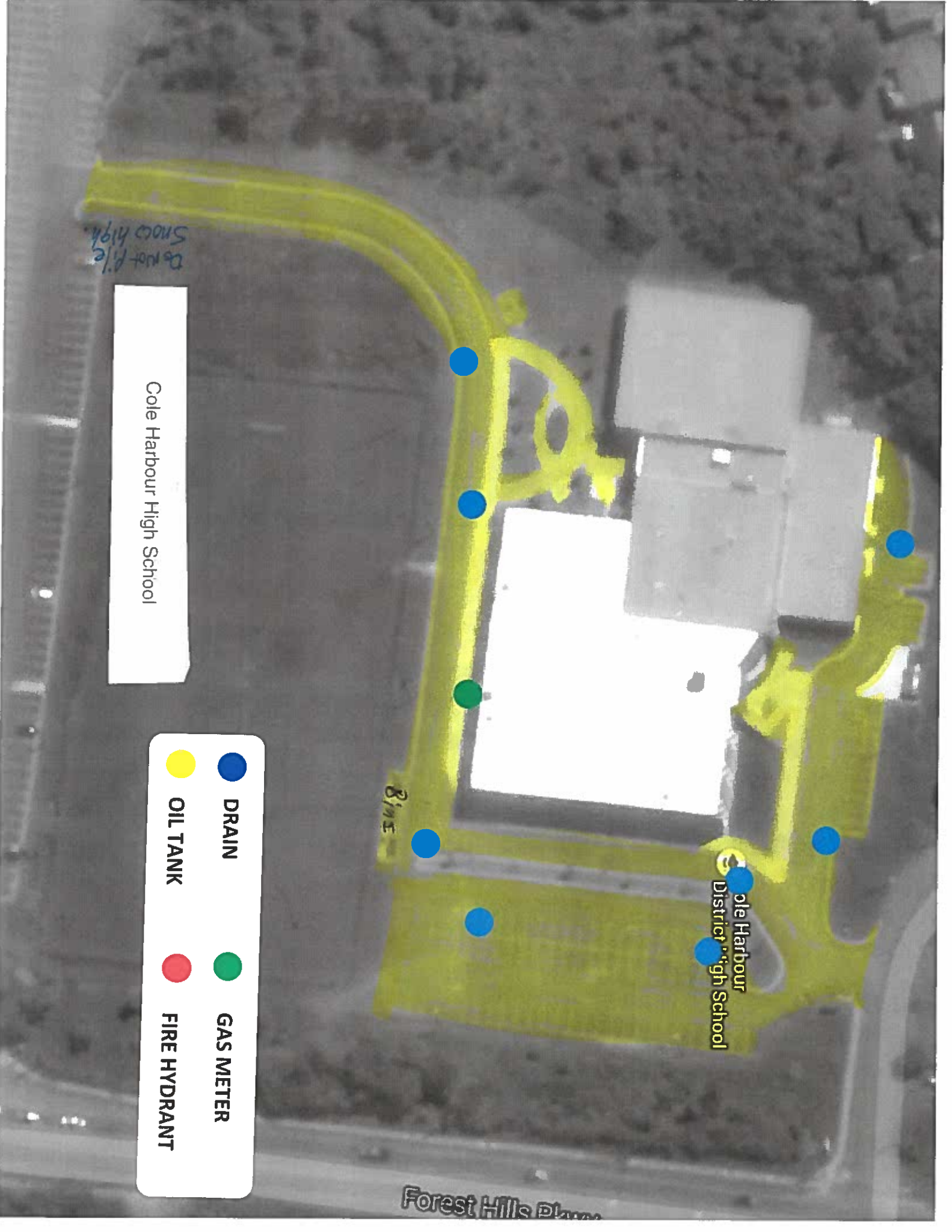
● OIL TANK

● FIRE HYDRANT

Atlantic View Elem School

207

d



Cole Harbour High School

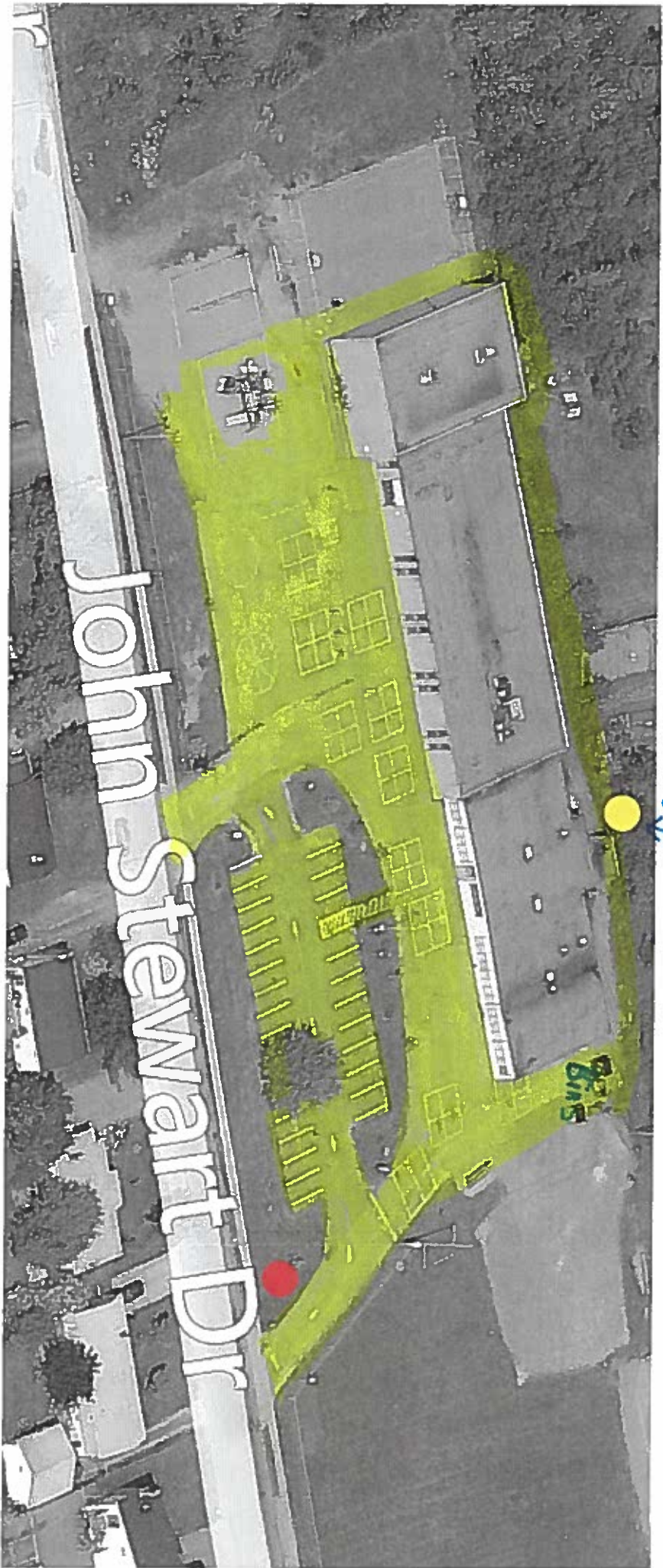
- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT

Do not pile snow high.

BINS

Cole Harbour District High School

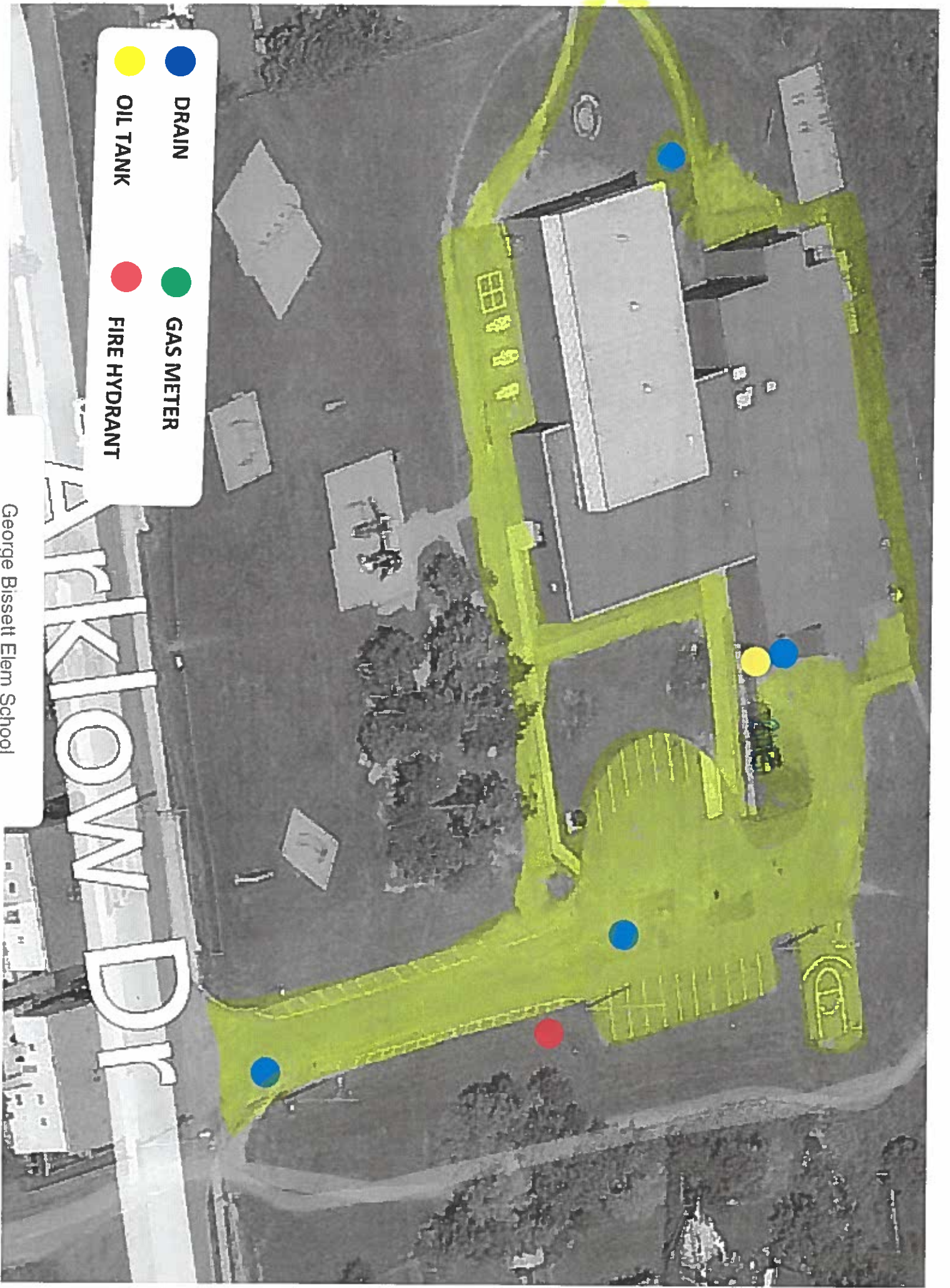
Forest Hills Place



Be aware of
oil fill pipe

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT

Colonel John Stuart Elem School



● DRAIN

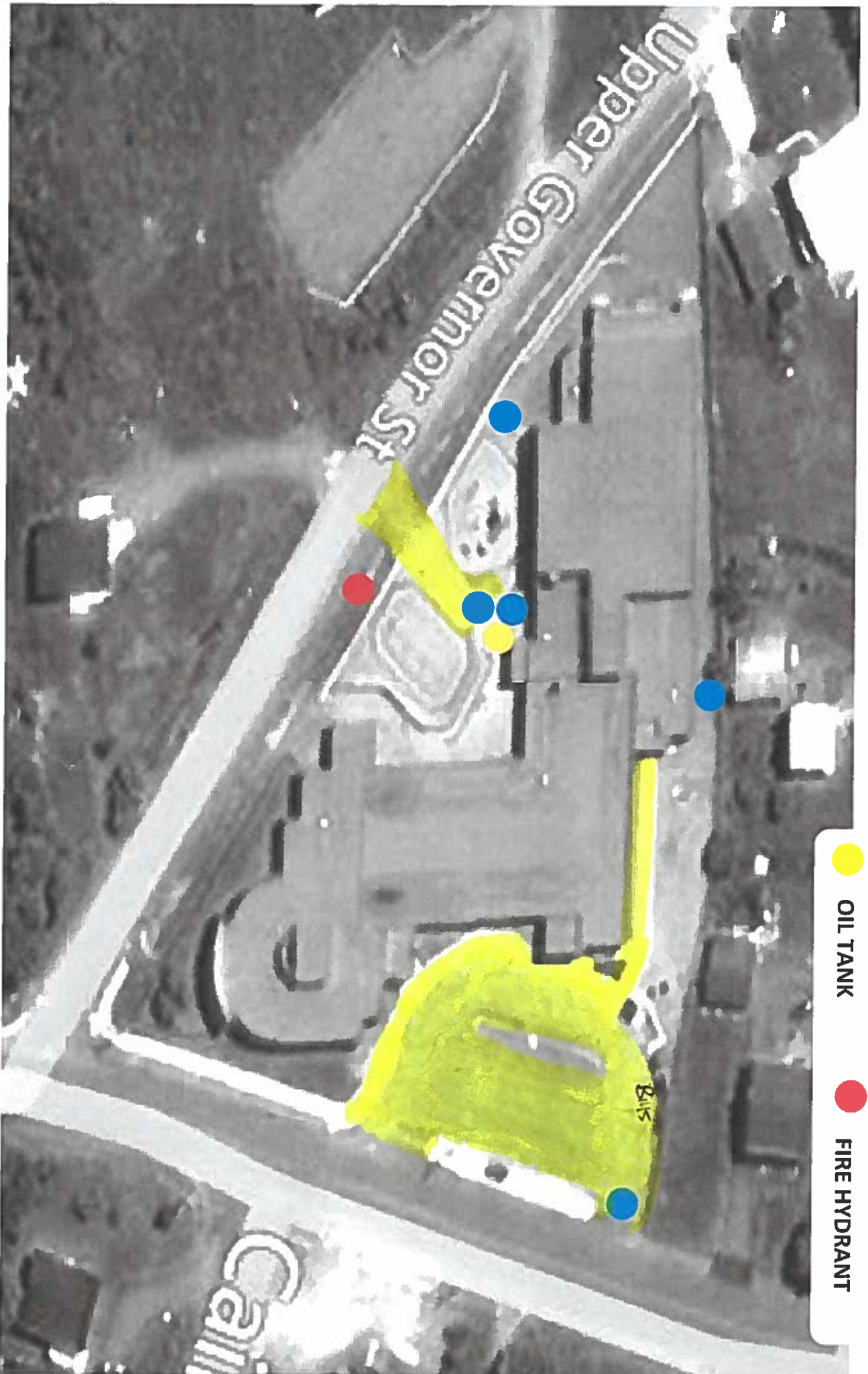
● OIL TANK

● GAS METER

● FIRE HYDRANT

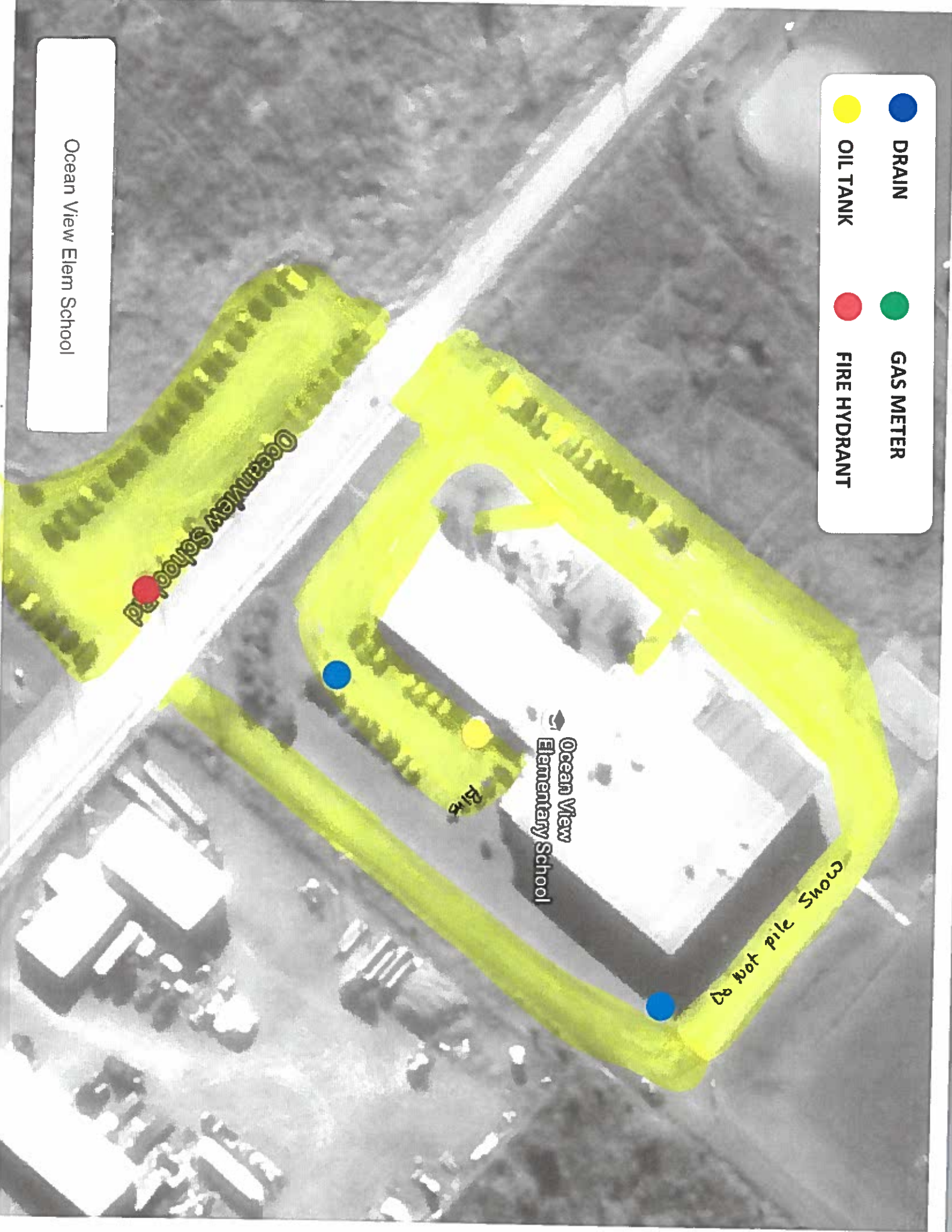
George Bissett Elem School

MARKLOW DR



Nelson Whynder Elem School

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



Ocean View
Elementary School

Oceanview School Rd

Crows Hill Loop Rd

Blk

Ocean View Elem School



DRAIN



GAS METER



OIL TANK



FIRE HYDRANT

Robert Kemp Turner Elem School



DRAIN

GAS METER

OIL TANK

FIRE HYDRANT

Ross Road School



DRAIN



GAS METER



OIL TANK



FIRE HYDRANT

Seaside Elem School



● DRAIN

● GAS METER

● OIL TANK

● FIRE HYDRANT

Sir Robert Borden Jr High School



- DRAIN
- GAS METER
- FIRE HYDRANT
- OIL TANK

Tallahassee Community School



DRAIN



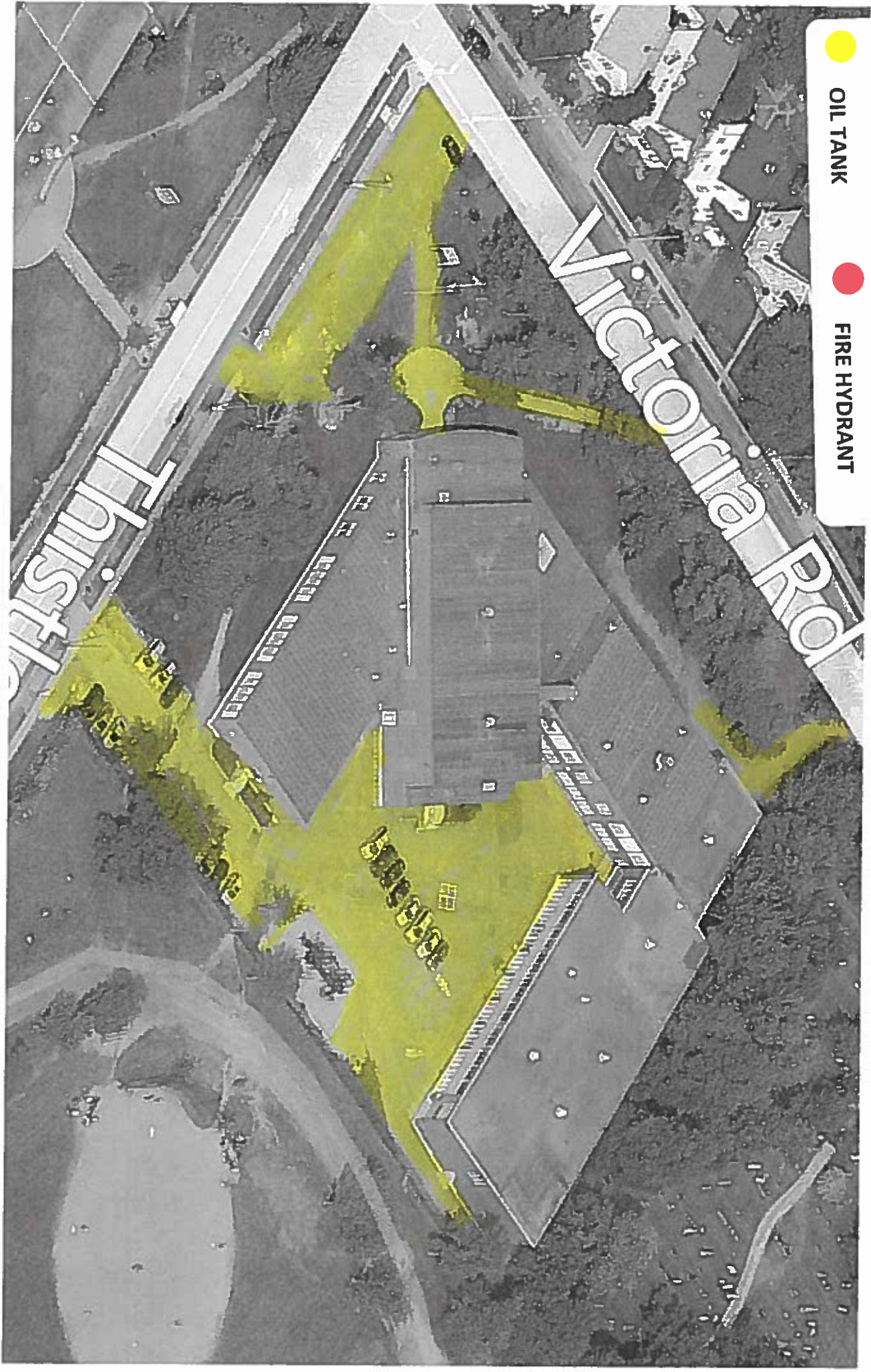
GAS METER



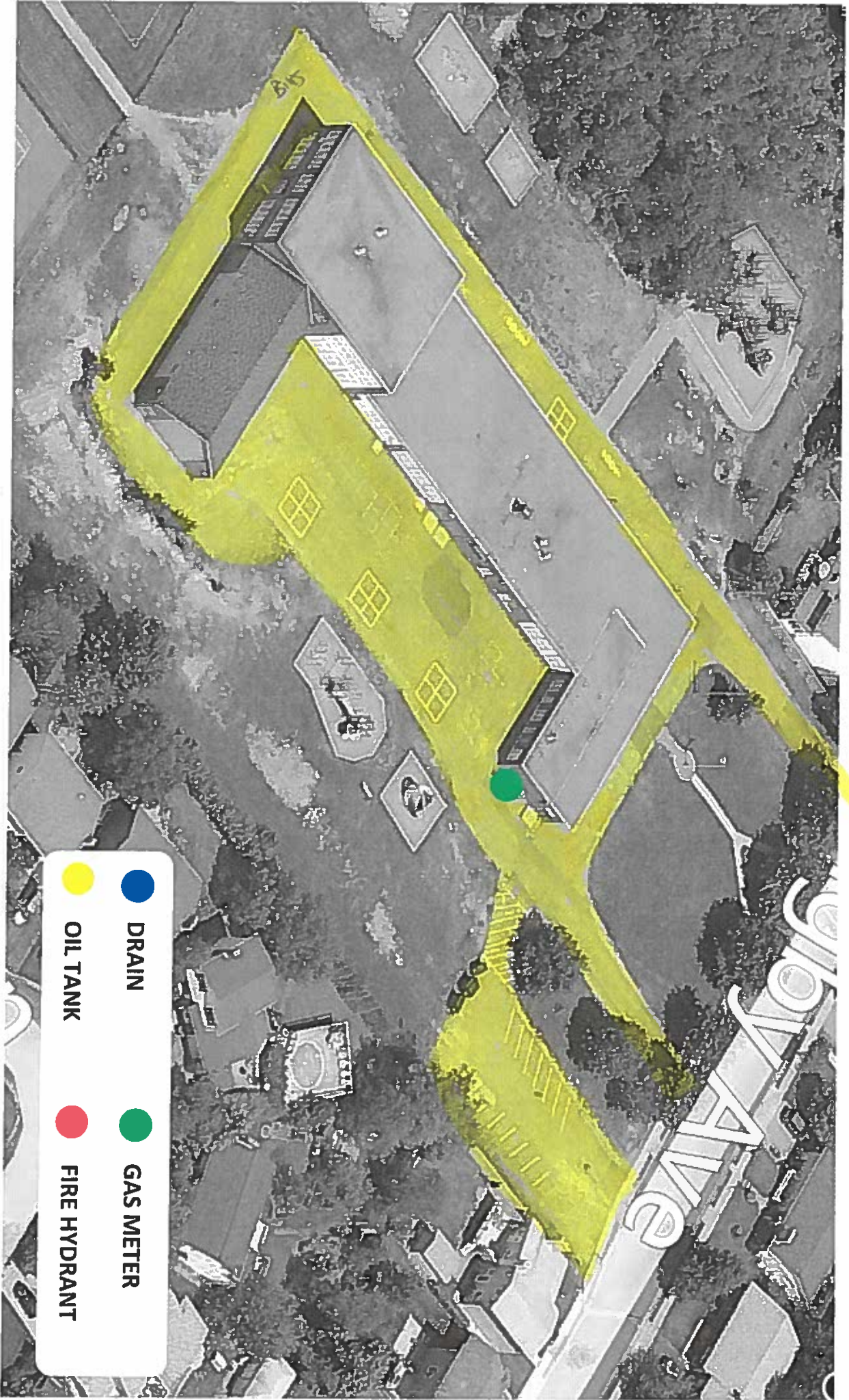
OIL TANK



FIRE HYDRANT



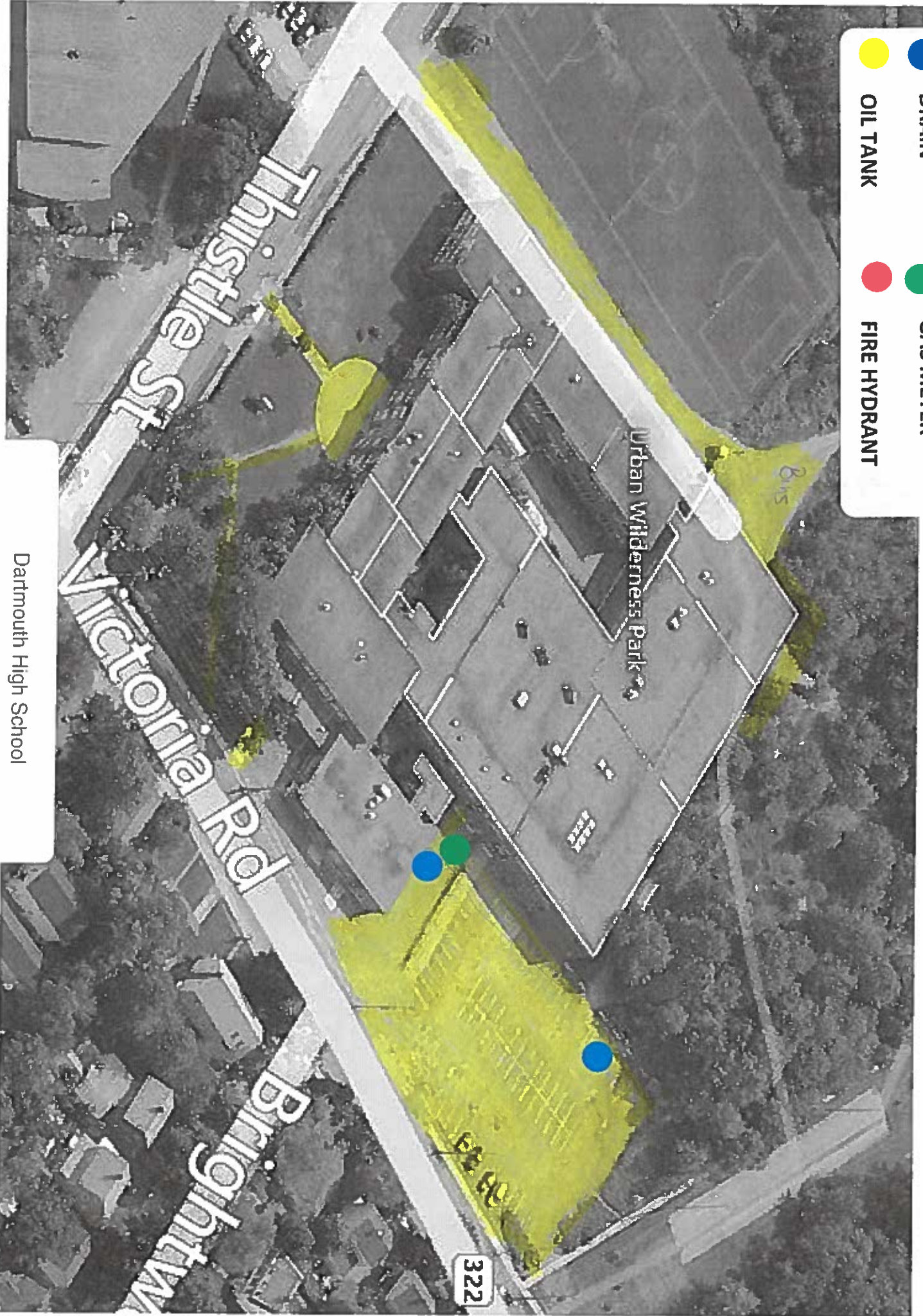
Bicentennial School



-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT

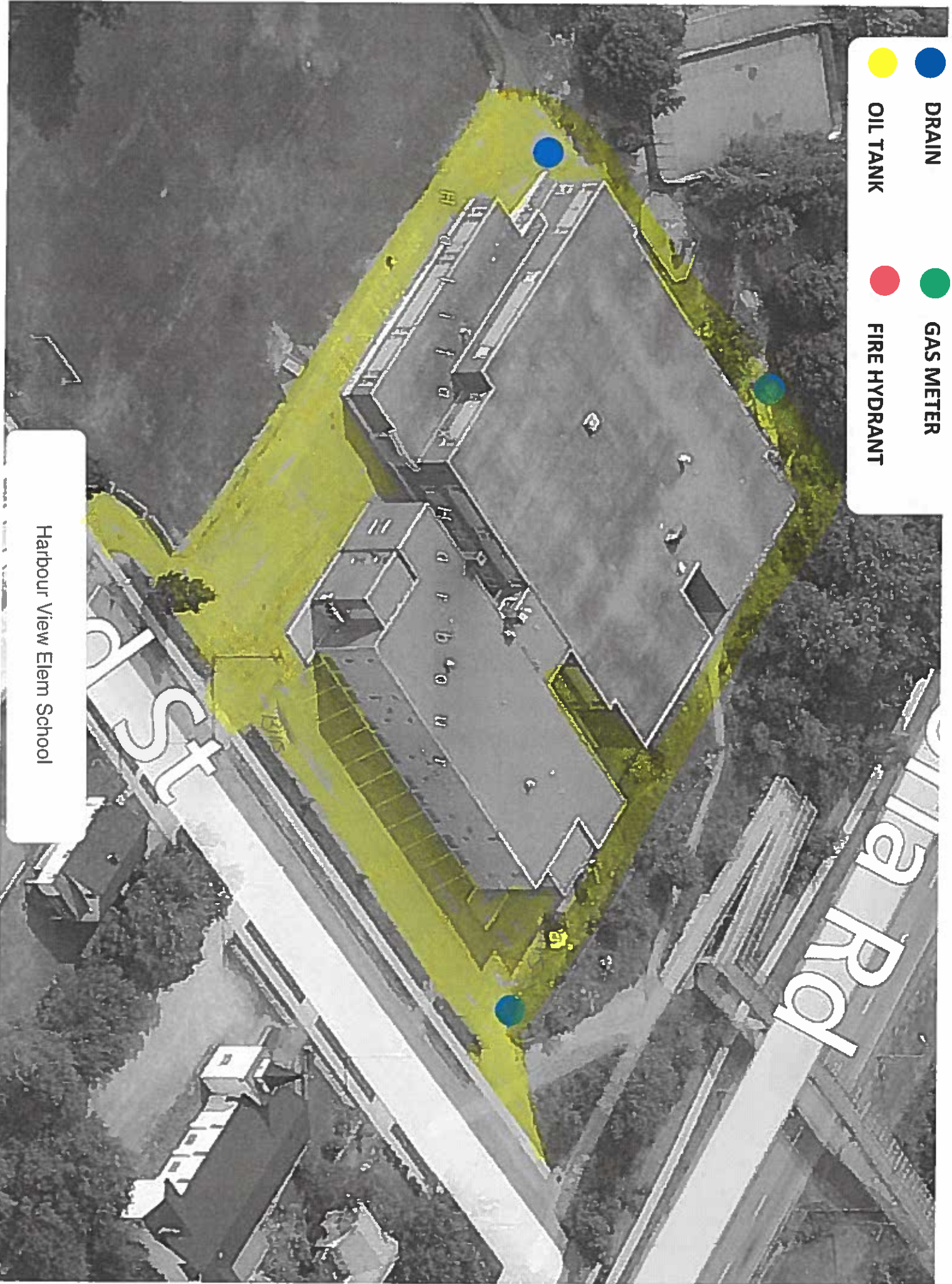
Crichton Park Elem School

- DRAIN
- GAS METER
- FIRE HYDRANT
- OIL TANK







Dartmouth High School

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



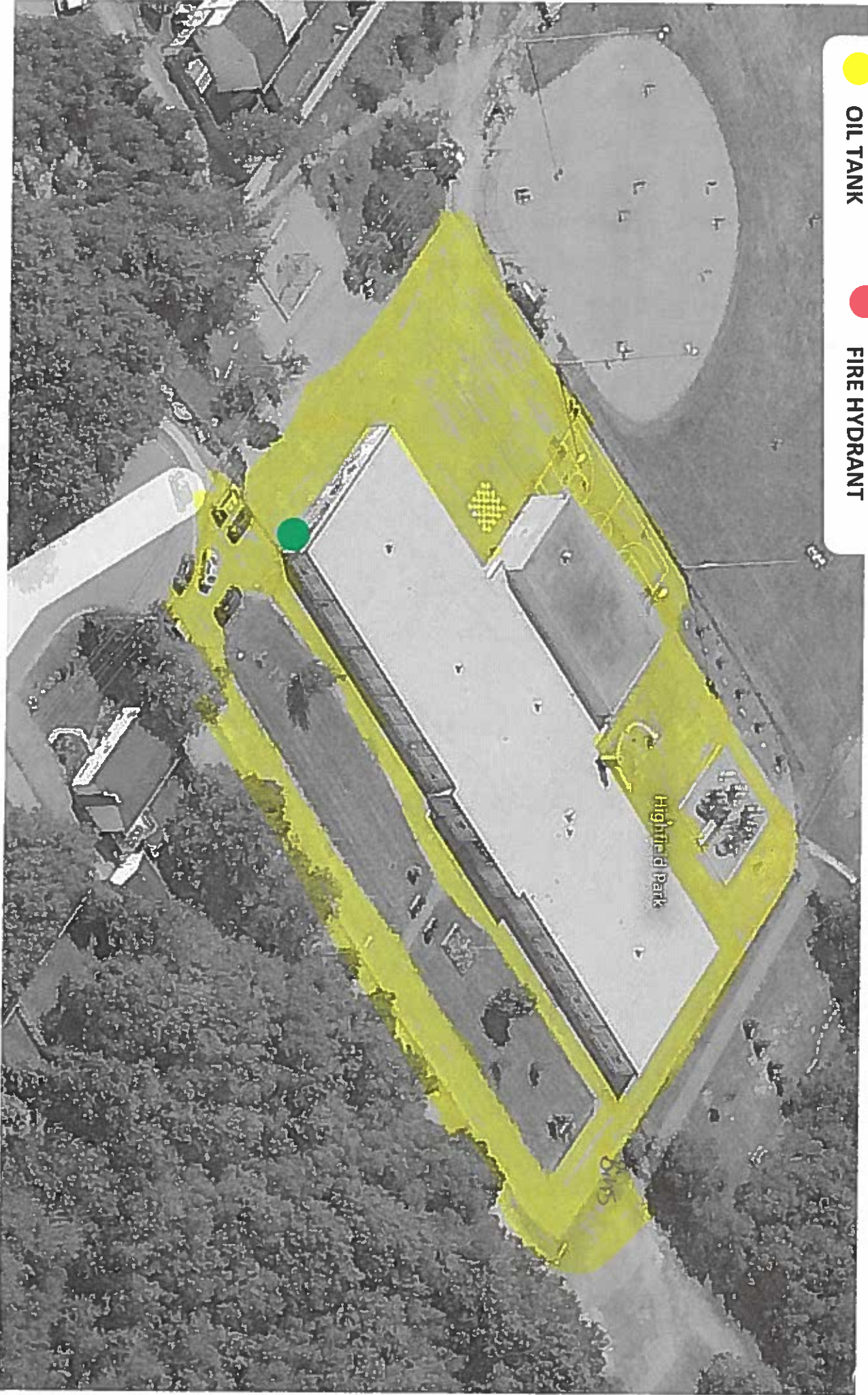
Harbour View Elem School



-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT

Hawthorn Elem School

Hawthorne



DRAIN



GAS METER

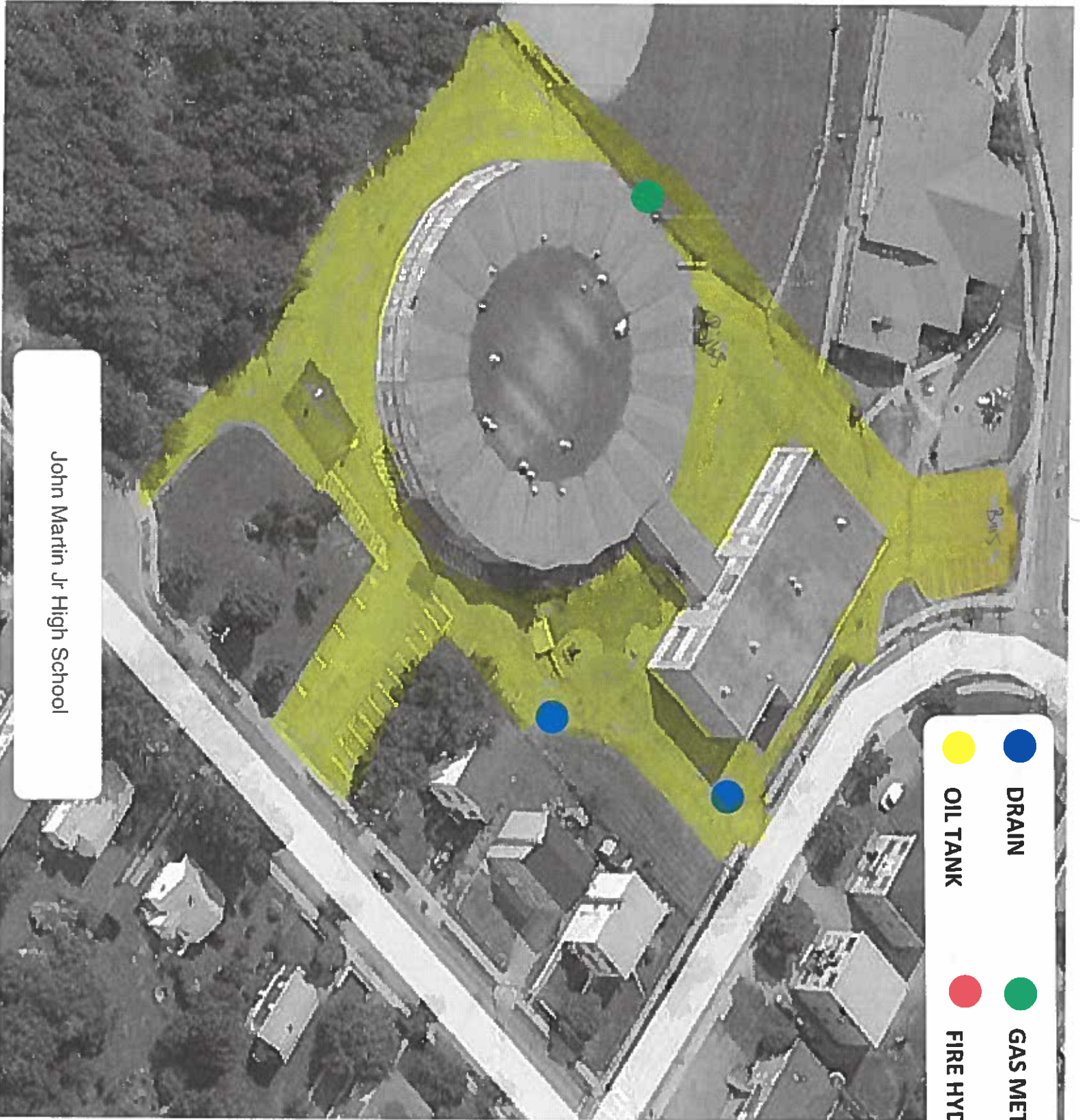


OIL TANK



FIRE HYDRANT

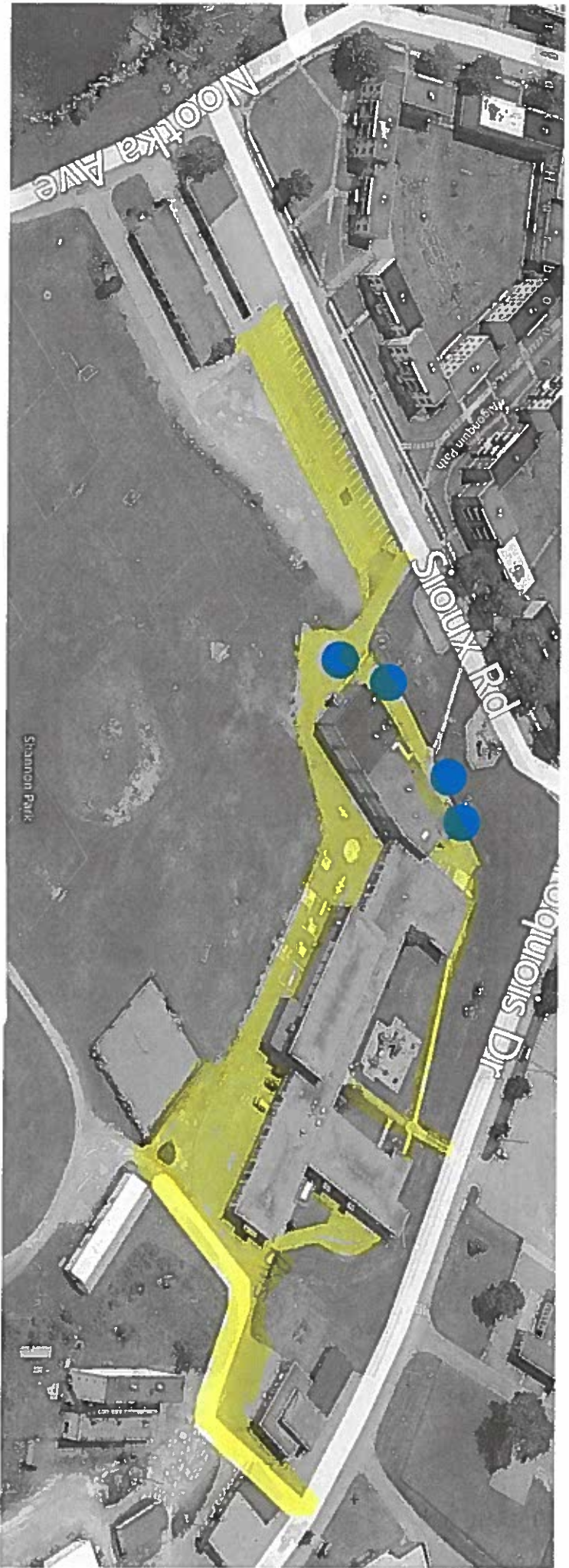
John MacNeil Elem School



- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT

John Martin Jr High School





- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT

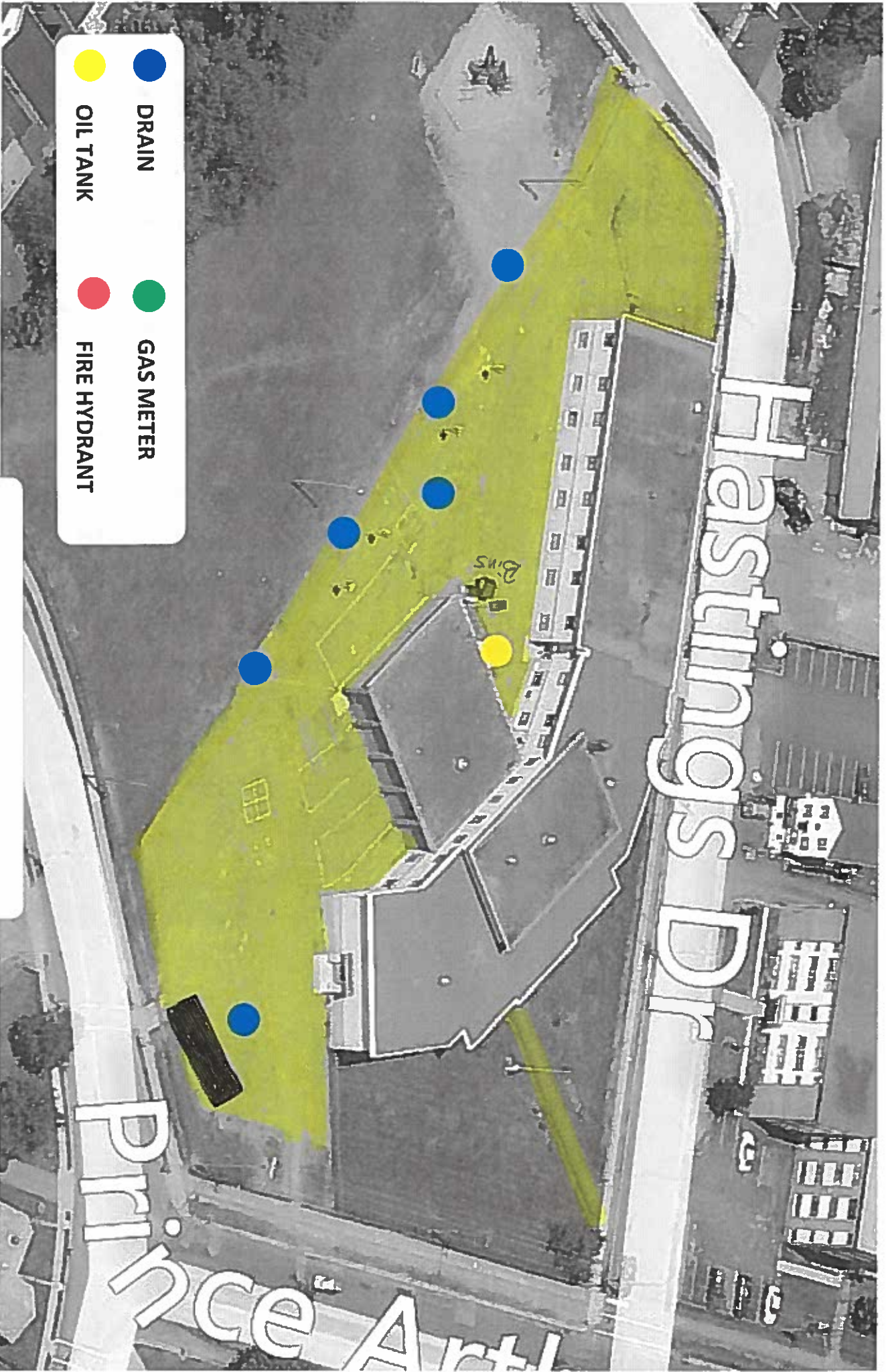


Shannon Park Elem School



South Woodside Elem School

-  DRAIN
-  OIL TANK
-  GAS METER
-  FIRE HYDRANT



-  DRAIN
-  GAS METER
-  FIRE HYDRANT
-  OIL TANK

Southdale-North Woodside Elem School



DRAIN



GAS METER



OIL TANK



FIRE HYDRANT



Lakefront Consolidated School

Print

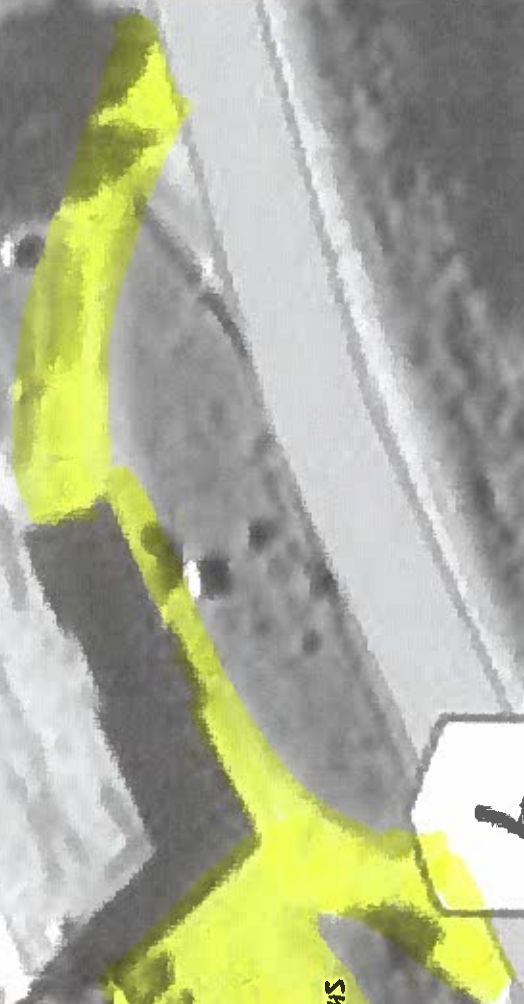
Share







Bird's

7

BUS



-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT

Leave Preview

Feedback





DRAIN



GAS METER

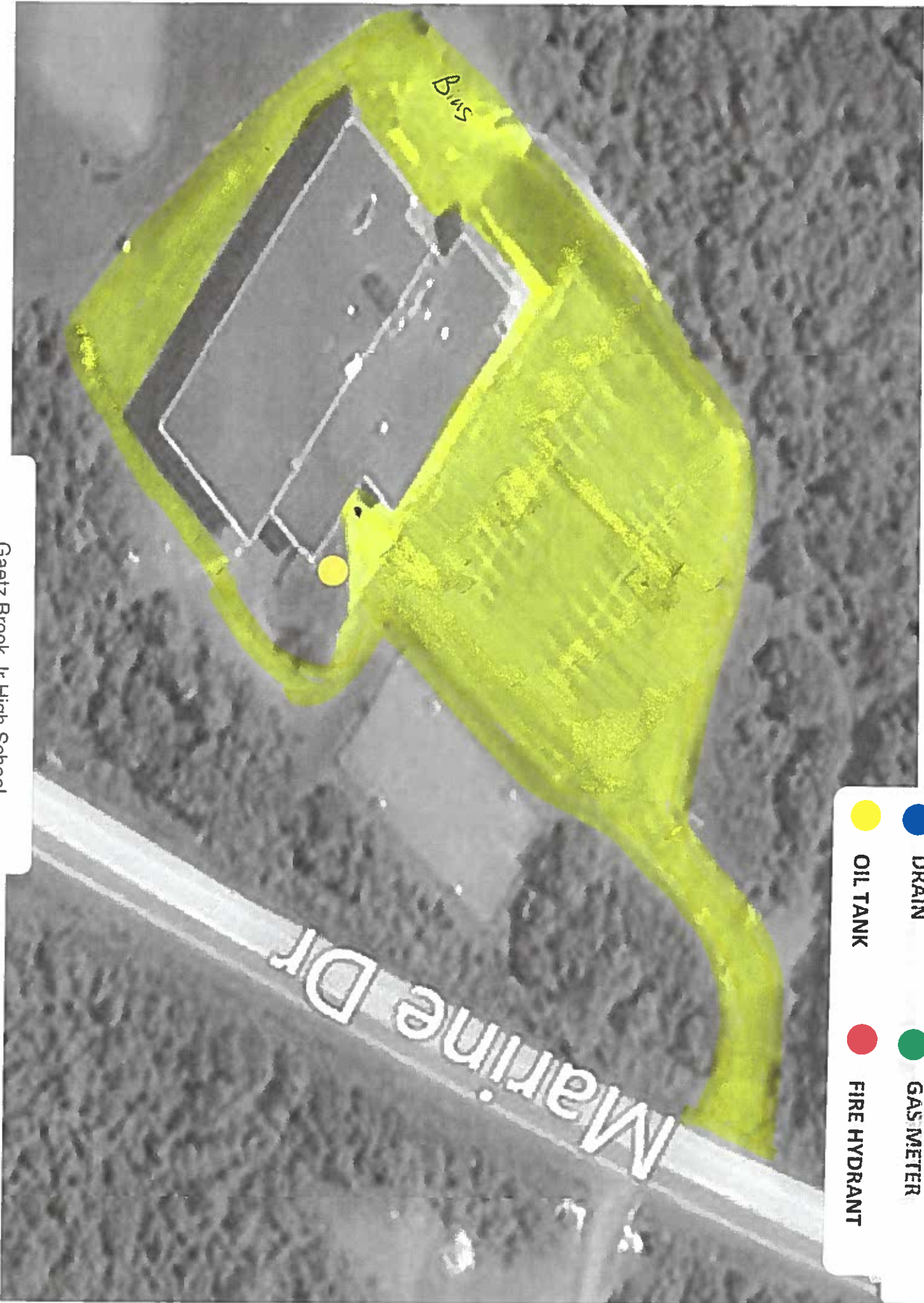


OIL TANK



FIRE HYDRANT

Eastern Shore High School



- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT

Gaetz Brook Jr High School

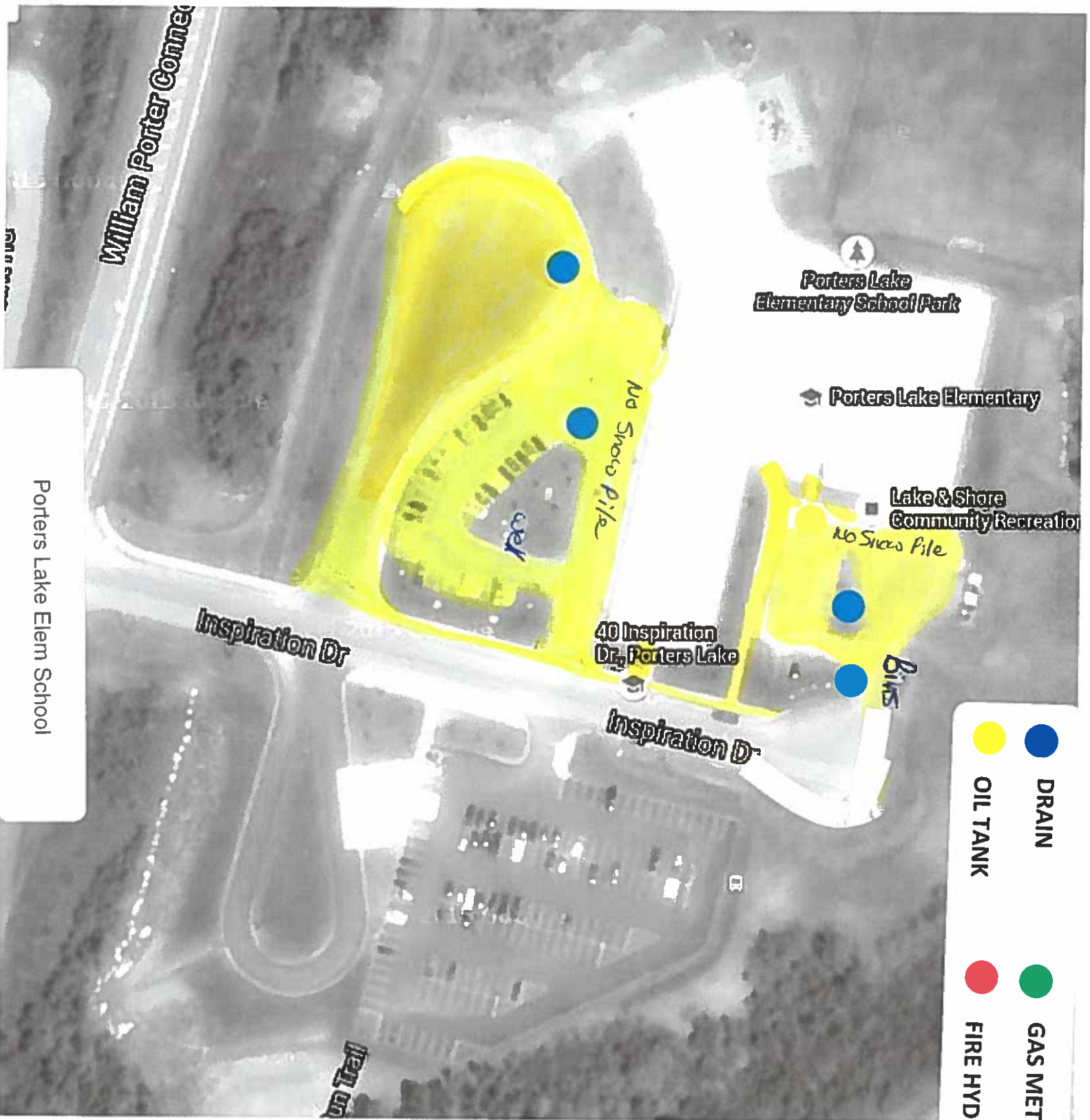
- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT







Oyster Pond Academy

7

Marina Dr



Porters Lake Elem School

-  DRAIN
-  OIL TANK
-  GAS METER
-  FIRE HYDRANT

William Porter Connector

Porters Lake Elementary School Park

Porters Lake Elementary

Lake & Shore Community Recreation

Inspiration Dr

40 Inspiration Dr, Porters Lake

Inspiration Dr

No Snow Pile

No Snow Pile

Bins

Run Trail

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT

Atlantic View Elem School



-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT



Brookside Jr High School

21ms

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



10 m

Summit Terrace Ave

St

Burton Ellinger Elem School

- DRAIN
- OIL TANK
- GAS METER
- FIRE HYDRANT



sscent

Clayton Park Jr High School

DRAIN 

GAS METER 

OIL TANK 

FIRE HYDRANT 



10m

Duc d'Anville Dr





Duc d'Anville Elem School

	DRAIN		GAS METER
	OIL TANK		FIRE HYDRANT



10 m

Fairview Heights Elem School

-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT

RUTVUS AVE

Ries

Fairview Heights (Annex) Elem School



-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT



Fairview Jr High School

● DRAIN
● OIL TANK

● GAS METER
● FIRE HYDRANT

25 m

Castle Hill Downing St
Julian's

Grosvenor-Wentworth Park Elem School

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Pictometry, BI



HRM

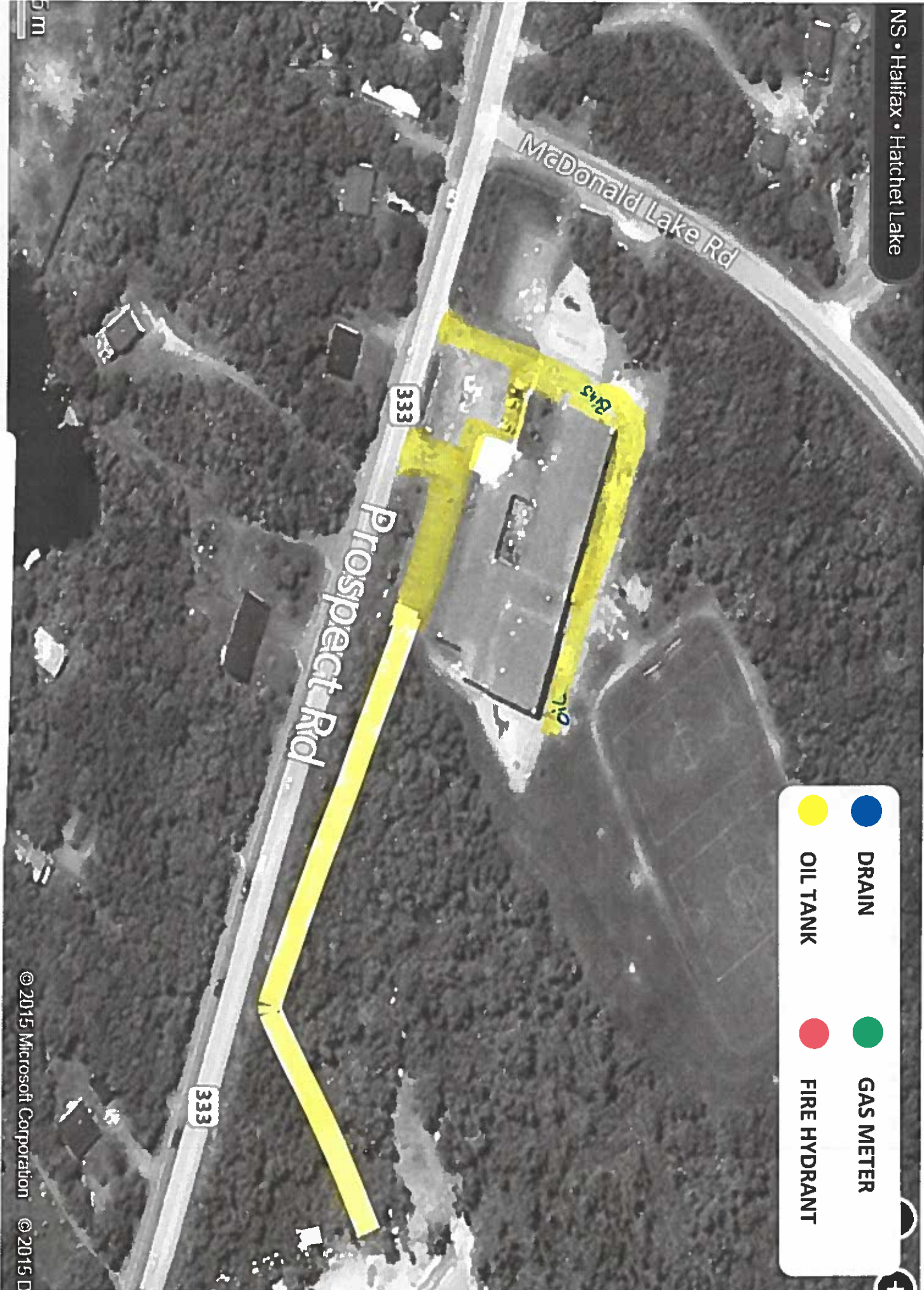
Regency Park Dr

Thomas Raddall Dr





- DRAIN
- OIL TANK
- GAS METER
- FIRE HYDRANT

Halifax West High School

-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT







Prospect Road Elem School

-  DRAIN
-  OIL TANK
-  GAS METER
-  FIRE HYDRANT



Rockingham Elem School

	DRAIN		GAS METER
	OIL TANK		FIRE HYDRANT



Terence Bay Elem School

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



Central Spyfield Elem School



- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT

Chebucto Heights Elem School



● DRAIN

● GAS METER

● OIL TANK

● FIRE HYDRANT

Cunard Jr High School

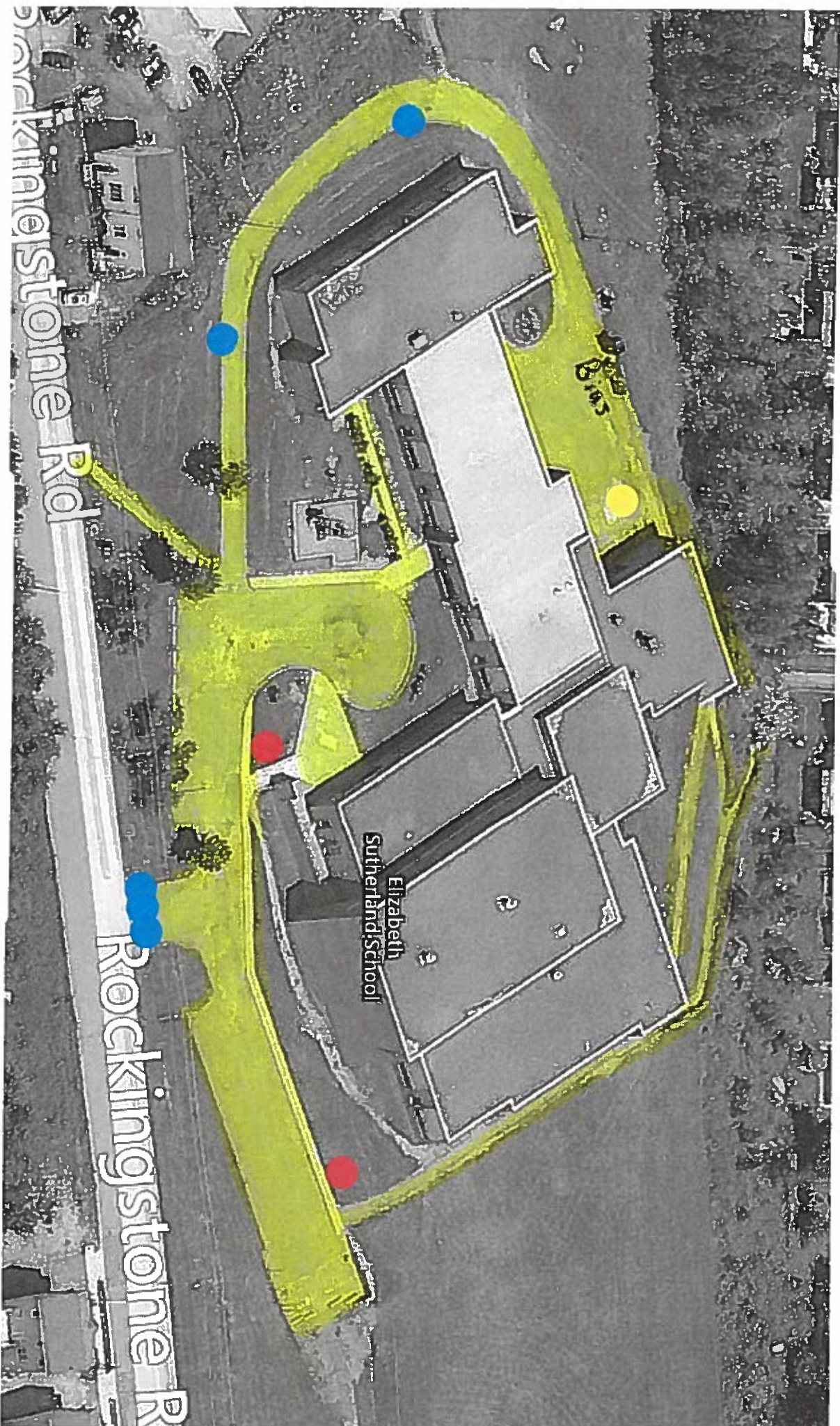
Williams Lake Rd

Cunard Jr High School

Bing N

Exit

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



Elizabeth Sutherland School

Rockingstone Rd





Rockingstone Rd

Elizabeth Sutherland School



Fleming Tower Elem School





Bins

-  DRAIN
-  OIL TANK
-  GAS METER
-  FIRE HYDRANT

Main Ave

Colindale St



-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT

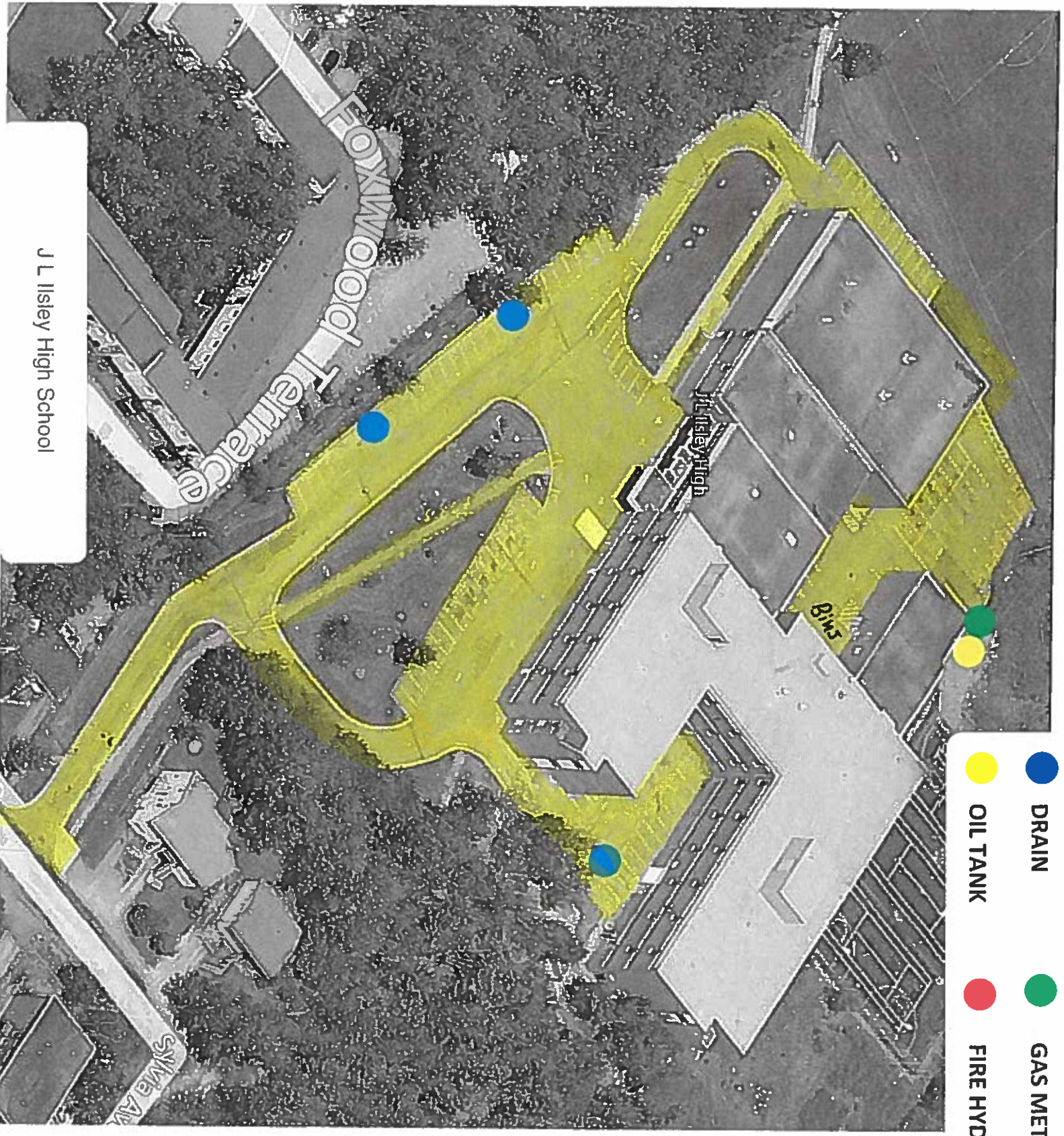
Harrietsfield Elem School

-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT



Bins

Herring Cove Jr High School



J L Ilesley High School

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



John W MacLeod Elem School



DRAIN



GAS METER



OIL TANK



FIRE HYDRANT

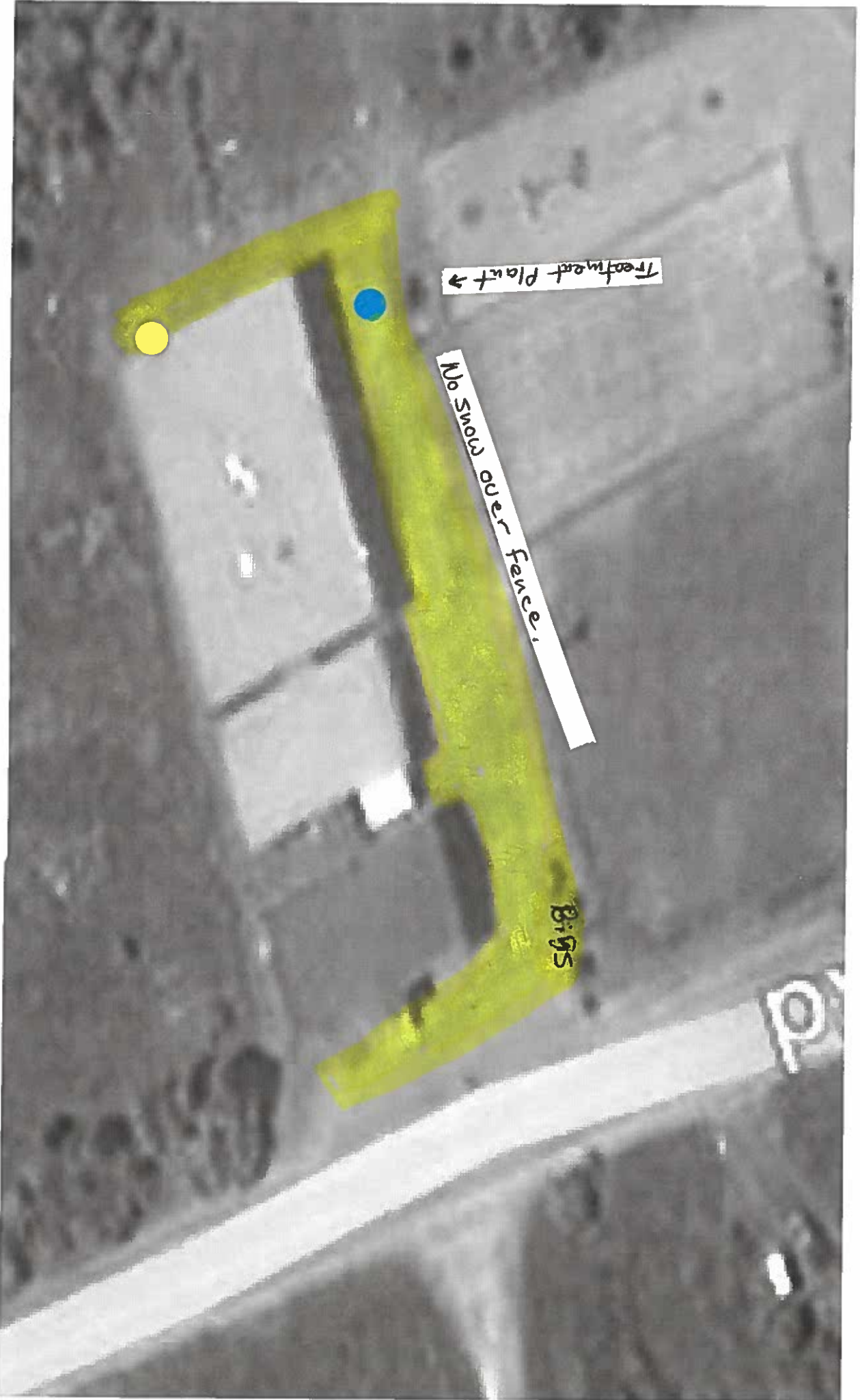
Rockingstone Heights School

Rockingstone
Heights School

No Snow pile

611-531

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



William King Elem School

● DRAIN



GAS METER



OIL TANK



FIRE HYDRANT



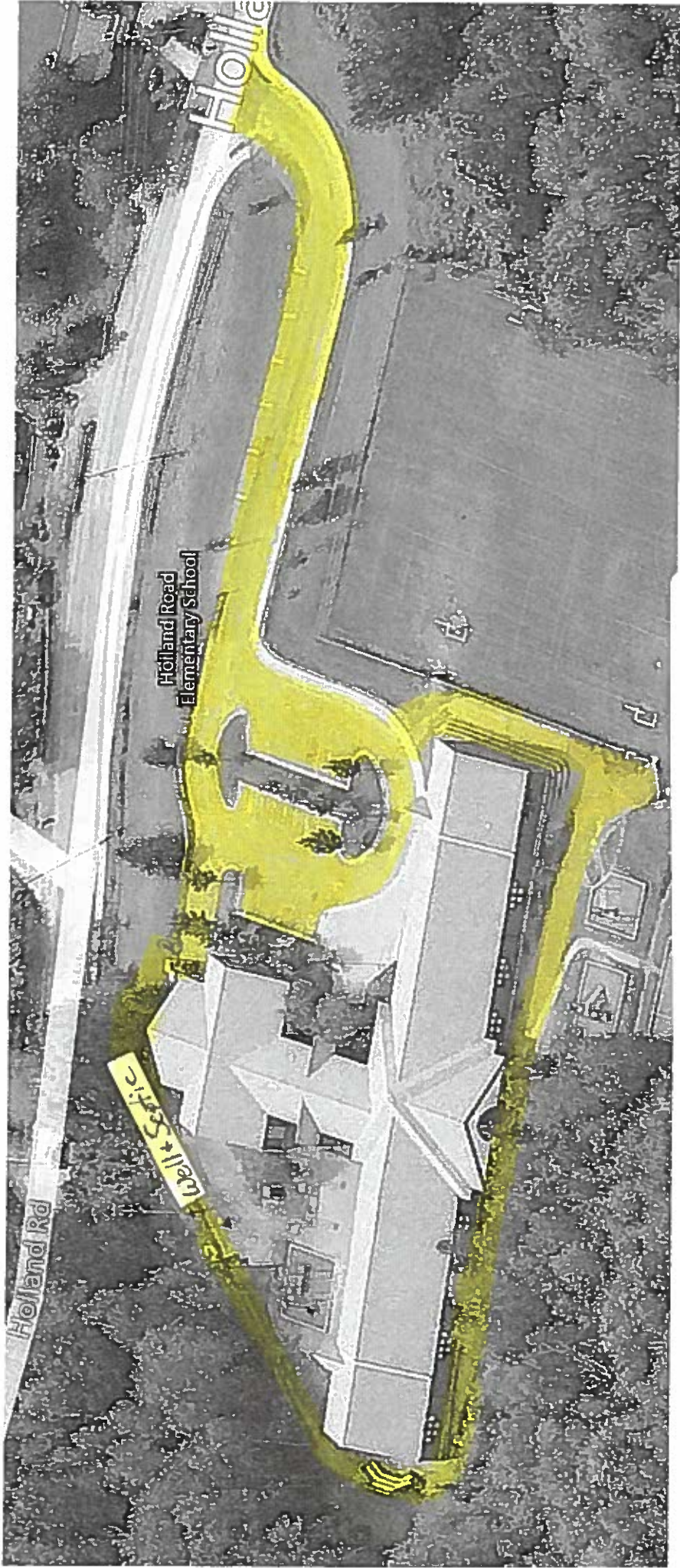
Ash Lee Jefferson Elem School

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



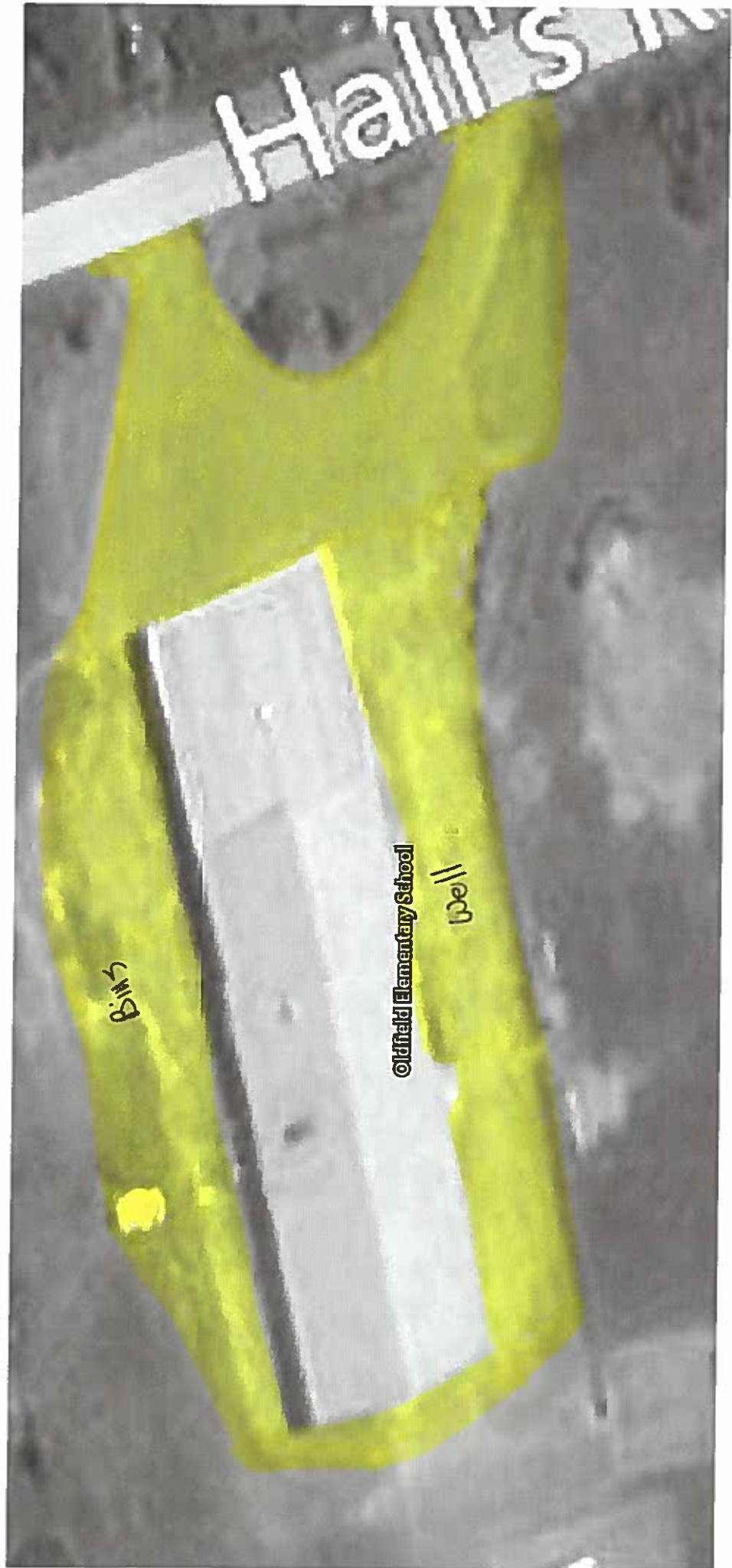
Georges P Vanier Jr High School

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT







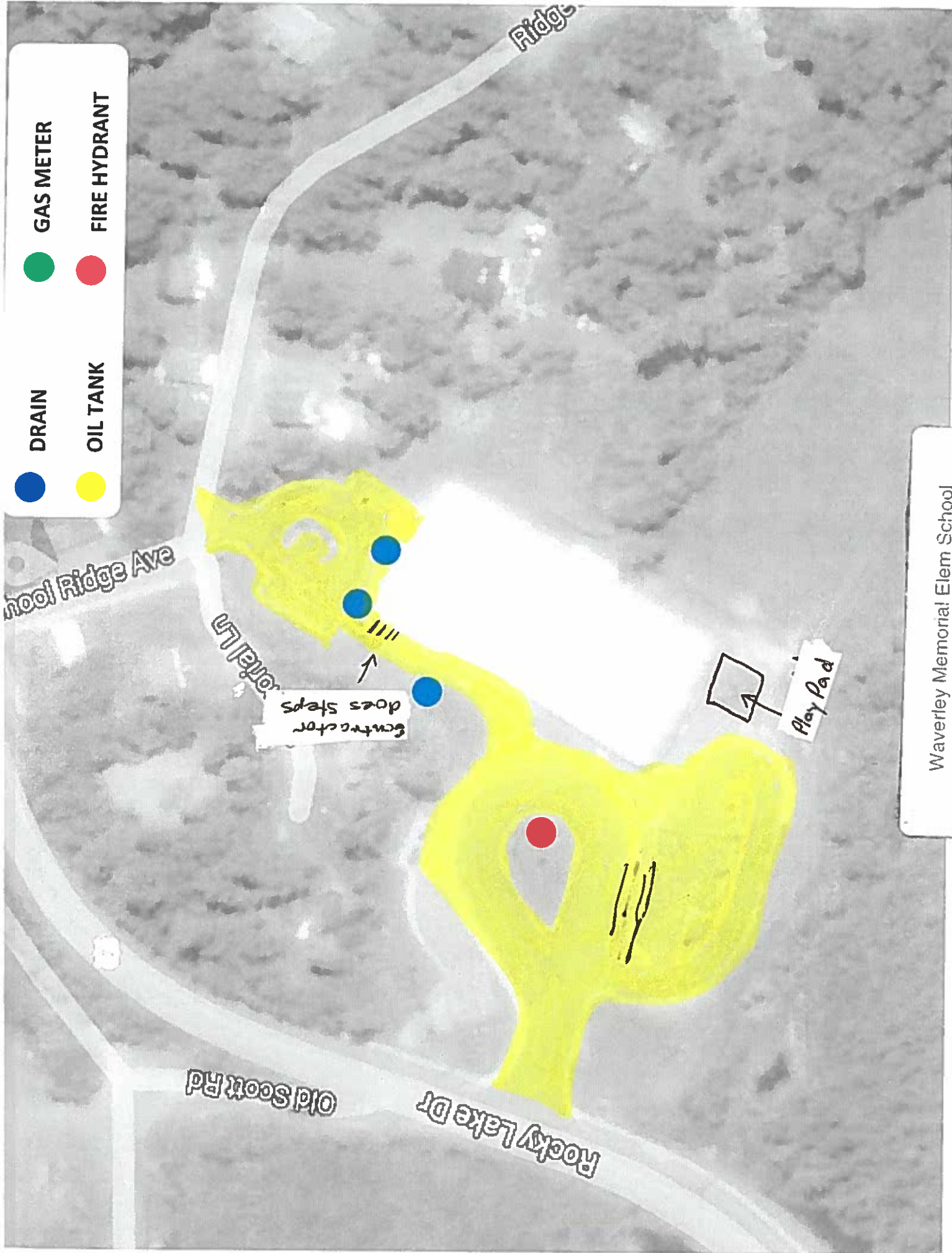
Holland Road Elem School

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



Oldfield Elem School

	GAS METER
	FIRE HYDRANT
	DRAIN
	OIL TANK



Waverley Memorial Elem School

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



Beaver Bank-Kinsac Elem School

● DRAIN

● GAS METER

● OIL TANK

● FIRE HYDRANT



Beaver Bank-Monarch Drive Elem School

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



Harold T Barrett Jr High School

DRAIN



GAS METER



OIL TANK







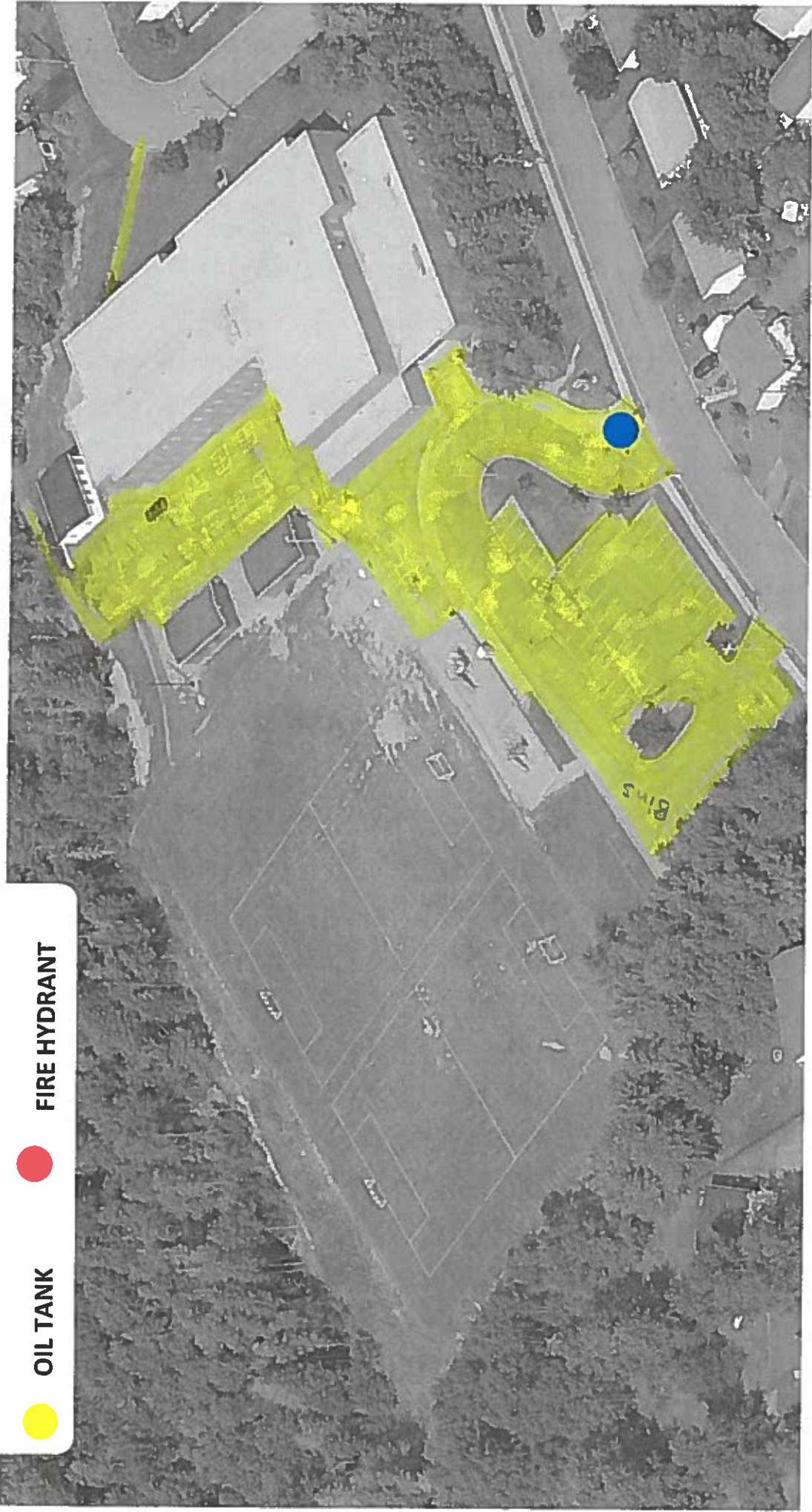
FIRE HYDRANT



Harry R Hamilton Elem School

10 m

-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT



Millwood Elem School

DRAIN



GAS METER



OIL TANK



FIRE HYDRANT



Millwood Dr

Millwood Dr

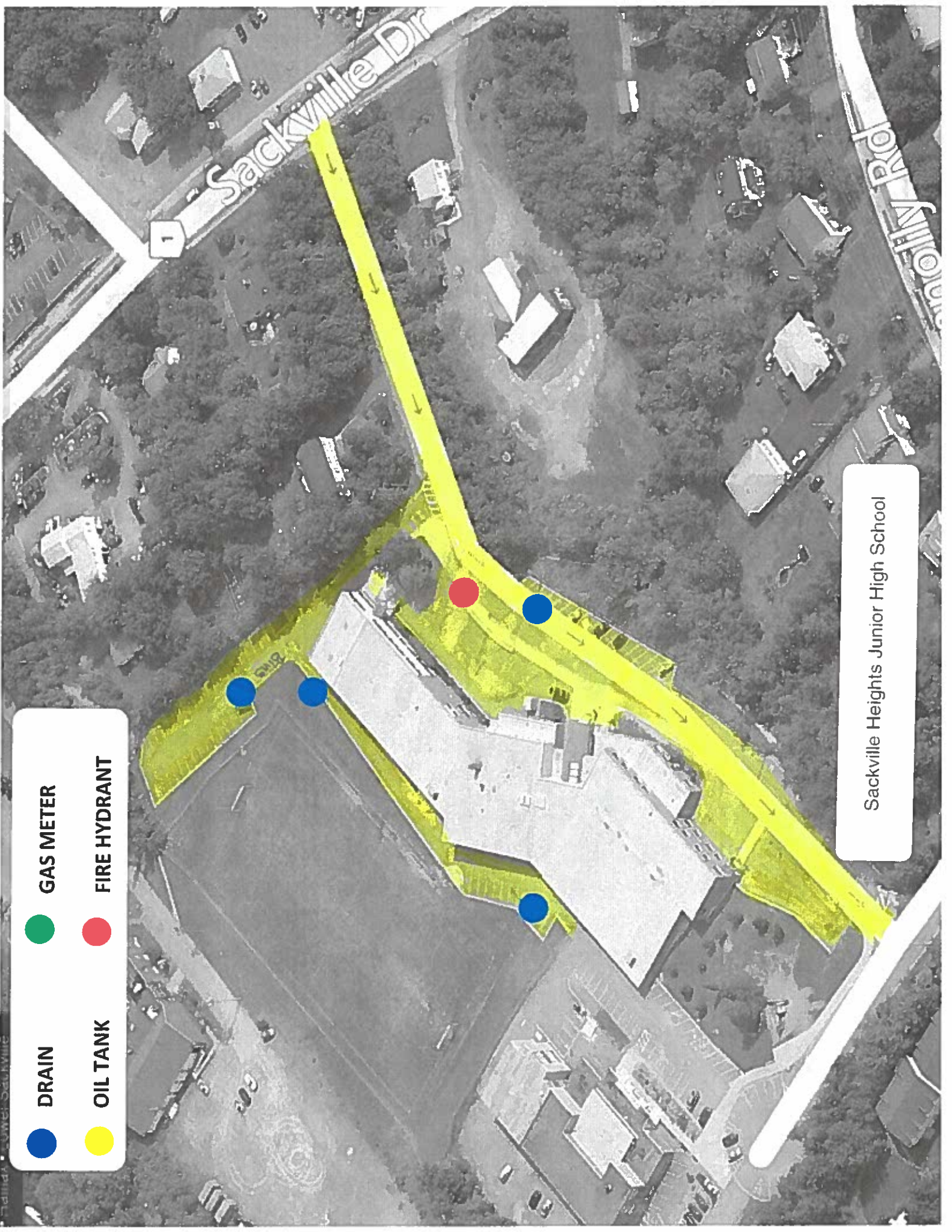
Millwood Dr





Little Sackville River

Millwood Commons





Millwood High School









-  DRAIN
-  OIL TANK
-  GAS METER
-  FIRE HYDRANT

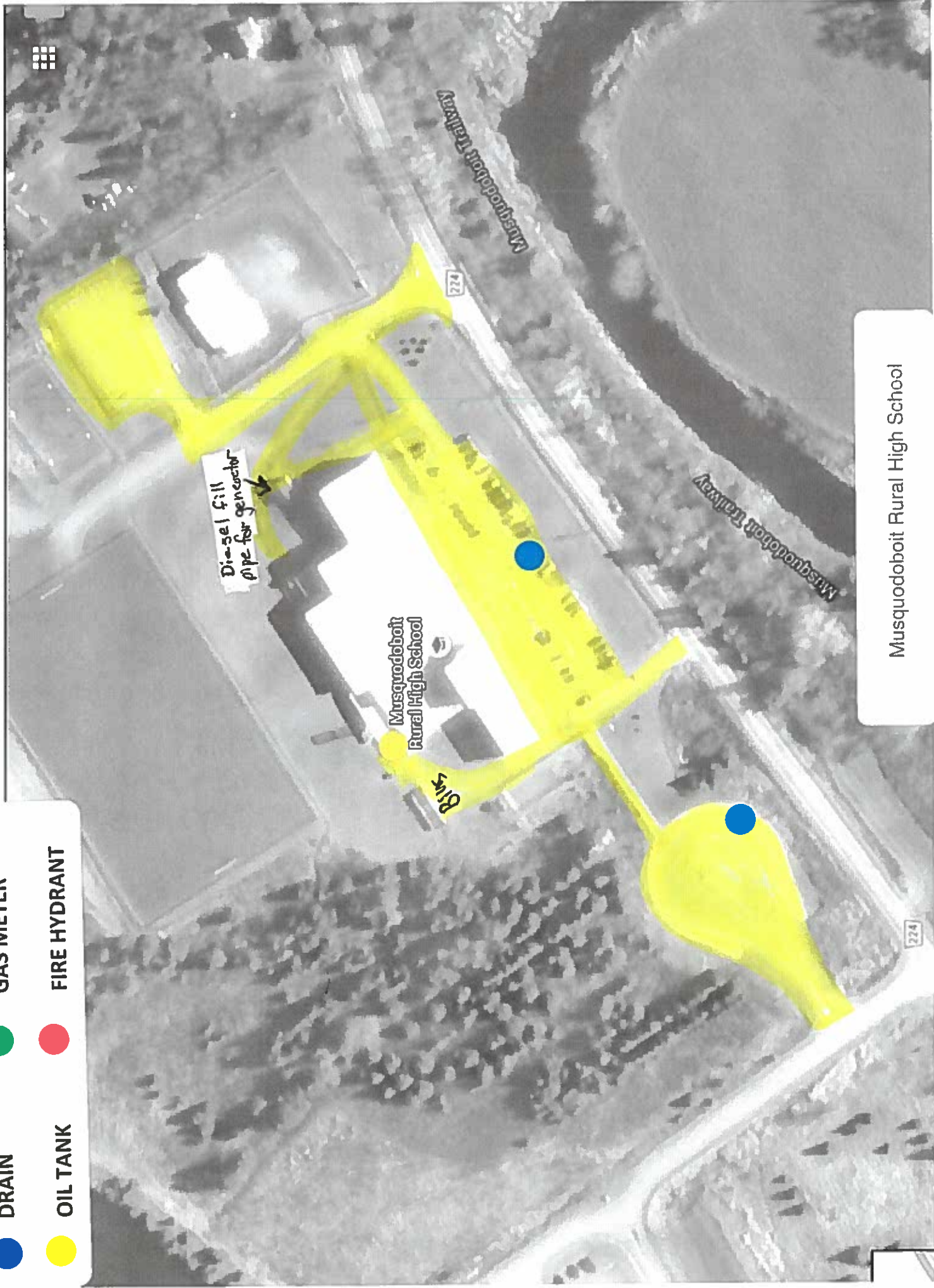
Sackville Heights Junior High School

	DRAIN		GAS METER
	OIL TANK		FIRE HYDRANT



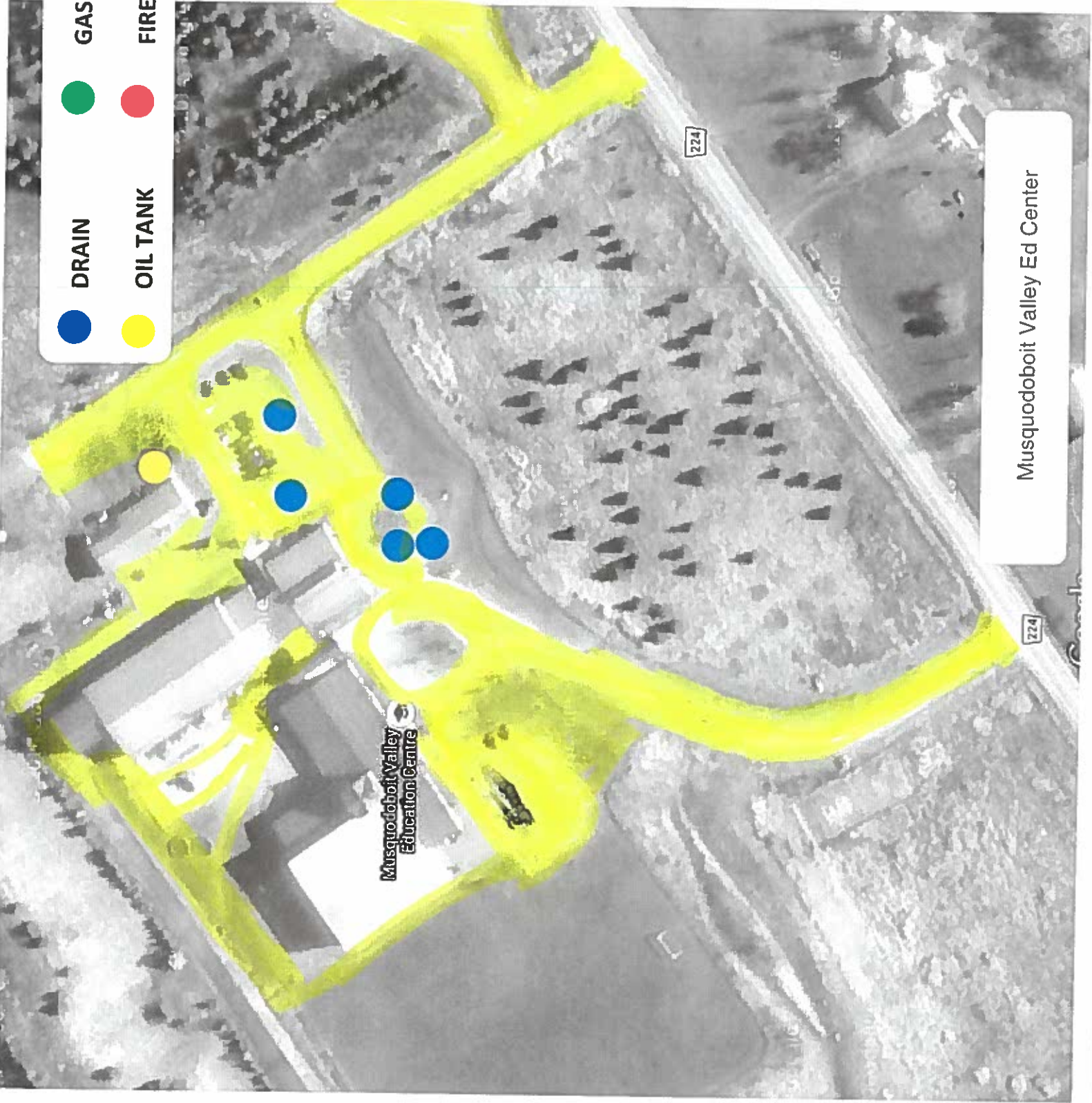
Dutch Settlement Elem School





-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT



Musquodoboit Rural High School

- DRAIN
- GAS METER
- FIRE HYDRANT
- OIL TANK



	DRAIN		GAS METER
	OIL TANK		FIRE HYDRANT



Upper Musquodoboit Elem School

-  DRAIN
-  GAS METER
-  FIRE HYDRANT
-  OIL TANK

4th St
Malkin St

Bits

Admiral Westphal Elem School





DRAIN



GAS METER



OIL TANK



FIRE HYDRANT



Alderney Elem School

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



Bel Ayr Elem School

- DRAIN
- OIL TANK
- GAS METER
- FIRE HYDRANT



Brookhouse Elem School



DRAIN



GAS METER



OIL TANK







FIRE HYDRANT







Caledonia Jr High School




-  DRAIN
-  OIL TANK
-  GAS METER
-  FIRE HYDRANT

DTC (Operations/Music)

	DRAIN		GAS METER
	OIL TANK		FIRE HYDRANT



Ellenvale Jr High School

-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT



Eric Graves Memorial Jr High School

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



Ian Forsyth Elem School



● DRAIN

● GAS METER

● OIL TANK

● FIRE HYDRANT

Michael Wallace Elem School



- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT

Vent pipe
SMO

BATS

Mount Edward Elem School

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



Prince Andrew High School





- DRAIN
- GAS METER
- FIRE HYDRANT
- OIL TANK



A J Smeltzer Jr High School

PR



-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT

Caudle Park Elem School

-  DRAIN
-  OIL TANK
-  GAS METER
-  FIRE HYDRANT

Cavalier Drive Elem School





OIL TANK



DRAIN



GAS METER



FIRE HYDRANT

Hillside Park Elem School







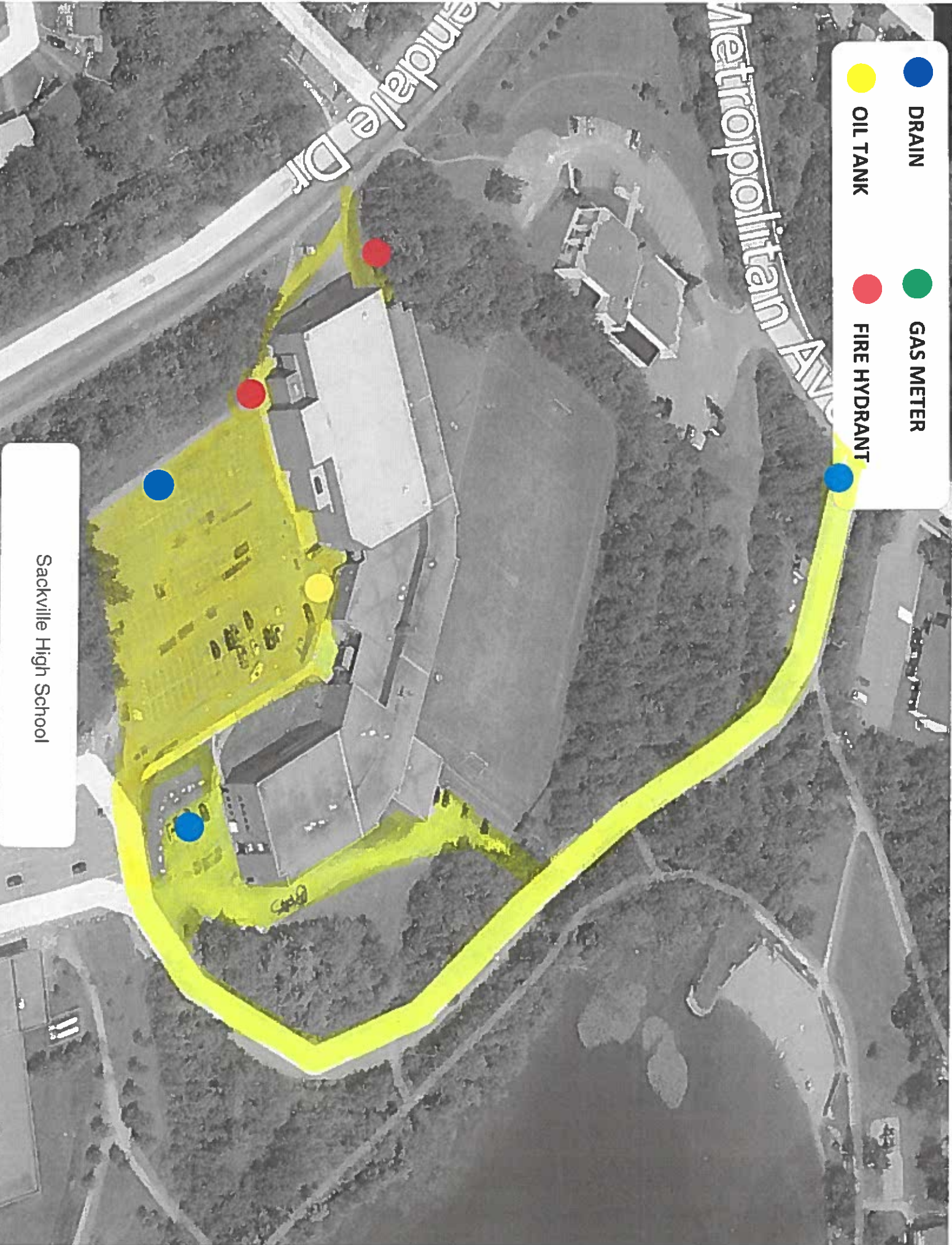
- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT



Leslie Thomas Jr High School

Metropolitan Av





	DRAIN		GAS METER
	OIL TANK		FIRE HYDRANT



Sackville High School



Smokey Drive Elem School

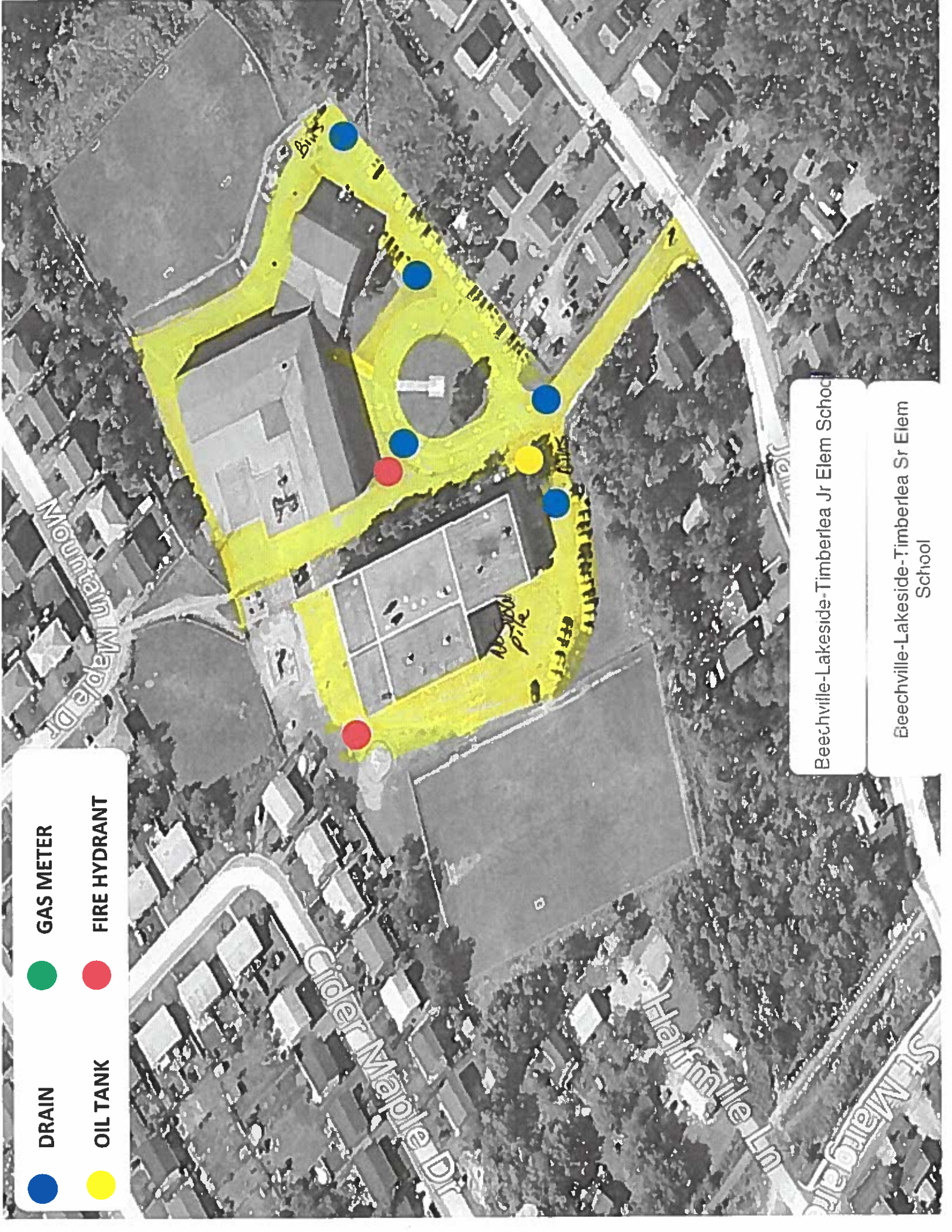
-  DRAIN
-  OIL TANK
-  GAS METER
-  FIRE HYDRANT

- DRAIN
- GAS METER
- OIL TANK
- FIRE HYDRANT

*Do not
pile SKU*

Sycamore Lane Elem School






- DRAIN
- GAS METER
- FIRE HYDRANT
- OIL TANK

Beechville-Lakeside-Timberlea Jr Elem School

Beechville-Lakeside-Timberlea Sr Elem School

DRAIN  **GAS METER** 

OIL TANK  **FIRE HYDRANT** 



East St Margaret's Elem School







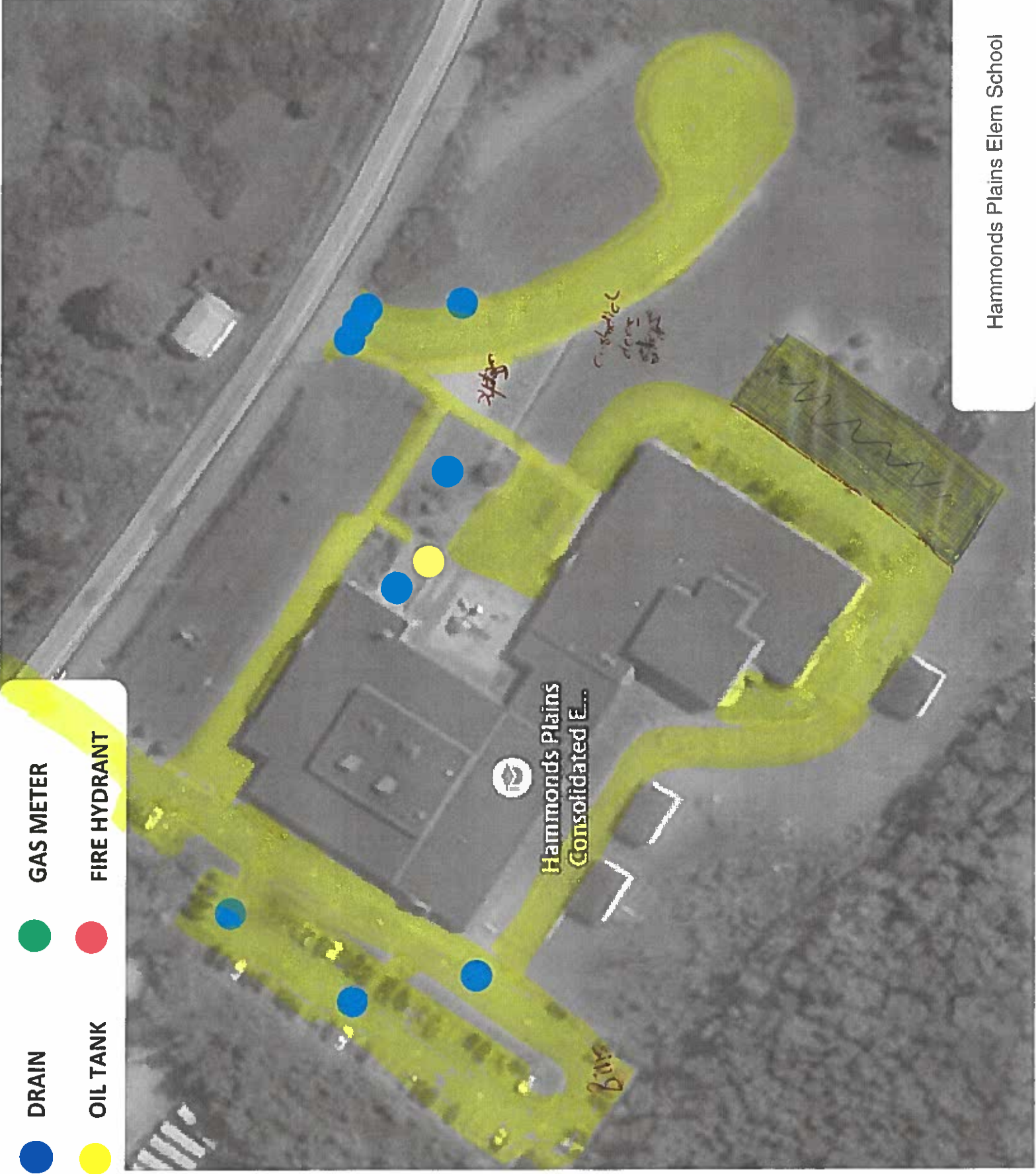
Holley's Rd

Five Bridges Jr High

Bins

Five Bridges Jr High School

-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT



DRAIN



GAS METER



FIRE HYDRANT



OIL TANK



Hammonds Plains
Consolidated E...

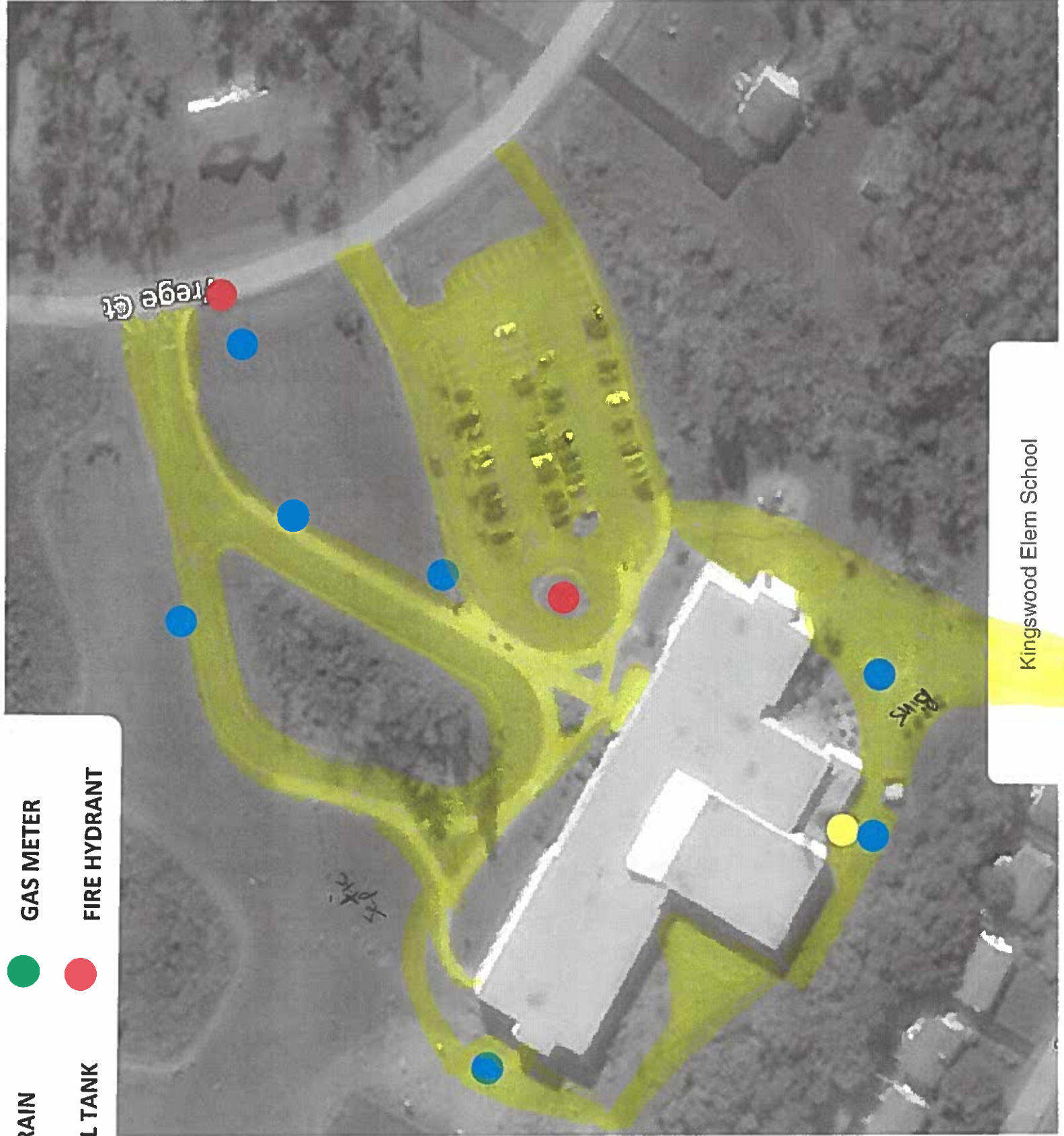


Buses



Sewer



C. Shattell
along
steps

- DRAIN
- OIL TANK
- GAS METER
- FIRE HYDRANT



Kingswood Elem School

DRAIN  **GAS METER** 

OIL TANK  **FIRE HYDRANT** 



Shatford Memorial
Elementary

Bing N

Lightbulb

Shatford Memorial Elem School

DRAIN



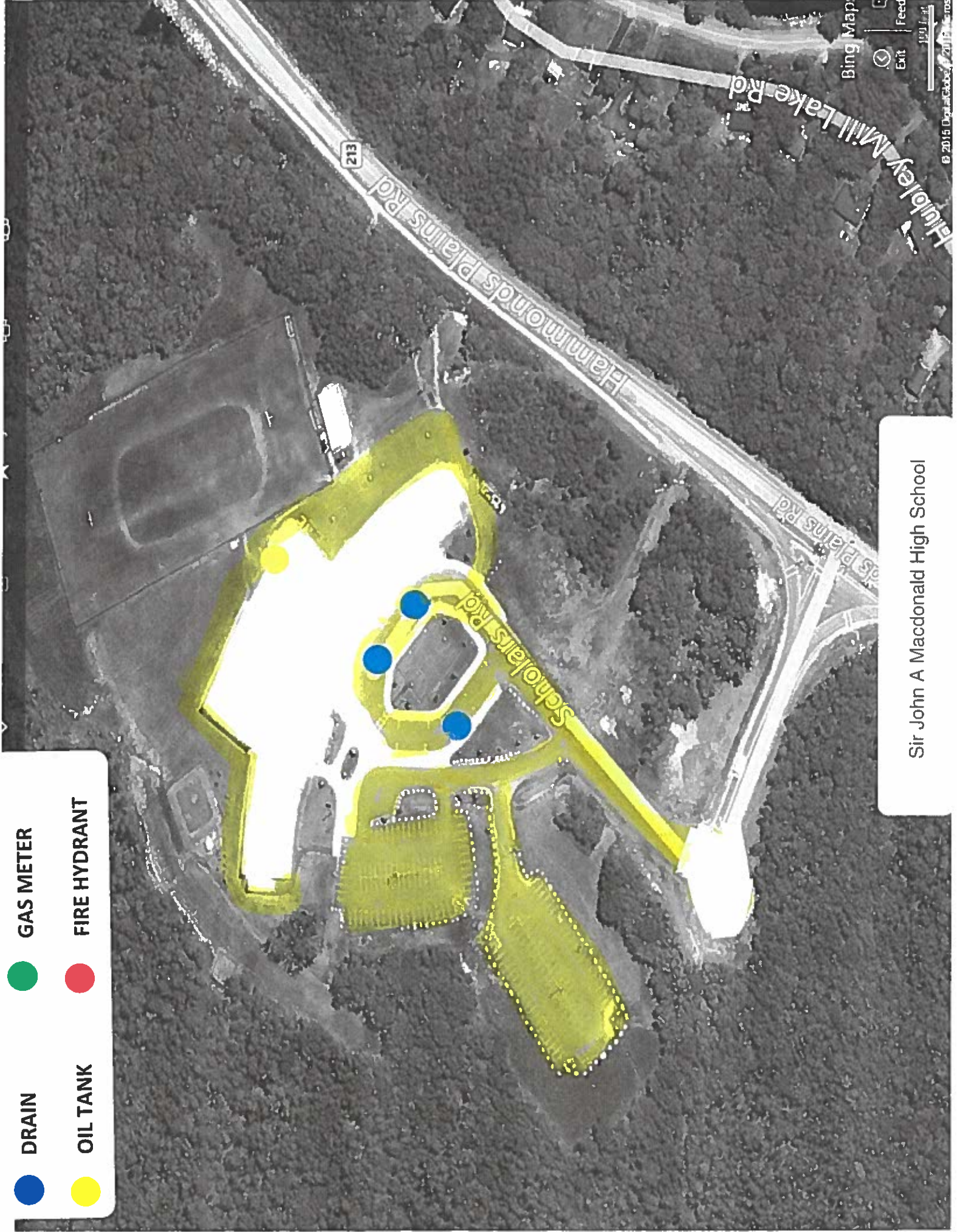
GAS METER



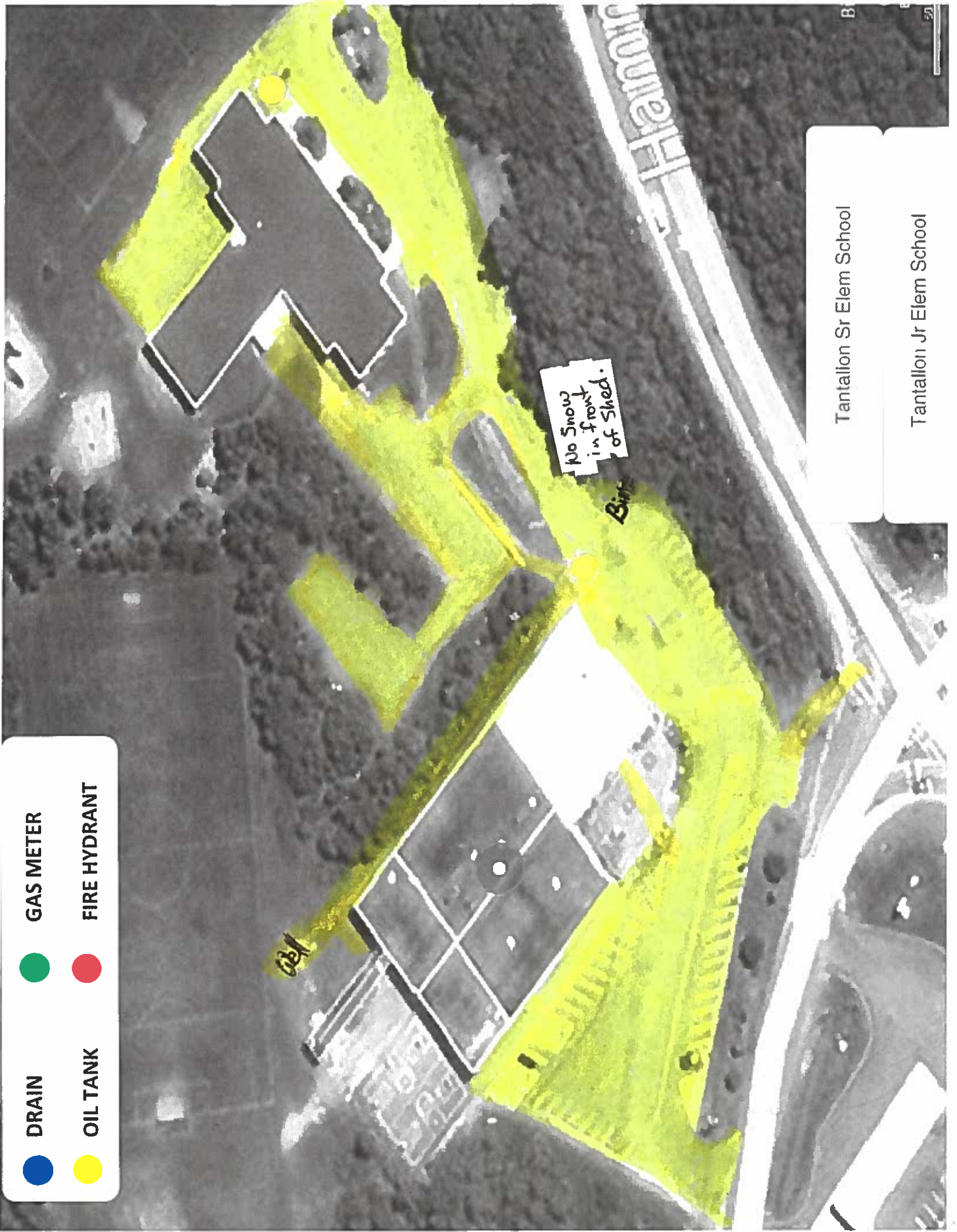
OIL TANK




FIRE HYDRANT



Sir John A Macdonald High School



-  DRAIN
-  GAS METER
-  OIL TANK
-  FIRE HYDRANT

No Snow
in front
of Shed.

Tantallon Sr Elem School

Tantallon Jr Elem School

Hammond

Contact Information & School Assignments Schedule I

Coordinator Custodial Services:		Marie Fagan	mfagan@hrsb.ca	Ph: 902-464-2000 ext. 2576	Fax 902-464-5581		
Manager Custodial Services:		Stephanie Drury	sdrury@hrsb.ca	Ph: 902-464-2000 ext. 2659	Fax 902-493-3918		
Supervisor: (assigned schools below)	MB	Mike Briggs	briggsm@hrsb.ca	Ph: 902-464-2000 ext. 2116	Fax 902-493-5280		
Supervisor: (assigned schools below)	GM	George MacDonald	gmacdonald@hrsb.ca	Ph: 902-464-2000 ext. 5120	Fax 902-493-5285		
Supervisor: (assigned schools below)	DH	Dawn Huntley	dhuntley@hrsb.ca	Ph: 902-464-2000 ext. 4395	Fax 902-493-5318		
Supervisor: (assigned schools below)	SB	Scott Bradbury	bradburies@hrsb.ca	Ph: 902-464-2000 ext. 5587	Fax 902-493-5317		
Mike Briggs Region 1 Scott Bradbury Region 2			George MacDonald Region 3 Dawn Huntley Region 4				
Region 1		Region 2		Region 3		Region 4	
Burton Ettinger	MB	A. J. Smeltzer Junior	SB	Admiral Westphal Elem.	GM	Ash Lee Jefferson	DH
Central Spryfield	MB	Atlantic Memorial	SB	Alderney Elem.	GM	Astral Drive Elementary	DH
Chebucto Heights Elementary	MB	AM Terence Bay Elem	SB	Bel Ayr Elem	GM	Astral Drive Junior	DH
Citadel High	MB	Basinview Drive Community	SB	Bicentennial Junior	GM	Atlantic View Elementary	DH
Clayton Park Junior High	MB	Beechville-Lake-Timb Jr El.	SB	Brookhouse Elem.	GM	Auburn Drive High	DH
Cunard Junior High	MB	Beechville-Lake-Timb Sr El.	SB	Caledonia Jr. High	GM	BeaverBank-Kinsac	DH
Duc d'Anville Elementary	MB	Brookside Junior High	SB	Colby Village Elementary	GM	BeaverBank-Monarch	DH
Elizabeth Sutherland	MB	Caudle Park Elementary	SB	Cole Harbour High	GM	Bedford Education Centre	DH
Fairview Heights	MB	Cavalier Drive	SB	Colonel John Stuart Elem	GM	Bell Park Academic Centre	DH
Fairview Heights Annex	MB	Charles P Allen High	SB	Crichton Park	GM	Caldwell Road Elem.	DH
Fairview Junior High	MB	East St. Margaret's	SB	Dartmouth High	GM	Duncan MacMillan High	DH
Gorsebrook Junior	MB	Five Bridges Junior	SB	Ellenvale Jr. High	GM	Dutch Settlement El.	DH
Halifax Central Junior High	MB	Grosvenor-Wentworth Elem	SB	Eric Graves Jr. High	GM	Eastern Shore District High	DH
Harrietsfield Elementary	MB	Halifax West High	SB	George Bissett Elem.	GM	Gaetz Brook Jr.	DH
Herring Cove Junior	MB	Hammonds Plains Elem	SB	Harbour View	GM	Georges P. Vanier Jr. High	DH
Highland Park Junior	MB	Harry R. Hamilton	SB	Hawthorne Elem.	GM	Graham Creighton Jr. High	DH
Inglis Street Elementary	MB	Hillside Park Elementary	SB	Ian Forsyth Elem.	GM	Harold T. Barrett	DH
J. L. Ilsley High	MB	Kingswood Elementary	SB	John MacNeil	GM	Holland Road El.	DH
John W. MacLeod	MB	Leslie Thomas Junior	SB	John Martin Junior High	GM	Humber Park Elementary	DH
JWM Fleming Tower	MB	Millwood Elementary	SB	Joseph Giles Elem.	GM	Lakefront Consolidated	DH
Joseph Howe Elementary	MB	Millwood High School	SB	Michael Wallace Elem.	GM	Musq. Valley Education Ctr.	DH
LeMarchant-St. Thomas	MB	Prospect Road	SB	Mount Edward Elem.	GM	Musquodoboit Rural High	DH
Oxford	MB	Rockingham Elementary	SB	Ocean View Elementary	GM	Nelson Whynder	DH
Rockingstone Heights	MB	Rocky Lake Jr High	SB	Prince Andrew High	GM	Oldfield Elementary	DH
Saint Mary's Elementary	MB	Sackville Heights Jr. High	SB	Robert Kempt Turner Elem.	GM	Oyster Pond Academy	DH
Sambro Elementary	MB	Sackville High	SB	Seaside Elem.	GM	Porters Lake Elem.	DH
Sir Charles Tupper	MB	Shatford Memorial	SB	Shannon Park	GM	Ross Road	DH
Springvale Elementary	MB	Sir John A. MacDonald High	SB	Sir Robert Borden Jr. High	GM	Sheet Harbour El.	DH
St. Agnes Junior	MB	Smokey Drive Elementary	SB	South Woodside	GM	Upper Musquodoboit El.	DH
St. Catherine's Elementary	MB	Sunnyside - Eaglewood	SB	Southdale North Woodside	GM	Waverley Memorial	DH
St. Joseph's Alexander McKay	MB	Sunnyside - Fort Sackville	SB	Tallahassee Community	GM		
St. Stephen's Elementary	MB	Sycamore Lane	SB				
Westmount Elementary	MB	Tantallon Jr Elementary	SB				
William King Elementary	MB	Tantallon Sr Elementary	SB				