

HALIFAX REGIONAL CENTRE FOR EDUCATION

REQUEST FOR PROPOSALS

#3986

MAIL & COURIER SERVICE

Closing Date: ***WEDNESDAY, AUGUST 8, 2018***

Closing Time: ***2:00:00 P.M. (Atlantic Daylight Time)***

Opening Time: ***2:00:00 P.M. (Atlantic Daylight Time)***

Closing Location:

Halifax Regional Centre for Education

33 Spectacle Lake Drive

Dartmouth, N.S.

B3B 1X7

Purchasing Contact:

Don Walpola, Buyer

Financial Services - Halifax Regional Centre for Education

Phone: (902) 464-2000 #2223

Fax: (902)4 64-0161

E-mail: dwalpola@hrce.ca

To obtain documents: Download tender documents in .pdf format from the HRCE's

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

TABLE OF CONTENTS

1.0	INTRODUCTION	3
2.0	RFP TERMS AND CONDITIONS	4
3.0	THE CONTRACT	10
4.0	THE SPECIFIC RESPONSE	11
5.0	HRCE DISCRETION	13
6.0	LIMITATION OF LIABILITY	14
7.0	BILLING/PAYMENT INFORMATION.....	15
SCHEDULE "A"	PROJECT SCOPE	15
SCHEDULE "B"	RISK MANAGEMENT AND SAFETY	16
SCHEDULE "C"	SAMPLE FORM OF CONTRACT	21
APPENDIX "A"	DESCRIPTION OF SERVICES/COST/SERVICE PROVIDER INFORMATION FORM	37
APPENDIX "B"	LISTING OF HRCE SCHOOLS.....	40
APPENDIX "C"	LISTING OF HRCE OFFICES.....	57

1.0 INTRODUCTION

1.1 The Halifax Regional Centre for Education

The Halifax Regional Centre for Education (“**HRCE**”) is the largest public school district in Atlantic Canada serving approximately 49,000 students from early childhood education through to Grade 12. The organization employs over 6,000 full time and temporary staff with programs operating from over 137 schools and buildings. The annual operating budget for HRCE is approximately \$528,000.00.

1.2 Purpose of this Request for Proposal

This Request for Proposal (“RFP”) is to invite experienced and qualified Proponents to submit their detailed proposals to satisfy the requirements for Mail & Courier Service as set out in this RFP. The pickup/delivery particulars and other requirements of HRCE are set out in the Project Scope.

The terms "RFP" and "Proposal" include any revisions, amendments or additional documents made thereto, pursuant to this RFP.

1.3 The Proposal

HRCE is requesting experienced and qualified Proponents to submit Proposals based on the following:

- Scheduled courier delivery to all HRCE sites (once/week)
- Scheduled courier delivery to HRCE offices during holidays & summer months (once/week)
- Maintaining and servicing courier service
- Setting up and servicing the various school accounts (individual accounts for extra billings)
- Customer service and support
- Mail tracking capabilities

The main HRCE office administration building at 33 Spectacle Lake Drive, Dartmouth, B3B 1X7 is the primary inbound and outbound delivery point for all schools and HRCE offices. All deliveries start and end at this destination point.

Proponents are requested to provide a Proposal that will meet HRCE’s requirements at the best possible overall value, as determined by HRCE in its sole discretion.

1.4 Guiding Principles

When preparing your Proposal, you **MUST** consider the following principles, which will act as a guide for HRCE in its evaluation. Further criteria are provided below, may be included in the Project Scope, and may be weighted as to their relative importance to the evaluation process. You **MUST** identify in your Proposal how it satisfies these principles:

- Quality
- Value
- Reliability
- Cost Effectiveness
- Time Lines
- Related Expertise

1.5 Schedule of Events

The following schedule for this RFP and award of Contract is current as of the release date of this RFP. HRCE reserves the right to, in its sole discretion:

- a) modify any of the dates below; or
- b) modify any of the steps noted below.

Relevant Dates/Steps

Release of RFP:	WEDNESDAY, JULY 25, 2018
Close Date:	WEDNESDAY, AUGUST 8, 2018 at 2:00:00 P.M. Atlantic Daylight Time
To be Determined:	Short List of Proponents
To be determined:	Site Visits or Presentations
To be determined:	Best and Final Offer
To be determined:	Select Preferred Proponent(s)
To be determined:	Final Contract Award*
Contract Commencement:	August 15, 2018
Contract Term:	3 years with two (2) one (1) Year Options for Renewal

*Should HRCE enter into negotiations with a preferred Proponent or Proponents to finalize a Contract as specified in Section 3.2(b), and such negotiations fail to do so, HRCE reserves the right in its sole discretion to negotiate with other Proponents who submitted acceptable Proposals or to not award a Contract to any Proponent. For further clarification of HRCE's option to negotiate a final Contract, and of its discretion generally, refer to Section 3.2 and Section 5.0 below.

2.0 RFP TERMS AND CONDITIONS

This Section describes:

- a) the requirements for all Proposals; and
- b) the procedures, practices and contractual obligations between HRCE and each Proponent that participates in this RFP process.

Proponents are instructed to read and understand all requirements detailed within this RFP, as failure to meet any requirements fully shall jeopardize and perhaps eliminate the acceptability of the Proposal.

2.1 RFP Terminology

Throughout this RFP, terminology is used that describes the importance of each requirement. Such terminology is as follows:

"MUST", "Mandatory", "Shall"	A requirement that MUST be met in a substantially unaltered form the failure of which shall result in a non-conforming bid;
"Should", "Desirable"	A requirement having a significant degree of importance to the objectives of this RFP; and
"Optional"	A requirement not considered essential, but for which preference may be given.

2.2 Glossary of Terms

In addition to terms defined elsewhere in this RFP, the following terms shall have their corresponding meanings:

“Proponent”	A person, firm or company submitting a Proposal in response to the RFP.
“Bidding Period”	The period of time between the issuance of this RFP and the Close Date.
“Close Date”	The date and time by which a Proponent MUST submit its Proposal to HRCE, as specified in Section 1.5.
“Contract”	The agreement(s) that form the contractual relationship between the Service provider and HRCE, or to be executed by the Service provider and HRCE, as specified in Section 3.3.
“HST”	Harmonized sales tax
“HRCE”	Halifax Regional Centre for Education which includes all schools and offices.
“Innovative Proposal”	A Proponent’s suggested new and innovative processes it considers to be beneficial to HRCE.
“PO”	A purchase order issued by HRCE.
“Project Scope”	The specific items, equipment, work or services requested by HRCE under this RFP as set forth in Schedule A – “Project Scope”.
“Sites”	All HRCE lands or premises where the equipment will be installed or services performed. Sites may be specified within the RFP and/or the Contract.
“Subservice provider”	A person, firm or corporation having a contract with the Proponent to supply equipment or systems or perform services under a Contract.
“Service provider”	The successful Proponent who is awarded a Contract by HRCE or the right to enter final negotiations with HRCE to enter a Contract, pursuant to Section 3.2.

2.3 The General Response

You are responsible for providing complete and accurate information pertaining to the following general areas in respect of the Proposal. These general areas are subject to change in the Project Scope and, if applicable, the Innovative Proposal.

- Vehicle/Equipment/system information
- Pricing information
- Scheduled service information

Your Proposal **MUST** address each of these areas of responsibility or any additional responsibilities you deem appropriate in order to supply quality service and support to HRCE.

2.4 The Innovative Proposal

Proponents are encouraged to supply Innovative Proposals. The Innovative Proposal **MUST** be set out **entirely separately** in your Proposal and will only become a Contract if and when specifically agreed upon between you and HRCE apart from any acceptance of the Proposal. The Innovative Proposal should address all purchase and service requirements of HRCE and will be considered by HRCE in its sole discretion.

2.5 Confidentiality and FOIPOP

Information pertaining to HRCE obtained by the Proponent, its employees and agents as a result of its participation in this RFP, is confidential and **MUST** not be disclosed by the Proponent except as authorized in advance and in writing by HRCE.

HRCE shall endeavour to keep all Proposals and accompanying documentation received as confidential and used only for the purposes of evaluation of the Proposal, however, HRCE provides no warranty with respect to confidentiality and shall incur no liability from any disclosure. The Proponent hereby grants to HRCE the right to copy any documents (regardless of form) provided in or with the Proposal for the purposes of such evaluation.

Proposals are subject to the protection and disclosure provisions of the *Freedom of Information and Protection of Privacy Act* ("**FOIPOP**"). While this Act allows persons a right of access to records in HRCE's custody or control, it also prohibits HRCE from disclosing your personal or business information where disclosure would be harmful to your business interests or would be an unreasonable invasion of your personal privacy as defined in Section 15 and 16 of the FOIPOP. Proponents are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure. The Freedom of Information and Protection of Privacy Manual can be obtained through the Queen's Printers, Dartmouth, Nova Scotia or on online at: <http://www.gov.ns.ca/legislature/legc/statutes/freedom.htm>

2.6 Full Disclosure

Proponents **MUST** provide a statement providing a full and complete disclosure of:

- a) any personal relationship to any employee of HRCE who makes recommendations concerning the award of the services or works contemplated in the RFP or of any employee (or immediate relative of any employee) of HRCE with any direct, or indirect pecuniary interest, ownership or directorship with respect to the Proponent; and
- b) any business relationship, monetary or other support of HRCE through any of its Sites or with respect to any of its staff including employees, officers or Trustees.

Proponents **MUST** advise the Manager of Purchasing & Accounting of any change in the foregoing throughout the Bid Submission Period and Term. HRCE reserves the absolute right to eliminate any Proposal or terminate any resulting Contract for failure to disclose the information required in this Section.

2.7 Place and Time for Proposal Submission

Proposals **MUST** be clearly marked "**RFP #3986**" and returned to HRCE in a sealed envelope with reference to the specific RFP number on the exterior of the envelope. The Proposal **MUST** be **signed by the Proponent** as specified in Section 4.0(q) below. Proponents **MUST** submit **THREE (3) hard copies**, to the following address:

HALIFAX REGIONAL CENTRE FOR EDUCATION
33 Spectacle Lake Drive, Dartmouth, Nova Scotia B3B 1X7

Attention: Don Walpola – Buyer
Phone #: (902) 464-2000 Ext. 2223
Fax #: (902) 464-0161

HRCE will not accept Proposals via facsimile or electronically. The Proposal **MUST** be type written and complete. Proposals not sent to the foregoing address will not be considered. Proposals **MUST** be received by the Close Date, at the defined time, failing which the Proposal will be disqualified and unopened. Proposals will be received with a time and date stamp and the signature of HRCE employee who received the Proposal.

2.8 Communications during Bidding Period

Questions, clarification or information regarding the RFP process or the Project Scope **MUST** be in writing and directed exclusively by email to:

Aaron Sullivan, Manager of Purchasing & Accounting Email: asullivan@hrce.ca with a copy to Don Walpola, Buyer, Email: dwalpola@hrce.ca

The Manager of Purchasing & Accounting may direct such questions, clarification or information of a technical or business nature to other HRCE employees or consultants, in which event the Proponent shall copy the Manager of Purchasing & Accounting on all such further questions, clarifications or information posed to the designated HRCE employee or consultant. Failure to comply with this requirement may result in disqualification of a Proposal.

Should any discrepancies, omissions, ambiguities, or other conflicts in the RFP document be found, the Proponent shall bring the matter to the attention of the Manager of Purchasing & Accounting, at least five (5) business days prior to the Close Date. HRCE may, in its sole discretion, determine that such information should result in a revision to this RFP, in which event Section 2.10 below shall apply. Additionally, in order for HRCE to deal effectively with any Proponent's concern or question, such concern or question should be communicated to HRCE at least five (5) business days prior to the Close Date. Questions and answers may be copied by HRCE and distributed to all Proponents by way of email.

2.9 Evaluation of Proposals

Upon receipt of Proposals, HRCE will screen each to ensure the Proponent's compliance with the requirements of this RFP and as outlined in the Project Scope. HRCE shall be at liberty to exercise its discretion as set forth in Section 5.0 below. After a Proposal has passed the initial screening, HRCE will analyse the detailed specifications of the Proposal.

HRCE proposes to use specific evaluation criteria to rate various requirements for evaluation purposes. Unless otherwise specified in the Project Scope, such a rating will be confidential, and no totals or scores of such a rating will be released to any Proponent. At a minimum, the selection (if any) of Proposals will be based on the following criteria (not necessary equally weighted):

Pricing	30%
<ul style="list-style-type: none">• Total Cost• Pricing/Flexibility• Discount(s) offered	
Support/Service	25%
<ul style="list-style-type: none">• Tracking capabilities• Number of service vehicles & drivers• Ability to set up individual school/department accounts (extra billings)	
Time Lines/Scheduling	20%
<ul style="list-style-type: none">• Response time to non-scheduled pickup/deliveries• Proposed delivery schedule	
Suitability	10%
<ul style="list-style-type: none">• Services/support that best suits the needs of HRCE.	
Terms and conditions	10%
<ul style="list-style-type: none">• Compliance with RFP terms & Conditions Value Added Benefits	
Innovative RFP	5%

HRCE reserves the right to seek clarification on any Proposal submitted by a Proponent to assist in making its evaluation, without notifying any other Proponent of such.

The opening of Proposals will be closed to the public.

2.10 Revisions

Should HRCE determine in its sole discretion to revise any part of this RFP prior to the Close Date, the revisions will be provided in writing to all Proponents. HRCE may also, in its sole discretion, extend the Close Date to an alternate date of its choosing to allow all Proponents to consider and respond to a revision, and will advise all Proponents of such in writing. It is the sole responsibility of the Proponent, prior to the Close Date, to ensure they have received all revisions pertaining to the RFP.

Once provided to HRCE, the Proposal is irrevocable and may not be unilaterally amended by the Proponent.

2.11 Extensions Requested by Proponent

Extensions to the Close Date will only be considered if requested by a Proponent no less than seventy-two (72) hours prior to the Close Date. An extension may only be granted by HRCE Manager of Purchasing & Accounting in his or her sole discretion and may be granted to all Proponents as a result of such request.

2.12 Non-Compliance Identified

The Proponent **MUST** specifically identify any terms and conditions of this RFP with which they are unable to comply. It will be assumed that all terms and conditions are acceptable to the Proponent unless otherwise noted and all such terms and conditions will form part of the Contract. Proponent hereby acknowledges that any non-compliance in its Proposal may disqualify it from further evaluation by HRCE, in HRCE's sole discretion.

2.13 Return of Proposal

A Proposal, accompanying materials and any revisions or amendments thereto which are submitted by the Proponent become the property of HRCE and will not be returned.

2.14 Release of Proponent Information

HRCE reserves the right to publish the names of responding Proponents and any summary cost information deemed appropriate.

2.15 Liability for Errors

HRCE or its agents shall not be held liable or accountable for any error or omission in any part of this RFP or response to any questions of Proponents, and the Proponent hereby releases HRCE and its Trustees, employees and agents from any such liability whatsoever.

2.16 Preparation Costs

Any and all preparation costs incurred by the Proponent in developing Proposals, presentations, demonstrations, or any other activity related to Proponent's response to this RFP (including attending Site visits), are solely the responsibility of the Proponent.

2.17 Consortium Bids

In the case of consortium bids, all organizations comprising the consortium **MUST** be identified. The business relationship and responsibility of each Proponent to its consortium member in relation to the Proposal **MUST** be clearly outlined and there **MUST** be evidence of a consortium management approach that will ensure clear lines of communication and delivery of the goods or services for the duration of the Contract. As well, the Proponent **MUST** be designated and assume responsibility and liability for the acts and omissions of all consortium members, and have the authority to sign on behalf of such consortium members and bind each

consortium member to all statements or agreements made on behalf of or by the consortium.

2.18 Subcontracted Work

The Proponent is considered an independent service provider to HRCE in the performance of its obligations. Should the Proponent intend to subcontract any part of the Project Scope, including through a consortium as contemplated in Section 2.17 above, it **MUST** so specify the equipment or services to be subcontracted and list the name and address of proposed Subservice providers. Unless otherwise expressly approved by HRCE in writing, the Service provider shall perform the Project Scope itself without the use of Subservice providers. The Proponent submitting the Proposal **MUST** assume overall coordination and responsibility for the Proposal and shall assume responsibility and liability for the acts and omissions of all Subservice providers whatsoever.

2.19 Right to Contact and Visit Clients of Proponents

HRCE reserves the right to contact or visit any client of the Proponent without permission or assistance of the Proponent. If specified in the Project Scope, a current client list is to be provided to HRCE and shall include information regarding client size, environment, and the scope of goods provided or services performed for such clients.

2.20 Proposal Pricing

Pricing shall be in Canadian Dollars. Prices in the Proposal include delivery to the designated Site(s) within Halifax Regional Centre for Education (HRCE), unless clearly stated otherwise. Discounts offered for early payment **MUST** be clearly stated.

2.21 Hardware Proposal and Specification NON APPLICABLE FOR RFP #3986

Proposals **MUST** specifically list in detail the necessary hardware specifications for all equipment required for the proposed system, if such is not detailed in the Project Scope. Pricing for the hardware and software **MUST** be included in the Proposal, as separate components, HRCE reserves the right to purchase equipment from other sources at its sole discretion.

2.22 Proposal Validity

To enable HRCE to complete its approval processes, Proposals submitted **MUST** remain valid for a period of not less than one hundred eighty (180) days. Acceptable solutions **MUST** be proven and be operating in at least one (1) major customer site to be considered.

2.23 Proponent Debriefing

HRCE will, at its discretion, arrange a debriefing for the purpose of informing a Proponent why its Proposal was not selected. Debriefings will be restricted to the Proponent's submission and not the process in general.

2.24 Best and Final Offer

HRCE reserves the right, in its sole discretion, to request short-listed Proponents to enter into a “best and final offer” process. If employed, this process will be conducted under the following terms:

- a) Proponents will be selected from the short-list process to prepare a “best and final offer”;
- b) each Proponent will be provided a two (2) week period to confirm assumptions under which their Proposals were developed (i.e. conduct reasonable further due diligence), prepare revisions to their Proposals, and provide more specific and detailed Proposals on particular subjects and topics as may be identified by HRCE;
- c) during this two (2) week period, the Proponents will be requested to develop a work plan, in addition to that work done in Proposal preparation. Proponents may work with HRCE on a real problem (e.g. developing the transition plan to the Proponent’s provision of the services). This will provide HRCE another opportunity to test the skills and management fit of the Proponent;
- d) following Proponent presentations of final Proposals, the evaluation and selection of the preferred Proponent will be made. Any modifications to approaches, prices or commitments contained in the original Proposals on the short-list presentations **MUST** be clearly identified and justified on the basis of new or additional information secured during this process; and
- e) final determination and award to the preferred Service provider shall be at HRCE’s sole discretion notwithstanding the “best and final offer” process.

3.0 THE CONTRACT

3.1 Binding Effect of Proposal and Contract Finalization

The Proponent hereby acknowledges that its Proposal constitutes a contract with HRCE, and the terms and conditions of this RFP and the Proposal (with the RFP taking precedence in the event of any inconsistency or conflict of terms) shall govern such agreement. Such contract shall remain binding upon Proponent until the earlier of:

- a) written notice from HRCE that the Proponent’s Proposal is rejected as unsatisfactory; or
- b) issuance of an Award Letter to the Proponent with respect to this RFP, pursuant to Section 3.2(a), and upon such issuance, the Proponent shall be regarded as the Service provider hereunder; or
- c) execution of the Contract by both HRCE and the Proponent pursuant to Section 3.2(b); or
- d) written notice from HRCE that it has entered a Contract with a Service provider and that the Proponent has been unsuccessful under this RFP.

3.2 Right to Negotiate

HRCE may, in its sole discretion:

- a) through the issuance of an award letter to the Proponent or Proponents, award to a Proponent or Proponents the Contract, based on its Proposal, without further negotiation or documentation; or
- b) award to a Proponent or Proponents the right to negotiate and finalize such further documentation as HRCE determines to be necessary or advisable. The entering into of such negotiation by HRCE shall not fetter its discretion to award the Contract to other Proponents, not award any Contract, or otherwise under Section 5.0.

3.3 Contract Documents

The Contract the Service provider will have with HRCE, if awarded, will include:

- a) such further documentation as may be negotiated and executed by HRCE and the Service provider pursuant to Section 3.2(b); and
- b) this RFP and all of its Schedules, including without limitation any award letter issued by HRCE to the Service provider, and any revisions, amendments or additional documents made thereto, if any; and
- c) the Proposal, in its entirety and all promises made in the Proposal will be deemed covenants in the Contract and all information, representations and warranties made in the Proposal will be deemed terms, representations and warranties of the Contract surviving the signing or issuance by HRCE of any additional or formal documents prepared by HRCE.

For the purposes of evaluation and interpretation of Proposals, in the case of conflicts, discrepancies, errors or omissions between this RFP and any documentation issued or executed pursuant to Section 3.1, and the Proposal, this RFP and such documentation shall take precedence over the Proposal.

3.4 Term of the Contract

Unless otherwise specified in any subsequent documentation, the length of the Contract will be for a 3 year period, commencing on **15, August, 2018** and will be effective until **14, August 2021** with two - 1 year options for renewal after the initial term, exercisable by HRCE in writing, in its discretion (the "Term").

3.5 Governing Law

This RFP and any Proposal shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia and the laws of Canada applicable therein, excluding any conflict of laws rules that may apply therein. Proponent hereby attorns to the exclusive jurisdiction of the courts of the Province of Nova Scotia.

4.0 THE SPECIFIC RESPONSE

The following items should be fully addressed in your Proposal:

a) Equipment/Service/Support

Describe in detail using schedules where appropriate, all items of equipment (including vehicles), delivery service, and support that will be provided.

b) Response

Give complete information on response times and delivery schedule for each HRCE area or school site.

c) Training

Outline type, amount, and schedules of training that will be provided to HRCE's staff on the daily pickup and delivery of courier service.

All required training shall be without additional cost to HRCE. Specifically advise in your response if you cannot meet this term.

d) Proponent Representatives

Include specifics on qualified Proponent representatives and availability to service HRCE's account with regards to service information, maintenance, and information for vehicles/equipment.

f) Implementation

Specify lead times required by you to deliver service. Include any details pertaining to the implementation of the request outlined in the Project Scope. Outline type of assistance that will be provided at the time of implementation of scheduled courier service.

g) Pricing

Completely describe all prices, which **MUST** be net, HST excluded, to the designated delivery areas or individual sites of Halifax Regional Centre for Education (HRCE) quoted in Canadian dollars. Pricing for all items, consulting fees, human services, equipment, accessories, technical services, and support **MUST** be disclosed in the Proposal and if a Contract is awarded, no sums will be paid by HRCE for any part of the Contract except those disclosed in the Proposal.

Each Proposal should include at least the following price information:

- Delivery costs (daily per run basis)
- Fuel surcharge fees (if applicable)
- Any additional costs, both one-time and recurring, for which HRCE will be charged that the Proponent does not include as part of the service
- Itemize and price all scheduled delivery runs on a weekly and annual total (based on 40 weeks per year)
- Pricing to include any applicable insurance and associated costs
- Subject to Section 3.4 – Term of the Contract, any increases to any pricing during the Term.
- Do not include the HST in pricing quoted
- Value Added Savings

i) Reports

Indicate what reports you will make available to HRCE upon request throughout the Term (e.g., monthly/yearly service report, usage by HRCE department/school).

j) Additional Costs

Any additional costs should be listed.

k) Additional Services or Innovative Proposal

Supply full information (including all pricing) on any additional services or Innovative Proposal associated with this RFP that you are willing to offer to HRCE. All such services are available throughout the Term and will be ordered and paid for by HRCE on an "as required" basis.

l) Detailed List and Literature NOT APPLICABLE FOR RFP #3986

Submit a detailed list of equipment being proposed complete with brochures, user manuals and specifications.

m) Unique Logistics

Completely describe how your Proposal 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.

n) Certification

Include a certificate of good standing from the Nova Scotia Workers' Compensation Board and include an issued or interim Certificate of Recognition (COR) from Nova Scotia Occupational Health and Safety.

o) Your Contractual Terms

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 HRCE's acceptance of your Proposal.

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

p) References

Include a list of references of clients to whom you have supplied similar equipment and services, and or other school boards and public organizations. Please include at least four (4) references, complete with the person to contact, their telephone number, and the type of service or equipment/system provided.

q) Authorized Signature

Proponents **MUST** provide an authorized signature on Appendix "A" – Description of Services/Pricing/Service Provider Information Form.

r) Insurance

Service provider shall, at its own expense, obtain and maintain during the term of this Contract, in a form and with an insurance company satisfactory to HRCE policies of:

- i) Workers' Compensation to meet Statutory requirements and Employers Liability with limits of not less than \$1,000,000;
- ii) Commercial General Liability insurance, including but not limited to, products liability and completed operations, contractual liability, employers liability contingent, cross liability, tenants legal liability, non-owned auto, personal & advertising injury, broad form property, additional insured, waiver of subrogation, owners and contractors liability, attached machinery extension endorsement, independent contractor, for a combined single limit of no less than \$2,000,000 per occurrence.;
- iii) 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 deliver a certificate of insurance evidencing the above prior to the work being performed.
- iv) It is also agreed that the above insurance coverage is primary & non-contributory and must be kept in force during the term of this Agreement.
- v) Upon award, The Halifax Regional Centre for Education **MUST** be named as "additionally insured" pertaining to the work for this project. Furthermore, Halifax Regional Centre for Education **MUST** receive at least thirty (30) days' notice of cancellation or modification of the above insurance. The successful proponent shall secure and maintain the insurance as noted above at its expense during the term of the contract.

5.0 HRCE DISCRETION

- a) The Proponent hereby acknowledges that HRCE shall have the right to reject any or all Proposals for any reason, or to accept any Proposal which HRCE in its sole, unrestricted discretion deems most advantageous to it. The lowest, or any, Proposal will not necessarily be accepted and HRCE shall have the unrestricted right to:
 - i) accept any Proposal, and in the event it only receives informal, non-conforming or qualified Proposals with respect to this RFP, accept any such Proposal; or
 - ii) accept a Proposal that is not the lowest price; or
 - iii) reject a Proposal that is the lowest price even if it is the only Proposal received;
- b) HRCE reserves the right to consider, during the evaluation of Proposals:
 - i) information provided in the Proposal itself;
 - ii) information received in response to enquiries of credit and industry references set out in the Proposal;
 - iv) the manner in which the Proponent provides services to others;
 - iv) the experience and qualification of the Proponent;
 - v) the compliance of the Proponent to HRCE's requirements and specifications;
 - vi) such alternate goods, services, terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise,
 - vii) splitting the RFP and Project Scope into multiple parts and accepting Proposals (or portions thereof) from more than one Proponent;
 - viii) rejecting Proponent's recommendation of an appraiser, Subservice provider or any other third party associated with the Proposal and jointly along with the Proponent, determine alternate acceptable third parties;
 - ix) the Proponent's Innovative Proposal, if any; and
 - x) any other consideration in HRCE's discretion;
- c) HRCE may rely upon the criteria it deems relevant, even if such criteria has not been disclosed to Proponent. By submitting a Proposal, the Proponent acknowledges HRCE's rights under this Section and absolutely waives any right or cause of action against HRCE and its employees, agents or Trustees by reason of HRCE's failure to accept the Proposal submitted by the Proponent, whether such right or cause of action arises in contract, tort including negligence or otherwise; and
- d) HRCE shall not at any time have any obligation to deal exclusively with the Proponent. HRCE expressly reserves its rights, in its sole discretion, to seek a Proposal regarding the subject matter hereof, from any person whomsoever and at any time.

6.0 LIMITATION OF LIABILITY

Proponent, by submitting a Proposal to this RFP, agrees that it will not claim damages, costs or expenses for whatever reason, relating in any way to this RFP and any resulting process (including without limitation any subsequent discussions or negotiations, if any, or in respect of any competitive process) and waives any and all claims against HRCE whatsoever, whether for costs, damages or expenses incurred by Proponent in preparing its Proposal, in participating in this RFP process (including without limitation any subsequent discussion or negotiation, if any), loss of anticipated profit or any other matter whatsoever related to this RFP and any resulting process, discussions or negotiations.

7.0 BILLING/PAYMENT INFORMATION

HRCE pays Net 30 days from date of invoice. Invoices **MUST** be submitted **EITHER** by email or by paper to:
(Only **ONE** method of submitting invoices will be accepted)

Halifax Regional Centre for Education
Attention: Accounts Payable
33 Spectacle Lake Drive
Dartmouth, NS B3B 1X7
Email: accountspayable@hrce.ca

In order to maximize efficiencies as well as to be more environmentally friendly, vendor payment are now being paid via EFT (Electronic Funds Transfer) direct deposit to vendor bank accounts. A vendor direct deposit form can be requested by the accounts payable department upon contract award.

SCHEDULE "A"

PROJECT SCOPE

A. Purpose/Scope:

- I. This Request for Proposal is designed to invite experienced and qualified service providers to submit their detailed proposals for the delivery of Interdepartmental/School Mail and Courier service requirements of the Halifax Regional Centre for Education (HRCE), as outlined in this Request. The successful service provider(s) will be required to provide **once/week service**.

Interdepartmental mail/courier service is required for an estimated 143 school sites and 8 administrative buildings (see Appendix B).

There are 41 weeks of school deliveries (schools are closed for 11 weeks)

There are 52 weeks of delivery to two offices (33 Spectacle Lake and 35B Major Street Dartmouth)

- II. The primary inbound/outbound destination point for all school mail is the main mailroom at:

33 Spectacle Lake Drive, Dartmouth, NS., B3B 1X7

- III. Service providers are requested to provide a proposal that will meet the needs of HRCE, at the best possible value.

Service providers will be required to provide mail and courier delivery service to each HRCE office site and school once/week between the hours of 8:00 am and 3:30 pm, Monday through Thursday. All mail pickups and deliveries will commence and end at the 33 Spectacle Lake Drive mailroom.

In addition to courier bags for each location, there are normally 120 to 180 boxes to be delivered per week and it is not unusual to deliver 300 to 500 boxes of printed materials to all schools some weeks.

Also, Library Services which is located in Admiral Westphal School, 6 Fourth Street in Dartmouth, requires several deliveries of multiple courier bags plus multiple boxes of books per week. Service providers are requested to quote a **price per day**.

It will be the service provider's responsibility to develop a workable schedule to meet the needs of HRCE, as outlined in the Project Scope. HRCE **MUST** approve any proposed schedule.

Proponents are also requested to quote a price per day for delivery of mail from 33 Spectacle Lake Drive to the post office.

- VI. As HRCE supports innovation that results in best value to HRCE, the HRCE encourages Service providers to demonstrate in their proposal, any solution that meets the needs of HRCE and provides best value in the process.
- VII. The successful Service provider(s) to provide appropriate mail/courier bags to each HRCE site. The average inter department mail weight is identified as, but not limited to 25 lbs., per bag.
- VIII. Notwithstanding clauses 2.24, 3.2 and 4.0(g), costs shall be based on a daily, per run basis, and include all known and associated costs, excluding HST. Optional cost structures shall be considered at the sole discretion of HRCE.

SCHEDULE "B"

RISK MANAGEMENT AND SAFETY

A. INDEMNIFICATION AND INSURANCE

1. Indemnity and Waiver:

Service provider shall be liable to HRCE for and shall indemnify and save harmless HRCE from and against any and all claims, suits, demands, awards, actions, proceedings, losses, judgments, costs, damages, settlements or expenses (including legal costs on a solicitor and own client basis) suffered or incurred by HRCE that arise out of, result from, are based upon or are in any way connected with this Contract, including without limitation:

- (a) those resulting from any act or omission on the part of Service provider or its employees, agents and subservice providers;
- (b) those resulting from any action, suit or proceeding brought by any third party;
- (c) those brought in respect of personal injury (including injury resulting in death) or damage or destruction of tangible or intangible property, including HRCE's property;
- (d) those made under workers' compensation legislation;
- (e) those legal costs and fines resulting from the failure of Service provider, its employees, agents or subservice providers to comply with any applicable laws, regulations, by-laws, rules or orders of any government, authority or body having jurisdiction, whether identified in this Contract or applicable by-law;
- (f) those resulting from the release, discharge, seepage or other escape of any substance including chemicals, hazardous or toxic materials, substances, pollutants, contaminants or wastes, whether liquid, gaseous or of any other nature or for any breach of any applicable environmental legislation;
- (g) those resulting from any labourers', materialmen's, or mechanics' liens arising from or relating to the performance of the Contract;
- (h) those brought for actual, alleged, direct or contributory infringement of any patent, trade mark, copyright, trade secret or other intellectual property right, including breach of obligations of confidentiality; and
- (i) any other claims, expenses, costs, and losses suffered, incurred or sustained by HRCE.

The foregoing liability, indemnification and hold harmless provisions shall apply to anything done or not done in connection with this Contract and by whomsoever made, regardless of whether it was caused by the negligence of Service provider or otherwise. Service provider shall make no claim or demand against HRCE for any injury (including death), claim, expense, loss or damage to property suffered or sustained by Service provider or any other person which arises out of, or is connected, with this Contract or anything done or not done as required hereunder, or any other errors or omissions of Service provider, and hereby waives as against HRCE all such claims and demands.

The foregoing indemnity and waiver given by Service provider shall not apply to the extent of HRCE's own negligence. The onus of establishing that HRCE was negligent shall be upon Service provider. HRCE shall not be deemed to have caused or contributed thereto merely by reason of its knowledge, approval or acceptance of the materials, drawings, specifications, supplies, equipment, procedures or services of Service provider.

For the purposes of this Section, any reference to "HRCE" shall include HRCE, together with the employees, directors, officers, superintendents, trustees, representatives and agents of HRCE; and any reference to "Service provider" shall include Service provider's directors, officers, employees, affiliates, representatives, agents and subservice providers.

2. Insurance:

Service provider shall, at its own expense, obtain and maintain during the term of this Contract, in a form and with an insurance company satisfactory to HRCE policies of:

- i) Workers' Compensation to meet Statutory requirements and Employers Liability with limits of not less than \$1,000,000;
- ii) Commercial General Liability insurance, including but not limited to, products liability and completed operations, contractual liability, employers liability contingent, cross liability, tenants legal liability, non-owned auto, personal & advertising injury, broad form property, additional insured, waiver of subrogation, owners and contractors liability, attached machinery extension endorsement, independent contractor, for a combined single limit of no less than \$2,000,000 per occurrence.;
- iii) 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 deliver a certificate of insurance evidencing the above prior to the work being performed.
- iv) It is also agreed that the above insurance coverage is primary & non-contributory and must be kept in force during the term of this Agreement.
- v) Upon award, The Halifax Regional Centre for Education **MUST** be named as "additionally insured" pertaining to the work for this project. Furthermore, Halifax Regional Centre for Education **MUST** receive at least thirty (30) days' notice of cancellation or modification of the above insurance. The successful proponent shall secure and maintain the insurance as noted above at its expense during the term of the contract.

Service provider shall ensure that the above Insurance policies:

- (a) are endorsed to provide HRCE with not less than thirty (30) days written notice in advance of cancellation, change or amendments restricting coverage;
- (b) do not include a deductible that exceeds such maximum amount that a reasonably prudent business person would consider reasonable; and
- (c) take the form of an occurrence basis policy and not a claims-made policy.

Service provider shall, before any services are performed, provide HRCE with a copy of the certificates of insurance and, if requested by HRCE, the insurance policies evidencing all the coverage stipulated above, and HRCE may withhold payment of any invoice until it receives evidence of such coverage. Failure for any reason to furnish this proof at any time shall be a breach of the contract, allowing HRCE to terminate the contract or at HRCE's option, to supply such insurance and charge the cost to Service provider. HRCE may require Service provider to have HRCE added as an insured party to the insurance policy and/or require Service provider to furnish a certified copy of the policy for such insurance.

Service provider shall not make or cause to be made any modification, or alteration to the Insurance, nor do or leave anything undone, which may invalidate the Insurance coverage. Service provider shall be responsible for any deductible and excluded loss under the Insurance.

Mail & Courier Service

Service provider shall cause all subservice providers performing services to obtain and maintain the Insurance policies required by this Section.

Service provider agrees that the insurance coverage required to be maintained by it under the provisions of this Contract shall in no manner limit or restrict its liabilities under this Contract. HRCE reserves the right to maintain the insurance in good standing at Service provider's expense and to require Service provider to obtain additional insurance where, in HRCE's reasonable opinion, the circumstances so warrant.

B. COMPLIANCE WITH LEGISLATION AND REGULATIONS

1. Compliance

Service provider shall comply with and shall ensure all of its agents, employees and subservice providers comply with all applicable laws and regulations, including all safety, health and environmental requirements pursuant to any government permit, license, or authorization. Service provider shall at its cost obtain all permits and licenses required by any governing authority in order to enable Service provider to provide its goods and services and otherwise perform its obligations under the Contract.

2. Labour Code

Service provider shall comply with all applicable provisions of the *Labour Code* (Nova Scotia) and the *Employment Standards Act* (Nova Scotia) and all regulations and amendments thereto.

3. Workers' Compensation Legislation

Service provider shall comply with the *Worker's Compensation Act* (Nova Scotia) and regulations and amendments thereto, and:

- (a) if any employees perform or assist in the performance of this Contract, the Service provider shall submit, at any time requested by HRCE, a letter from the Workers' Compensation Board (Nova Scotia) stating that Service provider has an account in good standing with the Worker's Compensation Board;
- (b) the Service provider will make the necessary returns to the Workers' Compensation Board in accordance with government regulations and will pay all fees and contributions required in connection therewith. The cost of compensation will be included in the price payable under the Contract; and
- (c) the Service provider shall submit a clearance from the Workers' Compensation Board that all fees and contributions have been paid before final payment is made by HRCE under the Contract.

4. Canada Safety Council and Associated Standards

All electrical, electronic and gas-fired equipment **MUST** bear the required approval markings, being C.S.A. approved for entirely electrical or electronic equipment and C.G.A. or C.S.A. approved for gas fired equipment. All other similar equipment approvals **MUST** also be obtained. It shall be the responsibility of the Service provider to obtain all applicable approvals, at its own expense.

5. Nova Scotia Occupational Health and Safety Legislation

Service provider shall comply at all times with the Nova Scotia Occupational Health and Safety Act, Regulation and Code, and it's amendments thereto.

C. SAFETY REQUIREMENTS

1. Safety Responsibility

Service provider shall be solely responsible for ensuring the safety and health of its agents, employees and subservice providers and for ensuring that its activities do not compromise the safety of HRCE's operations. Service provider shall provide to its agents, employees and subservice providers, at its own expense, any and all safety gear required to protect against injuries during the performance of the services and shall ensure that its agents, employees and subservice providers are knowledgeable of and utilize safe practices in the provision of the services, such practices to be at least as stringent as those set out in HRCE's safety standards provided to Service provider from time to time.

D. SERVICE PROVIDER EVALUATION

1. Audit

HRCE reserves the right to audit Service providers and their subservice provider's health and safety performances during the term of the Contract and upon its conclusion.

2. Evaluation

HRCE reserves the right to evaluate the performance of the Service provider and such evaluation will be based upon accident/injury data and adherence to this Schedule "B", HRCE health and safety policies, applicable legislation, and periodic inspections and reports from HRCE employees. Information collected as part of such evaluations may be used for future reference.

E. HRCE REMEDIES FOR SERVICE PROVIDER NON-COMPLIANCE

1. Emergency Work Stoppage

HRCE has the authority to stop progress of the work whenever, in its opinion, such stoppage is desirable for any safety-related reason. The Service provider hereby agrees that no claim for loss of time or materials may be made with respect to such stoppage unless the claim for the time and materials and their value are certified in writing by HRCE as allowable.

2. Termination for Non-Compliance

HRCE may terminate this Contract for non-compliance with health, safety, environmental and other applicable legislation and good industry practice on the part of the Service provider or any subservice provider of the Service provider, as constituting a material breach of this Contract. In addition, HRCE reserves the right to stop the work of the Service provider in the event of Service provider's non-compliance with applicable legislation or good industry practice. Such work stoppages shall not postpone any agreed to completion dates and any additional cost resulting from such work stoppages shall be borne by the Service provider. Work shall not resume until the Service provider rectifies the reason for non-compliance, to HRCE's satisfaction.

3. Non-Exclusive Remedies

Service provider acknowledges and agrees that the foregoing remedies available to HRCE are non-exclusive to, and may be exercised in conjunction with, any other rights or remedies available to HRCE, under the Contract, at law or in equity, in the event of threatened or actual breach of this Contract, including injunctive relief.

SCHEDULE "C"
SAMPLE FORM OF CONTRACT

NOTE: THIS DRAFT FORM OF CONTRACT IS A VERSION THAT SHALL BE ISSUED TO OR EXECUTED BY THE SUCCESSFUL PROPONENT PURSUANT TO THE TERMS OF THIS RFP. **IT IS NOT TO BE EXECUTED AND RETURNED BY THE PROPONENT AS PART OF ITS PROPOSAL.**

AGREEMENT FOR SUPPLY OF SERVICES

THIS AGREEMENT made the *XX day of MONTH A.D. 2018*.

BETWEEN:

THE HALIFAX REGIONAL CENTRE FOR EDUCATION

(the "HRCE")

OF THE FIRST PART

- and -

SERVICE PROVIDER'S NAME

(the "Service provider")

OF THE SECOND PART

RECITALS

WHEREAS the HRCE has analyzed its needs and requirements for ***PROJECT NAME***;

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

AND WHEREAS the HRCE submitted the "TENDER "to a number of companies capable of providing **PROJECT NAME**;

AND WHEREAS **SERVICE PROVIDER'S NAME** provided a detailed response to TENDER/RFP #3986 (the "Response"), a copy of which is incorporated and forms part of this agreement and is identified as Schedule "B" hereto.

AND WHEREAS **SERVICE PROVIDER'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 Service provider for the HRCE are outlined in the Scope of Work, of Request for Proposal (TENDER/RFP) #3986, 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 HRCE and the Service provider.

TERM

- 2.0 This Agreement shall be in effect from and including the ***XX day of MONTH, 20XX and shall continue until XX day of MONTH 20XX*** unless terminated or renewed in accordance with the terms of this Agreement.

SATISFACTORY PERFORMANCE

- 3.0 The Service provider 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 HRCE from time to time in a competent and a professional manner to the satisfaction of the HRCE, with it being understood that such satisfactory performance shall be evaluated in the sole discretion and judgement of the HRCE.

PAYMENT PROCEDURE

- 4.0 Invoices shall be submitted by the Service provider to: ***Aaron Sullivan, Manager of Accounting & Purchasing, Halifax Regional Centre for Education, 33 Spectacle Lake Drive, DARTMOUTH NS B3B 1X7***
- 4.1 Upon determining that the work evidences completion by the Service provider of the portion of the Agreement to which the invoice relates, the HRCE shall cause the invoice to be paid.

WITHHOLDING PAYMENT

4.0 The HRCE shall be entitled to withhold payment to the Service provider:

- (a) Where there is unsatisfactory performance of the services to be performed by the Service provider as described under articles 1.0, 3.0 and 5.1 of this Agreement;
- (b) For any portion of the invoice which the HRCE disputes;
- (c) To the extent necessary to protect the HRCE in respect of any liability for amounts required to be paid by the Service provider 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 HRCE; and
- (d) As provided in article 11.1.

5.1 In the event of there being unsatisfactory performance by the Service provider, then the HRCE shall notify the Service provider of the circumstances surrounding the unsatisfactory performance of the services rendered and the Service provider 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 Service provider by the HRCE 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 Service provider inclusive of all costs incurred by the Service provider in hiring other employees to perform the services under this Agreement.

INDEPENDENT SERVICE PROVIDER

7.0 The HRCE and the Service provider agree that the Service provider is an independent service provider and not an employee of the HRCE, nor is the Service provider a partner with the HRCE.

7.1 The HRCE and the Service provider agree that any personnel supplied by the Service provider to the HRCE shall be considered employees of the Service provider and not employees of the HRCE.

WORKERS' COMPENSATION AND OTHER CONTRIBUTIONS

8.0 The Service provider shall pay or cause to be paid any assessment or contribution required to be paid by the Service provider 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 HRCE for any amounts assessed against and paid by the HRCE as a result of the failure by the Service provider to comply with the provisions of this article or the *Workers' Compensation Act*.

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

TAXES

9.0 The Service provider 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 HRCE shall have an obligation to pay the goods and services tax on invoices submitted pursuant to article 4.0 unless the Service provider 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 Service provider does not invoice the HRCE for the goods and services tax, the Service provider shall indicate on the invoice the basis upon which the Service provider is exempt from the obligation to collect and remit the goods and services tax.

INSURANCE

10.0 Service provider shall, at its own expense, obtain and maintain during the term of this Contract, in a form and with an insurance company satisfactory to HRCE policies of:

- i) Workers' Compensation to meet Statutory requirements and Employers Liability with limits of not less than \$1,000,000;
- ii) Commercial General Liability insurance, including but not limited to, products liability and completed operations, contractual liability, employers liability contingent, cross liability, tenants legal liability, non-owned auto, personal & advertising injury, broad form property, additional insured, waiver of subrogation, owners and contractors liability, attached machinery extension endorsement, independent contractor, for a combined single limit of no less than \$2,000,000 per occurrence.;

- iii) 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 deliver a certificate of insurance evidencing the above prior to the work being performed.
 - iv) It is also agreed that the above insurance coverage is primary & non-contributory and must be kept in force during the term of this Agreement.
 - v) Upon award, The Halifax Regional Centre for Education MUST be named as “additionally insured” pertaining to the work for this project. Furthermore, Halifax Regional Centre for Education MUST receive at least thirty (30) days’ notice of cancellation or modification of the above insurance. The successful proponent shall secure and maintain the insurance as noted above at its expense during the term of the contract.
- 10.1 The Service provider 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 Such insurance shall include blanket contractual liability.
- 10.3 Evidence of such insurance in a form acceptable to the HRCE shall be provided to the HRCE prior to the date of the commencement of this Agreement.
- 10.4 In the event of default on the part of the Service provider to provide the above mentioned insurance prior to the commencement of the term of this Agreement, then the Service provider shall be liable to the HRCE, and shall indemnify and save harmless the HRCE for any costs that may be incurred as identified under article 11.

INDEMNIFICATION

- 11.0 The HRCE shall indemnify and save harmless the Service provider, 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 HRCE, its employees and agencies in the performance by the HRCE of this Agreement.
- 11.1 The Service provider shall indemnify and save harmless the HRCE, 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 Service provider, his employees and agencies in the performance by the Service provider 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 HRCE or the Service provider 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 HRCE at any time during the term, in whole or in part, in HRCE's sole discretion without cause or liability to Service provider, by HRCE providing to Service provider 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 Service provider is incapacitated or there is some other cause which may prevent the Service provider from performing the services prescribed or referred to in this Agreement, the determination of which shall be in the sole discretion of the HRCE, then the HRCE may terminate this Agreement immediately by way of providing written notice to the Service provider in which case, the HRCE shall be under no obligation to the Service provider except to pay such compensation as the Service provider 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 Service provider of the services prescribed or referred to in this Agreement, the determination of which shall be in the sole discretion of the HRCE and which shall be subject to the terms set forth under articles 5.0 and 5.1 of this Agreement, then the HRCE may terminate this Agreement immediately upon providing written notice to the Service provider 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 HRCE being under no further obligation to the Service provider except to pay such compensation as the Service provider may be entitled to receive up to the time of such termination.
- 12.3 In the event that the services provided by the Service provider under this Agreement cannot be performed due to a labour dispute, strike, or lockout which affects directly or indirectly the HRCE's operations, the Director of the department affected by this agreement shall give to the Service provider at least 24 hours written notice by facsimile, sent to the facsimile number given by the Service provider in this Agreement, of the HRCE'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 HRCE wishes to resume the performance of services under this Agreement in the future during the term of this Agreement, the HRCE will give the Service provider 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 Service provider 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 HRCE 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 Service provider for the HRCE in the performance of this Agreement, shall be the sole property of the HRCE.
- 14.1 As part of the consideration required of the Service provider under this Agreement, the Service provider 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 HRCE.

COMPLIANCE WITH LAWS AND POLICIES

15.0 In performing the services under the terms of this Agreement, the Service provider and its employees shall comply with all of the HRCE'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 HRCE policies and regulations, the Service provider shall request, review and abide by all pertinent HRCE policies and regulations, including but not limited to, the Code of Conduct expected of employees of the HRCE.

NON-ASSIGNABILITY

16.0 The Service provider 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 HRCE.

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 HRCE at:

***Aaron Sullivan, Manager of Accounting & Purchasing
Halifax Regional Centre for Education
33 Spectacle Lake Drive
DARTMOUTH NS B3B 1X7***

To the Service provider at:

18.1.1 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.

18.1.2 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.

SERVICE PROVIDER'S NAME	

Signing Authority Name	_____
	Date

Witness	

HALIFAX REGIONAL CENTRE FOR EDUCATION	

Aaron Sullivan, Manager of Accounting & Purchasing	

	Date

Witness	

SCHEDULE A

HRCE TENDER/RFP DOCUMENT

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

SCHEDULE B

SERVICE PROVIDER'S BID RESPONSE TO TENDER

(ON FILE BY TENDER NUMBER AT HRCE PURCHASING DIVISION)

END OF SAMPLE CONTRACT

APPENDIX "A"

DESCRIPTION OF SERVICES/COST/SERVICE PROVIDER INFORMATION FORM

ONCE (1) PER WEEK DELIVERY TO SCHOOL/OFFICES

The primary inbound and outbound destination is: 33 Spectacle Lake Drive, Dartmouth, NS., B3B 1X7

Term: 3 Years with two (2) one year options for renewal (**August 15, 2018 – August 14, 2021+**)

Invoicing: Monthly invoices (for previous month's services)

Contract Year	Daily vehicle rate	Number of vehicles	Daily Total	Annual Contract Total
2018/19	\$		\$	\$
2019/20	\$		\$	\$
2020/21	\$		\$	\$
OPTIONAL YEARS				
2021/2022	\$		\$	\$
2022/2023	\$		\$	\$

\$_____ Daily Rate for Deliveries to and from Library Services, Fourth Street, Dartmouth NS

\$_____ Daily Rate for Delivery of mail from 33 Spectacle Lake to Post Office

\$_____ Special/Emergency Courier Pickup/Delivery rates, exceeding the 1/week service:

\$_____ Metro Halifax/Dartmouth/Bedford/Sackville Area

\$_____ Outlying HRM areas

SERVICE PROVIDER INFORMATION FORM

FIRM _____

ADDRESS _____

E-MAIL ADDRESS _____

POSTAL CODE _____ PHONE _____ FAX _____

NAME OF PERSON SIGNING FOR FIRM _____

POSITION OF PERSON SIGNING FOR FIRM _____

BIDDERS HST REGISTRATION NO. _____

The undersigned company represents and warrants that it is authorized to carry on business of this nature and that it is not prohibited by any law applicable in Nova Scotia from performing this Contract. The undersigned also acknowledges receipt and understanding of, and has taken into consideration all information presented in, this RFP and agrees to be bound by its terms and conditions. The undersigned further confirms and agrees that the person whose name is set out below is fully authorized to represent the company and to bind it to this Proposal and the Contract awarded pursuant to it and in all matters relating to or arising out of the subject matter of this Proposal.

SIGNATURE:

SIGNED AND DELIVERED

in the presence of:

Witness

SERVICE PROVIDER [Seal]

Company name

Signature of Signing Officer

Name and Title (printed)

Date

HRCE is directly responsible for the safety of its students and staff. Should contractors be required to work in or on school property while children are present, it is a MANDATORY HRCE REQUIREMENT that contractors assign the work to employees and/or sub-contractors who DO NOT have a CRIMINAL RECORD and who ARE NOT LISTED ON THE CHILD ABUSE REGISTRY. Failure to comply with this requirement may result in immediate contract termination.

By checking the "Agreed" box you are confirming that you understand and will abide by this mandatory HRCE requirement. Agreed

Appendix B

Halifax Regional Centre For Education

School Directory - 2017-2018

Visit our web site at www.hrsb.ca

A.J. Smeltzer Junior High

46 Prince St
Lower Sackville NS B4C 1L1
Board District: 8

Grades: 06-08 **T:** (902) 864-6846 **F:** (902) 864-6852
P: Lisa Long
VP: Andrea Pugsley Connell
Sec: Susan McIntyre

E-Mail: ajs@hrsbc.ca
Family: Sackville
Bus Cluster: 1
Admin Unit: 1

Admiral Westphal Elementary

6 Fourth St
Dartmouth NS B2X 3A5
Board District: 3

Grades: PR-06 **T:** (902) 435-8305 **F:** (902) 435-1749
P: Shelley Scribner
VP: Kelly Joy
Sec: Karen Cunningham

E-Mail: awes@hrsbc.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Alderney Elementary

2 Penhorn Dr
Dartmouth NS B2Y 3K1
Board District: 3

Grades: PR-06 **T:** (902) 464-2040 **F:** (902) 464-2686
P: Andrea Temple
VP: Tara Rutledge
Sec: Mary Cross

E-Mail: alderney@hrsbc.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Ash Lee Jefferson Elementary

10 Lockview Rd
Fall River NS B2T 1J1
Board District: 1

Grades: PR-06 **T:** (902) 860-4163 **F:** (902) 860-4191
P: Andrew McNeil
VP: Kelly Clark
Sec: Helen Eisenhauer

E-Mail: aljs@hrsbc.ca
Family: Lockview
Bus Cluster: 1
Admin Unit: 2

Astral Drive Elementary

236 Astral Dr
Dartmouth NS B2V 1B8
Board District: 2

Grades: PR-06 **T:** (902) 462-8500 **F:** (902) 462-8600
P: Ruth Bond
VP: Tanya MacNeil
Sec: Dianna Dalrymple

E-Mail: ade@hrsbc.ca
Family: Auburn Drive
Bus Cluster: 3
Admin Unit: 2

Astral Drive Junior High

238 Astral Dr
Dartmouth NS B2V 1B8
Board District: 2

Grades: 07-09 **T:** (902) 462-8700 **F:** (902) 462-6047
P: Paul Mason
VP: Chris MacLellan
Sec: Kelly Eaglestone

E-Mail: adjh@hrsbc.ca
Family: Auburn Drive
Bus Cluster: 3
Admin Unit: 2

Atlantic Memorial - Terence Bay Elementary (Atlantic Memorial)

3591 Prospect Rd
Shad Bay NS B3T 1Z3
Board District: 6

Grades: PR-05 **T:** (902) 852-2166 **F:** (902) 852-5514
P: Lana Smith
VP: Valerie Meers
Sec: Janet Blackburn

E-Mail: amtb@hrsbc.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Atlantic Memorial - Terence Bay Elementary (Terence Bay)

1714 Lower Prospect Rd
Terence Bay NS B3T 1Y6
Board District: 6

Grades: PR-05 **T:** (902) 852-2166 **F:** (902) 852-5514
P: Lana Smith
VP: Valerie Meers
Sec: Janet Blackburn

E-Mail: amtb@hrsbc.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Atlantic View Elementary

3391 Lawrencetown Rd
Lawrencetown NS B2Z 1R5
Board District: 1

Grades: PR-06 **T:** (902) 464-5245 **F:** (902) 464-5246
P: Nancy Liberatore
VP: Jacqueline Broussard
Sec: Bernadette Robicheau

E-Mail: atvs@hrsb.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Auburn Drive High

300 Auburn Dr
Cole Harbour NS B2W 6E9
Board District: 2

Grades: 10-12 **T:** (902) 462-6900 **F:** (902) 462-6950
P: Karen Hudson
VP: Greg White/Lee Anne Amaral
Sec: Mary McCurdy / Jennifer Johns

E-Mail: adhs@hrsb.ca
Family: Auburn Drive
Bus Cluster: 3
Admin Unit: 2

Basinview Drive Community School

273 Basinview Dr
Bedford NS B4A 3X8
Board District: 7

Grades: PR-06 **T:** (902) 832-8450 **F:** (902) 832-8461
P: Ken Marchand
VP: Janice Wells
Sec: Michelle MacFarlane

E-Mail: bdcv@hrsb.ca
Family: Charles P. Allen
Bus Cluster: 1
Admin Unit: 1

Beaver Bank-Kinsac Elementary

28 Kinsac Rd
Beaver Bank NS B4G 1C5
Board District: 8

Grades: PR-06 **T:** (902) 864-6805 **F:** (902) 864-6809
P: Shelly Smith
VP: Cindy Smart Crewe
Sec: Tamara MacLellan

E-Mail: bbks@hrsb.ca
Family: Lockview
Bus Cluster: 1
Admin Unit: 2

Beaver Bank-Monarch Drive Elementary

38 Monarch Dr
Beaver Bank NS B4E 3A5
Board District: 8

Grades: PR-06 **T:** (902) 864-7540 **F:** (902) 864-7543
P: Tracey White
VP: Christine Fryer Richardson
Sec: Angel Ryan / Victoria Wiesner

E-Mail: bbmon@hrsb.ca
Family: Lockview
Bus Cluster: 1
Admin Unit: 2

Bedford and Forsyth Education Centres (Bedford Campus)

426 Rocky Lake Dr
Bedford NS B4A 2T5
Board District: 7

Grades: 10-12 **T:** (902) 832-8630 **F:** (902) 832-8409
P: Jenny-Kate Hadley
VP: Mike Page/Jamie Taylor
Sec: Patricia Bartlett

E-Mail: bfec@hrsb.ca
Family: BFEC
Bus Cluster: 2
Admin Unit: 4

Bedford and Forsyth Education Centres (Dartmouth Campus)

136 Pinecrest Drive
Dartmouth B3A 1J9
Board District: 3

Grades: 10-12 **T:** (902) 832-8630 **F:** (902) 464-2424
P: Jenny-Kate Hadley
VP: Mike Page/Jamie Taylor
Sec: Annette D'Aguiar

E-Mail: bfec@hrsb.ca
Family: BFEC
Bus Cluster: 2
Admin Unit: 4

Bedford South School

2 Oceanview Dr
Bedford NS B4A 4J6
Board District: 7

Grades: PR-06 **T:** (902) 832-5800 **F:** (902) 832-5805
P: Helen Healy
VP: Dan Gilfof
Sec: Jennifer Ashton

E-Mail: bedfords@hrsb.ca
Family: Charles P. Allen
Bus Cluster: 1
Admin Unit: 1

Beechville Lakeside Timberlea Jr Elementary

22 James St
Timberlea NS B3T 1G9
Board District: 6

Grades: PR-02 **T:** (902) 876-3236 **F:** (902) 876-3238
P: Patricia Leger
VP: Lynn Wyatt-Reichheld
Sec: Debra Spears

E-Mail: bltjr@hrsb.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

Beechville Lakeside Timberlea Sr Elementary

24 James St
 Timberlea NS B3T 1G9
Board District: 6

Grades: 03-05 **T:** (902) 876-3230 **F:** (902) 876-7909
P: Todd Barter
VP: Tracey Quinn
Sec: Jillian Butler

E-Mail: blt@hrsb.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

Bel Ayr Elementary

4 Bell St
 Dartmouth NS B2W 2P3
Board District: 2

Grades: PR-06 **T:** (902) 435-8353 **F:** (902) 435-8373
P: David Emin
VP: Florence McCarey Payne
Sec: Nancy MacLeod

E-Mail: belayr@hrsb.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Bell Park Academic Centre

4 Thomas St
 Lake Echo NS B3E 1M6
Board District: 1

Grades: PR-06 **T:** (902) 829-2388 **F:** (902) 829-2402
P: Lynn Mills
VP: Mamoon Brace
Sec: Lisa Roberts

E-Mail: bpac@hrsb.ca
Family: Auburn Drive
Bus Cluster: 3
Admin Unit: 2

Bicentennial School

85 Victoria Rd
 Dartmouth NS B3A 1T9
Board District: 3

Grades: PR-09 **T:** (902) 464-2094 **F:** (902) 464-2098
P: Sarah Shea
VP: Margaret Langley
Sec: Lorraine Currie

E-Mail: bicent@hrsb.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

Brookhouse Elementary

15 Christopher Ave
 Dartmouth NS B2W 3G2
Board District: 3

Grades: PR-06 **T:** (902) 435-8318 **F:** (902) 435-8323
P: Ken MacDonald
VP: Susan Aucoin
Sec: Julia Fraser / Cathy Bird (Student Services)

E-Mail: bes@hrsb.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Brookside Junior High

2239 Prospect Rd
 Hatchet Lake NS B3T 1R8
Board District: 6

Grades: 06-09 **T:** (902) 852-2062 **F:** (902) 852-5530
P: Joanne Kirkpatrick
VP: Craig Nelson
Sec: Marjorie Conrad

E-Mail: bjhs@hrsb.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Burton Ettinger Elementary

52 Alex St
 Halifax NS B3N 2W4
Board District: 5

Grades: PR-06 **T:** (902) 457-8922 **F:** (902) 457-8928
P: Andrea Briand
VP: David O'Brien
Sec: Valerie Bodnarchuk

E-Mail: bees@hrsb.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Caldwell Road Elementary

280 Caldwell Rd
 Dartmouth NS B2V 1A3
Board District: 2

Grades: PR-06 **T:** (902) 462-6010 **F:** (902) 462-6017
P: Paula Danyluk-Macdonald
VP: Donna Gillespie
Sec: Lyn Smith

E-Mail: cres@hrsb.ca
Family: Auburn Drive
Bus Cluster: 3
Admin Unit: 2

Caledonia Junior High

38 Caledonia Rd
 Dartmouth NS B2X 1K8
Board District: 3

Grades: 07-09 **T:** (902) 435-8413 **F:** (902) 435-8425
P: Lisa Vaughan
VP: Michelle Kavanaugh
Sec: Tracey West

E-Mail: cjhs@hrsb.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Caudle Park Elementary

35 McGee Dr
Lower Sackville NS B4C 2J1
Board District: 8

Grades: PR-05 **T:** (902) 864-6864 **F:** (902) 864-6896
P: Vincent MacNeil
VP: Suzanne Cookson-Wehbe
Sec: Jillian Dominey / Carol Sheldon (Student Services)

E-Mail: cpes@hrsb.ca
Family: Sackville
Bus Cluster: 1
Admin Unit: 1

Cavalier Drive School

116 Cavalier Dr
Lower Sackville NS B4C 3L9
Board District: 8

Grades: PR-05 **T:** (902) 864-7524 **F:** (902) 864-7554
P: Stephen Driscoll
VP: Lynn Doyle
Sec: Theresa MacLean

E-Mail: cds@hrsb.ca
Family: Sackville
Bus Cluster: 1
Admin Unit: 1

Central Spryfield Elementary

364 Herring Cove Rd
Halifax NS B3R 1V8
Board District: 6

Grades: PR-06 **T:** (902) 479-4286 **F:** (902) 479-4295
P: Cindy Astephen
VP: Teri McGinn
Sec: Jillian Bray

E-Mail: cses@hrsb.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Charles P. Allen High

200 Innovation Drive
Bedford NS B4B 0G4
Board District: 7

Grades: 10-12 **T:** (902) 832-8964 **F:** (902) 832-8981
P: Stephanie Bird
VP: David Chisholm/Bruce MacKayTrina Canavan
Sec: Nancy Blight / Angela Light / Annette Lowe

E-Mail: cpah@hrsb.ca
Family: Charles P. Allen
Bus Cluster: 1
Admin Unit: 1

Chebucto Heights Elementary

230 Cowie Hill Rd
Halifax NS B3P 2M3
Board District: 4

Grades: PR-06 **T:** (902) 479-4298 **F:** (902) 479-4408
P: Craig Myra
VP: Amy Weedon
Sec: Giselle LeBreton

E-Mail: ches@hrsb.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Citadel High

1855 Trollope St
Halifax NS B3H 0A4
Board District: 4

Grades: 10-12 **T:** (902) 491-4444 **F:** (902) 491-1700
P: Joe Morrison
VP: L MacIntyre/M Rouvalis/A MacDougall
Sec: Jane Farrell / Julie King / Evelyn Beck

E-Mail: chs@hrsb.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Clayton Park Junior High

45 Plateau Cres
Halifax NS B3M 2V7
Board District: 5

Grades: 07-09 **T:** (902) 457-8930 **F:** (902) 457-1646
P: Kim Acorn
VP: Alana Conrad
Sec: Candace Bryson

E-Mail: cpjh@hrsb.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Colby Village Elementary

92 Colby Dr
Dartmouth NS B2V 1J7
Board District: 2

Grades: PR-06 **T:** (902) 464-5152 **F:** (902) 464-5154
P: Robert Caume
VP: David McIntyre
Sec: Cindy McKay

E-Mail: cves@hrsb.ca
Family: Auburn Drive
Bus Cluster: 3
Admin Unit: 2

Cole Harbour District High

2 Chameau Cres
Cole Harbour NS B2W 4X4
Board District: 2

Grades: 10-12 **T:** (902) 464-5220 **F:** (902) 464-5241
P: Dunovan Kalberlah
VP: Stephanie Ford/Huntley Reddick
Sec: Bonnie Stairs / Patricia DeYoung

E-Mail: chdhs@hrsb.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Colonel John Stuart Elementary

5 John Stewart Dr
 Cole Harbour NS B2W 4J7
Board District: 2

Grades: PR-06 **T:** (902) 464-5200 **F:** (902) 464-5247
P: Sherial Maloney
VP: Albert Williams
Sec: Rae-Ann Penton

E-Mail: cjses@hrsb.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Crichton Park Elementary

49 Lyngby Ave
 Dartmouth NS B3A 3V1
Board District: 3

Grades: PR-06 **T:** (902) 464-2503 **F:** (902) 464-2770
P: Lee-Anne Coveyduc
VP: Anne Gourlay
Sec: Donna Bohemier

E-Mail: crichton@hrsb.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

Cunard Junior High

121 Williams Lake Rd
 Halifax NS B3P 1T6
Board District: 4

Grades: 07-09 **T:** (902) 479-4418 **F:** (902) 479-4425
P: Paula Fairbairn
VP: Nancy Martin
Sec: Patricia Gillis

E-Mail: cunard@hrsb.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Dartmouth High

95 Victoria Rd
 Dartmouth NS B3A 1V2
Board District: 3

Grades: 9-12 **T:** (902) 464-2457 **F:** (902) 464-2384
P: Eartha Monard
VP: Ryan Lamont/Rosella Winship
Sec: Anne McCrate / Janet Sayer

E-Mail: dhs@hrsb.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

Dartmouth South Academy

36 Hastings Dr
 Dartmouth NS B2Y 2C5
Board District: 3

Grades: PR-08 **T:** (902) 464-2081 **F:** (902) 461-0199
P: Adrienne Blumenthal
VP: Norma MacIntyre
Sec: Kelly Lake

E-Mail: snws@hrsb.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

Dud d'Anville Elementary

12 Clayton Park Dr
 Halifax NS B3M 1L3
Board District: 5

Grades: PR-06 **T:** (902) 457-8940 **F:** (902) 457-8945
P: Ken Rutley
VP: Gwen Birt
Sec: Irene Meko

E-Mail: ddes@hrsb.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Duncan MacMillan High

481 Church Point Rd
 Sheet Harbour NS B0J 3B0
Board District: 1

Grades: PR-12 **T:** (902) 885-2777 **F:** (902) 885-2790
P: Ronnie Reynolds
VP: Mike McWatters
Sec: Donna Levy

E-Mail: dmhs@hrsb.ca
Family: Duncan MacMillan
Bus Cluster: 3
Admin Unit: 3

Dutch Settlement Elementary

990 Highway 277
 Dutch Settlement NS B2S 2J5
Board District: 1

Grades: PR-06 **T:** (902) 883-3000 **F:** (902) 883-3001
P: Heather Killen
VP: Crystal MacLean
Sec: Teri Rose

E-Mail: dses@hrsb.ca
Family: Musquodoboit Rural
Bus Cluster: 3
Admin Unit: 4

East St. Margaret's Elementary

8671 Peggy's Cove Rd
 Indian Harbour NS B3Z 3P5
Board District: 7

Grades: PR-06 **T:** (902) 823-2463 **F:** (902) 823-2232
P: Susan Casey
VP: N/A
Sec: Danette McDaniel

E-Mail: estm@hrsb.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

Eastern Consolidated Elementary

28875 Highway 7
 Moser River NS B0J 2K0
Board District: 1

Grades: PR-05 **T:** (902) 347-2618 **F:** (902) 347-2284
P: Wanda Scott
VP: Troy Smith
Sec: Jennifer Lowe

E-Mail: ecs@hrsb.ca
Family: Duncan MacMillan
Bus Cluster: 3
Admin Unit: 3

Eastern Passage Education Centre

93 Samuel Danial Dr
 Eastern Passage NS B3G 1P7
Board District: 2

Grades: 07-09 **T:** (902) 462-8401 **F:** (902) 462-8403
P: Dorothy Hart
VP: Jamie Kavanaugh
Sec: Julie Wilson

E-Mail: epec@hrsb.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Eastern Shore District High

35 West Petpeswick Rd
 Musquodoboit Harbour NS B0J 2L0
Board District: 1

Grades: 10-12 **T:** (902) 889-4025 **F:** (902) 889-4037
P: Jen Murray
VP: Nigel Mailman
Sec: Kimberley Gaetz / Wendy Myatt

E-Mail: esdh@hrsb.ca
Family: Eastern Shore
Bus Cluster: 3
Admin Unit: 3

Elizabeth Sutherland

66 Rockingstone Rd
 Halifax NS B3R 2C9
Board District: 6

Grades: PR-09 **T:** (902) 479-4427 **F:** (902) 479-4430
P: Kim Wilson
VP: Emilie Tsirigotis
Sec: Terri Parker

E-Mail: ess@hrsb.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Ellenvale Junior High

88 Belle Vista Dr
 Dartmouth NS B2W 2X7
Board District: 3

Grades: 07-09 **T:** (902) 435-8420 **F:** (902) 435-8469
P: Jeff Lewis
VP: Jeff Carruthers
Sec: Julia Cottingham

E-Mail: ejhs@hrsb.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Eric Graves Memorial Junior High

70 Dorothea Dr
 Dartmouth NS B2W 4M3
Board District: 2

Grades: 07-09 **T:** (902) 435-8325 **F:** (902) 435-8379
P: Scott Wadden
VP: Jim Currie
Sec: Wendy Forrest

E-Mail: egmjh@hrsb.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Fairview Heights Elementary (Annex Building)

141 Rufus Ave
 Halifax NS B3N 2M2
Board District: 5

Grades: PR-06 **T:** (902) 457-8953 **F:** (902) 457-8957
P: Sara Walker
VP: Terry Barro
Sec: Carly Cunningham

E-Mail: fhess@hrsb.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Fairview Heights Elementary (Main Building)

210 Coronation Ave
 Halifax NS B3N 2N3
Board District: 5

Grades: PR-06 **T:** (902) 457-8953 **F:** (902) 457-8957
P: Sara Walker
VP: Terry Barro
Sec: Carly Cunningham

E-Mail: fhess@hrsb.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Fairview Junior High

155 Rosedale Ave
 Halifax NS B3N 2K2
Board District: 5

Grades: 07-09 **T:** (902) 457-8960 **F:** (902) 457-8963
P: Peter Wicha
VP: Andrew Bray
Sec: Janet Martin / Carol Sheldon and Heather Wilson (

E-Mail: fvjh@hrsb.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Five Bridges Junior High

66 Hubley Rd
 Hubley NS B3Z 1B9
Board District: 7

Grades: 07-09 **T:** (902) 876-2026 **F:** (902) 876-7177
P: Ramona Joseph
VP: Rona Chisholm-Cleary
Sec: Karen Zwicker / Trudy Brow (Student Services)

E-Mail: fbjh@hrsb.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

Gaetz Brook Junior High

6856 Hwy 7
 Head of Chezzetcook NS B0J 1N0
Board District: 1

Grades: 07-09 **T:** (902) 827-4666 **F:** (902) 827-5430
P: David Reed
VP: Heather McKay
Sec: Janice Trider

E-Mail: gbjhs@hrsb.ca
Family: Eastern Shore
Bus Cluster: 3
Admin Unit: 3

George Bissett Elementary

170 Arklow Dr
 Dartmouth NS B2W 4R6
Board District: 2

Grades: PR-06 **T:** (902) 464-5184 **F:** (902) 464-5187
P: John Fry
VP: Adam Greenwood
Sec: Linda Wright

E-Mail: gbes@hrsb.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Georges P. Vanier Junior High

1410 Fall River Rd
 Fall River NS B2T 1J1
Board District: 1

Grades: 07-08 **T:** (902) 860-4182 **F:** (902) 860-4188
P: Mary Jacquart
VP: Tammy Murray
Sec: Carolyn Meek / Linda Abbott (Student Services)

E-Mail: vanier@hrsb.ca
Family: Lockview
Bus Cluster: 1
Admin Unit: 2

Gorsebrook Junior High

5966 South St
 Halifax NS B3H 1S6
Board District: 4

Grades: 07-09 **T:** (902) 421-6758 **F:** (902) 421-2709
P: David Leblanc
VP: Lisa Mansfield
Sec: CarolAnn Daley

E-Mail: gjh@hrsb.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Graham Creighton Junior High

72 Cherry Brook Rd
 Cherry Brook NS B2Z 1A8
Board District: 2

Grades: 07-09 **T:** (902) 464-5164 **F:** (902) 464-5173
P: Scott Hickman
VP: Amy Williams
Sec: Patricia Johnston

E-Mail: gcjh@hrsb.ca
Family: Auburn Drive
Bus Cluster: 3
Admin Unit: 2

Grosvenor-Wentworth Park Elementary

4 Downing St
 Halifax NS B3M 2G4
Board District: 5

Grades: PR-06 **T:** (902) 457-8422 **F:** (902) 457-8430
P: Brendon MacGillivray
VP: Denise Jarvis
Sec: Donna Rogers

E-Mail: gwp@hrsb.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Halifax Central Junior High

1787 Preston St
 Halifax NS B3H 3V7
Board District: 4

Grades: 07-09 **T:** (902) 421-6777 **F:** (902) 421-2868
P: Robert MacMillan
VP: Karen Williams
Sec: Kathy Reinhardt

E-Mail: central@hrsb.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Halifax West High

283 Thomas Raddall Dr
 Halifax NS B3S 1R1
Board District: 6

Grades: 10-12 **T:** (902) 457-8900 **F:** (902) 457-8980
P: Tim Simony
VP: M MacGibbon/S Corkum/B Khan
Sec: Sherry Robinson / Cathy Fitzgerald / Shelley Drake

E-Mail: hwhs@hrsb.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Hammonds Plains Consolidated Elementary

2180 Hammonds Plains Rd
 Hammonds Plains NS B4B 1M5
Board District: 7

Grades: PR-05 **T:** (902) 832-8412 **F:** (902) 832-8420
P: Lynn Corkum
VP: David Madget
Sec: Gillian Boutilier

E-Mail: hpcs@hrsb.ca
Family: Charles P. Allen
Bus Cluster: 1
Admin Unit: 1

Harbour View Elementary

25 Alfred St
 Dartmouth NS B3A 4E8
Board District: 3

Grades: PR-06 **T:** (902) 464-2051 **F:** (902) 464-2282
P: Kim Leblanc
VP: Michael MacDonald
Sec: Tanya Jordan / Cathy Bird (Student Services) / Na

E-Mail: hves@hrsb.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

Harold T. Barrett Junior High

862 Beaver Bank Rd
 Beaver Bank NS B4G 1A9
Board District: 8

Grades: 07-08 **T:** (902) 864-7500 **F:** (902) 864-7502
P: Ivan Skeete
VP: Jamie-Lynn Quinn
Sec: Marion Martin

E-Mail: htbar@hrsb.ca
Family: Lockview
Bus Cluster: 1
Admin Unit: 2

Harrietsfield Elementary

1150 Old Sambro Rd
 Harrietsfield NS B3V 1B1
Board District: 6

Grades: PR-06 **T:** (902) 479-4230 **F:** (902) 479-4235
P: Anne Ring
VP: Andrew Stone
Sec: Paula Lawlor

E-Mail: hes@hrsb.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Harry R. Hamilton Elementary

40 Hamilton Dr
 Middle Sackville NS B4E 3A9
Board District: 8

Grades: PR-05 **T:** (902) 864-6815 **F:** (902) 864-6820
P: Jane Gourley
VP: Suzanne McKenzie
Sec: Susan Brown

E-Mail: hrh@hrsb.ca
Family: Millwood
Bus Cluster: 1
Admin Unit: 2

Hawthorn Elementary

10 Hawthorne St
 Dartmouth NS B2Y 2Y3
Board District: 3

Grades: PR-06 **T:** (902) 464-2048 **F:** (902) 464-2799
P: Cheryl Dempster
VP: llelacheur@hrsb.ca
Sec: Ann Urquhart

E-Mail: hawthorn@hrsb.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

Herring Cove Junior High

7 Lancaster Dr
 Herring Cove NS B3V 1H9
Board District: 6

Grades: 07-09 **T:** (902) 479-4214 **F:** (902) 479-3379
P: Sean MacDonald
VP: Donna Olsen
Sec: Peggy MacLean

E-Mail: hcjh@hrsb.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Highland Park Junior High

3479 Robie St
 Halifax NS B3K 4S4
Board District: 5

Grades: 07-09 **T:** (902) 493-5124 **F:** (902) 493-5130
P: Carla Christianson
VP: Sheldon Lucas
Sec: Bernice Alexander

E-Mail: hpjh@hrsb.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Hillside Park Elementary

15 Hillside Ave
 Lower Sackville NS B4C 1W6
Board District: 8

Grades: PR-05 **T:** (902) 864-6873 **F:** (902) 864-6878
P: Christine Gallant
VP: Matthew Hartlen
Sec: Norine Brown

E-Mail: hpes@hrsb.ca
Family: Sackville
Bus Cluster: 1
Admin Unit: 1

Holland Road Elementary

181 Holland Rd
 Fletchers Lake NS B2T 1A1
Board District: 1

Grades: PR-06 **T:** (902) 860-4170 **F:** (902) 860-4173
P: Carol Anne Larade
VP: Collette Milliard
Sec: Sophie Day

E-Mail: hres@hrsb.ca
Family: Lockview
Bus Cluster: 1
Admin Unit: 2

Humber Park Elementary

5 Smallwood Ave
 Lake Loon NS B2W 3R6
Board District: 2

Grades: PR-06 **T:** (902) 464-5177 **F:** (902) 464-5182
P: Sherry Thistle
VP: Nicholas MacDonald
Sec: Holly Pelley

E-Mail: hps@hrsb.ca
Family: Auburn Drive
Bus Cluster: 3
Admin Unit: 2

Ian Forsyth Elementary

22 Glencoe Dr
 Dartmouth NS B2X 1J1
Board District: 3

Grades: PR-06 **T:** (902) 435-8435 **F:** (902) 435-8365
P: Mary-Jane Scott
VP: Carmel Mitchell
Sec: Penelope Lardner / Patricia Dillon (Student Service)

E-Mail: ifes@hrsb.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Inglis Street Elementary

5985 Inglis St
 Halifax NS B3H 1K7
Board District: 4

Grades: PR-06 **T:** (902) 421-6767 **F:** (902) 421-3028
P: Sherri MacDonald
VP: Paula Little
Sec: Dawn Townshend

E-Mail: ises@hrsb.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

J.L. Ilsley High

38 Sylvia Ave
 Halifax NS B3R 1J9
Board District: 6

Grades: 10-12 **T:** (902) 479-4612 **F:** (902) 479-4635
P: Gordon McKelvie
VP: Victoria Best/Blair Greenland (acting)
Sec: Susan Algee / Beverly Purdy

E-Mail: jli@hrsb.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

John MacNeil Elementary

62 Leaman Dr
 Dartmouth NS B3A 2K9
Board District: 3

Grades: PR-06 **T:** (902) 464-2488 **F:** (902) 464-2616
P: Neil Daigle
VP: Shauna MacMullin
Sec: Robyne Gorman

E-Mail: jmes@hrsb.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

John Martin Junior High

7 Brule St
 Dartmouth NS B3A 4G2
Board District: 3

Grades: 07-09 **T:** (902) 464-2408 **F:** (902) 464-2062
P: Anne Johnson-Mcdonald
VP: Gary Miller
Sec: Anne Albert

E-Mail: jmjh@hrsb.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

John W. MacLeod - Fleming Tower Elem. (Fleming Tower)

25 Randolph St
 Halifax NS B3P 2A9
Board District: 4

Grades: PR-06 **T:** (902) 479-4437 **F:** (902) 479-4442
P: Emily Quigley
VP: Jennifer Cholock
Sec: Kimberlee Ritcey

E-Mail: jwm@hrsb.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

John W. MacLeod - Fleming Tower Elem. (John W. MacLeod)

159 Purcell's Cove Rd
 Halifax NS B3P 1B7
Board District: 4

Grades: 02-06 **T:** (902) 479-4437 **F:** (902) 479-4442
P: Emily Quigley
VP: Jennifer Cholock
Sec: Kimberlee Ritcey

E-Mail: jwm@hrsb.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Joseph Giles Elementary

54 Gregory Dr
Dartmouth NS B2W 3M6
Board District: 2

Grades: PR-06 **T:** (902) 464-5192 **F:** (902) 464-5197
P: Sandra Chauvin
VP: Stephanie Lockhart
Sec: Janice McKearney

E-Mail: jges@hrsb.ca
Family: Auburn Drive
Bus Cluster: 3
Admin Unit: 2

Joseph Howe Elementary

2557 Maynard St
Halifax NS B3K 3V6
Board District: 5

Grades: PR-06 **T:** (902) 421-6785 **F:** (902) 421-8744
P: Steven Hutchins
VP: Jan Gillespie
Sec: Wanda Carter

E-Mail: jhowe@hrsb.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Kingswood Elementary

34 Vrege Crt
Hammonds Plains NS B4B 1K2
Board District: 7

Grades: PR-06 **T:** (902) 832-5522 **F:** (902) 832-5524
P: Carmelitta MacIntyre
VP: Carrie McBay
Sec: Rhonda Izzard

E-Mail: kwe@hrsb.ca
Family: Charles P. Allen
Bus Cluster: 1
Admin Unit: 1

Lakefront Consolidated Elementary

17286 Highway 7
Tangier NS B0J 3H0
Board District: 1

Grades: PR-06 **T:** (902) 772-2195 **F:** (902) 772-2850
P: Carole DesBarres
VP: N/A
Sec: Poppy-Jo Currie

E-Mail: lcs@hrsb.ca
Family: Duncan MacMillan
Bus Cluster: 3
Admin Unit: 3

LeMarchant-St. Thomas Elementary

1589 Walnut Street
Halifax NS B3H 2S1
Board District: 4

Grades: PR-06 **T:** (902) 421-6769 **F:** (902) 421-3036
P: Moira Cavanaugh
VP: Monica Stoilov
Sec: Mandy Smith

E-Mail: lmsts@hrsb.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Leslie Thomas Junior High

100 Metropolitan Ave
Lower Sackville NS B4C 2Z8
Board District: 8

Grades: 06-08 **T:** (902) 864-6785 **F:** (902) 864-6797
P: Benedette Anyanwu
VP: Mark MacPhee
Sec: Sheila Penny

E-Mail: ltjh@hrsb.ca
Family: Sackville
Bus Cluster: 1
Admin Unit: 1

Lockview High

148 Lockview Rd
Fall River NS B2T 1J1
Board District: 1

Grades: 09-12 **T:** (902) 860-6000 **F:** (902) 860-6005
P: Bernie MacEachern
VP: Dan Smith/Cathy Burton
Sec: Karen O'Reilly / Susan Daigle / Michelle Saunders

E-Mail: lhs@hrsb.ca
Family: Lockview
Bus Cluster: 1
Admin Unit: 2

Madeline Symonds Middle School

290 White Hills Run
Hammonds Plains NS B4B 1W6
Board District: 7

Grades: 06-09 **T:** (902) 832-2300 **F:** (902) 832-2302
P: Lynn Kazamel-Boudreau
VP: Derek Ferguson/Dean Lee
Sec: Michelle O'Connor / Sherry Mitchell

E-Mail: msms@hrsb.ca
Family: Charles P. Allen
Bus Cluster: 1
Admin Unit: 1

Michael Wallace Elementary

24 Andover St
Dartmouth NS B2X 2L9
Board District: 3

Grades: PR-06 **T:** (902) 435-8357 **F:** (902) 435-8395
P: Crystal Pelly
VP: Shauna MacMullin
Sec: Susan Duzak

E-Mail: mwes@hrsb.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Millwood Elementary

190 Beaver Bank Cross Rd
Middle Sackville NS B4E 1K5
Board District: 8

Grades: PR-05 **T:** (902) 864-7510 **F:** (902) 864-7518
P: Stephanie Dorrington
VP: Kara MacGillivray
Sec: Chelsey Ritchie

E-Mail: mes@hrsb.ca
Family: Millwood
Bus Cluster: 1
Admin Unit: 2

Millwood High

141 Millwood Dr
Middle Sackville NS B4E 0A1
Board District: 8

Grades: 09-12 **T:** (902) 864-7535 **F:** (902) 864-7567
P: Adam Griffin
VP: Noreen Stymest/Lauren Emanuel
Sec: Cathy Griggs / Donna Costard

E-Mail: mwhs@hrsb.ca
Family: Millwood
Bus Cluster: 1
Admin Unit: 2

Mount Edward Elementary

3 Windward Ave
Dartmouth NS B2W 2G9
Board District: 2

Grades: PR-06 **T:** (902) 435-8459 **F:** (902) 435-8414
P: Donald Morrison
VP: Rebecca Stickings
Sec: Denise Lough

E-Mail: mees@hrsb.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Musquodoboit Rural High

11980 Highway 224
Middle Musquodoboit NS B0N 1X0
Board District: 1

Grades: 07-12 **T:** (902) 384-2320 **F:** (902) 384-2321
P: Shaun Sheehan
VP: Susan Hartling
Sec: Crystal Deale / Lucinda Fleck

E-Mail: mrhs@hrsb.ca
Family: Musquodoboit Rural
Bus Cluster: 3
Admin Unit: 4

Musquodoboit Valley Education Centre

12046 Highway 224
Middle Musquodoboit NS B0N 1X0
Board District: 1

Grades: PR-06 **T:** (902) 384-2555 **F:** (902) 384-2419
P: Robin Legge
VP: Craig Ashley
Sec: Barbara Jodrey

E-Mail: mvec@hrsb.ca
Family: Musquodoboit Rural
Bus Cluster: 3
Admin Unit: 4

Nelson Whynder Elementary

979 North Preston Rd
North Preston NS B2Z 1A2
Board District: 1

Grades: PR-06 **T:** (902) 462-6030 **F:** (902) 462-6033
P: Valerie MacIntyre
VP: Leah McNamara
Sec: Natasha James

E-Mail: nwes@hrsb.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Ocean View Elementary

51 Oceanview School Rd
Eastern Passage NS B3G 1J3
Board District: 2

Grades: PR-04 **T:** (902) 465-8670 **F:** (902) 465-8673
P: Darcel Williams-Hart
VP: Trevor McGowan
Sec: Kerry Diggs

E-Mail: oves@hrsb.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

O'Connell Drive Elementary

40 O'Connell Dr
Porters Lake NS B3E 1E8
Board District: 1

Grades: PR-06 **T:** (902) 827-4112 **F:** (902) 827-3120
P: Dwight Lucas
VP: Lori Bartkiw
Sec: Debbie Doucette

E-Mail: ocdes@hrsb.ca
Family: Eastern Shore
Bus Cluster: 3
Admin Unit: 3

Oldfield Consolidated Elementary

72 Halls Rd
Enfield NS B2T 1C4
Board District: 1

Grades: PR-06 **T:** (902) 883-3010 **F:** (902) 883-3011
P: Kellie West
VP: Becky Campbell
Sec: Shelley Crowell

E-Mail: ocs@hrsb.ca
Family: Lockview
Bus Cluster: 1
Admin Unit: 2

Oxford School

6364 North St
Halifax NS B3L 1P6
Board District: 5

Grades: PR-09 **T:** (902) 421-6763 **F:** (902) 421-3043
P: Don Reardon
VP: Nancy Bradfield
Sec: Deborah Thompson

E-Mail: oxford@hrsb.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Oyster Pond Academy

10583 Highway 7
Oyster Pond NS B0J 1W0
Board District: 1

Grades: PR-09 **T:** (902) 889-4300 **F:** (902) 889-4310
P: Barb Gromick
VP: Kelly Hale
Sec: Nicole Golding

E-Mail: opa@hrsb.ca
Family: Eastern Shore
Bus Cluster: 3
Admin Unit: 3

Park West School

206 Langbrae Dr
Halifax NS B3S 1L5
Board District: 6

Grades: PR-09 **T:** (902) 457-7800 **F:** (902) 457-7804
P: Derek Carter
VP: Sabitha Masih/Tracy Foster
Sec: Elizabeth Landers / Margaret Johnston

E-Mail: parkwest@hrsb.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Porters Lake Elementary

40 Inspiration Dr
Porters Lake NS B3E 0A6
Board District: 1

Grades: PR-06 **T:** (902) 827-2525 **F:** (902) 827-5410
P: Shawn Marsh
VP: Tina Waterhouse-Campbell
Sec: Darlene Pettipas / Kerry Diggs (Student Services)

E-Mail: ples@hrsb.ca
Family: Eastern Shore
Bus Cluster: 3
Admin Unit: 3

Portland Estates Elementary

45 Portland Hills Dr
Dartmouth NS B2W 6L5
Board District: 2

Grades: PR-06 **T:** (902) 433-7100 **F:** (902) 433-7103
P: Louise Henman-Poirier
VP: Sherry Scoville
Sec: Debbie Ryan

E-Mail: portland@hrsb.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Prince Andrew High

31 Woodlawn Rd
Dartmouth NS B2W 2R7
Board District: 3

Grades: 10-12 **T:** (902) 435-8452 **F:** (902) 435-8398
P: Greg MacKinnon
VP: Craig Campbell/Melanie Breen
Sec: Darlene O'Donnell / Simone Crooks

E-Mail: pah@hrsb.ca
Family: Prince Andrew
Bus Cluster: 3
Admin Unit: 4

Prospect Road Elementary

2199 Prospect Rd
Hatchet Lake NS B3T 1R8
Board District: 6

Grades: PR-05 **T:** (902) 852-2441 **F:** (902) 852-5542
P: Lisa Taylor (acting)
VP: Suzanne Hawkes
Sec: Kelly Carlton

E-Mail: pres@hrsb.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Ridgecliff Middle School

35 Beech Tree Run
Beechville NS B3T 2E5
Board District: 6

Grades: 06-09 **T:** (902) 876-4381 **F:** (902) 876-4385
P: Jamie Moore
VP: Sohael Abidi
Sec: Ann Slaunwhite

E-Mail: rms@hrsb.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

Robert Kemp Turner Elementary

141 Circassion Dr
Cole Harbour NS B2W 4N7
Board District: 2

Grades: PR-06 **T:** (902) 464-5205 **F:** (902) 464-5208
P: Janice Graham
VP: Jennifer van der Weegen
Sec: Paula Sherman

E-Mail: rkt@hrsb.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Rockingham Elementary

31 Tremont Dr
Halifax NS B3M 1X8
Board District: 5

Grades: PR-06 **T:** (902) 457-8986 **F:** (902) 457-8993
P: Wally MacAskill
VP: Natalie Martel
Sec: Sharon Field

E-Mail: rockingham@hrsb.ca
Family: Halifax West
Bus Cluster: 1
Admin Unit: 3

Rockystone Heights School

1 Regan Dr
Halifax NS B3R 2J1
Board District: 6

Grades: PR-09 **T:** (902) 479-4452 **F:** (902) 479-4459
P: Leanne March
VP: Jay Jarvis
Sec: Karen LeBlanc / Heather Wilson (Student Services)

E-Mail: rhes@hrsb.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Rocky Lake Junior High

670 Rocky Lake Drive
Bedford NS B4A 2T6
Board District: 7

Grades: 07-09 **T:** (902) 832-8952 **F:** (902) 832-8962
P: Debbie Metherall
VP: Chuck Williams
Sec: Terri Redden / Vivian Wilson

E-Mail: rljh@hrsb.ca
Family: Charles P. Allen
Bus Cluster: 1
Admin Unit: 1

Ross Road School

336 Ross Rd
Westphal NS B2Z 1H2
Board District: 2

Grades: PR-09 **T:** (902) 462-8340 **F:** (902) 462-8398
P: Aaron Cannon
VP: Dan Fournier
Sec: Angela Bellefontaine

E-Mail: rrs@hrsb.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Sackville Heights Elementary

1225 Old Sackville Rd
Middle Sackville NS B4E 3A6
Board District: 8

Grades: PR-05 **T:** (902) 869-4700 **F:** (902) 869-4703
P: Kim Michaud
VP: Natasha Nurse-Jones
Sec: Shelley Kennedy

E-Mail: shes@hrsb.ca
Family: Millwood
Bus Cluster: 1
Admin Unit: 2

Sackville Heights Junior High

956 Sackville Dr
Lower Sackville NS B4E 1S4
Board District: 8

Grades: 06-08 **T:** (902) 869-3800 **F:** (902) 869-3801
P: Kelly MacLeod
VP: Grant Davy
Sec: Jennifer Knight

E-Mail: shjh@hrsb.ca
Family: Millwood
Bus Cluster: 1
Admin Unit: 2

Sackville High

1 Kingfisher Way
Lower Sackville NS B4C 2Y9
Board District: 8

Grades: 09-12 **T:** (902) 864-6700 **F:** (902) 864-6710
P: John Miller
VP: Margie Hopkins/Joseph MacDonald
Sec: Diana Cummings / Sandra Avery

E-Mail: shs@hrsb.ca
Family: Sackville
Bus Cluster: 1
Admin Unit: 1

Saint Mary's Elementary

5614 Morris St
Halifax NS B3J 1C2
Board District: 4

Grades: PR-06 **T:** (902) 421-6749 **F:** (902) 421-2655
P: Connie Johnson
VP: N/A
Sec: Gayle Griffin

E-Mail: stmarys@hrsb.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Sambro Elementary

3725 Old Sambro Rd
Sambro NS B3V 1G1
Board District: 6

Grades: PR-06 **T:** (902) 868-2717 **F:** (902) 868-1808
P: Catherine Bouliane
VP: N/A
Sec: Patricia Dempsey

E-Mail: ses@hrsb.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Seaside Elementary

1881 Caldwell Rd
 Eastern Passage NS B3G 1J3
Board District: 2

Grades: 05-06 **T:** (902) 465-7600 **F:** (902) 465-8662
P: Tyler Rutledge
VP: Lisa St.-Jarre
Sec: Wendy Sheppard

E-Mail: seaside@hrsb.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Shannon Park Elementary

75 Iroquois Dr
 Dartmouth NS B3A 4M5
Board District: 3

Grades: PR-06 **T:** (902) 464-2084 **F:** (902) 464-2866
P: Angela Yerxa-Weeks
VP: Regan Clancy
Sec: Stacy Blair

E-Mail: spes@hrsb.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

Shatford Memorial Elementary

10089 St. Margaret's Bay Rd
 Hubbards NS B0J 1T0
Board District: 7

Grades: PR-06 **T:** (902) 857-4200 **F:** (902) 857-4204
P: Michelle Andrews
VP: N/A
Sec: Lisbeth Fossberg

E-Mail: smes@hrsb.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

Sheet Harbour Consolidated Elementary

479 Church Point Rd
 Sheet Harbour NS B0J 3B0
Board District: 1

Grades: PR-06 **T:** (902) 885-2236 **F:** (902) 885-3577
P: Wanda Scott
VP: Troy Smith
Sec: Denise Logan

E-Mail: shces@hrsb.ca
Family: Duncan MacMillan
Bus Cluster: 3
Admin Unit: 3

Sir Charles Tupper Elementary

1930 Cambridge St
 Halifax NS B3H 4S5
Board District: 4

Grades: PR-06 **T:** (902) 421-6775 **F:** (902) 421-3049
P: Patricia Woodbury
VP: Erica Phillips
Sec: Janet Lilly

E-Mail: tupper@hrsb.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Sir John A. Macdonald High

31 Scholars Rd
 Upper Tantallon NS B3Z 0C3
Board District: 7

Grades: 10-12 **T:** (902) 826-3222 **F:** (902) 826-3220
P: Darlene Fitzgerald
VP: Randy Sullivan/Randy Pulsifer
Sec: Jane Aguinaga / Joan McKinnon

E-Mail: sja@hrsb.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

Sir Robert Borden Junior High

16 Evergreen Dr
 Dartmouth NS B2W 4A7
Board District: 2

Grades: 07-09 **T:** (902) 464-5140 **F:** (902) 464-5150
P: Joe Beuckx
VP: Melina Kennedy
Sec: Irene Swain

E-Mail: srbjh@hrsb.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Smokey Drive Elementary

241 Smokey Dr
 Lower Sackville NS B4C 3G1
Board District: 8

Grades: PR-05 **T:** (902) 864-6838 **F:** (902) 864-6844
P: Carolyn Thompson
VP: Rachael Webster
Sec: Lesley MacNeil

E-Mail: sdes@hrsb.ca
Family: Sackville
Bus Cluster: 1
Admin Unit: 1

South Woodside Elementary

5 Everette St
 Dartmouth NS B2W 1G2
Board District: 2

Grades: PR-06 **T:** (902) 464-2090 **F:** (902) 464-2778
P: Mary Paula MacEachern
VP: Rosiland Rossi
Sec: Renee Haines

E-Mail: swes@hrsb.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

Southdale-North Woodside School

36 Hastings Dr
Dartmouth NS B2Y 2C5
Board District: 3

Grades: PR-08 **T:** (902) 464-2081 **F:** (902) 461-0199
P: Adrienne Blumenthal
VP: Norma MacIntyre
Sec: Kelly Lake

E-Mail: snws@hrsb.ca
Family: Dartmouth High
Bus Cluster: 3
Admin Unit: 3

Springvale Elementary

92 Downs Ave
Halifax NS B3N 1Y6
Board District: 4

Grades: PR-06 **T:** (902) 479-4606 **F:** (902) 479-4473
P: John Dobrowolski
VP: Michelle LaMont
Sec: Nadine Munden

E-Mail: sprvale@hrsb.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

St. Agnes Junior High

6981 Mumford Rd
Halifax NS B3L 2H7
Board District: 4

Grades: 07-09 **T:** (902) 493-5132 **F:** (902) 493-5140
P: Brad McGowan
VP: Jarrett Feeney
Sec: Sandy Harrison

E-Mail: stagnes@hrsb.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

St. Catherine's Elementary

3299 Connolly St
Halifax NS B3L 3P7
Board District: 5

Grades: PR-06 **T:** (902) 493-5143 **F:** (902) 493-5163
P: Rosaline Bona
VP: Jeannie Miller
Sec: Nancy Carroll / Heather Venham (Student Service)

E-Mail: stcath@hrsb.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

St. Joseph's-Alexander McKay Elementary

5389 Russell St
Halifax NS B3K 1W8
Board District: 5

Grades: PR-06 **T:** (902) 493-5180 **F:** (902) 493-5186
P: Natalie Hagerty
VP: Amy Hunt
Sec: Barbara Dewar

E-Mail: sjam@hrsb.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

St. Margaret's Bay Elementary

24 Ridgewood Dr
Head of St Margarets Bay NS B3Z 2H4
Board District: 7

Grades: PR-06 **T:** (902) 826-3300 **F:** (902) 826-3310
P: Paula Hoyt
VP: Lisa MacDonald
Sec: Mary Drake

E-Mail: smbe@hrsb.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

St. Stephen's Elementary

3669 Highland Ave
Halifax NS B3K 4J9
Board District: 5

Grades: PR-06 **T:** (902) 493-5155 **F:** (902) 493-5158
P: Makiko Chiasson
VP: Maxine Ring
Sec: Otilie Hayes

E-Mail: sses@hrsb.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

Sunnyside Elementary (Eaglewood Drive)

210 Eaglewood Dr
Bedford NS B4A 3E3
Board District: 7

Grades: PR-06 **T:** (902) 832-8983 **F:** (902) 832-8422
P: Brian Toner
VP: Kelly Isenor
Sec: Cindy Harroun

E-Mail: sunnyside@hrsb.ca
Family: Charles P. Allen
Bus Cluster: 1
Admin Unit: 1

Sunnyside Elementary (Fort Sackville)

21 Perth St
Bedford NS B4A 2H1
Board District: 7

Grades: PR-06 **T:** (902) 832-8947 **F:** (902) 832-8443
P: Brian Toner
VP: Kelly Isenor
Sec: Cindy Harroun

E-Mail: sunnyside@hrsb.ca
Family: Charles P. Allen
Bus Cluster: 1
Admin Unit: 1

Sycamore Lane Elementary

69 Sycamore Lane
Lower Sackville NS B4C 1E8
Board District: 8

Grades: PR-05 **T:** (902) 864-6730 **F:** (902) 864-6734
P: Angela Comeau
VP: Lisa Gray
Sec: Vivian Wilson

E-Mail: sles@hrsb.ca
Family: Sackville
Bus Cluster: 1
Admin Unit: 1

Tallahassee Community School

168 Redoubt Way
Eastern Passage NS B3G 1M5
Board District: 2

Grades: PR-04 **T:** (902) 465-8650 **F:** (902) 465-8010
P: Anna Marie Sarto
VP: James Hurley
Sec: Judy L'Heureux

E-Mail: tcs@hrsb.ca
Family: Cole Harbour District
Bus Cluster: 3
Admin Unit: 2

Tantallon Jr Elementary

1 French Village Station Rd
Upper Tantallon NS B3Z 1E4
Board District: 7

Grades: PR-02 **T:** (902) 826-1204 **F:** (902) 826-1369
P: Karla Wolfe
VP: Natalie MacDonald
Sec: Rae Bell

E-Mail: tantallonjr@hrsb.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

Tantallon Sr Elementary

3 French Village Station Rd
Upper Tantallon NS B3Z 1E4
Board District: 7

Grades: 03-06 **T:** (902) 826-1200 **F:** (902) 826-1206
P: Patty Hoskin
VP: Sarah Wile
Sec: Donna Maas

E-Mail: tantallon@hrsb.ca
Family: Sir John A. Macdonald
Bus Cluster: 2
Admin Unit: 4

Upper Musquodoboit Consolidated Elem.

8416 Highway 224
Upper Musquodoboit NS B0N 2M0
Board District: 1

Grades: PR-06 **T:** (902) 568-2285 **F:** (902) 568-2573
P: Aaron Verge
VP: N/A
Sec: Heather Harnish

E-Mail: umcs@hrsb.ca
Family: Musquodoboit Rural
Bus Cluster: 3
Admin Unit: 4

Waverley Memorial

2393 Rocky Lake Drive
Waverley NS B2R 1S4
Board District: 1

Grades: PR-06 **T:** (902) 860-4150 **F:** (902) 860-4154
P: Lori MacKay-Carroll
VP: Janice Howlett-MacKay
Sec: Charlene Fizzard

E-Mail: wmlcs@hrsb.ca
Family: Lockview
Bus Cluster: 1
Admin Unit: 2

Westmount Elementary

6700 Edward Arab Ave
Halifax NS B3L 2E1
Board District: 4

Grades: PR-06 **T:** (902) 493-5164 **F:** (902) 493-5168
P: Lesley MacInnis
VP: Tom Cleary
Sec: Ann D'Eon

E-Mail: wmount@hrsb.ca
Family: Citadel High
Bus Cluster: 2
Admin Unit: 1

William King Elementary

91 St. Paul's Ave
Herring Cove NS B3V 1H6
Board District: 6

Grades: PR-06 **T:** 479-4200 **F:** 479-4208
P: Stephen Driscoll
VP: Trevor McGowan
Sec: Hazel Bowers

E-Mail: wkes@hrsb.ca
Family: J.L. Ilsley
Bus Cluster: 2
Admin Unit: 4

Appendix C - Offices in the HRCE

Office Locations

Dartmouth

Main Building and Learning Hub

33 Spectacle Lake Drive,
Dartmouth, NS, B3B 1X7
[\(902\) 464-2000](tel:(902)464-2000)

Property Services Depot

35B Major Street,
Dartmouth, NS, B2X 1A7
[\(902\) 464-2000](tel:(902)464-2000)

EXCEL Program

25 Alfred Street,
Dartmouth, NS, B3A 4E8
[\(902\) 464-2000](tel:(902)464-2000) ext. 2787

Dartmouth All City Music

35 Major Street,
Dartmouth, NS, B2X 1A7
[\(902\) 435-8341](tel:(902)435-8341)

Central Library Services

33 Spectacle Lake Drive,
Dartmouth, NS, B3B 1X7
[\(902\) 464-2000](tel:(902)464-2000)

School Technology Depot

75 Iroquois Drive
Dartmouth, NS B3A 4M5
[\(902\) 464-4357](tel:(902)464-4357)

Halifax

Halifax All City Music

6364 North Street,
Halifax, NS, B3L 1P6
[\(902\) 421-6700](tel:(902)421-6700)