



Purchasing Division

RFP #3534
CHEMICAL WASTE DISPOSAL

Addendum #1

October 29, 2012
1:53 PM

To: Bidders

From: Deborah Beck
Buyer

Pages: 3 phone: 464-2000 (ext. 2011)

The bid documents shall be amended as follows:

- **A company “SEAL” is not mandatory for this RFP (Clause 9.1 page 14) however, an authorized signature is mandatory.**
- **A “photo ID” is not required, however, the successful contractor must coordinate timing for the chemical waste pickup with the school and the contractor’s employees must report to the School Secretary in the main office upon arrival at the school (Clause 5.1.16.3 Page 8).**
- **Over the past three years HRSB spent \$92,200 in total for the removal of chemical waste. However, HRSB does not guarantee any dollar amount for the term of this standing offer which is on an “as required” basis.**

END OF ADDENDUM #1

PLEASE SIGN BELOW AND RETURN WITH BID DOCUMENTS:

Signature

Company Name



TENDER #3534

Standing Offer for Chemical Waste Disposal

Closing Date: *THURSDAY, NOVEMBER 8, 2012*
Closing Time: *2:00:00 P.M.*
Opening Time: *2:00:00 P.M.*

Closing Location:

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

Purchasing Contact:

Deborah Beck, Buyer
Tel: (902) 464-2000 Extension #2011
Fax: (902) 464-0161

CHEMICAL WASTE DISPOSAL TABLE OF CONTENTS

1.0 INTRODUCTION

SECTION 1.1 PURPOSE	4
---------------------------	---

2.0 TERMS AND CONDITIONS OF THIS BID

SECTION 2.1 DEFINITIONS	4
SECTION 2.2 RETURN LOCATION	5
SECTION 2.3 IMPORTANT DATES	5
SECTION 2.4 QUESTIONS/REGISTRATION	5

3.0 CONTRACT / PRICING/TAXES/DELIVERY/PAYMENT

SECTION 3.1 CONTRACT TERM	5
SECTION 3.2 PRICING	5
SECTION 3.3 TAXES	5
SECTION 3.4 DISPOSAL PERIOD	6
SECTION 3.5 STEPS FOR CHEMICAL WASTE DISPOSAL	6
SECTION 3.6 INVOICING/PAYMENT TERSM	6

4.0 SPECIFICATIONS/REQUIREMENTS

SECTION 4.1 REQUIREMENTS	6
--------------------------------	---

5.0 TERMS AND CONDITIONS

SECTION 5.1 GENERAL TERMS AND CONDITIONS	7
SECTION 5.2 CANCELLATION OF CONTRACT/ LOSS OF SERVICE	9
SECTION 5.3 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT	9
SECTION 5.4 HEALTH, SAFETY REGULATIONS	10
SECTION 5.5 WORKPLACE SAFETY AND INSURANCE BOARD	10
SECTION 5.6 COMMERCIAL LIABILITY INSURANCE	10
SECTION 5.7 AUTOMOBILE LIABILITY INSURANCE	11

6.0 BIDDER PROFILE

SECTION 6.1 REFERENCES	11
SECTION 6.2 ADMINISTRATION & ORGANIZATION	11

7.0 BID SUBMISSION

SECTION 7.1 BIDDER'S RESPONSE GUIDE	12
---	----

8.0 AWARD OF BID

SECTION 8.1 EVALUATION PROCESS 12
SECTION 8.2 AWARD AND NOTIFICATION OF CONTRACT 12

9.0 SIGNATURE PAGE

SECTION 9.1 SIGNATURE PAGE 13
SECTION 9.2 REFERENCES.....14
SECTION 9.3 PROJECT PERSONNEL.....15

APPENDIX A HRSB CHEMICAL WASTE PICKUP FORM

APPENDIX B CONTRACTOR'S CHEMICAL WASTE PICKUP QUOTE

APPENDIX C BIDDERS LAB PACK PRICING

APPENDIX D BIDDERS CHECK LIST

APPENDIX E HRSB DIRECTORY OF SCHOOLS

1.0 INTRODUCTION

The Halifax Regional School Board (hereafter referred to as the HRSB) invites interested parties to submit sealed submissions in response to this Tender. The Halifax Regional School Board is the largest public school board in the Province of Nova Scotia operating approximately sixteen (16) high schools and thirty (30) junior high schools with science labs.

SECTION 1.1 PURPOSE

1.1.1 The purpose of this bid document is to provide interested parties with sufficient information to enable them to prepare and submit bids for consideration by the HRSB. It is the Board's desire to put in place a Standing Offer for the pickup and disposal of chemical waste **as required but no more than once/year per site (between April 1st and May 30th)**, subject to the conditions herein, for a period of three years with an option to renew for two additional one year terms, at the discretion of the Board.

2.0 BID DEFINITIONS AND INFORMATION

SECTION 2.1 DEFINITIONS

2.1.1 The following words are used throughout this bid document and bidders should note these conditions when completing their bid submission.

2.1.1.1 The word **"MUST"** - Bidders **"must"** include the required information in bid submission. Failure to include the required information will deem submission **noncompliant**.

2.1.1.2 The word **"SHOULD"** - Bidders **"should"** include the required information in bid submission.

2.1.1.3 The word **"NONCOMPLIANT"** - Bids submissions will be eliminated from further evaluation if the submission does not include the required information.

2.1.1.4 The word **"SUBCONTRACTOR"** shall mean a person, firm or company hired by the bidder(s) or the successful bidder(s) to perform all or any portion of this bid.

2.1.1.5 The word **"QUALIFIED"** will mean a Bidder who is compliant and has included the required information in their bid submission.

2.1.1.6 **BID IRREGULARITY:** A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid response for the purposes of this Bid; bid irregularities are further classified as major irregularities or minor irregularities.

2.1.1.6.1 Major Irregularity: A deviation from the bid request which affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The HRSB will reject any bid submission which contains a major irregularity.

2.1.1.6.2 Minor Irregularity: A deviation from the bid request which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The HRSB may permit the bidder to correct a minor irregularity.

SECTION 2.2 RETURN LOCATION

- 2.2.1 Sealed Tenders marked "**Chemical Waste Disposal #3534**" **must** be returned to:
- Halifax Regional School Board
1st Floor, 33 Spectacle Lake Drive
Dartmouth NS B3B 1X7
- 2.2.2 The bid submission envelope should show the bid document name, number and the Board's Commissioner will record the return date and time on the tender envelope and provide the submitter with a receipt, if requested.
- 2.2.3 The bid submission **must** be returned to the location above for your bid submission to be accepted.
- 2.2.4 Submissions received late or by electronic transmission (i.e., fax/e-mail) WILL NOT be accepted.
- 2.2.5 Late bids will be returned unopened to a bidder, if a return address is included on the submission envelope.

SECTION 2.3 IMPORTANT DATES

- 2.3.1 ISSUE DATE: **THURSDAY, OCTOBER 25TH, 2012**
- 2.3.2 RETURN DATE and TIME: **PRIOR TO 2:00:00 P.M. THURSDAY, NOVEMBER 8TH, 2012.**

SECTION 2.4 QUESTIONS

- 2.4.1 All questions pertaining to this bid document should be addressed to: Deborah Beck, Buyer by Fax (902) 464-0161. The HRSB reserves the right to distribute in writing to all other registered bidders a notice of content of any inquiry and the HRSB's response, if any. All questions pertaining to this bid document **must** be submitted in writing. The HRSB will only be bound by written answers to questions.
- 2.4.2 Should any questions raised by a bidder necessitate an addendum to this bid document, the addendum will be faxed to all proponents **at least two days prior** to the tender closing date and time.

3.0 CONTRACT TERM / PRICING / TAXES / DELIVERY / PAYMENT

SECTION 3.1 CONTRACT TERM

- 3.1.1 The term of this agreement shall be for a period of three years from tender award with two additional one year terms, at the option of the Board.

SECTION 3.2 PRICING

- 3.2.1 Bidders **must** complete the Bidder's Lab Pack Pricing, Appendix "C".
- 3.2.2 Prices **must** be firm for the first three years of the contract. The Board may offer to extend the contract for one or two additional years at the same rate or for a minimal increase proposed by the successful bidder(s), not to exceed 3% or the Nova Scotia Cost of Living Index, whichever is lower.

SECTION 3.3 TAXES

3.3.1 HST: Bidders MUST NOT include HST in bid prices.

SECTION 3.4 DISPOSAL PERIOD

3.4.1 All pickups and disposals MUST be completed between April 1st and May 30th each year Monday to Friday, excluding holidays, between the hours of 9:00 a.m. to 3:00 p.m.

SECTION 3.5 STEPS FOR CHEMICAL WASTE DISPOSAL

- 3.5.1 In early February each year Purchasing Department will send a notice to schools along with the Chemical Waste Pickup Form (Appendix A), advising that all chemical waste will be picked up between April 1st and May 30th, noting a two week deadline for return of the form.
- 3.5.2 Schools with chemical waste will fax the completed Chemical Waste Disposal Form to Purchasing and Purchasing will forward the forms to the successful vendor.
- 3.5.3 The successful vendor will cost the chemical waste disposal for each school on the Board's Chemical Waste Disposal form at the per lab pack rates quoted by the vendor and fax the forms to Purchasing fax #464-2238.
- 3.5.4 Purchasing Department will generate one purchase order per school and fax the signed purchase order(s) to the successful vendor.
- 3.5.5 Three business days prior to pickup at any given location, the successful vendor(s) **must** provide each contact person indicated on the Chemical Waste Pickup Form with the proposed date for the chemical pickup.
- 3.5.6 Upon arriving at the site, the Successful Bidder must report to the School Secretary and ask for the contact person indicated on the Chemical Waste Pickup Form. An HRSB employee (the school Science Teacher in most cases) may monitor the contractor's personnel during pick-up and packing process and **must sign/verify and receive a copy of the contractor's manifest verifying the time required for the packing process and number of lab packs.**

SECTION 3.6 INVOICING/PAYMENT TERMS

- 3.6.1 One original invoice per school quoting the appropriate purchase order number, with a copy of the disposal record **must** be sent to the Halifax Regional School Board, 33 Spectacle Lake Drive, Dartmouth NS B3B 1X7 for payment.
- 3.6.2 HST **must** be shown separately as extras on all invoices in accordance with Canadian and Provincial Government regulations. It is generally expected that payment will be 30 days from receipt of invoice.
- 3.6.3 Invoices **must** state percentage discount for early payment and net payment terms.

4.0 SPECIFICATIONS/REQUIREMENTS

SECTION 4.1 REQUIREMENTS

- 4.1.1 All work is to be performed in accordance with Regulations under the Environmental Protection Act and Transportation of Dangerous Goods Regulations and Occupational Health and Safety Legislation and other pertinent regulations.
- 4.1.2 The successful bidder(s) will be responsible for applying safety markers, such as labels, placards and signs on all containers, packages, tanks and cylinders, and on all vehicles containing Chemical waste.
- 4.1.3 The successful bidder(s) will provide qualified, competent personnel and all necessary equipment and supplies, i.e.; sufficient quantity of containers, packing materials, labels, placards, etc.
- 4.1.4 The successful bidder(s) **must** provide a copy of certification from the Ministry of Transportation to transport dangerous goods by fax to 464-0161 within 10 business days after receipt of award letter.
- 4.1.5 Successful bidder(s) **must** provide a copy of the license to dispose of Chemical Waste from the Ministry of the Environment by fax to 464-0161 within 10 business days after receipt of award letter.
- 4.1.6 These tender documents include the following appendices:
 - 1. **APPENDIX A** HRSB CHEMICAL WASTE PICKUP FORM (To be completed by schools)
 - 2. **APPENDIX B** CONTRACTORS CHEMICAL WASTE PICKUP QUOTE
 - 3. **APPENDIX C** BIDDERS LAB PACK PRICING
 - 4. **APPENDIX D** BIDDERS CHECK LIST
 - 4. **APPENDIX E** HRSB DIRECTORY OF SCHOOLS

SECTION 5.0 TERMS AND CONDITIONS

SECTION 5.1 GENERAL TERMS AND CONDITIONS

- 5.1.1 By response to this bid call, bidders agree that bid responses are IRREVOCABLE for 120 days.
- 5.1.2 A bidder who has already submitted a bid may submit an addendum in writing signed by the bidder at any time up to the official closing time by facsimile to 464-0161. The last submission shall supersede and invalidate all previous submissions by that bidder as it applies to this Bid.
- 5.1.3 The Halifax Regional School Board shall not be responsible for any lost transmissions submitted by a bidder under Section 5.1.2.
- 5.1.4 A bidder may withdraw the bid at any time up to the official closing time by letter bearing his/her signature by fax to 464-0161 prior to the official closing and time. Withdrawal requests received after the closing date and time shall not be permitted.
- 5.1.5 The Halifax Regional School Board shall not be responsible for any lost transmissions submitted by a bidder under Section 5.1.3.
- 5.1.6 The issuance of this call for bids shall not constitute any obligation on the part of the HRSB to any firm or individual who submits a Bid.
- 5.1.7 The bidder should have satisfactorily fulfilled all relevant obligations as required under the terms and conditions of any previous award in order to be considered as an

acceptable bidder.

- 5.1.8 The laws of the Province of Nova Scotia shall govern in any dispute occasioned as a result of the performance or nonperformance and/or workmanship of a contract issued pursuant to the bid and any dispute arising out of the issuance of and response to this bid.
- 5.1.9 HRSB reserves the right to withdraw the award of the contract to a successful bidder(s) within 30 days of the award if, in the opinion of the HRSB, the successful bidder(s) is unable or unwilling to provide the services required to the satisfaction of the HRSB. The HRSB shall be entitled to do so without any liability being incurred by the HRSB to the bidder.
- 5.1.10 The lowest or any bid submission may not necessarily be accepted. The HRSB reserves the right to decline any or all bid submissions, or to cancel the Bid call in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by the HRSB to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal.
- 5.1.11 By responding to this bid call bidders agree that all costs associated with the preparation of the bid submission will be solely the responsibility of the bidder.
- 5.1.12 The HRSB reserves the right to award this tender to one contractor or to multiple contractors. Bidders should state any further discount, as a percentage, if the complete tender is awarded to your company.
- 5.1.13 All terms and conditions of this bid are deemed to be accepted by the bidder and incorporated into the bidder's tender submission. It is HRSB's intention that the Terms and Conditions stated in this bid and the successful bidder's response to this bid will form the contract between HRSB and the successful bidder(s). Any conflict in the wording of the bidder's invoice and/or sales agreement and the wording of the terms and conditions of this proposal shall be resolved in favor of the HRSB and shall be deemed to be incorporated into the bidder's tender and/or sales agreement.
- 5.1.14 The successful bidder(s) **must** not at any time subcontract any portion of its contract with the HRSB nor shall it assign the contract without the written permission of the HRSB. The successful bidder(s) **must** not, at any time, change subcontractors approved by the HRSB without written permission of the HRSB.
- 5.1.15 The HRSB may accept or waive a minor irregularity, or where practical to do so the HRSB may as a condition of bid acceptance request a bidder to correct a minor irregularity with no change in bid price. Items of non compliancy on any bid submissions which do not strictly comply with the provisions, procedures and requirements of this Bid, or are incomplete, ambiguous, or which contain errors, alterations, misleading information, omissions, or irregularities of any kind, may be rejected and disqualified at the discretion of the HRSB. All bidders agree to provide all such additional information as, and when requested, at their own expense, provided no bidder in supplying any such information shall be allowed, in any way to change the pricing or other cost quotations originally given in its bid submission or in any way materially alter or add to the solution originally proposed.
- 5.1.16 All HRSB policies, procedures and regulations **must** be adhered to by the successful bidder(s).
 - 5.1.16.1 Smoking is prohibited in all HRSB buildings and on all HRSB property.
 - 5.1.16.2 Some HRSB sites are equipped with video surveillance cameras.
 - 5.1.16.3 The contractor's employees **must** wear photo identification and report to the school secretary upon arrival on school property.
 - 5.1.16.4 The successful bidder(s) is obliged to cooperate with all recycling and environmental procedures and initiatives established by Provincial

Government and/or HRM.

- 5.1.17 The successful bidder(s) will reimburse the HRSB for any damages through negligence or willful acts of any of the successful bidder(s)' employees or contracted staff.
- 5.1.18 The successful bidder(s)' employees and contracted staff shall not be considered HRSB employees and shall not represent themselves as an agent of the HRSB nor be eligible for any of the benefits provided to HRSB employees.
- 5.1.19 The HRSB reserves the right to demand the removal of any successful bidder's employees or contracted staff engaged in this contract if, in the HRSB's opinion, their conduct has been of an unacceptable nature.
- 5.1.20 The successful bidder(s) will be responsible for seeing that regular supervision is maintained over all working personnel. T
- 5.1.21 his bid document is being issued pursuant to the HRSB's Purchasing Policies and Procedures. A copy of the Board's Purchasing Policy is available on the School Board's website: www.hrsb.ns.ca/Quicklinks/Policies/FinancialServices/Purchasing.

SECTION 5.2 CANCELLATION OF CONTRACT / LOSS OF SERVICE

- 5.2.1 HRSB reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful bidder(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder(s) shall remain responsible for its obligations under this contract up to the date of termination. HRSB reserves the right to commence an action in a court of competent jurisdiction against the successful bidder(s) for damages that result from the breach of the terms and conditions of the contract, by the successful bidder(s).
- 5.2.2 HRSB shall have the right to retain and set off from any monies payable to the successful bidder(s) under the contract the total outstanding amount from time to time and for all damage claims by the HRSB or any third parties arising out of this contract which have not been resolved by the successful bidder(s) or its insurer.
- 5.2.3 HRSB reserves the right to withhold monies owing under a contract to the value of the obligation to a maximum of the monies owing to the successful bidder(s) for any indebtedness of the contractor that may impact on HRSB.
- 5.2.4 The successful bidder(s) shall be responsible for ensuring continuous service in the event of a labor disruption by either, the successful bidder(s), HRSB's staff or third party interruptions.
- 5.2.5 In the event that the successful bidder(s) becomes insolvent, and/or the successful bidder(s) is unable or unwilling to provide the contracted service for a period of more than 30 consecutive days during the period of the contract, HRSB shall have the right to replace the successful bidder(s) with another service provider suitable to HRSB in addition to all of its other rights pursuant to the term of this Tender.

SECTION 5.3 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 5.3.1 Bidders agree that all documentation and information contained in any bid submissions and any addendum that becomes the property of the HRSB shall be subject to disclosure pursuant to an application to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a bid submission or an addendum may contain a trade secret of the bidder, intellectual property right of the bidder, or scientific, technical, commercial, pricing or other financial or labor relations information or any other similar secret. A bidder specifically consents to the disclosure of any and all information contained in their bid submission or any

addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all right, title and interest that they have in the bid submission, and any addendum to the HRSB, including the right to copy and/or publish the same as the HRSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

- 5.3.2 All bidders agree not to disclose any information provided by the HRSB in this bid document to any third party without the written consent of the HRSB.

SECTION 5.4 HEALTH & SAFETY REGULATIONS

5.4.1 The Occupational Health and Safety Act describes the responsibilities of an employer. The HRSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers **must** be trained in WHIMS in accordance with Occupational Health and Safety Act Regulations. They **must** adhere to all HRSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.

5.4.2 The HRSB reserves the right to request a copy of a bidder's Health & Safety Policy, Procedures and Guidelines.

SECTION 5.5 WORKPLACE SAFETY AND INSURANCE BOARD

5.5.1 The successful bidder(s) **must** ensure that all workers are covered by the Workplace Safety & Insurance Board for the duration of this contract.

5.5.2 The successful bidder(s) shall furnish a Certificate of Clearance from the Workplace Safety and Insurance Board as evidence that all returns have been made and all necessary assessments have been paid as required, or levied, by the Workplace Safety and Insurance Board. This certification is to be furnished prior to the commencement of this contract. The good standing **must** be maintained throughout the contract. It is the responsibility of the Contractor to ensure that the Workplace Safety & Insurance Board Certificate is updated sixty (60) days. The HRSB reserves the right to request proof of coverage any time throughout the duration of the contract. A copy of the Board's Occupational Health & Safety Policy is available on the School Board's website: [www.hrsb.ns.ca/Quicklinks/Policies/HumanResourceServices/Occupational Health & Safety](http://www.hrsb.ns.ca/Quicklinks/Policies/HumanResourceServices/OccupationalHealth&Safety).

5.5.3 All workplace injuries or accidents on HRSB property must be immediately reported to the Principal at the school where the incident occurred and also to HRSB's Occupational Health & Safety Officer, John Swales within 24 hours.

SECTION 5.6 COMMERCIAL LIABILITY INSURANCE

5.6.1 The successful bidder(s) **must** be covered by Commercial General Liability Insurance throughout the term of the Contract. Within one week of tender award and prior to performing any work, successful bidders **must** provide a Certificate of Insurance with the Bid Document showing proof of the following:

- Commercial Liability Insurance coverage with limits of \$5 Million per occurrence for liability (by way of primary coverage and/or Umbrella Coverage and/or otherwise), arising at law for damages caused by reason of bodily injury (including death) or damage to property by its employees or subcontractors. If the bidder does not presently have \$5 Million per occurrence of Commercial Liability Insurance coverage, the bidder shall provide a written assurance from his insurer or agent on

the insurer's or agent's letterhead that liability insurance limits will be increased to \$5 Million per occurrence from the commencement of the contract should the contract be awarded to the bidder. The successful bidder(s) further agrees to maintain good standing throughout the term of the contract. The HRSB reserves the right to request proof of coverage any time throughout the duration of the contract.

The liability policy shall contain the following coverage:

- Personal Injury & Property Damage
- Non-Owned Automobile Liability
- Owners and Contractors Protective Coverage
- Contractual Liability
- Broad Form Property Damage
- Products & Completed Operation Insurance
- Contingent Employees Liability
- Cross Liability Clause and Severability of Interest Clause.

SECTION 5.7 AUTOMOBILE LIABILITY INSURANCE

- 5.7.1 Bidders **must** state if vehicles to be used on School Board property are owned by your employees or subcontractors. All successful bidders, must carry \$2,000,000 Automobile Liability Insurance per occurrence for the term of the Contract. Bidder's employees or sub-contractors who will be operating their own vehicles for purposes of this contract must also carry \$2,000,000 liability insurance, per occurrence.
- 5.7.2 Successful bidders **must** provide the Board with a Certificate of Insurance within one week after tender award, prior to performing any work for the Board protecting the HRSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of an automobile. Should the contract be awarded annually thereafter the term of the contract, by responding to this tender, bidders agree to maintain good standing of all insurance and other requirements throughout the term of the extended contract.
- 5.7.4 The successful bidder(s) agrees to indemnify, hold harmless, and defend, the HRSB from and against any and all liability for loss, damage and expense, which the HRSB may suffer or for which the HRSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the party of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of an automobile.

6.0 BIDDER PROFILE

SECTION 6.1 REFERENCES

- 6.1.1 Bidders **must** provide a minimum of three references where you have successfully provided services similar to those required in this bid document. The reference **must** contain the following information: (i) agency name, (ii) address, (iii) contact person, (iv) telephone number.

SECTION 6.2 ADMINISTRATION & ORGANIZATION - Outline details concerning your company.

- 6.2.1 HRSB reserves the right at any time after the closing date, to request from any bidder evidence of its financial standing and stability, including that of each of its officers,

directors and principals. All bidders agree to provide at their own expense all such above-related information as may be requested by HRSB within four (4) days of the date of any such request.

- 6.2.2 Bidders should list any and all pending or ongoing legal claims or disputes where the bidder could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00.
- 6.2.3 Bidders should state location of their business.
- 6.2.4 Bidders should state if their employees service sites wearing uniforms.
- 6.2.5 Bidders should state if their employees carry photo identification.
- 6.2.6 Bidders should state if they are ISO registered and if so what level.
- 6.2.7 Bidders should state if the staff involved in the execution of this contract are employees or sub-contractors.

7.0 BID SUBMISSION

SECTION 7.1 BIDDER'S RESPONSE GUIDE

- 7.1.1 Each bid submission should be structured using only the criteria identified in this bid document. When submitting Bids, bidders should use the same numbering format, as this bid document.
- 7.1.2 A signed copy of the Bidder's Information - Section 10 **must** be returned for your bid submission to be accepted.
- 7.1.3 Bidders' submissions should include page numbers for ease of reference by Evaluation Committee Members.

8.0 AWARD

SECTION 8.1 EVALUATION PROCESS

- 8.1.1 An evaluation committee will be established to evaluate bid submissions.
- 8.1.2 All bid submissions will first be evaluated on their compliance with the requirements of this bid document.
- 8.1.3 All compliant bid submissions will be evaluated by a HRSB evaluation committee based on the following evaluation criteria:
 - 8.1.3.1 References
 - 8.1.3.2 Price (Bidder's Lab pack Pricing – Appendix "C")
 - 8.1.3.3 Compliance with tender document #3534 Specifications
 - 8.1.3.4 Service
 - 8.1.3.5 Performance Record
 - 8.1.3.6 Value
- 8.1.4 Compliant bidders may be requested to make a presentation of their bid for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.

SECTION 8.2 TENDER AWARD AND NOTIFICATION OF CONTRACT

8.2.1 The Board's award letter shall serve as tender award notification. Verbal notifications shall not be binding.

9.1

BIDDER'S INFORMATION

***TENDER #3534
CHEMICAL WASTE DISPOSAL***

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. _____ DATE _____

I/WE, the undersigned, having carefully examined #3534 ***CHEMICAL WASTE DISPOSAL*** tender documents, and having read, understood, and accepted the Conditions of the tender which form part of the tender documents, hereby offer to provide the materials and service in strict accordance with the #3534 ***CHEMICAL WASTE DISPOSAL*** documents, which form part of this tender.

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

SIGNED AND DELIVERED
in the presence of:

CONTRACTOR [Seal]

Witness

Signature of Signing Officer

Name and Title (printed)

Name and Title (printed)

9.2 REFERENCES

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

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

SUB CONTRACTORS:

The Bidder shall enter the name and address of each Sub-Contractor used in making up this Tender. Only one Sub-Contractor shall be named for each part of the work to be sublet.

Subcontractor/Contractors/Manufacturers	Service/Material

APPENDIX B

CONTRACTOR'S CHEMICAL WASTE PICKUP QUOTE

SCHOOL _____

DATE _____

	1/4 LAB PACK	1/2 LAB PACK	FULL LAB PACK
ACIDS	__ PKS X \$0 =	__ PKS X \$0 =	__ PKS X \$0 =
BASES	__ PKS X \$0 =	__ PKS X \$0 =	__ PKS X \$0 =
FLAMMABLES	__ PKS X \$0 =	__ PKS X \$0 =	__ PKS X \$0 =
PESTICIDES	__ PKS X \$0 =	__ PKS X \$0 =	__ PKS X \$0 =
REACTIVE WASTE	__ PKS X \$0 =	__ PKS X \$0 =	__ PKS X \$0 =
TOXICS	__ PKS X \$0 =	__ PKS X \$0 =	__ PKS X \$0 =
OXIDIZERS	__ PKS X \$0 =	__ PKS X \$0 =	__ PKS X \$0 =
OTHER	__ PKS X \$0 =	__ PKS X \$0 =	__ PKS X \$0 =
TRUCK/REQUIRED PERSONNEL RATE PER HOUR			\$ _____ HR
DO NOT INCLUDE HST IN PRICES			
TOTAL COST OF WASTE CHEMICAL PICKUP FOR PURCHASE ORDER \$ _____			

FAX COMPLETED FORM TO 464-0161 (PURCHASING DEPARTMENT)

APPENDIX C

BIDDER'S LAB PACK PRICING

DO NOT INCLUDE HST IN PRICES

	1/4 LAB PACK	1/2 LAB PACK	FULL LAB PACK
ACIDS	\$	\$	\$
BASES	\$	\$	\$
FLAMMABLES	\$	\$	\$
PESTICIDES	\$	\$	\$
REACTIVE WASTE	\$	\$	\$
TOXICS	\$	\$	\$
OXIDIZERS	\$	\$	\$
OTHER	\$	\$	\$
TRUCK/REQUIRED PERSONNEL RATE PER HOUR			\$ _____ HR

Will all categories of chemicals be picked up on trip? State "yes" or "no" and any comments you may have. Yes ___ No ___

If no please explain: _____

APPENDIX D

BIDDER'S CHECKLIST/INFORMATION

The following documents must be enclosed with your bid:

- Certificate of Insurance
- Workers' Compensation Board Letter of Good Standing
- Nova Scotia Construction Safety Association Certificate of Completion
- Company Safety Plan

Upon receipt of award and before commencing work the successful vendor must provide the following:

- A copy of certification from the Ministry of Transportation to transport dangerous goods by fax to 464-0161.
- A copy of license to dispose of Chemical Waste from the Ministry of the Environment by fax to 464-0161.
- Bidders should list any and all pending or ongoing legal claims or disputes where the bidder could individually or in combination with other claims, suffer a potential economic loss greater than \$100,000.00:

- Do your employees wear uniforms? Yes ___ No ___
- Do your employees carry photo identification? Yes ___ No ___
- Do you propose to use staff to service this contract or sub-contractors? Yes ___ No ___
- HRSB is directly responsible for the safety of its students. Should contractors be required to work in or on school property while children are present, it is a MANDATORY HRSB 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. By checking the "Agreed" box below you are confirming that you understand and will abide by this mandatory HRSB requirement. Failure to comply with this requirement will result in immediate contract termination. AGREED

APPENDIX E

**DIRECTORY
OF All
HRSB SCHOOLS**

CHEMICAL WASTE WILL BE COLLECTED
PREDOMINATELY FROM HIGH SCHOOLS AND TO A LESSER
EXTENT JUNIOR HIGH/MIDDLE SCHOOLS

ELEMENTARY SCHOOLS ARE NOT INCLUDED IN THIS
STANDING OFFER

Halifax Regional School Board
School Directory - 2012-2013
 Visit our web site at www.hrsb.ns.ca



A.J. Smeltzer Junior High 46 Prince St Lower Sackville NS B4C 1L1 Board District: 8	Grades: 07-09 T: 864-6846 F: 864-6852 P: Mary Jacquart VP: Lisa Long Sec: Deborah Thompson	E-Mail: ajs@hrsbsb.ns.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: 435-8305 F: 435-1749 P: Lori MacKay-Carroll VP: Kim Michaud Sec: Karen Cunningham	E-Mail: awes@hrsbsb.ns.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: 464-2040 F: 464-2686 P: Sherry Thistle VP: David McIntyre Sec: Mary Cross	E-Mail: alderney@hrsbsb.ns.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: 860-4163 F: 860-4191 P: Lewis Ingram VP: Christine Gallant-Hepburn Sec: Marsha Dares/Francis Tucker	E-Mail: aljs@hrsbsb.ns.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: 462-8500 F: 462-8600 P: Ruth Bond VP: John Fry Sec: Nancy MacLeod	E-Mail: ade@hrsbsb.ns.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: 462-8700 F: 462-6047 P: Darlene Fitzgerald VP: Scott Wadden Sec: Kelly Eaglestone	E-Mail: adjh@hrsbsb.ns.ca Family: Auburn Drive Bus Cluster: 3 Admin Unit: 2
Atlantic Memorial - Terence Bay Elementary 3591 Prospect Rd Shad Bay NS B3T 1Z3 Board District: 6	Grades: PR-05 T: 852-2166 F: 852-5514 P: Lana Smith VP: Lisa Daniel Sec: Janet Blackburn	E-Mail: ambt@hrsbsb.ns.ca Family: Halifax West Bus Cluster: 1 Admin Unit: 3
Atlantic Memorial - Terence Bay Elementary 1714 Lower Prospect Rd Terence Bay NS B3T 1Y6 Board District: 6	Grades: PR-05 T: 852-2166 F: 852-5514 P: Lana Smith VP: Lisa Daniel Sec: Janet Blackburn	E-Mail: ambt@hrsbsb.ns.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: 464-5245 F: 464-5246 P: Jim King VP: Brenda Cormier Sec: Bernadette Robicheau	E-Mail: atvs@hrsbsb.ns.ca Family: Cole Harbour District Bus Cluster: 3 Admin Unit: 2
Auburn Drive High 300 Auburn Dr Dartmouth NS B2W 6E9 Board District: 2	Grades: 10-12 T: 462-6900 F: 462-6950 P: Bernie MacEachern VP: Adam Griffin/Dunovan Kalberlah/Tammy Murray Sec: Rhonda Leights/Simone Crooks	E-Mail: adhs@hrsbsb.ns.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: 832-8450 F: 832-8461 P: Amy MacLeod VP: Janice Wells Sec: Michelle MacFarlane	E-Mail: bdcs@hrsbsb.ns.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: 864-6805 F: 864-6809 P: Brendon MacGillivray VP: Trisha Munroe Sec: Tamara MacLellan	E-Mail: bbks@hrsb.ns.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: 864-7540 F: 864-7543 P: Tracey White VP: Janice Howlett-MacKay Sec: Diane MacDow	E-Mail: bbmon@hrsb.ns.ca Family: Lockview Bus Cluster: 1 Admin Unit: 2
Bedford Junior High 426 Rocky Lake Dr Bedford NS B4A 2T5 Board District: 7	Grades: 07-09 T: 832-8952 F: 832-8962 P: Carmelita Rowe VP: Robin Snow Sec: Vivian Wilson	E-Mail: bjh@hrsb.ns.ca Family: Charles P. Allen Bus Cluster: 1 Admin Unit: 1
Bedford South School 2 Oceanview Dr Bedford NS B4A 4J6 Board District: 7	Grades: PR-09 T: 832-5800 F: 832-5805 P: Debbie Metherall VP: Kelli Burgess Sec: Charlene Burke/Theresa Redden	E-Mail: bedfords@hrsb.ns.ca Family: Charles P. Allen Bus Cluster: 1 Admin Unit: 1
Beechville Lakeside Timberlea Elementary 22 James St Timberlea NS B3T 1G9 Board District: 6	Grades: PR-02 T: 876-3236 F: 876-3238 P: Wallace MacAskill VP: Steve Hutchins/Kelly Joy Sec: Debra Spears/Theresa Redden	E-Mail: blt@hrsb.ns.ca Family: Sir John A. Macdonald Bus Cluster: 2 Admin Unit: 4
Beechville Lakeside Timberlea Elementary 24 James St Timberlea NS B3T 1G9 Board District: 6	Grades: 03-05 T: 876-3230 F: 876-7909 P: Wallace MacAskill VP: Steve Hutchins/Kelly Joy Sec: Robin Sawler	E-Mail: blt@hrsb.ns.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: 435-8353 F: 435-8373 P: Isabelle Obeid VP: Terry Barro Sec: Margaret Cuthbert	E-Mail: belayr@hrsb.ns.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: 829-2388 F: 829-2402 P: Stephanie Dorrington VP: Mamoonna Brace Sec: Charmaine Jennex	E-Mail: bpac@hrsb.ns.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: 464-2094 F: 464-2098 P: Kim Campbell VP: Jamie Kavanaugh Sec: Lorraine Currie	E-Mail: bicent@hrsb.ns.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: 435-8318 F: 435-8323 P: Ken MacDonald VP: Susan Aucoin Sec: Julia Fraser/Cathy Bird	E-Mail: bes@hrsb.ns.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: 852-2062 F: 852-5530 P: Joanne Kirkpatrick VP: Craig Nelson Sec: Marjorie Conrad	E-Mail: bjhs@hrsb.ns.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: 457-8922 F: 457-8928 P: Andrea Briand VP: David Madget Sec: Patti Clarke	E-Mail: bees@hrsb.ns.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: 462-6010 F: 462-6017 P: Paula Danyluk-Macdonald VP: Tanya MacNeil Sec: Lyn Smith	E-Mail: cres@hrsb.ns.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: 435-8413 F: 435-8425 P: Jennifer Murray VP: Greg White Sec: Tracey West	E-Mail: cjhs@hrsb.ns.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-06 T: 864-6864 F: 864-6896 P: Peter Balcom VP: Karen Daye Sec: Jillian Dominey	E-Mail: cpes@hrsb.ns.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-09 T: 864-7524 F: 864-7554 P: Pauline Murray VP: Mary Lou Fraser Sec: Theresa MacLean	E-Mail: cds@hrsb.ns.ca Family: Sackville Bus Cluster: 1 Admin Unit: 2
Central Spryfield Elementary 364 Herring Cove Rd Halifax NS B3R 1V8 Board District: 6	Grades: PR-06 T: 479-4286 F: 479-4295 P: Emily Quigley VP: Nancy Bradfield Sec: Marilyn Maxner	E-Mail: cses@hrsb.ns.ca Family: J.L. Ilsley Bus Cluster: 2 Admin Unit: 4
Charles P. Allen High 670 Rocky Lake Drive Bedford NS B4A 2T6 Board District: 7	Grades: 10-12 T: 832-8964 F: 832-8981 P: Stephanie Bird VP: Peter MacDonald/Benedette Anyanwu/David Chishol Sec: Nancy Blight/Annette Lowe/Carolyn Meek	E-Mail: cpah@hrsb.ns.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: 479-4298 F: 479-4408 P: Lesley MacInnis VP: Kelly Clarke Sec: Giselle LeBreton	E-Mail: ches@hrsb.ns.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: 491-4444 F: 491-1700 P: Linda Choyce VP: Bruce MacKay/Stephen Corkum/Robert MacMillan Sec: Jane Farrell/Julie King/Evelyn Beck	E-Mail: chs@hrsb.ns.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: 457-8930 F: 457-1646 P: Kim Acorn VP: David Reed Sec: Candace Bryson	E-Mail: cpjh@hrsb.ns.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: 464-5152 F: 464-5154 P: Robert Caume VP: TBA Sec: Cindy McKay	E-Mail: cves@hrsb.ns.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: 464-5220 F: 464-5241 P: Debbie Rowsell VP: Barrett Khan/Craig Campbell/Nigel Mailman Sec: Bonnie Stairs/Patricia DeYoung	E-Mail: chdhs@hrsb.ns.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: 464-5200 F: 464-5247 P: Sherrial Maloney VP: Tanya Borden Sec: Rae-Ann Penton	E-Mail: cjses@hrsb.ns.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: 464-2503 F: 464-2770 P: Lee-Anne Coveyduc VP: Monica Stoilov Sec: Donna Bohemier	E-Mail: crichton@hrsb.ns.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: 479-4418 F: 479-4425 P: Karyn Cooling VP: Michelle Kavanaugh Sec: Patricia Gillis	E-Mail: cunard@hrsb.ns.ca Family: J.L. Ilsley Bus Cluster: 2 Admin Unit: 4

Dartmouth High 95 Victoria Rd Dartmouth NS B3A 1V2 Board District: 3	Grades: 10-12 T: 464-2457 F: 464-2384 P: Eartha Monard VP: Jenny-Kate Hadley/Jamie Taylor Sec: Tanya Jordan/Janet Totino	E-Mail: dhs@hrsb.ns.ca Family: Dartmouth High Bus Cluster: 3 Admin Unit: 3
Duc d'Anville Elementary 12 Clayton Park Dr Halifax NS B3M 1L3 Board District: 5	Grades: PR-06 T: 457-8940 F: 457-8945 P: Patricia Leger VP: Susan Casey Sec: Irene Meko	E-Mail: ddes@hrsb.ns.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: 07-12 T: 885-2777 F: 885-2790 P: Molly Gammon VP: Aaron Verge Sec: Donna Levy	E-Mail: dmhs@hrsb.ns.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: 883-3000 F: 883-3001 P: Heather Killen VP: N/A Sec: Teri Rose	E-Mail: dses@hrsb.ns.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: 823-2463 F: 823-2232 P: John Dobrowolski VP: N/A Sec: Danette McDaniel	E-Mail: estm@hrsb.ns.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: 347-2618 F: 347-2284 P: Wanda Scott VP: Troy Smith Sec: Crystal Chittick	E-Mail: ecs@hrsb.ns.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: 462-8401 F: 462-8403 P: Barb Gromick VP: Scott Hickman Sec: Judith Filshie	E-Mail: epec@hrsb.ns.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: 889-4025 F: 889-4037 P: Pat Savage VP: Helen Ferguson Sec: Kimberley Gaetz/Julia Cottingham	E-Mail: esdh@hrsb.ns.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: 479-4427 F: 479-4430 P: Kim Wilson VP: Paul Betuik Sec: Terri Parker	E-Mail: ess@hrsb.ns.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: 435-8420 F: 435-8469 P: Jeff Lewis VP: Brad McGowan Sec: Anne McCrate	E-Mail: ejhs@hrsb.ns.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: 435-8325 F: 435-8379 P: Karen Dale VP: Paula Fairbairn Sec: Wendy Forrest	E-Mail: egmjh@hrsb.ns.ca Family: Prince Andrew Bus Cluster: 3 Admin Unit: 4
Fairview Heights Elementary 141 Rufus Ave Halifax NS B3N 2M2 Board District: 5	Grades: PR-06 T: 457-8953 F: 457-8957 P: Sara Walker VP: Carrie McBay Sec: Michelle McElroy	E-Mail: fhес@hrsb.ns.ca Family: Halifax West Bus Cluster: 1 Admin Unit: 3
Fairview Heights Elementary 210 Coronation Ave Halifax NS B3N 2N3 Board District: 5	Grades: PR-06 T: 457-8953 F: 457-8957 P: Sara Walker VP: Carrie McBay Sec: Michelle McElroy	E-Mail: fhес@hrsb.ns.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: 457-8960 F: 457-8963 P: Peter Wicha VP: Frances Murdock Sec: Janet Martin	E-Mail: fvjh@hrsb.ns.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: 876-2026 F: 876-7177 P: Ramona Joseph VP: Joanne Faryniuk Sec: Leesa Ince-Muir	E-Mail: fbjh@hrsb.ns.ca Family: Sir John A. Macdonald Bus Cluster: 2 Admin Unit: 4
Flexible Learning & Education Centres 1326 Bedford Hwy Bedford NS B4A 1C9 Board District:	Grades: 10-12 T: 832-8630 F: 832-8409 P: Margie Hopkins VP: Mike Page Sec: Patricia Bartlett	E-Mail: AHS@hrsb.ns.ca Family: FLECs 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: 827-4666 F: 827-5430 P: Krista Allen VP: Heather McKay Sec: Janice Trider	E-Mail: gbjhs@hrsb.ns.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: 464-5184 F: 464-5187 P: Dwight Lucas VP: Sherry Scoville Sec: Linda Wright	E-Mail: gbes@hrsb.ns.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: 860-4182 F: 860-4188 P: Marlene Johns VP: Dorothy Hart Sec: Linda Abbott/Linda Mercer	E-Mail: vanier@hrsb.ns.ca Family: Lockview Bus Cluster: 1 Admin Unit: 2
Gertrude M. Parker Elementary 100 Stokil Dr Lower Sackville NS B4C 2G5 Board District: 8	Grades: PR-06 T: 864-6855 F: 864-6897 P: Brian Toner VP: Kara MacGillivray Sec: Carole Bernier	E-Mail: gpes@hrsb.ns.ca Family: Sackville Bus Cluster: 1 Admin Unit: 1
Gorsebrook Junior High 5966 South St Halifax NS B3H 1S6 Board District: 4	Grades: 07-09 T: 421-6758 F: 421-2709 P: Agnes Greer VP: Maria Rouvalis Sec: Anita Chambers	E-Mail: gjh@hrsb.ns.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: 464-5164 F: 464-5173 P: Karen Hudson VP: Andrew Bray Sec: Marion Martin	E-Mail: gcjh@hrsb.ns.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: 457-8422 F: 457-8430 P: Lynn Corkum VP: Timothy McClare Sec: Donna Rogers	E-Mail: gwp@hrsb.ns.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: 421-6777 F: 421-2868 P: Bill Spears VP: Mark MacPhee Sec: Kathy Reinhardt	E-Mail: central@hrsb.ns.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: 457-8900 F: 457-8980 P: Gary Walker VP: Jacqueline Ashford Ray/Shawn Sheehan/Lynn Moulton Sec: Sherry Robinson/Janet Cochrane/Zeta Bennett	E-Mail: hwhs@hrsb.ns.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: 832-8412 F: 832-8420 P: Helen Healy VP: Anne Lindsay Sec: Gillian Boutilier	E-Mail: hpccs@hrsb.ns.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: 464-2051 F: 464-2282 P: Janice Graham VP: Sandy Alexander Sec: Ann Urquhart/Cathy Bird	E-Mail: hves@hrsb.ns.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: 864-7500 F: 864-7502 P: Jamie Moore VP: Derek Ferguson Sec: Karen Zwicker	E-Mail: htbar@hrsb.ns.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: 479-4230 F: 479-4235 P: Natalie Hagerty VP: Christine Fryer Sec: Paula Lawlor	E-Mail: hes@hrsb.ns.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-06 T: 864-6815 F: 864-6820 P: Gail Langille VP: Cheryl Dempster Sec: Donna Costard	E-Mail: hrh@hrsb.ns.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: 464-2048 F: 464-2799 P: Stacey Toth VP: Anne Ring Sec: Christina Goodhew	E-Mail: hawthorn@hrsb.ns.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: 479-4214 F: 479-3379 P: Lisa Vaughan VP: Amy Williams Sec: Peggy MacLean	E-Mail: hcjh@hrsb.ns.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: 493-5124 F: 493-5130 P: Wade Smith VP: Chris MacLellan Sec: Bernice Alexander	E-Mail: hpjh@hrsb.ns.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-06 T: 864-6873 F: 864-6878 P: Karla Wolfe VP: Lisa Taylor Sec: Norine Brown	E-Mail: hpes@hrsb.ns.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: 860-4170 F: 860-4173 P: Rick Hooke VP: Lisa LeLacheur Sec: Sophie Day	E-Mail: hres@hrsb.ns.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: 464-5177 F: 464-5182 P: Roberta Jones VP: Regan Clancy Sec: Lisa Roberts	E-Mail: hps@hrsb.ns.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: 435-8435 F: 435-8365 P: Mary-Jane Scott VP: Carmel Mitchell Sec: Penny Lardner/Laura Cavicchi	E-Mail: ifes@hrsb.ns.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: 421-6767 F: 421-3028 P: Vincent Macneil VP: Crystal Pelly Sec: Jillian Butler	E-Mail: ises@hrsb.ns.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: 479-4612 F: 479-4635 P: Tim Simony VP: Ken Johnston/Ruth Wilkins Sec: Susan Algee/Beverly Purdy	E-Mail: jli@hrsb.ns.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: 464-2488 F: 464-2616 P: Carole-Anne Larade VP: Neil Daigle Sec: Lynda Foggoo	E-Mail: jmes@hrsb.ns.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: 464-2408 F: 464-2062 P: Anne Johnson-Mcdonald VP: Alana Conrad Sec: Anne Albert	E-Mail: jmjh@hrsb.ns.ca Family: Dartmouth High Bus Cluster: 3 Admin Unit: 3
John W. MacLeod - Fleming Tower Elem. 25 Randolph St Halifax NS B3P 2A9 Board District: 4	Grades: PR-06 T: 479-4437 F: 479-4442 P: Jane Gourley VP: Emilie Lively Sec: Debbie Walsh	E-Mail: jwm@hrsb.ns.ca Family: J.L. Ilsley Bus Cluster: 2 Admin Unit: 4
John W. MacLeod - Fleming Tower Elem. 159 Purcell's Cove Rd Halifax NS B3P 1B7 Board District: 4	Grades: PR-06 T: 479-4437 F: 479-4442 P: Jane Gourley VP: Emilie Lively Sec: Debbie Walsh	E-Mail: jwm@hrsb.ns.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: 464-5192 F: 464-5197 P: Robert Piccott VP: Gwen Birt Sec: Janice McKearney	E-Mail: jges@hrsb.ns.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: 421-6785 F: 421-8744 P: Patricia Tupper VP: Jeff Carruthers Sec: Lynette Higgins	E-Mail: jhowe@hrsb.ns.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: 832-5522 F: 832-5524 P: Andy MacNeil VP: Carolyn Thompson Sec: Kimberlee Ritcey	E-Mail: kwe@hrsb.ns.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: 772-2195 F: 772-2850 P: Carole DesBarres VP: N/A Sec: Poppy-Jo Currie	E-Mail: lcs@hrsb.ns.ca Family: Duncan MacMillan Bus Cluster: 3 Admin Unit: 3
LeMarchant-St. Thomas Elementary 6141 Watt St Halifax NS B3H 2B7 Board District: 4	Grades: PR-06 T: 421-6769 F: 421-3036 P: Jeanne Boudreau VP: Moira Cavanaugh Sec: Anita McDonald	E-Mail: lmsts@hrsb.ns.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: 07-09 T: 864-6785 F: 864-6797 P: Frank Hayden VP: Noreen Stymest Sec: Brenda Sullivan	E-Mail: ltjh@hrsb.ns.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: 860-6000 F: 860-6005 P: Donna MacKenzie VP: Sean MacDonald/Carla Christianson/Daniel Smith Sec: Karen O'Reilly/Susan Daigle/Carol Sheldon	E-Mail: lhs@hrsb.ns.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: 832-2300 F: 832-2302 P: Lynn Kazamel-Boudreau VP: Michael McCormick Sec: Sandy Hillier/Gayle Griffin	E-Mail: msms@hrsb.ns.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: 435-8357 F: 435-8395 P: Jane Matheson VP: Suzanne McKenzie Sec: Debbie Ryan	E-Mail: mwes@hrsb.ns.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-06 T: 864-7510 F: 864-7518 P: Carmelitta MacIntyre VP: Carolyn Taylor Sec: Patricia Dillon	E-Mail: mes@hrsb.ns.ca Family: Millwood Bus Cluster: 1 Admin Unit: 2
Millwood High 141 Millwood Dr Lower Sackville NS B4E 0A1 Board District: 8	Grades: 10-12 T: 864-7535 F: 864-7567 P: Joe Morrison VP: Leslie Broomhead/Cathy Burton Sec: Cathy Griggs/Jane Aguinaga	E-Mail: mwhs@hrsb.ns.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: 435-8459 F: 435-8414 P: Donald Morrison VP: Andrea Temple Sec: Denise Lough	E-Mail: mees@hrsb.ns.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: 384-2320 F: 384-2321 P: Ronnie Reynolds VP: Karen MacKay Sec: Florence Walsh/Crystal Deale	E-Mail: mrhs@hrsb.ns.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: 384-2555 F: 384-2419 P: Robin Legge VP: Jeanette Higgins Sec: Barbara Jodrey	E-Mail: mvcec@hrsb.ns.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: 462-6030 F: 462-6033 P: Frances Waterman-O'Connell VP: Divya Haase Sec: Josephine Beals	E-Mail: nwes@hrsb.ns.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: 465-8670 F: 465-8673 P: Cheryl Highmore VP: Connie Johnson Sec: Joan Cashin	E-Mail: oves@hrsb.ns.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: 827-4112 F: 827-3120 P: Shawn Marsh VP: Lori Bartkiw Sec: Debbie Doucette	E-Mail: ocdes@hrsb.ns.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: 883-3010 F: 883-3011 P: Kim LeBlanc VP: Kellie West Sec: Shelley Crowell	E-Mail: ocs@hrsb.ns.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: 421-6763 F: 421-3043 P: Don Reardon VP: Ivan Skeete Sec: Heather Ventham	E-Mail: oxford@hrsb.ns.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: 889-4300 F: 889-4310 P: Karen Webber VP: Marie Brine Sec: Nicole Golding	E-Mail: opa@hrsb.ns.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: 457-7800 F: 457-7804 P: Derek Carter VP: Brian Melanson/Makiko Chiasson Sec: Brenda Hayes/Carolyn Pirri	E-Mail: parkwest@hrsb.ns.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: 827-2525 F: 827-5410 P: Adrienne Blumenthal VP: Kelly Hale Sec: Darlene Pettipas/Barbara MacDonald	E-Mail: ples@hrsb.ns.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: 433-7100 F: 433-7103 P: Lloyd Caldwell VP: Nancy Liberatore Sec: Beverly Coldham	E-Mail: portland@hrsb.ns.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: 435-8452 F: 435-8398 P: Greg MacKinnon VP: Lee Anne Amaral/Sohael Abidi Sec: Darlene O'Donnell/Rhonda Izzard	E-Mail: pah@hrsb.ns.ca Family: Prince Andrew Bus Cluster: 3 Admin Unit: 4
Prince Arthur Junior High 85 Prince Arthur Ave Dartmouth NS B2Y 0B3 Board District: 3	Grades: 07-09 T: 464-2435 F: 464-2727 P: Darcel Williams Hart VP: Sarah Miles Sec: Deborah Dodge	E-Mail: pajh@hrsb.ns.ca Family: Dartmouth High Bus Cluster: 3 Admin Unit: 3
Prospect Road Elementary 2199 Prospect Rd Hatchet Lake NS B3T 1R8 Board District: 6	Grades: PR-05 T: 852-2441 F: 852-5542 P: Robert MacDonald VP: Janice Chadwick Sec: Kelly Carlton	E-Mail: pres@hrsb.ns.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: 876-4381 F: 876-4385 P: Julie West VP: David Leblanc Sec: Ann Slaunwhite	E-Mail: rms@hrsb.ns.ca Family: Sir John A. Macdonald Bus Cluster: 2 Admin Unit: 4
Robert Kemp Turner Elementary 141 Circassion Dr Dartmouth NS B2W 4N7 Board District: 2	Grades: PR-06 T: 464-5205 F: 464-5208 P: Zachary Tynes VP: Natalie MacDonald Sec: Paula Sherman	E-Mail: rkt@hrsb.ns.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: 457-8986 F: 457-8993 P: Lynn Douglas VP: Shelly Smith Sec: Sharon Field/Heather Wilson	E-Mail: rockingham@hrsb.ns.ca Family: Halifax West Bus Cluster: 1 Admin Unit: 3
Rockingstone Heights School 1 Regan Dr Halifax NS B3R 2J1 Board District: 6	Grades: PR-09 T: 479-4452 F: 479-4459 P: Stephen Gallagher VP: Leanne March Sec: Doris Royale/Heather Wilson	E-Mail: rhes@hrsb.ns.ca Family: J.L. Ilsley Bus Cluster: 2 Admin Unit: 4
Ross Road School 336 Ross Rd Westphal NS B2Z 1H2 Board District: 2	Grades: PR-09 T: 462-8340 F: 462-8398 P: Paul Mason VP: Valerie MacIntyre Sec: Angela Bellefontaine	E-Mail: rrs@hrsb.ns.ca Family: Cole Harbour District Bus Cluster: 3 Admin Unit: 2
Sackville Centennial Elementary 2A George St Lower Sackville NS B4C 2M5 Board District: 8	Grades: PR-06 T: 864-6884 F: 864-6889 P: Sue Fetterly VP: N/A Sec: Sheila Penny/Shannon Robbins	E-Mail: sces@hrsb.ns.ca Family: Sackville Bus Cluster: 1 Admin Unit: 1
Sackville Heights Elementary 1225 Old Sackville Rd Middle Sackville NS B4E 3A6 Board District: 8	Grades: PR-06 T: 869-4700 F: 869-4703 P: Geoff Hill VP: Lynn Doyle Sec: Shelley Kennedy	E-Mail: shes@hrsb.ns.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: 07-09 T: 869-3800 F: 869-3801 P: Kelly MacLeod VP: Grant Davy Sec: Jennifer Knight	E-Mail: shjh@hrsb.ns.ca Family: Millwood Bus Cluster: 1 Admin Unit: 2
Sackville High 1 Kingfisher Way Lower Sackville NS B4C 2Y9 Board District: 8	Grades: 10-12 T: 864-6700 F: 864-6710 P: John Miller VP: Marilyn MacGibbon/Joseph MacDonald Sec: Diana Cummings/Sandra Avery	E-Mail: shs@hrsb.ns.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: 421-6749 F: 421-2655 P: Sandra Chauvin VP: N/A Sec: Mary Carew	E-Mail: stmarys@hrsb.ns.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: 868-2717 F: 868-1808 P: Tracy Marchand VP: N/A Sec: Patricia Dempsey	E-Mail: ses@hrsb.ns.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: 465-7600 F: 465-8662 P: Louise Henman-Poirier VP: Stephanie Lockhart Sec: Judy L'Heureux	E-Mail: seaside@hrsb.ns.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: 464-2084 F: 464-2866 P: Angela Yerxa-Weeks VP: Sherri MacDonald Sec: Stacy Blair	E-Mail: spes@hrsb.ns.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: 857-4200 F: 857-4204 P: Ken Rutley VP: N/A Sec: Sharon Berger	E-Mail: smes@hrsb.ns.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: 885-2236 F: 885-3577 P: Wanda Scott VP: Troy Smith Sec: Denise Logan	E-Mail: shces@hrsb.ns.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: 421-6775 F: 421-3049 P: Paula Hoyt VP: Diana Dibblee Sec: Janet Lilly	E-Mail: tupper@hrsb.ns.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: 826-3222 F: 826-3220 P: Al Reyner VP: Trina Canavan/Randy Pulsifer Sec: Joan McKinnon/Cathy Fitzgerald	E-Mail: sja@hrsb.ns.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: 464-5140 F: 464-5150 P: Joe Beuckx VP: Margaret Langley Sec: Julie Wilson	E-Mail: srbjh@hrsb.ns.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-06 T: 864-6838 F: 864-6844 P: Patricia Hoskin VP: Sarah Wile Sec: Lesley MacNeil	E-Mail: sdes@hrsb.ns.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: 464-2090 F: 464-2778 P: Mary Paula MacEachern VP: Tracey Warner Sec: Cecile Van Horne	E-Mail: swes@hrsb.ns.ca Family: Dartmouth High Bus Cluster: 3 Admin Unit: 3
Southdale-North Woodside Elementary 36 Hastings Dr Dartmouth NS B2Y 2C5 Board District: 3	Grades: PR-06 T: 464-2081 F: 461-0199 P: Brian Ellenberger VP: Helen Malle Sec: Kelly Lake	E-Mail: snws@hrsb.ns.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: 479-4606 F: 479-4473 P: Anne Coffin VP: Denise Jarvis Sec: Kathleen Bates	E-Mail: sprvale@hrsb.ns.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: 493-5132 F: 493-5140 P: Gordon McKelvie VP: Chuck Williams Sec: Sandy Harrison	E-Mail: stagnes@hrsb.ns.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: 493-5143 F: 493-5163 P: Randy Tully VP: Lynn Mills Sec: Nancy Carroll/Janice Pace	E-Mail: stcath@hrsb.ns.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: 493-5180 F: 493-5186 P: Patricia Woodbury VP: Craig Myra Sec: Barbara Dewar	E-Mail: sjam@hrsb.ns.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: 826-3300 F: 826-3310 P: Lynne Crews VP: Angela Comeau Sec: Mary Drake	E-Mail: smbe@hrsb.ns.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: 493-5155 F: 493-5158 P: Tyler Rutledge VP: Tracy Foster Sec: Otilie Hayes	E-Mail: sses@hrsb.ns.ca Family: Citadel High Bus Cluster: 2 Admin Unit: 1
Sunnyside Elementary 210 Eaglewood Dr Bedford NS B4A 3E3 Board District: 7	Grades: PR-06 T: 832-8983 F: 832-8422 P: Kim Nadeau VP: Lynne Sears Sec: Cindy Harroun	E-Mail: sunnyside@hrsb.ns.ca Family: Charles P. Allen Bus Cluster: 1 Admin Unit: 1
Sunnyside Elementary 21 Perth St Bedford NS B4A 2H1 Board District: 7	Grades: PR-06 T: 832-8947 F: 832-8443 P: Kim Nadeau VP: Lynne Sears Sec: Cindy Harroun	E-Mail: sunnyside@hrsb.ns.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-06 T: 864-6730 F: 864-6734 P: Todd Barter VP: Florence McCarey Payne Sec: Susan McIntyre	E-Mail: sles@hrsb.ns.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: 465-8650 F: 465-8010 P: Joe Walsh VP: Chris Smith Sec: Barbara Smith	E-Mail: tcs@hrsb.ns.ca Family: Cole Harbour District Bus Cluster: 3 Admin Unit: 2
Tantallon Elementary 3 French Village Station Rd Upper Tantallon NS B3Z 1E4 Board District: 7	Grades: 03-06 T: 826-1200 F: 826-1206 P: David Haverstock VP: Rosie Bona/Jewel Ross Sec: Donna Maas	E-Mail: tantallon@hrsb.ns.ca Family: Sir John A. Macdonald Bus Cluster: 2 Admin Unit: 4
Tantallon Elementary 1 French Village Station Rd Upper Tantallon NS B3Z 1E4 Board District: 7	Grades: PR-02 T: 826-1204 F: 826-1206 P: David Haverstock VP: Rosie Bona/Jewel Ross Sec: Rae Bell	E-Mail: tantallon@hrsb.ns.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: 568-2285 F: 568-2573 P: Myra Thiemann VP: N/A Sec: Heather Smith	E-Mail: umcs@hrsb.ns.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: 860-4150 F: 860-4154 P: Ken Marchand VP: Michelle Andrews Sec: Charlene Fizzard	E-Mail: wmlcs@hrsb.ns.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: 493-5164 F: 493-5168 P: Susan Latham VP: Catherine Bouliane Sec: Ann D'Eon	E-Mail: wmount@hrsb.ns.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.ns.ca Family: J.L. Ilsley Bus Cluster: 2 Admin Unit: 4
