



Halifax Regional
School Board

TENDER

#3552 LAMINATING SUPPLIES

Closing Date: **FRIDAY, MARCH 8, 2013**
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

Department Contact:

KATHRYN BURLTON, MANAGER OF ACCOUNTING & PURCHASING
Tel: (902) 464-2000 ext. 2843
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The Halifax Regional School Board encourages equity and affirmative action programs.

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1.0 **GENERAL**

The Halifax Regional School Board is seeking bids from vendors for the supply of **LAMINATING SUPPLIES** on an “as required” basis for all schools and offices of the Halifax Regional School Board.

1.1 **INSTRUCTIONS TO BIDDERS**

TENDER SUBMISSION:

- (a) Sealed Bids will be received by:

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

Until **2:00:00 P.M., FRIDAY, MARCH 8, 2013** for the following projects:

#3552 LAMINATING SUPPLIES

- 1.2 Vendors must submit one original tender using the forms supplied by the School Board. ***Failure to do so will disqualify the bidder.*** Bid forms must be typewritten for clarity if possible. Forms may be requested in electronic format for your convenience. Each item on the form must be completed unless noted otherwise and bids must be signed by an authorised representative of the vendor. Incomplete bids will be rejected. Bids must be submitted on or before the advertised time and date in a sealed envelope clearly marked with the tender number and name and the outside of the envelope. **Faxed bids will not be accepted.**
- 1.3 Bids may be mailed or delivered to Halifax Regional School Board, 33 Spectacle Lake Drive 1st floor, Dartmouth, NS B3B 1X7.
- (a) It is the responsibility of the bidder to ensure their submissions are received on time. Faxed bids will not be accepted.
- (b) Addenda may be issued by the Board. Addenda cover letters shall be signed and attached to the tender documents.
- 1.4 Bids will be publicly opened at the Halifax Regional School Board, 33 Spectacle Lake Drive 1st floor, Dartmouth, NS at the date and time specified on the cover sheet. The tender opening is intended only to publicly record the bids received, unit prices will not be disclosed.

1.5 **CONDITIONS OF TENDER**

- (a) No term or condition shall be implied, based upon any industry or trade practice or custom or in a practice or policy of the Board or otherwise, which is inconsistent or conflicts with the provisions contained in these instructions.
- (b) Any changes to this tender or specifications shall be stated by the Board in writing. All correspondence, inquiries, instructions, etc. in connection with the work shall be made through the office of the Halifax Regional School Board, c/o MANAGER OF ACCOUNTING & PURCHASING or representative.
- (c) Tender unit prices must be FOB destination and include freight, duty, and all taxes (HST will be extra to price), rates and charges, which are applicable at the time the contract is awarded. It is the responsibility of the bidder to find out from the appropriate authorities what taxes, rates and charges are applicable to this tender.
- (d) The Supplier is responsible for obtaining all provincial, municipal and other permits as required for the work, and shall adhere to all regulations from regulatory bodies, including the National Building Code, 2005. They shall pay all fees for these permits. Sub-trades are responsible for obtaining permits and following regulations as they affect their work. **NOT APPLICABLE TO TENDER #3552**
- (e) Invoices shall be submitted to: Halifax Regional School Board
 33 Spectacle Lake Drive,
 Dartmouth, NS B3B 1X7

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

Payment: Payment terms will be considered as Net 30 days from date of invoice.

- (f) Bidders or their employees must not be employees of the Halifax Regional School Board.
- (g) The bidder must comply with Nova Scotia Fire Safety Act and all Municipal Regulations, Ordinances and other laws including the Occupational Health and Safety Act.
- (h) Persons or firms submitting tenders shall be actually engaged in the line of work required by the specifications.
- (i) When applicable, a bidder shall list, in the space provided in Section 3.3, the names of the sub-Suppliers they propose to use with each sub-Supplier's tender price. A change in sub-Suppliers from this list will require permission in writing from the Board. **NOT APPLICABLE FOR TENDER #3552**

- (j) Except as the specifications may be modified by Addenda, the successful Supplier will be held to furnish under this tender all work as specified.
- (k) The Supplier shall save, defend, and indemnify the Halifax Regional School Board against all costs which the School Board may sustain or incur by reason of any act or omission of the Supplier or its' agents or sub Suppliers. **NOT APPLICABLE TO TENDER #3552**
- (l) Property loss and/or damage that occurs during the course of work or caused by negligence on the Suppliers part during the course of the work shall be reported by HRSB Operations Services to the School Insurance Program (SIP) office. Adjusters may be assigned to manage restoration of damaged, defaced or stolen HRSB property. HRSB and/or its insurer reserve the right to assign management of restoration to the adjuster. The Supplier shall be responsible for all costs to repair or replace any School Board property, which has been damaged, defaced or stolen during the course of work. **NOT APPLICABLE**
- (m) The **TERM OF THE CONTRACT** will be from *April 1, 2013 to March 31, 2016 with an option to renew for TWO (2) additional years* at the discretion of the Board.
- (n) Where the Tender Documents stipulate a particular product, written requests for substitutes will be considered by the Board up to but not including the day of closing. Such requests shall be accompanied by complete descriptive and technical information including MSDS so that a proper evaluation can be made.

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

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

- (o) Time and Material costs must be provided as listed in Section 3.6. **NOT APPLICABLE TO TENDER #3552**
- (p) **Right to Negotiate**
HRSB may, in its sole discretion:
 - 1) through the issuance by HRSB of its PO to the Bidder or Bidders, award to a Bidder or Bidders the Contract, based on its Tender, without further negotiation or documentation; or
 - 2) award to a Bidder or Bidders the right to negotiate and finalize such further documentation as HRSB determines to be necessary or advisable. The entering into of such negotiation by HRSB shall not fetter its discretion to award the Contract to other Bidders, not award any Contract, or otherwise under Section 1.2 (r) – HRSB Discretion.

- (q) **Unique Logistics**

Completely describe how your Tender will respond to the unique logistics of each

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

(r) **HRSB Discretion**

The Bidder hereby acknowledges that:

- a) HRSB shall have the right to reject any or all Tenders for any reason, or to accept any Tender which HRSB in its sole, unrestricted discretion deems most advantageous to it. The lowest, or any, Tender will not necessarily be accepted and HRSB shall have the unrestricted right to:
 - i) accept any Tender, and in the event it only receives informal, non-conforming or qualified Tenders with respect to this Tender, accept any such Tender; or
 - ii) accept a Tender that is not the lowest price;
 - iii) reject a Tender that is the lowest price even if it is the only Tender received;
 - iv) reject any Tender that contains any irregularities, informalities, conditions or qualifications;
 - v) reject any Tender that is not accompanied by the required tender security documents;
 - iv) reject any Tender that is not properly signed by or on behalf of the Bidder;
 - vi) reject any Tender that contains an alteration in a quote that is not initialed by or on behalf of the Bidder;
 - vii) reject any Tender that is incomplete or ambiguous; or
 - viii) reject any Tender that does not strictly comply with other requirements contained in these instructions.
- b) HRSB reserves the right to consider, during the evaluation of Tenders:
 - i) information provided in the Tender itself;
 - ii) information received in response to enquiries of credit and industry references set out in the Tender;
 - iii) the manner in which the Bidder provides services to others;
 - iv) the experience and qualification of the Bidder;
 - v) the compliance of the Bidder to HRSB's requirements and specifications;
 - vi) such alternate goods, services, terms or conditions that may be offered, whether such offer is contained in a Tender or otherwise,
 - vii) splitting the Tender and Project Scope into multiple parts and accepting Tenders (or portions thereof) from more than one Bidder;
 - viii) rejecting Bidder's recommendation of a SubSupplier or any other third

party associated with the Tender and jointly along with the Bidder, determine alternate acceptable third parties; and

- x) any other consideration in HRSB's discretion;
- c) HRSB may rely upon the criteria it deems relevant, even if such criteria has not been disclosed to Bidder. By submitting a Tender, the Bidder acknowledges the HRSB's rights under this Section and absolutely waives any right or cause of action against HRSB and its employees, agents or Trustees by reason of HRSB's failure to accept the Tender submitted by the Bidder, whether such right or cause of action arises in contract, tort including negligence or otherwise; and
- d) HRSB shall not at any time have any obligation to deal exclusively with the Bidder. HRSB expressly reserves its rights, in its sole discretion, to seek a Tender regarding the subject matter hereof, from any person whomsoever and at any time.

(s) **Limitation of Liability**

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

1.6 OTHER REQUIREMENTS

- (a) The bidder must provide with the submitted tender document a certificate indicating the completion of the Nova Scotia Construction Safety Association's Construction Safety Program or other safety audit program acceptable to Workers Compensation Board. **NOT APPLICABLE TO TENDER #3552**
- (b) The bidder must provide with the submitted tender document a letter showing they are in good standing with the Worker's Compensation Board. **NOT APPLICABLE TO TENDER #3552**
- (c) The bidder must provide with the submitted tender document a tentative schedule indicating timelines for completion of works. Upon award of work, the successful bidder shall within one (1) week provide a schedule clearly indicating timelines for completion of all aspects of the project. **NOT APPLICABLE TO TENDER #3552**
- (d) The bidder must provide with the submitted tender document, an insurance certificate showing proof of:
 - (i) Commercial General Liability insurance, including but not limited to, products liability and completed operations, contractual liability, owners and Suppliers liability, attached machinery extensions, endorsement, independent Supplier, for a combined single limit of no less than \$2,000,000 per occurrence;
 - (ii) 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
 - (iii) It is also agreed that the above insurance coverage is primary.

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

- (c) The Halifax Regional School Board must be named as additional named insurance pertaining to the work for this project. Furthermore, Halifax Regional School Board must receive at least thirty (30) days notice of cancellation or modification of the above insurance. Bidders shall at all times keep in force insurance as may be required. **NOT APPLICABLE TO TENDER #3552**
- (d) The bidder must provide with the submitted tender document a **Bid Security** in the amount of ten percent (10%) of the **Total Contract Price** in the form of a Certified Cheque payable to Halifax Regional School Board, or a Bid Bond on Owner approved bids form. **NOT APPLICABLE TO TENDER #3552**
- (e) Upon award of tender, the successful bidder is to provide **Contract Security** in the form of a Performance Bond and a Labour and Material Payment Bond, each in the amount of fifty percent (50%) of the Total Contract Price. **NOT APPLICABLE TO TENDER #3552**

- (f) The bidder must provide with the submitted tender document a completed copy of the attached safety plan information sheet. The Supplier prior to commencement of work must have a safety plan in place for use by the Supplier personnel regarding potential hazards and work practices specific to the site. **NOT APPLICABLE TO TENDER #3552**
- (g) Roofers and Suppliers must submit warranty information with the tender bid submission and successful bidders must submit all appropriate warranty documents with final payment invoice. **NOT APPLICABLE TO TENDER #3552**
- (h) Bidders are advised that, as per the Halifax Regional School Board Tobacco Free Schools and Workplace Policy, the HRSB endorses and supports implementation of the Nova Scotia Smoke Free Places Act 2002, which prohibits tobacco possession for persons under the age of 19 and declares that no person shall smoke in schools, school board offices or on school grounds.

1.7 **AMENDMENTS OR WITHDRAWAL OF TENDER PRIOR TO BID CLOSING**

- (a) Tender may be amended or withdrawn by post or facsimile.
- (b) Clearly indicate on the fax transmission or submitted envelope, whether your correspondence is an amendment or withdrawal and the title of the RFP/Tender. Sign and seal as required for tender, and submit at address listed under closing location on the cover of this document. Faxes **MUST** be sent to KATHRYN BURLTON, MANAGER OF ACCOUNTING & PURCHASING at 902-464-0161.

1.8 **THE CONTRACT**

1.5.1 **Binding Effect of Proposal and Contract Finalization**

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

- a) written notice from HRSB that the Bidder's Tender is rejected as unsatisfactory; or
- b) issuance by HRSB of its PO to the Bidder with respect to this Tender, pursuant to Section 1.2(r), and upon such issuance, the Bidder shall be regarded as the Vendor hereunder; or
- c) execution of the Contract by both HRSB and the Bidder pursuant to Section 1.2(r); or
- d) written notice from HRSB that it has entered a Contract with a Vendor and that the Bidder has been unsuccessful under this Tender.

1.5.2 Contract Documents

- 1.5.2.1 The attached form of contract (Schedule A) is a version that shall be issued to or executed by the successful bidder pursuant to the terms and conditions of this Tender. It is not to be executed and returned by the bidder as part of it's (proposal or Tender response).
- 1.5.2.2 After the contract has been awarded and signed, the Supplier will be contacted by the appropriate Regional Manager to attend a site visit to complete Appendix C of the contract – ‘Undertaking to Comply and Suppliers Safety Checklist’ prior to the commencement of any work. **NOT APPLICABLE**
- 1.5.2.3 The Contract the Vendor will have with the HRSB, if awarded, will include:
- a) such further documentation as may be negotiated and executed by the HRSB and the Vendor pursuant to Section 1.2(p); and
 - b) this Tender and all of its Schedules, including without limitation any PO issued by HRSB to the Vendor, and any revisions, amendments or additional documents made thereto, if any; and
 - c) the Tender, in its entirety and all promises made in the tender will be deemed covenants in the Contract and all information, representations and warranties made in the Tender will be deemed terms, representations and warranties of the Contract surviving the signing or issuance by HRSB of any additional or formal documents prepared by the HRSB.
- 1.5.2.4 For the purposes of evaluation and interpretation of Tenders, in the case of conflicts, discrepancies, errors or omissions between this Tender and any documentation issued or executed pursuant to Section 1.5.1, and the Tender, this Tender and such documentation shall take precedence over the Bidder response.

1.6 Your Contractual Terms

- 1.6.1 List separately any contractual terms which must be included as part of the Contract if awarded to you and which would be a condition to HRSB's acceptance of your bid.
- 1.6.2 List separately any contractual terms which you would like the HRSB to consider but which would not be a condition to the acceptance by the HRSB of your bid and which would only be part of the Contract with the HRSB with the specific further agreement of the HRSB.

2.0 SPECIFICATIONS/SCOPE OF WORK

- 2.1 Schools/offices will place orders on an “as required” basis. Please indicate if your company has a minimum order requirement for free delivery.
- 2.2 **NO SUBSTITUTES** will be accepted for items where a Brand Name has been specified to ensure equal quality.
- 2.3 **The package and units specified are the sizes currently supplied to the Board. If your company is unable to supply in the exact package or unit size requested, provide a price for the size or quantity requested with a note indicating the size that will be provided if your company is the successful bidder.**
- 2.4 Vendors must indicate the discount on catalogue items not listed on the bulk order form.
- 2.5 Vendors must indicate special payment terms, e.g. 2% discount if paid by 15th of month.
- 2.6 **HST MUST NOT BE INCLUDED in bid price.**
- 2.7 Vendors *must supply samples* if requested. **NOT APPLICABLE TO TENDER #3552.**
- 2.8 **It is not cost effective for the Board to split categories of products among multiple vendors and therefore, the Board will award all items in this tender to one vendor only. (No cherry-picking of individual items)**
- 2.9 Contract award will be based on prices, discounts, and vendor past performance, e.g. timely delivery, accurate orders & invoicing issues. Bid price will be determined by totaling the units purchased over the period April 1, 2008 to March 31, 2009 times the quoted unit price.
- 2.10 If requested by the Board, successful bidders must be willing and able to provide the Board with reports detailing a breakdown of items purchased over a specified period of time.
- 2.11 Successful vendors will be expected to make the Board aware of new product lines or alternative products which may save the Board money during the term of the contract. New and alternative products must be tested and approved by the MANAGER OF ACCOUNTING & PURCHASING.
- 2.12 **Purchase orders** are required for all school supplies purchases.

- 2.13 Purchase orders will be faxed to vendors and orders **MUST BE SHIPPED WITHIN 3 BUSINESS DAYS AFTER RECEIPT OF PURCHASE ORDER.** Therefore, vendors must ensure adequate stock to minimize short shipments as **back-ordered items will not be accepted. If items requested are not available for shipment within 3 business days, please ensure that these items are marked as “cancelled” on packing slips and invoices so that the items can be reordered.**
- 2.14 **Repeat failure to provide items in a timely manner or continued invoicing problems will result in loss of contract.**
- 2.15 HST must be charged on each invoice and the vendor’s HST number must be shown on each invoice.

2.1 **SITE VISITS NOT APPLICABLE TO TENDER #3552**

- (a) Bidders will be deemed to have familiarized themselves with existing site and all other conditions which may affect performance of the Contract. No plea of ignorance of such conditions as a result of failure to make all necessary examinations and calculations will be accepted as a basis for any claims for extra compensation or an extension of time.
- (b) **A mandatory bidder’s site meeting is scheduled as per the directions on the cover sheet of this document.**

3.0 *VENDOR INFORMATION*

#3552 LAMINATING SUPPLIES

FIRM _____

ADDRESS _____

E-MAIL ADDRESS _____ POSTAL CODE _____

PHONE _____ FAX _____

NAME OF PERSON SIGNING FOR FIRM _____

POSITION OF PERSON SIGNING FOR FIRM _____

BIDDER DECLARES

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

BIDDER AGREES

- (a) To enter into a contract to supply all labour, material and equipment and to do all work necessary to complete the Work as described and specified herein for the prices as per the Form of tender, Schedule of Prices, Article 3.5.
- (b) That this tender is valid for acceptance for 30 days from the time of tender Closing.
- (c) That failure to enter into a formal contract and give specified documents within time required will constitute grounds for forfeiture of this agreement.
- (d) That if Certified Cheque or bid bond is forfeited, the Owner will retain difference in money between amount of tender and amount for which owner legally contracts with another party to perform the work and will refund balance, if any, to bidder.

- (e) I/WE certify that the company listed herein is in good standing with the City of Halifax Tax Collector and all Municipal, Provincial and Federal Tax Agencies. Failure to complete this certification and maintain this status will be cause for rejection of your tender and/or cancellation of any contractual undertaking with the Board. We further agree with and accept the terms set out in this tender document.

3.1 **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 _____	_____

3.2 **SUB CONTRACTORS: NOT APPLICABLE FOR TENDER #3552**

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

Sub-Contractors/Manufacturers	Service/Material

3.3 **VENDOR TERMS & CONDITIONS/SIGNATURE**

PRICES MUST BE FIRM FOR 1ST YEAR OF TENDER. INDICATE WITH A CHECK MARK IF PRICES WILL BE FIRM FOR :

YEAR 2 _____ YEAR 3 _____ OPTIONAL YEAR 4 _____ OPTIONAL YEAR 5 _____

PLEASE NOTE THAT PRICE INCREASES AFTER YEAR 1 MUST NOT EXCEED THE NATIONAL CPI (CONSUMER PRICE INDEX) FOR THAT YEAR.

CATALOGUE DISCOUNT _____ % (FOR ITEMS NOT LISTED ON TENDER)

DELIVERY COSTS MUST BE INCLUDED IN BID PRICES UNLESS OTHERWISE SPECIFIED

SPECIAL DISCOUNTS OR OTHER COMMENTS:

SIGNATURE:

**SIGNED AND DELIVERED
in the presence of:**

VENDOR [Seal]

Company name

Witness

Signature of Signing Officer

Name and Title (printed)

DRAFT AGREEMENT

LAMINATING SUPPLIES

THIS AGREEMENT made the *1st day of APRIL A.D. 2013.*

BETWEEN:

THE HALIFAX REGIONAL SCHOOL BOARD

(the "Board")

OF THE FIRST PART

- and -

COMPANY NAME

(the "Supplier")

OF THE SECOND PART

RECITALS

WHEREAS the HRSB has analyzed its needs and requirements for ***LAMINATING SUPPLIES***;

AND WHEREAS based on the HRSB's analysis, the HRSB prepared ***TENDER #3552*** setting out their needs and requirements, a copy of which is incorporated and forms part of this agreement and is identified as Schedule "A" hereto;

AND WHEREAS the HRSB advertised ***TENDER #3552*** to a number of companies capable of providing ***LAMINATING SUPPLIES***;

AND WHEREAS **COMPANY NAME** provided a detailed response to **TENDER #3552** (the "Response"), a copy of which is incorporated and forms part of this agreement and is identified as Schedule "B" hereto;

AND WHEREAS **COMPANY 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 Supplier for the Board are outlined in the Scope of Work, of **TENDER #3552**, a copy of which is attached to this Agreement as Appendix A.
- 1.1 The services outlined in Appendix A may be adjusted from time to time by mutual agreement between the Board and the Supplier.

TERM

- 2.0 This Agreement shall be in effect from and including the **1st DAY OF APRIL 2013 TO 31ST DAY OF MARCH 2016 with two (2) one (1) year options for renewal at the discretion of the Board.**

SATISFACTORY PERFORMANCE

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

PAYMENT PROCEDURE

4.0 Invoices shall be submitted by the Supplier to: ***Halifax Regional School Board, 33 Spectacle Lake Drive, DARTMOUTH NS B3B 1X7***

4.1 Upon determining that the work evidences completion by the Supplier of the portion of the Agreement to which the invoice relates, the Board shall cause the invoice to be paid.

WITHHOLDING PAYMENT

4.0 The Board shall be entitled to withhold payment to the Supplier:

- (a) Where there is unsatisfactory performance of the services to be performed by the Supplier as described under articles 1.0, 3.0 and 5.1 of this Agreement;
- (b) For any portion of the invoice which the Board disputes;

- (c) To the extent necessary to protect the Board in respect of any liability for amounts required to be paid by the Supplier pursuant to articles 8.0, 8.1, 9.0, 9.1, 9.2, 10.0, 10.1, 10.2 and 10.3 if there is a reasonable probability that such amounts or claims may be assessed or made against the Board; and
- (d) As provided in article 11.1.

5.1 In the event of there being unsatisfactory performance by the Supplier, then the Board shall notify the Supplier of the circumstances surrounding the unsatisfactory performance of the services rendered and the Supplier 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 Supplier by the Board of such deficiencies.

EXPENSES

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

INDEPENDENT SUPPLIER

- 7.0 The Board and the Supplier agree that the Supplier is an independent Supplier and not an employee of the Board, nor is the Supplier a partner with the Board.
- 7.1 The Board and the Supplier agree that any personnel supplied by the Supplier to the Board shall be considered employees of the Supplier and not employees of the Board.

WORKERS' COMPENSATION AND OTHER CONTRIBUTIONS

- 8.0 The Supplier shall pay or cause to be paid any assessment or contribution required to be paid by the Supplier in conjunction with the performance of the services to be rendered under this Agreement pursuant to the *Workers' Compensation Act* (Nova Scotia) and shall indemnify the Board for any amounts assessed against and paid by the Board as a result of the failure by the Supplier to comply with the provisions of this article or the *Workers' Compensation Act*.
- 8.1 The Supplier shall be responsible to deduct from the payments received from the Board, the amount, if any, of the Supplier's required contributions to the Canada Pension Plan, Canadian Revenue Agency and the Employment Insurance Commission.

TAXES

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

INSURANCE

- 10.0 The Supplier agrees to obtain and maintain, for the duration of this Agreement, comprehensive general liability insurance in an amount not less than \$2,000,000.00, insuring against bodily injury, personal injury and property damage, including loss of use of such property.
- 10.1 The Supplier agrees to obtain and maintain, for the duration of this Agreement, Professional Liability Insurance (Errors and Omissions) insurance in an amount not less than \$2,000,000.00 (**FOR CONSULTANTS ONLY**)
- 10.2 Where applicable, Automobile public liability and property damage insurance in an amount not less than Two Million Dollars (\$2,000,000) all inclusive covering the ownership, use and operation of any motor vehicles and trailers which are owned, leased or controlled by the Proponent and used in connection with this Contract.
- 10.3 Such insurance shall include blanket contractual liability.
- 10.4 Evidence of such insurance in a form acceptable to the Board shall be provided to the Board prior to the date of the commencement of this Agreement.
- 10.5 In the event of default on the part of the Supplier to provide the above mentioned insurance prior to the commencement of the term of this Agreement, then the Supplier shall be liable to the Board, and shall indemnify and save harmless the Board for any costs that may be incurred as identified under article 11.

INDEMNIFICATION

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

TERMINATION

- 12.0 This agreement may be terminated by the HRSB at any time during the term, in whole or in part, in HRSB's sole discretion without cause or liability to Supplier, by HRSB providing to Supplier 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 Supplier is incapacitated or there is some other cause

which may prevent the Supplier from performing the services prescribed or referred to in this Agreement, the determination of which shall be in the sole discretion of the Board, then the Board may terminate this Agreement immediately by way of providing written notice to the Supplier in which case, the Board shall be under no obligation to the Supplier except to pay such compensation as the Supplier 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 Supplier of the services prescribed or referred to in this Agreement, the determination of which shall be in the sole discretion of the Board and which shall be subject to the terms set forth under articles 5.0 and 5.1 of this Agreement, then the Board may terminate this Agreement immediately upon providing written notice to the Supplier where there has not been a satisfactory correction, completion, or remedy of the deficiency within the ten (10) days set forth under article 5.1, with the Board being under no further obligation to the Supplier except to pay such compensation as the Supplier may be entitled to receive up to the time of such termination.

12.3 In the event that the services provided by the Supplier under this Agreement cannot be performed due to a labour dispute, strike, or lockout which affects directly or indirectly the Board's operations, the Director of the department affected by this agreement shall give to the Supplier at least 24 hours written notice by facsimile, sent to the facsimile number given by the Supplier in this Agreement, of the Board's intent to suspend services under this Agreement and the effective date of suspension of services. Such written notice shall be deemed sufficient.

12.4 After the suspension of services, in the event that the Board wishes to resume the performance of services under this Agreement in the future during the term of this Agreement, the Board will give the Supplier 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 Supplier cannot resume services in accordance with the notice of resumption of services, this contract will be terminated forthwith.

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

Dispute Resolution

Arbitration:

- 13.0 By written notice by one party to the other (a "Notice of Arbitration"), all disputes arising out of this Agreement, including its interpretation, must be submitted to binding arbitration in accordance with the provisions of the Commercial Arbitration Act (Nova Scotia), subject to the following:
- (a) The arbitration panel will consist of one arbitrator. If the parties fail to reach agreement on the selection of the arbitrator within 10 days following delivery of the Notice of Arbitration, any party may apply to The Supreme Court of Nova Scotia to appoint the arbitrator. The arbitrator will be qualified by education, training and industry experience to rule upon the particular dispute to be resolved.
 - (b) The arbitrator will be instructed that time is of the essence in the arbitration proceeding and, in any event, the arbitration award must be made within 90 days of the submission of the dispute to arbitration and within 15 days of the conclusion of any hearing, or if there is no hearing, within 15 days of the delivery of written submissions.
 - (c) The arbitration will take place in Halifax, Nova Scotia or such place as the parties may agree and will be conducted in the English language.

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

CONFIDENTIALITY AND OWNERSHIP OF PROPERTY

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

COMPLIANCE WITH LAWS AND POLICIES

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

NON-ASSIGNABILITY

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

INCONSISTENCY

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

NOTICE

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

To the Board at:

***Kathryn Burlton, Manager of Accounting & Purchasing
Halifax Regional School Board
33 Spectacle Lake Drive
DARTMOUTH NS B3B 1X7***

To the Supplier at:

***COMPANY CONTACT NAME/POSITION
COMPANY NAME
COMPANY ADDRESS***

18.1 Any notice, request, demand or other communication given by prepaid registered mail shall be deemed to have been received on the fourth business day following the date on which the notice was mailed.

18.2 In the event of a disruption or threatened disruption of regular mail services by strike or threatened strike, all notices shall be deemed to have been duly given if personally delivered at the above addresses.

SUCCESSORS

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

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

SUPPLIER	
_____	_____
Name	Date

Witness	

HALIFAX REGIONAL SCHOOL BOARD	

Kathryn Burlton, Manager of Accounting & Purchasing	

	Date

Witness	

SCHEDULE A OF CONTRACT

HRSB TENDER DOCUMENT

SCHEDULE B OF CONTRACT

SUPPLIER'S BID RESPONSE TO TENDER

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: fhcs@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: fhcs@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 P: Peter Wicha VP: Frances Murdock Sec: Janet Martin	T: 457-8960 F: 457-8963	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 P: Ramona Joseph VP: Joanne Faryniuk Sec: Leesa Ince-Muir	T: 876-2026 F: 876-7177	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 P: Margie Hopkins VP: Mike Page Sec: Patricia Bartlett	T: 832-8630 F: 832-8409	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 P: Krista Allen VP: Heather McKay Sec: Janice Trider	T: 827-4666 F: 827-5430	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 P: Dwight Lucas VP: Sherry Scoville Sec: Linda Wright	T: 464-5184 F: 464-5187	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 P: Marlene Johns VP: Dorothy Hart Sec: Linda Abbott/Linda Mercer	T: 860-4182 F: 860-4188	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 P: Brian Toner VP: Kara MacGillivray Sec: Carole Bernier	T: 864-6855 F: 864-6897	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 P: Agnes Greer VP: Maria Rouvalis Sec: Anita Chambers	T: 421-6758 F: 421-2709	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 P: Karen Hudson VP: Andrew Bray Sec: Marion Martin	T: 464-5164 F: 464-5173	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 P: Lynn Corkum VP: Timothy McClare Sec: Donna Rogers	T: 457-8422 F: 457-8430	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 P: Bill Spears VP: Mark MacPhee Sec: Kathy Reinhardt	T: 421-6777 F: 421-2868	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 P: Gary Walker VP: Jacqueline Ashford Ray/Shawn Sheehan/Lynn Moulton Sec: Sherry Robinson/Janet Cochrane/Zeta Bennett	T: 457-8900 F: 457-8980	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 P: Helen Healy VP: Anne Lindsay Sec: Gillian Boutilier	T: 832-8412 F: 832-8420	E-Mail: hpcs@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 P: Sandra Chauvin VP: N/A Sec: Mary Carew	T: 421-6749 F: 421-2655	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 P: Tracy Marchand VP: N/A Sec: Patricia Dempsey	T: 868-2717 F: 868-1808	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 P: Louise Henman-Poirier VP: Stephanie Lockhart Sec: Judy L'Heureux	T: 465-7600 F: 465-8662	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 P: Angela Yerxa-Weeks VP: Sherri MacDonald Sec: Stacy Blair	T: 464-2084 F: 464-2866	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 P: Ken Rutley VP: N/A Sec: Sharon Berger	T: 857-4200 F: 857-4204	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 P: Wanda Scott VP: Troy Smith Sec: Denise Logan	T: 885-2236 F: 885-3577	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 P: Paula Hoyt VP: Diana Dibblee Sec: Janet Lilly	T: 421-6775 F: 421-3049	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 P: Al Reyner VP: Trina Canavan/Randy Pulsifer Sec: Joan McKinnon/Cathy Fitzgerald	T: 826-3222 F: 826-3220	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 P: Joe Beuckx VP: Margaret Langley Sec: Julie Wilson	T: 464-5140 F: 464-5150	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 P: Patricia Hoskin VP: Sarah Wile Sec: Lesley MacNeil	T: 864-6838 F: 864-6844	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 P: Mary Paula MacEachern VP: Tracey Warner Sec: Cecile Van Horne	T: 464-2090 F: 464-2778	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 P: Brian Ellenberger VP: Helen Malle Sec: Kelly Lake	T: 464-2081 F: 461-0199	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 P: Anne Coffin VP: Denise Jarvis Sec: Kathleen Bates	T: 479-4606 F: 479-4473	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

HRSB TENDER #3552

SCHEDULE "C"

LAMINATING SUPPLIES PRICING

Description	Unit	Product #	HRSB Material #	Unit Price \$	QTY	Unit Price X QTY
Laminating Films / Pouches						
25" x 500' 1.7mm FILM (for Ultima L65) low odor, low melt	rol		1000003263		679	
18" x 500' 1.5mm FILM (for 18" laminators)	rol		1000003969		24	
25" x 500' 1.5mm FILM (for Ultima L65/4250 or 25" laminators) NOT LOW ODOR	rol		1000003970		86	
25" x 500' 1.5mm PINNACLE 27 Easy Load FILM low odor 2rolls/box	box		1000009108		79	
Laminating Pouches Badge Size 100/pkg	pkg		1000011050		1	
TOTAL					\$	

Please note that HRSB purchased \$31,600 worth of laminating supplies over the past three years. However, HRSB does not guarantee any quantities to be purchased over the term of this contract. Quantities will be used to determine lowest overall bidder.