



Halifax Regional  
School Board

#3560

# TENDER

## SNOW & ICE MAINTENANCE SERVICE FOR 15 Families of Schools

Closing Date: *THURSDAY, JULY 11, 2013*  
Closing Time: *2:00:00 P.M.*  
Opening Time: *2:00:00 P.M.*

*DOCUMENTS MAY BE PICKED  
UP AT 33 SPECTACLE LAKE DR  
OR DOWNLOADED FROM HRSB  
WEBSITE:*

<http://www.hrsb.ns.ca/content/id/865.html>

Quick Links/Ask About Tenders

**Closing Location:**

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

**Purchasing Contact:**

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

**Department Contact:**

Roger Keefe, Coordinator of Operations  
Tel: (902) 464-2000 #2576  
Fax: (902) 464- 5581

**Project Location: HRSB Sites**

A **MANDATORY** bidders' information session is scheduled for **TUESDAY, JUNE 25<sup>TH</sup> 2013, 2:00 P.M. Room 105, 33 Spectacle Lake Drive, Dartmouth.**

*The Halifax Regional School Board encourages equity and affirmative action programs.*

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**Microsoft Excel Bid Forms may be requested by Email to: [dbeck@hrsb.ns.ca](mailto:dbeck@hrsb.ns.ca)**

***If requested please include an electronic copy of the MS Excel Bid Forms with your bid on a CD or memory stick.***

1.0 **GENERAL**

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

1.1 **INSTRUCTIONS TO BIDDERS**

**TENDER  
SUBMISSION:**

- (a) Sealed Bids will be received by:

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

Until **2:00:00 P.M.**, on **THURSDAY, JULY 11, 2013** for the following project:

***TENDER #3560 Snow and Ice Maintenance Services***

- (b) Submit one original tender on the enclosed tender form. Each item on the form **MUST** be completed unless noted otherwise. Bids **MUST** be signed by an authorised representative of the Contractor. Incomplete bids will be rejected. Bids **MUST** be submitted on or before the advertised time and date in a sealed envelope clearly marked:

***TENDER #3560 Snow & Ice Maintenance***

- (c) It is the responsibility of the bidder to ensure their submissions are received on time. Faxed bids ***WILL NOT BE ACCEPTED.***
- (d) Addenda may be issued by the Board up to three (3) business days before the closing date and time. Addenda cover letters **MUST** be signed and attached to the tender documents.

1.2 **CONDITIONS OF TENDER**

- (a) No term or condition **SHALL** be implied, based upon any industry or trade practice or custom or in a practice or policy of the Board or otherwise, which is inconsistent or conflicts with the provisions contained in these instructions.
- (b) Any changes to this tender or specifications **SHALL** be stated by the Board in writing. All correspondence, inquiries, instructions, etc. in connection with the work **SHALL** be made through the office of the Halifax Regional School Board, c/o Purchasing Manager or representative.
- (c) Tender bid prices **MUST** be all-inclusive, excluding HST which will be extra to contract.
- (d) The Contractor is responsible for obtaining all provincial, municipal and other permits as required for the work, and **SHALL** adhere to all regulations from regulatory bodies. They **SHALL** pay all fees for these permits.
- (e) Invoices **SHALL** be submitted to:
  - Halifax Regional School Board
  - Coordinator of Custodial Services
  - 33 Spectacle Lake Drive
  - Dartmouth, N.S.
  - B3B 1X7

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

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

- (f) Bidders or their employees **MUST NOT** be employees of the Halifax Regional School Board.
- (g) The bidder **MUST** comply with Nova Scotia Fire Safety Act and all Municipal Regulations, Ordinances and other laws including the Occupational Health and Safety Act.
- (h) Persons or firms submitting tenders **SHALL** be actually engaged in the line of work required by the specifications.
- (i) When applicable, a bidder **SHALL** list, in the space provided in Section 3.3, the names of you sub-contractors. A change in sub-contractors from this list will require permission in writing from the Board.
- (j) Except as the specifications may be modified by Addenda, the successful Contractor will be held to furnish under this tender all work as specified.
- (k) The Contractor **SHALL** 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 Contractor or its' agents or sub-contractors.

- (l) Property loss and/or damage that occurs during the course of work or caused by negligence on the Contractors part during the course of the work **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 Contractor **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.
- (m) The contract is for a three (3) year term from *October 1<sup>st</sup>, 2013 to April 30th, 2016, with two (2) one (1) year options for renewal at the sole discretion of the Board.*
- (n) Contractors are required to submit **FIRM PRICES FOR THE FIRST THREE YEARS OF THE CONTRACT**. Should the Board extend the contract for one (1) or (2) optional years, price increases **SHALL** be negotiated with the Board and **SHALL NOT** exceed the annual National Cost of Living Index (CPI) for the preceding contract year.
- (o) 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.

(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;
  - vi) Reject any Tender that is not properly signed by or on behalf of the Bidder;
  - vii) Reject any Tender that contains an alteration in a quote that is not initialed by or on behalf of the Bidder;
  - viii) Reject any Tender that is incomplete or ambiguous; or
  - ix) Reject any Tender that does not strictly comply with other requirements contained in these instructions.
- x) ***The HRSB SHALL NOT accept any bids to this Tender (or RFP) from any Contractor that has existing or pending litigation proceedings against the HRSB, its employees, or agents, or from any Contractor that has an ongoing dispute regarding a past or existing contract, bid or tender with the HRSB, its employees, or agents.***
- b) HRSB reserves the right to consider, during the evaluation of Tenders:
  - i) Information provided in the Tender itself;
  - ii) Information received in response to enquiries of credit and industry references set out in the Tender;
  - iii) The manner in which the Bidder provides services to others;
  - iv) The experience and qualification of the Bidder;
  - v) The compliance of the Bidder to HRSB's requirements and specifications;
  - vi) Such alternate goods, services, terms or conditions that may be offered,

whether such offer is contained in a Tender or otherwise,

- vii) Splitting the Tender and Project Scope into multiple parts and accepting Tenders (or portions thereof) from more than one Bidder;
- viii) Rejecting Bidder's recommendation of a SubContractor or any other third party associated with the Tender and jointly along with the Bidder, determine alternate acceptable third parties; 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**

Contractors, by submitting a bid to this Tender, agree not to claim damages, costs or expenses for whatever reason, relating in any way to this Tender and any resulting process (including without limitation any subsequent discussions or negotiations, if any, or in respect of any competitive process) and 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.

### 1.3 OTHER REQUIREMENTS

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

- (a) The bidder **MUST** provide with the submitted tender document a certificate indicating the completion or “in progress” status of the Nova Scotia Construction Safety Association’s Construction Safety Program or other safety audit program acceptable to Workers Compensation Board, including Nova Scotia Trucking Safety Association.
- (b) The bidder **MUST** provide with the submitted tender document a letter showing they are in good standing with the Worker’s Compensation Board.
- (c) The bidder **MUST** provide with the submitted tender document a list of all equipment to be used during the term of this contract using the enclosed **SCHEDULE “D”**. The Board reserves the right to inspect equipment prior to tender award.
- (d) The bidder **MUST** provide with the submitted tender document, an insurance certificate showing proof of:
  - (i) Commercial General Liability insurance, including but not limited to, products liability and completed operations, contractual liability, owners and Contractors liability, attached machinery extensions, endorsement, independent Contractor, for a combined single limit of no less than \$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.

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.

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



- (e) The bidder **MUST** provide with the submitted tender document **Bid Security** in the amount of ten percent (10%) of the **ANNUAL CONTRACT PRICE** in the form of a Certified Cheque payable to Halifax Regional School Board, or a Bid Bond on Owner approved bids form.
- (f) The bidder **MUST** provide with the submitted tender document a completed copy of the attached safety plan information sheet. The Contractor prior to commencement of work **MUST** have a safety plan in place for use by the Contractor personnel regarding potential hazards and work practices specific to the site.
- (g) Bidders **MUST** include with their bid submission completed PART 1 of the site inspection form (Schedule E) for each location to be included on their bid. The **SUCCESSFUL CONTRACTOR** for each family of schools **MUST** completed Part II of the site inspection form (Schedule E) identifying existing damage and/or conditions of school buildings, grounds or equipment witnessed by the bidder as already existing OR deemed by the bidder to affect the ability to perform the scope of work as requested.
- (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 persons **SHALL NOT** smoke in schools, school board offices or on school grounds.

#### 1.4 **AMENDMENTS OR WITHDRAWAL OF TENDER PRIOR TO BID CLOSING**

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

#### 1.5 **THE CONTRACT**

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

The Bidder hereby acknowledges that its bid constitutes a contract with HRSB, and the terms and conditions of this Tender and the bidder response (with the Tender taking precedence in the event of any inconsistency or conflict of terms) **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(p), and upon such issuance, the Bidder **SHALL** be regarded as the Contractor hereunder; or
- c) Execution of the Contract by both HRSB and the Bidder pursuant to Section 1.2(p); or
- d) Written notice from HRSB that it has entered a Contract with a Contractor and that the Bidder has been unsuccessful under this Tender.

## **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 its Tender response.
- 1.5.2.2 The Contract between the Contractor and HRSB, if awarded, will include:
  - a) Such further documentation as may be negotiated and executed by the HRSB and the Contractor pursuant to Section 1.2(p); and
  - b) This Tender and all of its Schedules, including without limitation any PO issued by HRSB to the Contractor, and any revisions, amendments or additional documents made thereto, if any; and
  - c) The Tender, in its entirety and all promises made in the tender will be deemed covenants in the Contract and all information, representations and warranties made in the Tender will be deemed terms, representations and warranties of the Contract surviving the signing or issuance by HRSB of any additional or formal documents prepared by the HRSB.
- 1.5.2.3 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 SCOPE OF WORK

Provide **Snow & Ice Maintenance Services** on an as required basis to the HRSB for a three (3) year period commencing **October 1, 2013 ending April 30, 2016, with an option for renewal for two (2) additional one (1) year terms at the sole discretion of the Board. Snow & ice maintenance outside of that period will be by request only and MUST be charged at the contract rate.**

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

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

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

2. The areas of responsibility for Snow and Ice Maintenance Services to be cleared and salted at each location may have changed from previous years contracts based on the description above due to a new scope of work OR changes to the grounds (fuel tank locations, curbs, etc.). The Successful Contractor **MUST** complete an annual site inspection each year of the contract prior to October 1<sup>st</sup> for the purpose of locating all fuel fill pipes, garbage containers, gates, curbs, ramps, light standards, sidewalks, shrubs, landscaping, building projections, etc. on each property and, where required, identify these items with temporary markers to avoid damage to school property.
3. HRSB is committed to reduce and minimize incidents of property damage and personal injuries such as slips and falls related to snow and ice on the properties. To this end we will be instructing site staff to ensure requests to Contractors for service are recorded in a snow services maintenance log. **Salting/sanding MUST be applied effectively at the correct times and application rates, as conditions warrant.**

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

4. **Damage** to property due to snow plowing, snow removal, salting or other operations performed within the scope of the contract is the responsibility of the Contractor, and if repairs ARE NOT completed by the Contractor on or before **April 30th of each year of**

*the contract, the Board WILL NOT pay the 10% holdback invoice* and will bill the Contractor for the remainder of the repairs if the repair costs exceed the 10% holdbacks. Contractors should note that continued business with the Board is dependent upon a Contractor's overall performance to the satisfaction of the Board.

5. Any damages creating a safety risk **MUST** be repaired within eight (8) hours of notification to the Contractor.

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

Contractors **MUST** BID ON BOTH PRICING OPTIONS AS DESCRIBED BELOW.

6. ***OPTION 2 - PRICING UP TO 185CM - CONTRACTORS MUST SUBMIT A LUMP SUM BID FOR A TOTAL SNOWFALL ACCUMULATION UP TO 185 CENTIMETRES. UPON RESPONDING TO THIS TENDER THE SUCCESSFUL BIDDER(S) AGREES TO PROVIDE THE ABOVE MENTIONED SERVICE FOR ONE PRICE REGARDLESS OF THE NUMBER OF OCCURRENCES INVOLVED UP TO 185 CM, FREQUENCY OF VISITS NECESSARY OR EQUIPMENT REQUIRED, INCLUDING UNLIMITED SALTING, SANDING OR OTHER APPROVED METHOD OF ICE CONTROL.***

Contractors **MUST** also submit a **PER CM COST FOR SNOW REMOVAL & ICE MAINTENANCE SERVICES AS DESCRIBED ABOVE FOR EACH FAMILY OF SCHOOLS IN EXCESS OF 185 CM** on the **Bid Form**. These costs **SHALL** not exceed the average per cm cost described in clause 6 (i.e. Group Lump sum cost/185cm = average cm cost). The services included in this per centimetre cost are the same as described in this section.

7. Snowfall accumulations **SHALL** be determined using the Monthly Meteorological Summary Reports provided by Environment Canada to establish an accurate and reliable reading for Halifax Regional Municipality. These calculations **SHALL** be based on the monthly snowfall accumulations data for Stanfield International Airport as reported by Environment Canada.
8. In the event that readings are not available from Halifax Stanfield International Airport, HRSB **SHALL** at its sole discretion, determine an alternate reading site to determine a monthly snowfall calculation reading.

9. Failure to complete the work as described and defined in these documents may result in, warnings, penalties and/or cancellation of the contract. The Halifax Regional School Board, Coordinator of Custodial Services or designate will notify the Contractor in writing of any concerns relating to the performance or administration of the contract stating a deadline for the Contractor to correct the concern. **Note: similar infractions at more than one site will be considered as separate incidents.**

Should the Contractor wish to dispute the claim of failure to complete the work, the Contractor **SHALL** advise the Coordinator of Custodial Services within 24 hours and, **SHALL** respond in writing with appropriate details and information to support the disputed facts of the claim. Depending upon the circumstances the Board may extend the deadline at the request of the Contractor. The Board will respond to the Contractor within 24 hours of receipt of the response from the Contractor.

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

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

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

10. On school days, Contractors **MUST** have snow removal (ploughing/sanding/salting) services completed at all sites so they are accessible, safe and ready for schools to open by 7:00 a.m. Since the amount of snow and ice conditions vary from school to school and region to region, it is the responsibility of the Contractor to check and monitor schools to ensure schools are completely ploughed, salted or sanded and ready for operation at 7:00 a.m. If schools are not serviced in the time required, the Contractor will be notified of failure to perform the work as noted in clause 9 above, and Contractors will be required and responsible to remove frozen snow and ice from all affected areas to ensure safe access by vehicles and pedestrians. **Salt MUST be applied effectively at the correct times application rates, as conditions warrant.**
11. On **Storm Days, March Break, Christmas Break and Weekends** when schools are closed for students, Contractors **MUST** have snow removal, ploughing/sanding/salting services completed at all sites so they are accessible by **8:00 a.m. (except for the Schools listed below)**. Since the amount of snow and ice conditions vary from school to school and region to region, it is the responsibility of the Contractor to check and

monitor schools, on a daily basis to ensure schools are completely ploughed, salted or sanded and ready for operation at 8:00 a.m. If schools are not serviced in the time required, the Contractor will be notified of failure to perform the work as noted in clause 9 above, and Contractors will be required and responsible to remove frozen snow and ice from all affected areas to ensure safe access by vehicles and pedestrians. **Salt MUST be applied on a daily basis effectively at the correct times and application rates, as conditions warrant.**

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

- Joseph Howe Elementary
- Saint Marys Elementary
- Charles P. Allen High School (new)
- Citadel High School
- Porters Lake Elementary
- Musquodoboit Valley Education Centre
- Graham Creighton Junior High
- Basinview Drive Community School
- Tallahassee, Community School
- Admiral Westphal / Dartmouth Teachers Centre
- St. Agnes Junior High

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

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

that the Board is their prime client and agree to provide “**Priority Service**”, which is defined as first priority snow removal services above all other clients.

15. Contractors are advised that a number of schools have after-hour and weekend use that could be regular or infrequent, or scheduled on short notice. This after-hour use **MUST** be accommodated to the same degree as normal school use, and information pertaining to after-hour use will be passed on by email to the successful Contractors as it becomes available from the HRSB Facility Rentals Department.

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

16. The Snow Removal Contract covers snow clearing, salting and sanding. **Equipment MUST be capable of relocating snow to the required perimeters and or moving snow to other areas of the property, allowing for full use of the facility. It is NOT ACCEPTABLE for snow to remain on areas required for use by the Board.**
17. Hauling away snow from the school grounds **MUST** be authorized in writing by the Coordinator of Custodial Services.
18. Contractors **MUST** submit six (6) invoices of equal value (lump sum divided by 6, with the 10% holdback (*damage deposit*) indicated on the invoice) and a 7<sup>th</sup> Holdback Payment Invoice as follows:

1 <sup>st</sup>	November 1st	4 <sup>th</sup>	February 1st
2 <sup>nd</sup>	December 1st	5 <sup>th</sup>	March 1st
3 <sup>rd</sup>	January 1st	6 <sup>th</sup>	April 1st

7<sup>th</sup> Holdback Payment Invoice (End of Season - no later than May 15<sup>th</sup> of each year.)

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

19. The HRSB reserves the right to negotiate separate contracts with any number of Contractors, as it deems required to meet the needs of the HRSB. The successful Contractors will be required to sign a service agreement similar to that proposed in this tender, under Schedule A.
20. Contractors **MUST** include NS Construction Safety Certificate (Certificate of Recognition), Proof of \$2,000,000 General Liability Insurance and Proof of Good

Standing with WCB, with bid forms.

Contractor **MUST** provide a list of employees with qualifications in section 3.4.

Contractor **MUST** advise on the number of service vehicles available using **SCHEDULE "D"**.

20. HRSB reserves the right to add or delete school sites during the term of the contract.
- Any additions or deletions of school sites **SHALL** result in an increase or decrease in the annual lump sum payment for that family of schools, based on the average cost per school in that family of schools.
  - Any school added or deleted within the school year **SHALL** be prorated.
  - New schools (open in September) will be added in the year they open.
  - The Halifax Stanfield Climate Station **SHALL** be used to monitor monthly/annual snowfall accumulation.
  - **All Bidders MUST provide both Option #1 Fixed Pricing and Option #2 Up to 185 cm.**
  - The Halifax Stanfield Climate Station measurements **SHALL** apply.
  - **Option #1 Fixed Price Annual Pricing SHALL** be all-inclusive pricing, regardless of the snow accumulation measurement.
  - In the event of a permanent closure of an HRSB school or office building, the School Board reserves the right to cancel that portion of the contract by written notice to the Contractor and the Board will not be financially obligated to Contractors for snow removal/salting services after the date stated in the written notice.

## 2.1 **SITE VISITS**

- (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 information session is scheduled as per the directions on the cover sheet of this document. Bids WILL NOT be accepted from Contractors who DO NOT attend the MANDATORY bidder's information session.**



3.0 **BY SUBMITTING A BID - BIDDER DECLARES**

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

3.1 **BY SUBMITTING A BID - BIDDER AGREES**

- (a) To enter into a contract to supply all labour, material and equipment and to do all work necessary to complete the Work as per the pricing option chosen by HRSB and 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.

**DO NOT  
RETURN PREVIOUS PAGES  
WITH BID DOCUMENTS**



Halifax Regional School Board

CONTRACTOR'S INFORMATION FORM

**TENDER #3560**  
**SNOW & ICE MAINTENANCE SERVICE**

FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

NAME OF PERSON SIGNING FOR FIRM \_\_\_\_\_

POSITION OF PERSON SIGNING FOR FIRM \_\_\_\_\_

I/WE, the undersigned, having carefully examined the **#3560 Snow & Ice Maintenance Services** tender documents, and having read, understood, and accepted the Conditions of the tender which form part of the tender documents, hereby offer to provide the materials and service in strict accordance with the **#3560 Snow & Ice Maintenance Services** documents, which form part of this r 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.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

3.2 **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 _____	_____

3.3 **SUB CONTRACTORS:**

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

Sub-Contractors	Family of Schools



# BIDDER'S CHECK LIST

The following **MUST** be included with your bid:

- Your specific plan for having schools ploughed and salted/sanded by 7:00 a.m;
- Your contingency plan for equipment break-down, employee absence and severe weather conditions;
- The names and cell numbers of site foremen for queries from the Board's managers/assistant managers;
- A copy of your Workers' Compensation Board Letter of Good Standing;
- A copy of your letter of good standing from Nova Scotia Construction Safety Association OR Nova Scotia Trucking Safety Association;
- A Certificate of Insurance;
- All Appendices
- SCHEDULE "E" (Site Inspection Form – Part I) for each building that is being bid;
- SCHEDULE "B" (Project Safety Plan Outline) for each Family of Schools;
- Any addenda issued by the Board
- 10% Bid Security (Certified Cheque or Bid Bond) for each Family of Schools**

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

- Your company's safety plan;
- Site Inspection Forms – Part II for each building

## **SCHEDULE "A"**

### **SAMPLE AGREEMENT FOR SUPPLY OF SERVICES**

THIS AGREEMENT made the *XX day of MONTH A.D. 2013*.

BETWEEN:

***THE HALIFAX REGIONAL SCHOOL BOARD***

(the "Board")

OF THE FIRST PART

- and -

***CONTRACTOR'S NAME***

(the "Contractor")

OF THE SECOND PART

### **RECITALS**

WHEREAS the HRSB has analyzed its needs and requirements for ***SNOW & ICE MAINTENANCE SERVICE – TENDER #3560***;

AND WHEREAS based on the HRSB's analysis, the HRSB prepared a detailed Tender setting out their needs and requirements (Tender #3560), a copy of which is incorporated and forms part of this agreement and is identified as Schedule "A" hereto.

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

AND WHEREAS **CONTRACTOR'S NAME** provided a detailed response to Tender #3560 (the "Response"), a copy of which is incorporated and forms part of this agreement and is identified as Schedule "B" hereto.

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

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

## **SCOPE OF WORK**

- 1.0 The services to be performed by the Contractor for the Board are outlined in the Scope of Work, of Tender #3560, a copy of which is attached to this Agreement as Appendix A.
- 1.1 The services outlined in Appendix A may be adjusted from time to time by mutual agreement between the Board and the Contractor.

## **TERM**

- 2.0 This Agreement shall be in effect from and including the **1<sup>st</sup> day of OCTOBER, 2013 and shall continue until 30th day of APRIL 2016, with two (1) one (1) year options for renewal at the discretion of the Board**, unless terminated or renewed in accordance with the terms of this Agreement.



## SATISFACTORY PERFORMANCE

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

## PAYMENT PROCEDURE

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

## WITHHOLDING PAYMENT

- 4.0 The Board shall be entitled to withhold payment to the Contractor:
- (a) Where there is unsatisfactory performance of the services to be performed by the Contractor as described under articles 1.0, 3.0 and 5.1 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 Contractor pursuant to articles 8.0, 8.1, 9.0, 9.1, 9.2, 10.0, 10.1, 10.2 and 10.3 if there is a reasonable probability that such amounts or claims may be assessed or made against the Board; and

(d) As provided in article 11.1.

5.1 In the event of there being unsatisfactory performance by the Contractor, then the Board shall notify the Contractor of the circumstances surrounding the unsatisfactory performance of the services rendered and the Contractor shall correct, complete and remedy all such deficiencies relating to the unsatisfactory performance of the services to be rendered within ten (10) days written notice having been given to the Contractor by the Board of such deficiencies.

## **EXPENSES**

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

## **INDEPENDENT CONTRACTOR**

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

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

## **WORKERS' COMPENSATION AND OTHER CONTRIBUTIONS**

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

## **TAXES**

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

## INSURANCE

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

## **INDEMNIFICATION**

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

## **TERMINATION**

- 12.0 This agreement may be terminated by the HRSB at any time during the term, in whole or in part, in HRSB's sole discretion without cause or liability to Contractor, by HRSB providing to Contractor at least ninety (90) days prior written notice of such termination. Such notice shall specify both the scope and the effective date of such termination.

- 12.1 In the event that the Contractor is incapacitated or there is some other cause which may prevent the Contractor from performing the services prescribed or referred to in this Agreement, the determination of which shall be in the sole discretion of the Board, then the Board may terminate this Agreement immediately by way of providing written notice to the Contractor in which case, the Board shall be under no obligation to the Contractor except to pay such compensation as the Contractor may be entitled to receive up to the time of such termination.
- 12.2 In the event of the lack of satisfactory performance by the Contractor of the services prescribed or referred to in this Agreement, the determination of which shall be in the sole discretion of the Board and which shall be subject to the terms set forth under articles 5.0 and 5.1 of this Agreement, then the Board may terminate this Agreement immediately upon providing written notice to the Contractor where there has not been a satisfactory correction, completion, or remedy of the deficiency within the ten (10) days set forth under article 5.1, with the Board being under no further obligation to the Contractor except to pay such compensation as the Contractor may be entitled to receive up to the time of such termination.
- 12.3 In the event that the services provided by the Contractor under this Agreement cannot be performed due to a labour dispute, strike, or lockout which affects directly or indirectly the Board's operations, the Director of the department affected by this agreement shall give to the Contractor at least 24 hours written notice by facsimile, sent to the facsimile number given by the Contractor in this Agreement, of the Board's intent to suspend services under this Agreement and the effective date of suspension of services. Such written notice shall be deemed sufficient.

- 12.4 After the suspension of services, in the event that the Board wishes to resume the performance of services under this Agreement in the future during the term of this Agreement, the Board will give the Contractor written notice of resumption of services, the effective date to be no sooner than five (5) working days from the date of the notice of resumption of services, or such shorter period upon which the parties then may agree, for a term equivalent to the number of days remaining in the term of this Agreement together with the number of days of the suspension of services, or such shorter period as the parties may then agree. In the event that the Contractor cannot resume services in accordance with the notice of resumption of services, this contract will be terminated forthwith.
- 12.5 Notwithstanding the next preceding Article, the Board shall not be bound by anything contained herein until the Agreement is executed by all of the parties.

## **Dispute Resolution**

### Arbitration:

- 13.0 By written notice by one party to the other (a "Notice of Arbitration"), all disputes arising out of this Agreement, including its interpretation, must be submitted to binding arbitration in accordance with the provisions of the Commercial Arbitration Act (Nova Scotia), subject to the following:
- (a) The arbitration panel will consist of one arbitrator. If the parties fail to reach agreement on the selection of the arbitrator within 10 days following delivery of the Notice of Arbitration, any party may apply to The Supreme Court of Nova Scotia to appoint the arbitrator. The arbitrator will be qualified by education, training and industry experience to rule upon the particular dispute to be resolved.
  - (b) The arbitrator will be instructed that time is of the essence in the arbitration proceeding and, in any event, the arbitration award must be made within 90 days of the submission of the dispute to arbitration and within 15 days of the conclusion of

any hearing, or if there is no hearing, within 15 days of the delivery of written submissions.

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

## **CONFIDENTIALITY AND OWNERSHIP OF PROPERTY**

14.0 All pertinent resources, information, material and papers prepared or provided by the Contractor for the Board in the performance of this Agreement, shall be the sole property of the Board.

14.1 As part of the consideration required of the Contractor under this Agreement, the Contractor agrees not to, at any time either during the term of this Agreement or any time after the termination of this Agreement, divulge to any person, firm or corporation any information received during the course of providing services and further agrees that all such information shall be kept strictly confidential and shall not in any manner be revealed to any person without the prior written authorization of the Board.



## **COMPLIANCE WITH LAWS AND POLICIES**

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

## **NON-ASSIGNABILITY**

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

## **INCONSISTENCY**

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

## NOTICE

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

To the Board at:

***Roger Keefe, Coordinator of Custodial  
Halifax Regional School Board  
33 Spectacle Lake Drive  
DARTMOUTH NS B3B 1X7***

To the Contractor at:

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

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

**SUCCESSORS**

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

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

<b>CONTRACTOR'S NAME</b>	
_____	_____
Signing Authority Name	Date
_____	_____
Witness	

<b>HALIFAX REGIONAL SCHOOL BOARD</b>	
_____	_____
Roger Keefe, Coordinator of Operations - Custodial	Date
_____	_____
Witness	

**CONTRACT SCHEDULE A**

**HRSB TENDER/DOCUMENT**

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

**CONTRACT SCHEDULE B**

**CONTRACTOR'S BID RESPONSE TO TENDER**

**(ON FILE BY TENDER NUMBER AT HRSB PURCHASING DIVISION)**





## **SCHEDULE B**

### Project Safety Plan Outline

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

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

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

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

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Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Start date: \_\_\_\_\_

Project End date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Completed by: \_\_\_\_\_  
(Contractor's project manager)

Date: \_\_\_\_\_

Copy to: \_\_\_\_\_

**PLANNING:**

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

Describe tasks to be undertaken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HAZARDS ASSESSMENT:**

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

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



**ENVIRONMENTAL ASSESSMENT:**

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

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

**EMERGENCY RESPONSE:**

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

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

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

**SAFETY MEETINGS:**

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

Site meetings \_\_\_\_\_

Site Audits \_\_\_\_\_

Follow up with HRSB Manager: \_\_\_\_\_

**SITE IMPLEMENTATION:**

- Health and Safety Rep & Safety Committee:  
Establish liaison between HRSB, Contractor, site administration  
First Aid, PPE, other safety items as required.
  
- Documentation:  
Applicable MSDS  
Safety program  
Applicable work procedures  
Permits  
First Aid Certification

**TRAINING:**

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

1) \_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

3) \_\_\_\_\_

\_\_\_\_\_



Halifax Regional  
School Board

**SCHEDULE C**

Snow Plow Damage Incident Report Form

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

**TO:**

Coordinator Property Services Custodial

Fax #: 467-5581

Contractor Name: \_\_\_\_\_ Fax #: \_\_\_\_\_

**FROM:**

School Name: \_\_\_\_\_

School Contact (reported by): \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Date reported: \_\_\_\_\_

Location of damage on site: \_\_\_\_\_

Description of damage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE PRINT**



**SCHEDULE E**

**HALIFAX REGIONAL SCHOOL BOARD**

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

***PART I (Complete and Return with Bid Forms)***

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

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

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

School/Building Name: \_\_\_\_\_

Completed by: \_\_\_\_\_

Date of Report: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***PART II (Successful Contractors)***

***SUCCESSFUL CONTRACTORS MUST COMPLETE PART II NOTING SITE DAMAGE AND/OR SPECIFIC CONCERNS FOR THE EACH LOCATION IN EACH FAMILY OF SCHOOLS, INCLUDING A DESCRIPTION AND SPECIFYING THE LOCATION OF DAMAGE AND/OR CONCERN, WITHIN ONE WEEK OF TENDER AWARD:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SCHEDULE F**

Operations Services



***SNOW & ICE MAINTENANCE REQUEST SHEET***

**Contractor:** \_\_\_\_\_ **FAX number:** \_\_\_\_\_

**TO:** HRSB Quality Control Supervisor Fax: \_\_\_\_\_

**FROM:** **School & contact person:** \_\_\_\_\_  
\_\_\_\_\_

**DATE:** \_\_\_\_\_

**RE:** **SNOW & ICE MAINTENANCE REQUEST**

**Cc:** **Regional Manager-Operations Services Department**

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

**Details of request stating exact nature and location of work required:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SNOW REMOVAL AND ICE MAINTENANCE

<b>Auburn Drive High Family of Schools</b>												
School Name	School Address	Region	2013/2014 FIXED PRICE	2014/2015 FIXED PRICE	2015/2016 FIXED PRICE	OPTIONAL YEAR 1 2016/2017 FIXED PRICE	OPTIONAL YEAR 2 2017/2018 FIXED PRICE	2013/2014 UP TO 185 CM	2014/2015 UP TO 185 CM	2015/2016 UP TO 185 CM	OPTIONAL YEAR 1 2016/2017 UP TO 185 CM	OPTIONAL YEAR 2 2017/2018 UP TO 185 CM
Astral Drive Elementary	236 Astral Drive	Cole Harbour										
Astral Drive Junior High	238 Astral Drive	Cole Harbour										
Auburn Drive High	300 Auburn Drive	Cole Harbour										
Bell Park Academic Ctr.	39 Walker Street	Lake Echo										
Caldwell Road Elem.	280 Cladwell Road	Cole Harbour										
Colby Village Elementary	92 Colby Drive	Cole Harbour										
Graham Creighton Jr High	72 Cherry Brook Rd.	Westphal										
Humber Park Elementary	5 Smallwood Avenue	Dartmouth										
Joseph Giles Elementary	54 Gregory Drive	Cole Harbour										
<b>TOTAL ANNUAL COST</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COST PER CM OVER 185 CM</b>												
<b>(Must be equal to or less than Annual Family of Schools Rate/185 cm)</b>												
<b>Company Name</b> _____												

# SNOW AND ICE MAINTENANCE

<b>Citidel High High Family of Schools</b>												
School Name	School Address	Region	2013/2014 FIXED PRICE	2014/2015 FIXED PRICE	2015/2016 FIXED PRICE	OPTIONAL YEAR 1 2016/2017 FIXED PRICE	OPTIONAL YEAR 2 2017/2018 FIXED PRICE	2013/2014 UP TO 185 CM	2014/2015 UP TO 185 CM	2015/2016 UP TO 185 CM	OPTIONAL YEAR 1 2016/2017 UP TO 185 CM	OPTIONAL YEAR 2 2017/2018 UP TO 185 CM
Citadel High	1855 Trollope Street	Halifax										
Central Halifax Jr. High	1787 Preston Street	Halifax										
Ecole Beaufort	LeMarchant Street	Halifax										
Gorsebrook Jr High	5966 South Street	Halifax										
Highland Park Jr High	3479 Robie Street	Halifax										
Inglis Street Elem.	5985 Inglis Street	Halifax										
Joseph Howe Elementary	2557 Maynard Street	Halifax										
LeMarchant-St. Thomas El.	6141 Watt Street	Halifax										
Oxford Street Elementary	6364 North Street	Halifax										
Quinpool Education Ctr	6067 Quinpool Road	Halifax										
Sir Charles Tupper Elem.	6455 Norwood Street	Halifax										
Springvale Elementary	92 Downs Avenue	Halifax										
St. Agnes Jr High	6981 Mumford Road	Halifax										
St. Catherine's Elementary	3299 Connolly Street	Halifax										
St. Joseph's-A. Mackay El.	5389 Russell Street	Halifax										
St. Mary's Elem.	5614 Morris Street	Halifax										
St. Stephen's Elem.	3669 Highland Avenue	Halifax										
Westmount Elementary	6700 Edward Arab Avenue	Halifax										
<b>TOTAL ANNUAL COST</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COST PER CM OVER 185 CM</b>												
<b>(Must be equal to or less than Annual Family of Schools Rate/185 cm)</b>												
<b>Company Name</b> _____												



## SNOW REMOVAL AND ICE MAINTENANCE

<b>Cole Harbour High Family of Schools</b>												
School Name	School Address	Region	2013/2014 FIXED PRICE	2014/2015 FIXED PRICE	2015/2016 FIXED PRICE	OPTIONAL YEAR 1 2016/2017 FIXED	OPTIONAL YEAR 2 2017/2018 FIXED	2013/2014 UP TO 185 CM	2014/2015 UP TO 185 CM	2015/2016 UP TO 185 CM	OPTIONAL YEAR 1 2017/2018 UP TO 185	OPTIONAL YEAR 2 2017/2018 UP TO 185
Atlantic View Elementary	3391 Lawrencetown Rd.	Lawrencetown										
Cole Harbour High	2 Chameau Crescent	Cole Harbour										
Colonel John Stuart Elem.	5 John Stuart Drive	Cole Harbour										
George Bissett Elem.	170 Arklow Drive	Cole Harbour										
Nelson Whynder Elem.	979 North Preston Road	North Preston										
Ocean View Elementary	51 Oceanview School Rd.	Eastern Passage										
Robert K Turner Elem.	141 Circassion Drive	Cole Harbour										
Ross Road Elem/Jr.	336 Ross Road	Cole Harbour										
Seaside Elementary	1881 Caldwell Rd.	Eastern Passage										
Sir Robert Borden Jr High	16 Evergreen Drive	Cole Harbour										
Tallahassee Community Sch	168 Redoubt Way	Eastern Passage										
<b>TOTAL ANNUAL COST</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COST PER CM OVER 185 CM</b>												
<b>(Must be equal to or less than Annual Family of Schools Rate/185 cm)</b>												
<b>Company Name</b> _____												

## SNOW REMOVAL AND ICE MAINTENANCE

<b>Charles P. Allen High Family of Schools</b>												
School Name	School Address	Region	2013/2014 FIXED PRICE	2014/2015 FIXED PRICE	2015/2016 FIXED PRICE	OPTIONAL YEAR 1 2016/2017 FIXED PRICE	OPTIONAL YEAR 2 2017/2018 FIXED PRICE	2013/2014 UP TO 185 CM	2014/2015 UP TO 185 CM	2015/2016 UP TO 185 CM	OPTIONAL YEAR 1 2016/2017 UP TO 185 CM	OPTIONAL YEAR 2 2017/2018 UP TO 185 CM
Basinview Drive Elem.	273 basinview Drive	Bedford										
<b>Bedford Central (FLEC)</b>	1326 Bedford Highway	Bedford										
Bedford Junior High	132 Rocky Lake Drive	Bedford										
Rocky Lake Jr High	1986 Rocky Lake Drive	Bedford										
Charles P Allen (NEW)	200 Innovation Drive	Bedford										
Sunnyside - Eaglewood	210 Eagelwood Drive	Bedford										
Sunnyside - Fort Sackville	21 Perth Street	Bedford										
<b>Waverly Road Elem.</b>	18 Scotia Drive	Bedford										
<b>TOTAL ANNUAL COST</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COST PER CM OVER 185 CM</b>												
<i>(Must be equal to or less than Annual Family of Schools Rate/185 cm)</i>												
<b>NOTE: Bedford Central and Waverly Road are both scheduled to close and will only require pricing for fire lane access for emergency and operations service vehicles</b>												
Company Name _____												

## SNOW ICE MAINTENANCE

<b>Dartmouth High Family of Schools</b>												
School Name	School Address	Region	2013/2014 FIXED PRICE	2014/2015 FIXED PRICE	2015/2016 FIXED PRICE	OPTIONAL YEAR 1 2016/2017 FIXED PRICE	OPTIONAL YEAR 2 2017/2018 FIXED PRICE	2013/2014 UP TO 185 CM	2014/2015 UP TO 185 CM	2015/2016 UP TO 185 CM	OPTIONAL YEAR 1 2016/2017 UP TO 185 CM	OPTIONAL YEAR 2 2017/2018 UP TO 185 CM
Bicentennial Jr High	85 Victoria Road	Dartmouth										
Crichton Park Elementary	49 Lyngby Avenue	Dartmouth										
Dartmouth High	95 Victoria Road	Dartmouth										
Harbour View Elementary	25 Alfred Street	Dartmouth										
Hawthorn Elementary	10 Hawthorne Street	Dartmouth										
John MacNiel Elementary	62 Leaman Drive	Dartmouth										
John Martin Jr High	7 Brule Street	Dartmouth										
Prince Arthur Jr High	30 Fenwick Street	Dartmouth										
Shannon Park Elementary	7 Iroquois Drive	Dartmouth										
South Woodside Elementary	5 Everette Street	Dartmouth										
Southdale-North Woodside	36 Hastings Drive	Dartmouth										
<b>TOTAL ANNUAL COST</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COST PER CM OVER 185 CM</b>												
<b>(Must be equal to or less than Annual Family of Schools Rate/185 cm)</b>												
<b>Company Name</b> _____												

# SNOW AND ICE MAINTENANCE

<b>Duncan MacMillan High Family of Schools</b>												
School Name	School Address	Region	2013/2014 FIXED PRICE	2014/2015 FIXED PRICE	2015/2016 FIXED PRICE	OPTIONAL YEAR 1 2016/2017 FIXED PRICE	OPTIONAL YEAR 2 2017/2018 FIXED PRICE	2013/2014 UP TO 185 CM	2014/2015 UP TO 185 CM	2015/2016 UP TO 185 CM	OPTIONAL YEAR 1 2016/2017 UP TO 185 CM	OPTIONAL YEAR 2 2017/2018 UP TO 185 CM
Duncan MacMillan High	481 Church Point Rd.	Sheet Harbour										
Eastern Consolidated	28875 Highway 7	Moser River										
Lakefront Consolidated	17286 Highway 7	Tangier										
Sheet Harbour Consolidated	479 Church Point Road	Sheet Harbour										
<b>TOTAL ANNUAL COST</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COST PER CM OVER 185 CM</b>												
<b>(Must be equal to or less than Annual Family of Schools Rate/185 cm)</b>												
<b>Company Name</b> _____												

## SNOW REMOVAL AND ICE MAINTENANCE

<b>Eastern Shore District High Family of Schools</b>												
School Name	School Address	Region	2013/2014 FIXED PRICE	2014/2015 FIXED PRICE	2015/2016 FIXED PRICE	OPTIONAL YEAR 1 2016/2017 FIXED PRICE	OPTIONAL YEAR 2 2017/2018 FIXED PRICE	2013/2014 UP TO 185 CM	2014/2015 UP TO 185 CM	2015/2016 UP TO 185 CM	OPTIONAL YEAR 1 2016/2017 UP TO 185 CM	OPTIONAL YEAR 2 2017/2018 UP TO 185 CM
Eastern Shore District High	35 Petpeswick Road	Musq Harbour										
Gaetz Brook Junior High	6856 Highway 7	Gaetz Brook										
Oyster Pond Academy	10553 Highway 7	Oyster Pond										
Porters Lake Elementary	40 Inspiration Dr.	Porter's Lake										
<b>TOTAL ANNUAL COST</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COST PER CM OVER 185 CM</b>												
<b>(Must be equal to or less than Annual Family of Schools Rate/185 cm)</b>												
<b>Company Name</b> _____												

## SNOW REMOVAL AND ICE MAINTENANCE

<b>Halifax West High Family of Schools</b>												
School Name	School Address	Region	2013/2014 FIXED PRICE	2014/2015 FIXED PRICE	2015/2016 FIXED PRICE	OPTIONAL YEAR 1 2016/2017 FIXED PRICE	OPTIONAL YEAR 2 2017/2018 FIXED PRICE	2013/2014 UP TO 185 CM	2014/2015 UP TO 185 CM	2015/2016 UP TO 185 CM	OPTIONAL YEAR 1 2016/2017 UP TO 185 CM	OPTIONAL YEAR 2 2017/2018 UP TO 185 CM
Atlantic Memorial Elem.	3591 Prospect Road	White's Lake										
Brookside Jr High	2239 Prospect Road	Hatchet Lake										
Burton Ettinger Elem.	52 Alex Street	Halifax										
Clayton Park Junior High	45 Plateau Crescent	Halifax										
Duc d'Anville Elementary	12 Clayton Park Drive	Halifax										
Fairview Heights Annex	141 Rufus Ave. Extension	Halifax										
Fairview Heights Elem.	210 Coronation Avenue	Halifax										
Fairview Junior High	155 Rosedale Avenue	Halifax										
Grosvenor Wentworth Park	4 Downing Street	Halifax										
Halifax West High	283 Thomas Raddall Drive	Halifax										
Prospect Road Elem.	2199 Prospect Road	Prospect										
Rockingham Elementary	31 Tremont Drive	Halifax										
Terence Bay Elem.	1714 Lower Prospect Rd.	Terence Bay										
<b>TOTAL ANNUAL COST</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COST PER CM OVER 185 CM</b>												
<b>(Must be equal to or less than Annual Family of Schools Rate/185 cm)</b>												
Company Name _____												

## SNOW REMOVAL AND ICE MAINTENANCE

<b>J. L. Ilsley High Family of Schools</b>												
School Name	School Address	Region	2013/2014 FIXED PRICE	2014/2015 FIXED PRICE	2015/2016 FIXED PRICE	OPTIONAL YEAR 1 2016/2017 FIXED PRICE	OPTIONAL YEAR 2 2017/2018 FIXED PRICE	2013/2014 UP TO 185 CM	2014/2015 UP TO 185 CM	2015/2016 UP TO 185 CM	OPTIONAL YEAR 1 2016/2017 UP TO 185 CM	OPTIONAL YEAR 2 2017/2018 UP TO 185 CM
Central Spryfield Elem.	364 Herring Cove Road	Halifax										
Chebucto Heights Elem.	230 Cowie Hill Road	Halifax										
Cunard Jr High	121 Williams Lake Road	Halifax										
Elizabeth Sutherland Elem.	66 Rockingstone Road	Halifax										
Harrietsfield Elem.	1150 Old Sambro Road	Harrietsfield										
Herring Cove Jr High	7 Lancaster Street	Herring Cove										
J. L. Ilsley High	38 Sylvia Avenue	Halifax										
John W. MacLeod Elem.	159 Purcell's Cove Road	Halifax										
John W/Fleming Tower Elem.	25 Randolph Street	Halifax										
Rockingstone Heights El/Jr	1 Regan Drive	Halifax										
Sambro Elementary	3725 Old Sambro Road	Sambro										
William King Elementary	91 St. Paul's Avenue	Herring Cove										
<b>TOTAL ANNUAL COST</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COST PER CM OVER 185 CM</b>												
<b>(Must be equal to or less than Annual Family of Schools Rate/185 cm)</b>												
Company Name _____												

**Lockview High Family of Schools (Does not include the high school)**

School Name	School Address	Region	2013/2014 FIXED PRICE	2014/2015 FIXED PRICE	2015/2016 FIXED PRICE	OPTIONAL YEAR 1 2016/2017 FIXED PRICE	OPTIONAL YEAR 2 2017/2018 FIXED PRICE	2013/2014 UP TO 185 CM	2014/2015 UP TO 185 CM	2015/2016 UP TO 185 CM	OPTIONAL YEAR 1 2016/2017 UP TO 185 CM	OPTIONAL YEAR 2 2017/2018 UP TO 185 CM
Ash Lee Jefferson Elem	10 Lockview Road	Fall River										
Georges P. Vanier Elem.	1410 Fall River Road	Fall River										
Holland Road Elem.	181 Holland Road	Wellington										
Oldfield Elementary	72 Halls Road	Enfield										
Waverly Memorial Elem.	1279 Rocky lake Drive	Waverley										
<b>TOTAL ANNUAL COST</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COST PER CM OVER 185 CM**

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**(Must be equal to or less than Annual Family of Schools Rate/185 cm)**

**Company Name** \_\_\_\_\_



## SNOW REMOVAL AND ICE MAINTENANCE

<b>Millwood High Family of Schools</b>												
School Name	School Address	Region	2013/2014 FIXED PRICE	2014/2015 FIXED PRICE	2015/2016 FIXED PRICE	OPTIONAL YEAR 1 2016/2017 FIXED PRICE	OPTIONAL YEAR 2 2017/2018 FIXED PRICE	2013/2014 UP TO 185 CM	2014/2015 UP TO 185 CM	2015/2016 UP TO 185 CM	OPTIONAL YEAR 1 2016/2017 UP TO 185 CM	OPTIONAL YEAR 2 2017/2018 UP TO 185 CM
Beaver Bank Kinsac Elem.	28 Kinsac Road	Beaver Bank										
Beaver Bank Monarch Dr. El.	1 Monarch Drive	Lower Sackville										
Harold T Barrett Jr High	862 Beaver Bank Road	Lower Sackville										
Harry R. Hamilton Elem.	40 Hamilton Drive	Middle Sackville										
Millwood Elementary	190 Beaver Bank Crossroad	Lower Sackville										
Millwood High	141 Millwood Drive	Lower Sackville										
Sackville Heights Jr High	956 Sackville Drive	Lower Sackville										
<b>TOTAL ANNUAL COST</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COST PER CM OVER 185 CM</b>												
<b>(Must be equal to or less than Annual Family of Schools Rate/185 cm)</b>												
<b>Company Name</b> _____												

## SNOW REMOVAL AND ICE MAINTENANCE

<b>Musquodoboit Rural High Family of Schools</b>												
School Name	School Address	Region	2013/2014 FIXED PRICE	2014/2015 FIXED PRICE	2015/2016 FIXED PRICE	OPTIONAL YEAR 1 2016/2017 FIXED PRICE	OPTIONAL YEAR 2 2017/2018 FIXED PRICE	2013/2014 UP TO 185 CM	2014/2015 UP TO 185 CM	2015/2016 UP TO 185 CM	OPTIONAL YEAR 1 2016/2017 UP TO 185 CM	OPTIONAL YEAR 2 2017/2018 UP TO 185 CM
Dutch Dettlement Elem.	780 Highway 277	Dutch Settlement										
Musq. Valley Ed Center	12014 Highway 224	Middle Musq.										
Musquodoboit Rural High	11976 Highway 224	Middle Musq.										
Upper Musquodoboit Elem.	8416 Highway 224	Upper Musq.										
<b>TOTAL ANNUAL COST</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COST PER CM OVER 185 CM</b>												
<b>(Must be equal to or less than Annual Family of Schools Rate/185 cm)</b>												
<b>Company Name</b> _____												

## SNOW REMOVAL AND ICE MAINTENANCE

<b>Prince Andrew High Family of Schools</b>												
School Name	School Address	Region	2013/2014 FIXED PRICE	2014/2015 FIXED PRICE	2015/2016 FIXED PRICE	OPTIONAL YEAR 1 2016/2017 FIXED PRICE	OPTIONAL YEAR 2 2017/2018 FIXED PRICE	2013/2014 UP TO 185 CM	2014/2015 UP TO 185 CM	2015/2016 UP TO 185 CM	OPTIONAL YEAR 1 2016/2017 UP TO 185 CM	OPTIONAL YEAR 2 2017/2018 UP TO 185 CM
Admiral Westphal Elem.	6 Fourth Street	Dartmouth										
Alderney Elementary	2 Penhorn Drive	Dartmouth										
Bel Ayr Elementary	4 Bell Street	Dartmouth										
Brookhouse Elementary	15 Christopher Ave.	Dartmouth										
Caledonia Junior High	38 Caledonia Road	Dartmouth										
Dartmouth Maintenance Shop	35 B Major Street	Dartmouth										
Ellenvale Jr High	88 Bellevista Drive	Dartmouth										
Eric Graves Memorial Jr	70 Dorothea Drive	Dartmouth										
Ian Forsyth Elementary	22 Glencoe Drive	Dartmouth										
Michael Wallace Elementary	24 Andover Street	Dartmouth										
Mount Edward Elementary	3 Windward Avenue	Dartmouth										
Prince Andrew High	37 Woodlawn Road	Dartmouth										
<b>TOTAL ANNUAL COST</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COST PER CM OVER 185 CM</b>												
<b>(Must be equal to or less than Annual Family of Schools Rate/185 cm)</b>												
Company Name _____												

## SNOW REMOVAL AND ICE MAINTENANCE

<b>Sackville High Family of Schools</b>												
School Name	School Address	Region	2013/2014 FIXED PRICE	2014/2015 FIXED PRICE	2015/2016 FIXED PRICE	OPTIONAL YEAR 1 2016/2017 FIXED	OPTIONAL YEAR 2 2017/2018 FIXED	2013/2014 UP TO 185 CM	2014/2015 UP TO 185 CM	2015/2016 UP TO 185 CM	OPTIONAL YEAR 1 2016/2017 UP TO 185	OPTIONAL YEAR 2 2017/2018 UP TO 185
A. J. Smeltzer Jr High	46 Prince Street	Lower Sackville										
Caudle Park Elementary	35 McGee Drive	Lower Sackville										
Cavalier Dr. Elem/Jr High	116 Cavalier Drive	Lower Sackville										
Gertrude Parker Elem.	100 Stokil Drive	Lower Sackville										
Hillside Park Elementary	15 Hillside Avenue	Lower Sackville										
Leslie Thomas Jr High	100 Metropolitan Avenue	Lower Sackville										
Sackville Centennial Elem.	2A George Street	Lower Sackville										
Sackville High	1 Kingfisher Way	Lower Sackville										
Smokey Drive Elementary	241 Smokey Drive	Lower Sackville										
Sycamore Lane Elementary	69 Sycamore Lane	Lower Sackville										
<b>TOTAL ANNUAL COST</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COST PER CM OVER 185 CM</b>												
<b>(Must be equal to or less than Annual Family of Schools Rate/185 cm)</b>												
Company Name _____												

## SNOW REMOVAL AND ICE MAINTENANCE

<b>Sir John A. MacDonald High Family of Schools</b>												
School Name	School Address	Region	2013/2014 FIXED PRICE	2014/2015 FIXED PRICE	2015/2016 FIXED PRICE	OPTIONAL YEAR 1 2016/2017 FIXED PRICE	OPTIONAL YEAR 2 2017/2018 FIXED PRICE	2013/2014 UP TO 185 CM	2014/2015 UP TO 185 CM	2015/2016 UP TO 185 CM	OPTIONAL YEAR 1 2016/2017 UP TO 185 CM	OPTIONAL YEAR 2 2017/2018 UP TO 185 CM
Beechville Lakeside Timberlea Elementary 3-5	22 James Street	Timberlea										
Beechville Lakeside Timberlea Elementary P-2	24 James Street	Timberlea										
East St. Margaret's Elem.	8671 Peggy's Cove Road	Indian Harbour										
Five Bridges Junior High	66 Hubley Road	Hubley										
Hammonds Plains	2180 Hammonds Plains Rd	Hammonds Plains										
Kingswood Elementary	34 Vrege Court	Hammonds Plains										
Shatford Memorial Elem.	10089 Bay Road	Hubbards										
Sir John A. MacDonald High	31 Scholars Road	Upper Tantallon										
Tantallon Elementary (3-5)	3 French Village Station Rd.	Upper Tantallon										
Tantallon Elementary (P-2)	1 French Village Station Rd.	Upper Tantallon										

<b>TOTAL ANNUAL COST</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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<b>COST PER CM OVER 185 CM</b>				
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**(Must be equal to or less than Annual Family of Schools Rate/185 cm)**

**Company Name** \_\_\_\_\_