



Halifax Regional
School Board

TENDER #3805

Elevator/Lift Inspection & Maintenance

Closing Date: ***THURSDAY JULY 21ST, 2016***
Closing/Opening Time: ***2:00:00 P.M.***

Closing Location:

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

HRSB Contacts:

Jennifer King, Buyer
Tel: (902) 464-2000 #2223
Fax: (902) 464-0161

Project Locations:

See attached Appendices

Dan Sheehan, Coordinator, Property Services - Maintenance
Tel: (902) 464-2000 #5118

A MANDATORY bidders' Information session is scheduled for FRIDAY JUNE 24TH 2016, 10:00 A.M. at 33 Spectacle Lake Drive, Dartmouth.

To obtain documents:

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

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

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

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NOTICE – CEASATION OF PUBLIC TENDER OPENINGS

As of April 1, 2014 Public tender openings are no longer held for any tenders relating to goods, services or construction for HRSB. A list of bidders and bid amounts will be posted on the Procurement Services website (<http://novascotia.ca/tenders/tenders/ns-tenders.aspx>) shortly following the closing of the tender. All bid submissions are subject to evaluation after opening and before award of contract. The winning bidder and award amount will be posted on the Procurement Services website (<http://novascotia.ca/tenders/tenders/ns-tenders.aspx>) after evaluation.

1.0 **GENERAL**

The Halifax Regional School Board (HRSB) is seeking tender submissions from qualified contractors for the supply of materials, labour, equipment and services necessary to meet full maintenance, inspection and reporting requirements for all listed elevators and lift devices owned and operated by HRSB as described in section 2.0 of this document and as required by the Nova Scotia Elevators and Lifts Act. **The Board reserves the right to award the above services separately to one or more contractors.**

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., THURSDAY JULY 21ST, 2016**, (as verified by the phone clock on the Reception desk at 33 Spectacle Lake Drive) for the following project:

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Should the School Board Office be closed for any reason the tender closing will be postponed to the next business day.

- (b) **Complete the enclosed tender forms/appendices and submit ONE HARD COPY AND ONE ELECTRONIC COPY ON A CD OR MEMORY STICK THAT MUST INCLUDE COPIES OF THE COMPLETED APPENDICES (EXCEL SPREADHSEETS).**

To obtain an electronic copy of the Excel spreadsheet email: jlking@hrsb.ca
Each item on the form must be completed unless noted otherwise. Bids must be signed by an authorized representative of the Supplier/Contractor. Incomplete bids will be rejected. Bids must be submitted on or before the advertised time and date in a sealed envelope clearly marked:

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- (c) It is the responsibility of the bidder to ensure their submissions are received on time. Faxed bids will not be accepted.
- d) Notify Jennifer King, Buyer, by email to jlking@hrsb.ca no less than five (5) business days before Tender Closing of any questions, omissions, errors or ambiguities found in Contract Documents. If HRSB considers that correction, explanation or interpretation is necessary, a reply will be in the form of an addendum, a copy of which will be posted on the CANS and/or HRSB website as applicable, and it is the responsibility of the Bidder to ensure all addenda are received and acknowledged.
- (e) Addenda must be issued by the Board no less than three (3) business days before tender closing. Addenda cover letters shall 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 Manager of Accounting & Purchasing or representative.
- (c) Tender price must include freight, duty, and all taxes, 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 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, including the National Building Code and the Nova Scotia Elevators and Lifts Act. They shall pay all fees for these permits. Sub-trades are responsible for obtaining permits and following regulations as they affect their work.
- (e) Invoices shall be submitted to: Halifax Regional School Board
c/o Operations Services Coordinator-Maintenance
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-contractors they propose to use with each sub-contractor's tender price. 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 term of the contract will be five years (5) from the date of award with an option to renew for up to five (5) 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 five (5) business days prior to the tender closing date. 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 attempt to issue an Addendum to this effect to known bidders. However, HRSB assumes no liability for the delivery of electronic transmissions.

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) Additional Billing Rates must be provided as listed in Section 3.5
- (p) **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.
- (q) **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.
- 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
 - ix) Any other consideration in HRSB's discretion;
- c) HRSB may rely upon the criteria it deems relevant, even if such criteria has not been disclosed to Bidder. By submitting a Tender, the Bidder acknowledges the HRSB's rights under this Section and absolutely waives any right or cause of action against HRSB and its employees, agents or Trustees by reason of HRSB's failure to accept the Tender submitted by the

Bidder, whether such right or cause of action arises in contract, tort including negligence or otherwise; 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.

(f) **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.

(s) **Construction Contract Guidelines**

The Halifax Regional School Board acknowledges and complies with the **Nova Scotia Transportation and Public Works Construction Contract Guidelines**.

1.3 **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 WCB approved safety audit company that jointly sign the Certificate of Recognition with the WCB.
- (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) Upon award of work, the successful bidder shall provide within thirty (30) business days a schedule clearly indicating timelines for maintenance activities as referenced in Section 1.2.2 of the Elevating Device Maintenance Specifications (Appendix D).
- (d) The bidder must provide with the submitted tender document, an insurance certificate showing **HRSB as "ADDITIONAL INSURED"** with 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 **\$5,000,000** 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.

(e) **BID SECURITY**

The bidder **MUST** provide with the submitted tender document **Bid Security** in the amount of **ten percent (10%) of the Contract Price** (before HST) in the form of a Certified Cheque, Irrevocable Standby Letter of Credit or Bid Bond payable to, or naming the Halifax Regional School Board.

BID BONDS *must be provided by a surety company licensed to issue surety bonds in the Province of Nova Scotia:*

- Provide bond on the standard CCDC Bid Bond Form, latest version, in the amount of not less than **ten percent (10%) of the Contract Price (before HST)**.
- Bid Bonds, submitted by the general contractor bidder, signed and sealed by the principal (Contractor) and Surety and shall be with an established Surety Company satisfactory to and approved by the Halifax Regional School Board.
- Where a Bid Bond is used as Bid Security, include the cost of providing the Bid Bond in the Tender Contract price.

Where **CERTIFIED CHEQUE or BANK DRAFT** is provided as bid security:

- Provide a certified cheque or bank draft, endorsed in the name of the Halifax Regional School Board, for a **sum not less than ten percent (10%) of the amount of the Contract Price (before HST)**.
- Where certified cheque or bank draft is used as Bid Security, include the cost in the Contract price.

Where the **IRREVOCABLE STANDBY LETTER OF CREDIT** is used as bid security:

- Provide an Irrevocable Standby Letter, endorsed in the name of the Halifax Regional School Board, for a sum not less than **ten percent (10%) of the Contract Price (before HST)**.
- The Irrevocable Standby Letter of Credit shall be issued by a certified financial institution subject to the Uniform Custom and Practices for Documentary Credit (1993 revision or latest revision) International Chamber of Commerce (Publication No. 500).
- Where Irrevocable Standby Letter of Credit is used as bid security, include the cost in the Tender Contract Price.

RETURN OF BID SECURITY:

- The bid security of the unsuccessful bidders will be returned to them after the contract has been signed, or previous to such time, at the discretion of the Halifax Regional School Board. The above shall apply provided a contract is awarded within

sixty (60) days from the closing date of the bid. If no contract is awarded, all bid security will be returned.

(f) ~~CONTRACT SECURITY (ONLY REQUIRED FOR BIDS OVER \$100,000) N/A TO THIS CONTRACT~~

For bids over \$100,000 bidders must provide **Contract Security by a surety company licensed to issue surety bonds in the Province of Nova Scotia** in the form of one of the following:

- Letter of Surety.
- Performance Bond and a Labour and Material Payment Bond OR
- Certified Cheque or Bank Draft OR Irrevocable Letter of Credit bearing the bidder's original signature, payable to or naming the Halifax Regional School Board as insured.

Bidder shall maintain performance assurance in force for a period of not less than twelve (12) months after the issue of the substantial performance certificate certified by Halifax Regional School Board and until completion of the contract.

Should it become apparent that the final cost of the project will **exceed the total amount payable by more than 10%**, the bidder shall arrange to have their bonds reissued based on the projected final cost.

Where a **LETTER OF SURETY** was used as **CONTRACT SECURITY**:

- Within ten (10) days after notification of award of the Contract, provide a Performance Bond and a Labour & Material Payment Bonds each in an amount **equal to fifty percent (50%) of the Contract Price (before HST)**, naming the Halifax Regional School Board.
- Performance Bond and Labour and Material Payment Bonds, submitted by the bidders, shall be provided at the expense of the bidder and shall be with an established Surety Company satisfactory to and approved by the Halifax Regional School Board.
- Include the cost of providing the Performance Bond and Labour and Material bond in the Contract price.

Where a **CERTIFIED CHEQUE OR BANK DRAFT** is used as **CONTRACT SECURITY**:

- The Certified Cheque or Bank Draft submitted during the bid period will be cashed and the amount retained by the Halifax Regional School Board shall serve as Performance Assurance, including the payment of all obligations arising under the Contract.
- The Certified Cheque or Bank Draft will be held in lieu of the Performance Bond and Labour and Material Bonds, providing that, at Contract award, the successful Bidder shall supplement their Certified Cheque or Bank Draft to maintain an

amount of **twenty (20%) of the Contract price** (before HST) under the contract.

- The amount remaining will be returned without interest after a period of not less than twelve (12) months after the issue of the substantial performance certificate certified by the Halifax Regional School Board and shall serve as performance assurance until completion of the contract.
- Where certified cheque or bank draft is used as Performance Assurance, include the cost of providing the certified cheque in the Contract price.

Where an **IRREVOCABLE STANDBY LETTER OF CREDIT** is used as **CONTRACT SECURITY**:

- The Irrevocable Standby Letter of Credit for a sum not less than **ten percent (10%) of the Contract price (before HST)** submitted during the bid period will be retained by the Halifax Regional School Board and shall serve as performance assurance, including the payment of all obligations arising under the contract. The irrevocable standby letter of credit shall be issued by a certified financial institution subject to the Uniform Customs and Practices for Documentary Credit (1993 revision) International Chamber of Commerce (Publication No. 500).
 - Where irrevocable standby letter of credit is used as Performance Assurance, include the cost of providing and Irrevocable Standby Letter of Credit in the Contract Price. The contractor shall provide to the Halifax Regional School Board documentation throughout the duration of the contract that the irrevocable standby letter of credit remains in full effect at all times as specified.
 - Upon expiry of the Irrevocable Standby Letter of Credit, a separate Irrevocable Standby Letter of Credit shall be provided for work requiring extended warranties for such amounts as are required by the contract.
- (g) The bidder must provide with the submitted tender document a completed copy of Appendix “B” 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.
- (h) ***HRSB is directly responsible for the safety of its students and staff. Should contractors be required to work in or on school property while children are present, it is a MANDATORY HRSB REQUIREMENT that contractors assign the work to employees and/or sub-contractors who DO NOT have a CRIMINAL RECORD and who ARE NOT LISTED ON THE CHILD ABUSE REGISTRY. By checking the “Agreed” box at the bottom of clause 3.4 below you are confirming that you understand and will abide by this mandatory HRSB requirement. Failure to comply with this requirement may result in immediate contract termination.***
- (i) Contractors must submit warranty information with the tender bid submission and successful bidders must submit all appropriate warranty documents with final payment invoice.

- (j) 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.

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

- (a) Tender may be amended or withdrawn **by post or facsimile (902) 464-0161** PRIOR to Tender Closing date and time.
- (b) Clearly indicate on the fax transmission or submitted envelope, whether your correspondence is an amendment or withdrawal and the title of the Tender. Sign and seal as required for tender, and submit at address listed under closing location on the cover of this document.

1.5 **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(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 (proposal or Tender response).

1.5.2.2 The Contract the Contractor will have with the 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

- a) The Contractor shall provide full maintenance and inspection services to ensure that the Halifax Regional School Board Elevators and Lifts are maintained, inspected, serviced, tested, cleaned, adjusted and repaired in accordance with this front end document and the attached **Elevating Device Maintenance Specifications (Appendix D)** as prepared by **Vertical Transport Elevator Consulting Ltd.**

- (b) School/Work site access control: **Contractor's employees shall always report to the main office of a school or security officer, indicate who they are and state their purpose on site prior to starting any work in the school.** Contractor is not permitted to work on the school site without HRSB assigned representative on site unless authorized by HRSB Manager of Operations.

The outside work area shall be appropriately demarked and/or surrounded by a barrier to prevent unauthorized entry to the work area. All workers shall contain their activity to the work site area. The contractor shall only use the school staff designated washroom and lunchroom facilities. Access to the school shall only be allowed as planned in coordination with HRSB Operations and the school administration.

The contractor and sub-contractor employees shall maintain professional and courteous behaviour, including work and communications practices, at all times on the project site. Communications and work shall be conducted so as to minimize the effect on regular school occupants and their activities.

- (c) Project/Safety Coordination: The contractor shall provide to HRSB within one week of award of contract a fixed schedule for all aspects of completion of work. The safety plan outline provided with this document must be posted on site during the execution of work and will be accessible to all workers on the site.

Where applicable, a **hot work permit** will be required to be completed prior to commencement of work and all conditions of the permit must be maintained until completion of hot work. A copy of the hot work permit signed by the contractor representative shall be provided to HRSB upon completion of each hot work session. Contractor must assign a designated fire watch as noted on the permit document who shall remain on site for three hours after completion of each hot work session.

The contractor will provide access to the work site and safety plan for inspection by HRSB Operations Services administration, HRSB health and safety Manager, consultants, regulatory inspectors as may occur throughout the duration of the project.

All necessary project coordination communications between project personnel and HRSB or site administration shall be from the project foreman/supervisor through the school principal and/or the Manager of Operations.

- (d) Hours of work - All work shall be carried out during **regular working hours** unless otherwise indicated in writing by the Manager of Operations Services or a designate. Hours of work shall comply with local ordinances and bylaws for each site.

- (e) **Site Material Control:** The contractor shall be responsible for storage of all materials required to complete the renovation. The school shall not be used for storage of materials unless otherwise approved by the principal and manager of Operations Services. Any requirement for modifications to the building in order to allow delivery and installation of the new equipment is the responsibility of the contractor.

The contractor is responsible for security of all project materials and access to the project site and/or the school through the project site at all times until completion of work and acceptance of the finished project by HRSB. Such additional security costs for security personnel or other means of security as deemed necessary by the contractor will be the sole responsibility of the contractor.

The contractor shall keep the work site free from accumulated debris caused by the employees or work and shall remove all debris at the end of each work shift. Debris shall not be deposited in HRSB controlled garbage and/or recycling containers.

All waste materials and debris created during demolition and/or construction shall be disposed of in a dumpster provided by the contractor, to be removed at the end of the construction project, using a methodology that is in compliance with the applicable HRM solid waste by laws. Otherwise, the material must be removed and disposed of offsite at the end of each working day. The waste materials may not be stored on site unless they are held in an approved project dumpster.

All temporary structures such as portable washroom facilities, materials storage trailer, work trailer, debris dumpster, vehicles, etc., shall be located a minimum of (25) twenty-five feet from the school building.

- (f) 1 Contractor is advised that the building maybe occupied when work on this project takes place. Contractor to verify all areas of construction are secured and air tight partitioned to ensure that the health and safety of the students and staff are maintained during the construction period.

2 Temporary Construction Utilities & Closures:

Contractor to erect and maintain ‘dust-tight’ barriers as noted. Prior to start-up, the ‘dust-tight’ separations must be in place as noted and reviewed by HRSB Project Manager and the Consultant. ‘Dust-tight’ enclosure will be reviewed during the course of construction. Contractor must maintain the current lighting levels, heating and ventilation standards in place.

3 Interior Closures and Construction Areas:

3.1 For interior/interior locations provide the following:

3.1.1 Gypsum board both sides to 9’-4”, AFF.

3.1.2 3 5/8 metal stud at 16” o.c., extend every 4th stud to underside of OWSJ.

3.1.3 Provide 10ml poly from top of gypsum board to u/s deck, sealed at the top of the wall to underside of deck.

3.1.4 Provide negative pressure within the construction space exhausted to the exterior.

- 3.2 Tarps are not to be used in lieu of the described closures.
- 3.3 Construction Access & Storage:
 - 3.3.1 Proper access to the area and storage of materials to be provided by the owner.
 - 3.3.2 Location to be determined by Project Manager on site.
- 3.4 Provide and maintain ELEVATOR/LIFT INSPECTION & MAINTENANCE equipment during performance of the work as required by insurance companies, authorities having jurisdiction and governing codes, regulations and by-laws. Ensure no access is blocked for this purpose.
- 3.5 Contractor to coordinate a staging area for the Subcontractors for equipment, tools and material storage. Locate trailers and/or lockable waterproof sheds on site as per HRSB Project Manager's instructions.
- 3.6 Provide sanitary facilities in accordance with local authority having jurisdiction.

4 Indoor Environmental Protection:

- 4.1 There are several sources of potential contamination during a construction/renovation project. These include:
 - 4.1.1 Demolition Activities:
 - 4.1.1.1 Demolition activities release dust and fibrous materials into the air. Asbestos control is essential. Insulation in ceilings and walls, and ceiling tile all have a high fiber content that may produce substantial fibrous materials during demolition. Total suspended particulate levels may be very high with a significant portion of the total being of the respirable particle sizes.
- 4.2 Construction:
 - 4.2.1 Construction introduces additional dust and fibrous materials. Many construction materials used today emit a range of volatile organic compounds, especially formaldehyde. All glues, vapours, and gases rise from solvents used to prepare surfaces for bonding, and emissions from welding and soldering can introduce a range of metals into the air.
- 4.3 Finish Work and Materials:
 - 4.3.1 Final finishing and decorating of the renovated spaces can introduce strong odours and more VOCs. Solvents, paints and varnishes, and adhesives and other glues all add to the accumulation of these irritating compounds.
- 4.4 The Contractor shall ensure site clean-up is carried out at the end of each working day. This includes partially used containers of solvents, paints, caulking, adhesives, and ensuring that these are removed from the site. All construction debris shall be removed from the site at the end of each day, either to an approved dumpster outside the building, or removed completely from the property.

5 Preparation:

- 5.1 Inspect perimeter partitions of the construction area, above the ceiling and seal all penetrations above and below the ceiling. Carefully remove the minimum number of ceiling tiles necessary to perform the inspection and the work of sealing the partitions. HEPA vacuum above remaining ceiling tiles and grid and above existing ductwork to remove loose dust prior to removal.

- 5.2 Install new temporary 'dust tight' walls and include details of the plans for location.
- 5.3 Seal all doors leading to construction areas.
- 5.4 Any existing perimeter partitions of the construction area that do not extend to the underside of deck, Contractor to extend to ensure dust-free light area between the construction area and the remainder of the school.
- 5.5 Before any construction begins, doors between the rooms where work is being carried out and the adjacent corridor must be carefully sealed. Seal the doors completely at top, bottom, and sides. All vents, ducts, openings, etc. to be sealed. Do periodic inspections to ensure seals remain tight. Provide written information to the Project Manager.
- 5.6 Negative Pressure: Implement a system that extracts air directly from the work area, and discharges this air directly outside the work area to the outside of the building. All exhausted air is to pass through a HEPA filtering system before discharge to exterior. Place negative air pressure units in the area to be constructed in order to maintain a continuous negative pressure within the construction space. The construction area MUST be kept at a negative pressure relative to the occupied spaces.

6 During Construction:

- 6.1 Erect impermeable dust barriers to completely seal off the work area from adjacent areas.
- 6.2 Dust barriers are to be maintained and remain in place until work is completed and the facility representative has approved removal. Any damage to barriers must be repaired as soon as possible.
- 6.3 **Contractors will be held responsible for any damage, dirt or dust migration beyond the construction enclosure and all cleaning cost to rectify same will be borne by the General Contractor.**
- 6.4 Post signs on the doors indicating that there is to be absolutely no unauthorized entrance or exit through the sealed-off areas except for fire or security reasons. Ensure that the construction crew and others comply with these restrictions.
- 6.5 Clean the construction area daily.
- 6.6 Dirty or dusty footprints outside the construction area that have been left behind by people who were in the construction area are to be promptly cleaned.
- 6.7 Use water mist and commercial dust suppressing products, approved by the Owner, to control dust. Execute work by methods to minimize raising dust from construction operations.
- 6.8 In the event equipment or materials cannot be removed from the construction area, use drop sheets to cover these items.
- 6.9 Debris transported from the second floor will be by the exterior in all cases possible. Contractor to provide sealed chute to covered bins below.
- 6.10 Failure to provide adequate dust control will result in the contractor bearing the cost of any clean up, repair or replacement deemed necessary as a result of dust generated from the project.

- 6.11 Ensure that windows, doors, penetrations, electrical outlets and intake and exhaust vents are properly sealed with plastic and taped within work area.
- 6.12 For exterior work adjacent to windows in an existing facility, test window openings for air tightness and seal windows that leak.
- 6.13 Verify that all fresh air intakes facing construction operation are shut down, and sealed not to allow dust or debris intake.
- 6.14 Ventilation:
 - 6.14.1 Seal duct openings in work area until completed.
 - 6.14.2 Maintain negative pressure between work area and adjacent occupied areas by using portable ventilation equipment.
 - 6.14.3 Verify that air is exhausted directly outside and away from intake vents, or filtered through a HEPA filter before being recirculated. Where odour is a concern, ensure an approved air scrubbing material is utilized.
 - 6.14.4 The main building's air handling system shall be disconnected from use in areas of construction. This will require sealing of existing duct work on both the supply and return air systems.
- 6.15 Remedial Measures:
 - 6.15.1 Water leaks and flooding shall be reported immediately to the Project Manager.
 - 6.15.2 Detected water damage must be thoroughly investigated in consultation with the Project Manager. A plan of action will then be implemented as approved by the Project Manager.
 - 6.15.3 All investigations, removal and abatement procedures shall be conducted in a manner that does not promote dispersal of dust and spores.
- 6.16 Cleaning During Progress of Work:
 - 6.16.1 Clean work area with HEPA filter-equipped vacuums and wet mops, or both, at end of each work shift and as necessary.
 - 6.16.2 Ensure ventilation system is functioning properly and is cleaned if contaminated by soil or dust after work is complete.

7 After Construction:

- 7.1 Clean work area with HEPA filter equipped vacuums and wet mop.
- 7.2 Ensure air vents and ductwork are cleaned and seals removed.
- 7.3 If required, Contractor to conduct final indoor air quality test. Submit test results to the HRSB Project Manager.

8 Cutting and Patching

- 8.1 Provide openings larger than 8" in diameter in non-structural elements of Work for penetrations of structural, mechanical and electrical Work. Openings smaller than 8" diameter will be provided by the Sub-trades requiring same.
- 8.2 When floor cutting is required, Contractor to confirm there are no under-floor electrical or junction boxes. Contractor must utilize an electrically power operated floor saw.
- 8.3 Fit work airtight to pipes, sleeves, ducts, conduit, and after penetrations through surfaces.
- 8.4 At penetration of fire rated wall, ceiling, or floor construction, completely seal voids with approved fire-stopping and smoke sealing materials, full

thickness of the construction element, as required to maintain the required fire resistance and smoke spread rating.

- 8.5 Refinish surfaces to match adjacent finishes: For continuous surfaces refinish to nearest intersection; for an assembly, refinish entire unit.
- 8.6 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.

9 Progressive Cleanliness & Restoration of Damage

- 9.1 Maintain Work daily in tidy condition, free from accumulation of waste products and debris. Remove waste material and debris from site at end of each working day, and dispose of off-site. Ensure permits are obtained from authorities having jurisdiction for disposal of waste and debris.
- 9.2 Provide on-site containers for collection of waste materials and debris, and provide clearly marked separate bins for recycling.

10 Close Out Procedures:

- 10.1 Remove dust, stains, paint spots, soil grease, fingerprints and accumulations of construction materials, interior and exterior to the building. Perform cleaning in accordance with installer's instructions for each material. Final cleaning shall include:
 - 10.1.1 Washing exterior paved surfaces disturbed under this contract.
 - 10.1.2 Cleaning and polishing of glass and finish metals, interior of areas noted.
 - 10.1.3 Cleaning of hardware, mechanical fixtures, lighting fixtures, cover plates and equipment, including polishing of their finish metal, porcelain, vitreous and glass components.
 - 10.4.4 Removing of visible manufacturer's labels left on materials, components and equipment.
 - 10.5.5 Cleaning of new flooring and of all other flooring disturbed under this contract.

10.2 Maintenance materials:

- 10.2.1 Maintenance materials provided shall be new, not damaged or defective, and of the same quality and manufacture as products provided in the work. If requested, furnish evidence as to type, source and quality of products provided.
- 10.2.2 Provide 3% of all hard tile, floor and walls and 4 liters of each paint colour specified.

10.3 Testing Balancing and Adjusting

Provide testing and ensure agency is a current member of AABC certified to perform services.

10.4 Demonstration of systems and equipment

Provide complete demonstration of all systems and equipment in the presence of the Owner and maintenance representations at the following times:

10.5 Submittals

- 10.5.1 Provide with application for substantial completion certificate.
 - 10.5.1.1 Certificate of final inspection report from electrical utility or inspection.
 - 10.5.1.2 Other reports required or specified.

10.5.1.3 Maintenance manuals and operating instructions.

10.5.2 Submit with application for release of final payment:

10.5.2.1 Final project record drawings including shop drawings.

10.5.2.2 Performance bonds which shall remain in effect for one year after takeover date.

10.5.2.3 Completed Liability Insurance Policy extended for one year over date.

10.5.2.4 Written guarantee covering all workmanship and materials used in the work.

10.5.2.5 Certificate from Worker's Compensation Board.

10.5.2.6 Maintenance Bonds as specified.

10.5.2.7 Maintenance Manual.

10.5.2.8 Spare parts and maintenance materials and list.

10.5.2.9 Extended warranties.

10.6 Substantial performance and final inspection procedures:

10.6.1 Provide:

An inspection of the work, identify deficiencies and defects; repair as required. Notify the consultants in writing and request Substantial Performance Final Inspection.

10.6.2 Present at the Substantial Performance Inspection will be:

10.6.2.1 The consultants and his sub-consultants that he requires and notifies.

10.6.2.2 The Owner and his consultants upon notification by the design builder.

10.6.2.3 The design builder and such sub-contractors that he considers are required.

10.6.3 The Contractor will compile a Substantial Performance deficiency list at this inspection and issue it to the Owner and his consultants.

10.6.4 Upon the Owner's completion of the deficiencies, the design builder shall submit an application for final payment and a certificate for payment will be issued by the consultant to the Board.

10.7 Substantial performance:

10.7.1 The owner will issue a Certificate of Substantial Performance when satisfied outstanding deficiencies noted during inspections prior to the Substantial Performance inspection have been corrected, and the work is substantially performed.

10.7.2 The owner reserves the right to occupy and use portions of the building(s), whether partially or entirely completed, or whether completed on schedule or not, provided such occupancy does not interfere with the Design Builders continuing work. Partial occupancy or installation by the Owner of his equipment shall not imply acceptance of Substantial Performance, in whole or in part, nor shall it imply acknowledgement that terms of the agreement are fulfilled.

- 10.7.3 The Certificate of Substantial Performance will be attached to the list of remaining deficiencies to be rectified before final acceptance.
- 10.7.4 Make submissions specified in this section.

10.8 Completion certificate:

- 10.8.1 The owner will issue a Certificate of Performance when he is satisfied that outstanding deficiencies noted during inspections have been corrected and the work is complete.
- 10.8.2 A list of remaining deficiencies to be rectified before final acceptance will be attached to the completion certificate.
- 10.8.3 Make submissions specified in this section.

10.9 Warranties:

- 10.9.1 Establishment of warranties:
 - 10.9.1.1 Warranties shall commence on date of approval of the Substantial Performance Certificate.
- 10.9.2 Warranty period:
 - 10.9.2.1 The Owner will notify the design builder of defects observed during warranty period and request him to remedy the defects in accordance with the contract documents.
 - 10.9.2.2 Thirty days before the expiration of warranties, the Owner and the design builder will inspect the work as arranged by the design builder noting defects of products and workmanship.
 - 10.9.2.3 The designer builder shall immediately remedy such noted defects.

2.1 **SITE VISITS**

- (a) Bidders will be deemed to have familiarized themselves with existing sites and all other conditions which may affect performance of the Contract **PRIOR** to submitting their bid. 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.

A listing of Schools with Elevating/Lift devices by Region is included in this package and named **Appendix F** – please refer to this schedule for time windows when optional guided visits will be held for each region.

- (b) **A MANDATORY bidder's Information session is scheduled as per the directions on the cover sheet of this document.**

3.0 **FORM OF TENDER - 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 **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, Proposed Fixed Price, Article 3.6.
- (b) That this tender is valid for acceptance for 60 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.

CONTRACTOR INFORMATION SHEET

TENDER #3805

***ELEVATOR/LIFT INSPECTION &
MAINTENANCE***

FIRM _____

ADDRESS _____

E-MAIL ADDRESS _____

POSTAL CODE _____ PHONE _____ FAX _____

NAME OF PERSON SIGNING FOR FIRM _____

POSITION OF PERSON SIGNING FOR FIRM _____

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

I/WE, the undersigned, having carefully examined the ***#3805 ELEVATOR/LIFT INSPECTION & MAINTENANCE***– 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 ***#3805 ELEVATOR/LIFT INSPECTION & MAINTENANCE***– documents, which form part of this tender.

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

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

Subcontractor/Suppliers/Manufacturers	Service/Material

3.5 ADDITIONAL BILLING RATES:

Any regular time or overtime work, including travel time to and from the building, not otherwise included in the contract shall be billed to the Halifax Regional School Board (upon written approval from Owner) as an additional charge at the Contractor's following billing rates:

Regular Working Hour	\$ _____ Per Hour (One (1) Mechanic)
Regular Working Hour	\$ _____ Per Hour (Mechanic & Helper)
**Overtime Working Hour (premium)	\$ _____ Per Hour (One (1) Mechanic)
**Overtime Working Hour (premium)	\$ _____ Per Hour (Mechanic & Helper)
**Sundays and Holidays (premium)	\$ _____ Per Hour (One (1) Mechanic)
**Sundays and Holidays (premium)	\$ _____ Per Hour (Mechanic & Helper)

The contract price is based on all work being completed during regular working hours (8am to 5pm, Monday to Friday) unless otherwise specified in contract. Any work included in the contract price but provided outside the regular working hours, shall be subject to a premium charge for the difference between elevating device contractor's normal billing rates between Regular Working Hour and Overtime Working Hour (or Sundays and Holidays) rates.

****Overtime Working Hour (Incl. Sundays and Holidays rates):** The premium hourly rate cost to the Owner for work completed during overtime hours. This will be the rate charged for regular contract work performed outside regular working hours. Should the work being performed be not included as part of the contract, both the regular rate and the premium rates shall be applied.

The hourly billing rates noted above are to be applied to year one (2016-2017) of the elevator maintenance contract. The above noted hourly extra billing rates are subject to change with inflationary increases for each subsequent year remaining on contract. Any rate increases shall be based on the Statistics Canada Annual cost of Consumer Price Index (CPI) for the preceding year. Inflationary increases shall not exceed a maximum adjustment increase rate of 2% per annum. Where the Statistics Canada inflationary index is less than 2% the lesser incremental rate shall apply. When the inflation rate is less than zero over the subsequent years, the additional hourly billing rates noted above shall remain the same.

The Halifax Regional School Board, for any reason, is not obligated to accept the additional billing rates entered above. The HRSB reserves the right to negotiate labour rates as required, and/or to engage other elevating device contractors to undertake work completed outside of contract.

3.6 **PROPOSED FIXED PRICE**

The fixed price shall be the full inclusive value of the work. The prices submitted shall be all-inclusive and shall include for all the general and special requirements to meet the specifications of the work, including any contingent costs.

The Board reserves the right to award the services requested within separately to more than one contractor.

*****REQUIRED: Please complete section "1" or "2" or BOTH.**

1) Elevator Sites only: (Total to match all Elevator sites listed on Appendix E)

	Year 1 2016/17	Year 2 2017/18	Year 3 2018/19	Year 4 2019/20	Year 5 2020/21	Total for 5 Yrs
TOTAL PRICE (Excluding HST)	_____	_____	_____	_____	_____	_____

2) Lift Sites only: (Total to match all Lift sites listed on Appendix E)

	Year 1 2016/17	Year 2 2017/18	Year 3 2018/19	Year 4 2019/20	Year 5 2020/21	Total for 5 Yrs
TOTAL PRICE (Excluding HST)	_____	_____	_____	_____	_____	_____

3) *OPTIONAL DISCOUNTED PRICING*****

If you completed sections 1&2 above and you would like to offer a discounted rate **if awarded BOTH Elevator & Lift Sites** please enter the total pricing for each year below, and complete the 2nd tab within the excel Version of Appendix E.

Total to match all Elevator & Lift sites listed on Appendix E (2nd tab)

	Year 1 2016/17	Year 2 2017/18	Year 3 2018/19	Year 4 2019/20	Year 5 2020/21	Total for 5 Yrs
TOTAL PRICE (Excluding HST)	_____	_____	_____	_____	_____	_____

BIDDERS HST REGISTRATION NO. _____

3.7 **SIGNATURE:**

SIGNED AND DELIVERED
in the presence of:

CONTRACTOR

Company name

Witness

Signature of Signing Officer

Name and Title (printed)

APPENDIX A
SAMPLE AGREEMENT – DO NOT COMPLETE AND RETURN

AGREEMENT FOR SUPPLY OF SERVICES

THIS AGREEMENT made the *21ST day of JANUARY A.D. 2016.*

BETWEEN:

THE HALIFAX REGIONAL SCHOOL BOARD

(the "Board")

OF THE FIRST PART

- and -

"THE CONTRACTOR"

(the "Contractor")

OF THE SECOND PART

RECITALS

WHEREAS the HRSB has analysed its needs and requirements for ***ELEVATOR/LIFT INSPECTION & MAINTENANCE;***

AND WHEREAS based on the HRSB's analysis, the HRSB prepared a detailed TENDER setting out their needs and requirements (**"TENDER #3805"**), 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 ***ELEVATOR/LIFT INSPECTION & MAINTENANCE;***

AND WHEREAS "**THE CONTRACTOR**" provided a detailed response to **TENDER #3805** (the "Response"), a copy of which is incorporated and forms part of this agreement and is identified as Schedule "B" hereto.

AND WHEREAS "**THE CONTRACTOR**" 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 #3805**, a copy of which is attached to this Agreement as part of Schedule A and named Appendix D.
- 1.1 The services outlined in Appendix D may be adjusted from time to time by mutual agreement between the Board and the Contractor.

TERM

- 2.0 This Agreement shall be in effect from and including the **1ST day of AUGUST, 2016 and shall continue for five (5) years until 31th of JULY 2021, with one (1) five (5) year option 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: ***Kathryn Burlton, Manager of Accounting & Purchasing, 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 \$5,000,000.00, insuring against bodily injury, personal injury and property damage, including loss of use of such property.
- 10.1 The Contractor agrees to obtain and maintain, for the duration of this Agreement, Professional Liability Insurance (Errors and Omissions) insurance in an amount not less than \$2,000,000.00 (**FOR CONSULTANTS ONLY**)

- 10.2 Where applicable, Automobile public liability and property damage insurance in an amount not less than Two Million Dollars (\$2,000,000) all-inclusive covering the ownership, use and operation of any motor vehicles and trailers which are owned, leased or controlled by the Proponent and used in connection with this Contract.
- 10.3 Such insurance shall include blanket contractual liability.
- 10.4 Evidence of such insurance in a form acceptable to the Board shall be provided to the Board prior to the date of the commencement of this Agreement.
- 10.5 In the event of default on the part of the Contractor to provide the above mentioned insurance prior to the commencement of the term of this Agreement, then the Contractor shall be liable to the Board, and shall indemnify and save harmless the Board for any costs that may be incurred as identified under article 11.

INDEMNIFICATION

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

TERMINATION

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

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

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

Dispute Resolution

Arbitration:

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

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

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

CONFIDENTIALITY AND OWNERSHIP OF PROPERTY

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

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

COMPLIANCE WITH LAWS AND POLICIES

- 13.0 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.
- 14.1 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:

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

To the Contractor at:

***John Smith
ABC Company
24 Scott St
HALIFAX NS B3T 1L7***

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

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

SUCCESSORS

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

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

"THE CONTRACTOR"	
_____	_____
Signing Authority Name	
	Date

Witness	

HALIFAX REGIONAL SCHOOL BOARD	
_____	_____
Kathryn Burlton, Manager of Accounting & Purchasing	
	Date

Witness	

CONTRACT SCHEDULE A

HRSB TENDER/RFP 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)



APPENDIX 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.

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) _____

TENTATIVE SCHEDULE OF WORK:

- 1) Date Project Will Commence: _____
- 2) Number of Weeks to Complete Project: _____ weeks
- 3) Expected Completion Date: _____

APPENDIX C

CONTRACTOR'S CHECKLIST

Enclose the following documents with your bid:

- Bid Security as required in Clause 1.3 (e)*** in the amount of 10% of the Contract Price (before HST).

- Certificate of Insurance*** indicating a minimum of **\$5,000,000 Commercial General Liability Insurance** per occurrence and **Commercial Auto Liability Insurance** covering all owned, non-owned and hired vehicles for a minimum combined single limit of **\$2,000,000** per occurrence.

- Tentative Work Schedule (Timelines)*** – Subsequently, within thirty (30) business days of tender award the successful bidder shall provide a schedule clearly indicating timelines for maintenance activities as referenced in Section 1.2.2 of the specifications.

- Workers' Compensation Board Letter*** of Good Standing

- Certificate of Recognition from one of the seven safety audit companies that jointly sign with the WCB:***
 - East Coast Mobile Medical Inc.
 - HSE Integrated
 - Nova Scotia Construction Safety Association
 - Nova Scotia Trucking Safety Association
 - Occupational Health & Educational Services (2002) Inc.
 - Safety Services Nova Scotia
 - Stantec Inc.

This list can be found on WCB's website: www.wcb.ns.ca.

- Completed HRSB Safety Plan***

- Applicable Warranty Information***

ELEVATING DEVICE CONTRACTORS RESPONSIBILITIES

Scope of Work (Appendix D) Elevating Device(s) Maintenance Specifications

1.1 SCOPE OF WORK

- 1.1.1 The Halifax Regional School Board (HRSB) maintenance specification for elevating device equipment is for the provision of all labor, material, travel, equipment, supervision, and services necessary to carry out a full preventive maintenance program, repairs, parts replacement, inspections, testing and adjustment services for elevating device equipment listed in the attached Appendix "E".
- 1.1.2 No extra costs will be allowed for any labour or material necessary to perform the maintenance, testing, inspection, adjustment or repair work, to obtain the desired performance results of contract.
 - 1.1.2.1 All work under this contract shall be performed during regular hours and working days of the elevator trade (8:00 am – 5:00pm, Monday to Friday) unless noted otherwise.
 - 1.1.2.2 The elevating device contractor agrees to provide twenty-four (24) hours per day 7 days a week regular time and overtime callback service at no additional cost to Owner. Response to a service callback will be as soon as possible and shall be within time limits specified in Section 1.9 RESPONSE TIMES and includes holiday periods. A regular time or overtime service callback for this purpose, is defined as whenever the elevating device equipment is out of service or malfunctioning in the opinion of the caller.
 - 1.1.2.3 The removal of elevating devices from service for maintenance shall be coordinated with, and approved by the Owner.
- 1.1.3 Where a device is referred to in the singular, it is intended that such references shall apply to as many such devices as are required to obtain the desired effect and result.
- 1.1.4 The contractor shall maintain all elevating device equipment in a safe operating condition within the manufacturer's proper operating limits and original specifications, with minimum elevating device callbacks and shutdowns. When implemented by the Provincial Elevating Device Authority Having Jurisdiction, a written Maintenance Control Program (MCP) specifically designed for each individual elevating device shall be included under this contract. Include any unique or product specific procedure or methods required to inspect or test the equipment. In addition, identify weekly, bi-

weekly, monthly, quarterly, and annual maintenance procedures, including statutory and other required equipment tests. The elevating device contractor shall submit to Owner an electronic version of all MCP or maintenance service activities detailing maintenance tasks being completed on Halifax Regional School Board elevating devices.

1.1.5 Contractor shall maintain, test, adjust, inspect, repair or replace, as and when required:

- 1.1.5.1 All mechanical, hydraulic, electrical, electronic parts and software used for elevating device operation, including, but not limited to:
 - 1.1.5.1.1 Power devices, power conversion, drive machine, sheaves and bearings, worm shaft and thrust bearings, re-groove drive sheave, gear oil, packing.
 - 1.1.5.1.2 Hydraulic power unit- pump, motor, oil reservoir, control valves, hydraulic piping and supports, couplings and gaskets, plungers, cylinders, mufflers, packing.
 - 1.1.5.1.3 Brake components and brake linings.
 - 1.1.5.1.4 Traction and deflector sheaves.
 - 1.1.5.1.5 Motors – generator & rotating electrical equipment, armature, commutator, field coils, interpole coils, brushes, brush holders, rotor, stator windings, slip rings, motor bearings, motor oil.
 - 1.1.5.1.6 Brake and relay coils.
 - 1.1.5.1.7 Controller components including relays, transformers, contacts, solid state components, timing devices, resistors, regulators, leads, selector boards, electrical or mechanical drive components.
 - 1.1.5.1.8 PC boards and all microprocessor components.
 - 1.1.5.1.9 Discrete and chip logic devices.
 - 1.1.5.1.10 Dispatching equipment and time clocks for peak periods.
 - 1.1.5.1.11 Travelling control cables, controller-hoistway and machine room wiring.
 - 1.1.5.1.12 Hoisting ropes (suspension means), governor and compensating wire ropes/chains.
 - 1.1.5.1.13 Compensating sheave.
 - 1.1.5.1.14 Car and counterweight buffers.

- 1.1.5.1.15 Car and counterweight guides.
- 1.1.5.1.16 Car and counterweight frame.
- 1.1.5.1.17 Car and counterweight safety devices and governors including sheaves, bearings, shafts, contacts and jaws.
- 1.1.5.1.18 Car and counterweight rails.
- 1.1.5.1.19 Door operator drive and operating equipment.
- 1.1.5.1.20 Door linkage, door hardware, control devices.
- 1.1.5.1.21 Position encoding and decoding devices.
- 1.1.5.1.22 Hoistway switches.
- 1.1.5.1.23 Hall and car signal and operating devices. Including two way communication means (emergency phone) located inside of elevator.
- 1.1.5.1.24 Lobby panels, operating and monitoring devices.
- 1.1.5.1.25 Maintenance instructions, manuals, log books, wiring diagrams and Maintenance Control Program documentation.
- 1.1.5.1.26 Accessory equipment including all elevating device equipment installed prior to commencement of this contract unless specifically excluded in this contract.
- 1.1.5.1.27 In-car emergency lighting system / components.
- 1.1.5.1.28 Load weighing equipment.
- 1.1.5.1.29 Hoistway door interlocks and hangers, tracks and related door hardware.
- 1.1.5.1.30 Car door safety edge protective devices.
- 1.1.5.1.31 Hydraulic cylinders/plungers and above ground piping / gaskets.
- 1.1.5.1.32 Emergency brakes and related components/systems.
- 1.1.5.1.33 Screw and nut drives – Rack and Pinion drive
- 1.1.5.1.34 Chain and rope chain including sprocket drives

- 1.1.6 Except where damage has been caused by the malfunction of items covered by this specification, elevating device contractor shall not incur cost to repair or replace:
- 1.1.6.1 Hoistway and car door frames and panels.
 - 1.1.6.2 Hoistway sills.
 - 1.1.6.3 Entrance finishes.
 - 1.1.6.4 Car enclosure including ceiling, light fixtures and wall panels.
 - 1.1.6.5 Handrails.
 - 1.1.6.6 Floor coverings including subfloors.
 - 1.1.6.7 Buried to-and-from piping or in ground hydraulic cylinders.
 - 1.1.6.8 Security Systems
- 1.1.7 No proration of equipment or parts shall be allowed on this elevating device maintenance specification (14 24 00).
- 1.1.7.1 For those elevating devices that have microprocessor equipment used in the elevating device system, the elevating device contractor shall have all diagnostic equipment, solid-state circuitry spare parts, training, adjustment tools, test gauges, full reprogramming capabilities and necessary tools to measure the integrity of the suspension means. The elevating device contractor shall have original equipment manufacturer (OEM) operational and maintenance manuals, as well as any necessary technology to maintain the existing elevating device equipment.
- 1.1.8 For the purpose of this contractual contingency, Component Obsolescence shall be defined as the inability to purchase and/or otherwise repair parts of the system no longer produced by the original equipment manufacturer or a third-party after-market supplier. Obsolescence shall not be allowed when replacement parts, components or assemblies of equivalent design and functionality are readily available in the market.
- 1.1.8.1 In the event equipment and/or a component part thereof, as covered under this contract, cannot be replaced on a direct exchange basis or repaired using readily available components and labor, the condition shall be reported to the Owner. The Owner must be satisfied that such parts/components are not available from other suppliers.
- 1.1.9 Provide assistance and access to the Owner, or Owner's representatives, to test, inspect, repair or replace any equipment located in the hoistway / machine room areas not accessible to persons other than the elevating device contractor (i.e. smoke detector, light fixtures or electrical outlets etc..). This assistance is to be coordinated with Owner and provided during regular working hours and is to be at no extra cost to the Owner.

- 1.1.10 The elevating device contractor shall coordinate with Owner, and shall assist with scheduled testing of the elevating device(s) emergency power operation and firefighter's emergency operation. The testing shall be completed during regular time hours at no extra cost to Owner.
- 1.1.11 Elevating device contractor shall provide at no cost to Owner, a 24 hour answering service (phone line monitoring) to monitor each elevating device emergency telephone located inside the elevating device. The answering service shall be able to identify building location and elevating device designated identification number/letter, phone monitoring shall comply with applicable safety codes. There shall be no additional cost to Owner for the setup/program/monitor of emergency phones to comply with applicable safety code requirements. The Owner is responsible for and will provide an operating phone line to elevating devices equipped with an emergency telephone (two way communication). Phones (two way communication) shall be maintained and are the responsibility of the elevating device contractor as outlined herein.

1.2 MAINTENANCE FREQUENCY & MINIMUM MONTHLY / QUARTERLY LABOUR

- 1.2.1 Perform routine maintenance and inspections of each elevating device at least once every month for elevating devices governed by the applicable CSA A17.1- B44 Safety Code for Elevators and Escalators, and at least once every 3 months for elevating devices governed by the CSA B355 Lifts for Persons with Physical Disabilities (latest edition and supplements). Examine the equipment and perform such additional work as required to correct malfunctions and/or to monitor complaint conditions. When a Maintenance Control Program is implemented or enforced by the Provincial Elevating Device Authority Having Jurisdiction, complete all Maintenance Control Program tasks as per MCP schedule.
- 1.2.2 Within 30 days of receiving awarded contract(s), submit a calendar schedule indicating the dates that the maintenance mechanic will be on site to carry out routine maintenance activities. Routine maintenance is to be carried out consistently during the same week of each month/quarter.
- 1.2.3 The elevating device contractor shall provide minimum monthly on site labour for maintenance of the elevating device equipment as follows:
 - 1.2.3.1 For geared elevators: 2 man-hours per elevator,
 - 1.2.3.2 For gearless elevators: 2 man-hours per elevator,
 - 1.2.3.3 For hydraulic elevators: 2 man-hours per elevator.
 - 1.2.3.4 For dumbwaiters: 1 man-hour per dumbwaiter,
- 1.2.4 The elevating device contractor shall provide minimum quarterly on site labour (at least once every three (3) months) for maintenance on elevating device equipment as follows:

- 1.2.4.1 Vertical platform lifts, stair platform lifts, stair chair lifts: 1 man-hour per lift per quarter.
- 1.2.5 At no cost to Owner and within 90 days of commencement of contract the elevating device contractor shall perform all necessary maintenance / testing to correct any deficiencies, including but not limited to:
 - 1.2.5.1 Safeties on elevating devices shall be cleaned and examined to determine they are in a satisfactory operating condition.
 - 1.2.5.2 Perform load safety test of safeties(car & counterweight), test over-speed governors and slack cable devices.
 - 1.2.5.3 Perform car and counterweight oil buffer tests as per applicable safety code requirements.
 - 1.2.5.4 Hydraulic systems pressure relief valve test.
 - 1.2.5.5 All testing shall be performed as per the elevating device manufacturer's recommendations and applicable elevating device safety code, the more stringent test requirements apply.
- 1.2.6 In the case of discrepancy between the minimum elevating device maintenance, testing, inspection frequency requirements outlined in this specification and the applicable regulations or elevating device manufacturer's recommendations, the more stringent frequency requirement applies. The elevating device contractor shall be responsible for any additional costs related to an increase of maintenance, testing, inspection frequency due to such discrepancies.

1.3 REGULATORY REQUIREMENTS

- 1.3.1 Supply all equipment and do all work in accordance with building codes, by-laws, regulations and requirements of local, provincial and federal authorities in effect at the time of execution of work.
- 1.3.2 Supply equipment and do work in accordance with the applicable CSA A17.1- B44 Safety Code for Elevators and the CSA B355 Lifts for Persons with Physical Disabilities (latest edition and supplements), provincial jurisdictions Elevators and Lifts Act, and any other codes, which may govern specific requirements of the installation. Base maintenance as a minimum, on the requirements of the applicable ASME A17.1/CSA B44 Safety Code for Elevators and Escalators and CSA B355 Lifts for Persons with Physical Disabilities (including Annex B).
- 1.3.3 Test the safety operating equipment as often as required by, and in a manner acceptable to, the Provincial Elevating Device Authority Having Jurisdiction. Assist the Provincial Elevating Device Authority Having Jurisdiction as required in the performance of their inspections and tests at no extra cost to the Owner. Elevating device contractor shall include and perform all applicable CSA B44 Elevator Safety Code tests in the equipment Maintenance Control Program or device maintenance log book schedule. Periodic Tests including all Category 1 and Category 5 tests shall be performed on all elevating devices as required by the applicable safety code at no extra charge to Owner. Elevating device equipment which is governed by the CSA B355 Lifts for Person with Physical

Disabilities shall have equipment device maintenance, inspections and tests procedures conducted in accordance to manufacturer's recommendations and Annex B of the applicable CSA B355 Lifts for Persons with Physical Disabilities safety standard.

- 1.3.4 Comply with all instructions from the Provincial Elevating Device Authority Having Jurisdiction within the time limits specified on their report, and advise the Owner on elevating devices upon completion.
- 1.3.5 Notify the Owner immediately if an instruction from the Provincial Elevating Device Authority Having Jurisdiction cannot be completed on time due to a delay in providing the instruction by the Owner.
- 1.3.6 Provide advice and recommendations to the Owner as and when required to assist the Owner in ensuring compliance with the Owner's obligations under the applicable regulatory requirements.
- 1.3.7 Failure to comply with the foregoing requirements shall render the Contractor liable for any re-inspection fees.
- 1.3.8 The elevating device contractor will provide to the Owner, as part of this contract, any report (including condition report) required by the Provincial Elevating Device Authority Having Jurisdiction (AHJ) with regard to application for renewal of elevating device licence /permit. This report is to be provided 60 days prior to renewal date of the elevating device license/permit at no cost to Owner.
- 1.3.9 The elevating device contractor certifies that there are no existing regulations that would affect the performance of this Contract. The contractor shall give prompt notification to the Owner in writing of any existing regulations or requirements that might affect the performance of this Contract.

1.4 PURPOSE

- 1.4.1 Provide maintenance, testing, inspections and repairs, aimed at prolonging the equipment life with continual performance quality as for a new installation, so as to secure the Owner's equity. Maintenance under this Contract shall be consistently high quality to protect all elevating device equipment from deterioration and to provide performance to manufacturer's specifications for all equipment.
- 1.4.2 Keep the equipment in substantially new running condition. Maintain its performance in accordance with the original design speed for each elevating device, in feet per minute, the original performance times, which includes acceleration and retardation, as designed and installed by the manufacturer. The Contractor will also perform the necessary adjustments as required to maintain the original door opening and closing time, within limits of applicable codes. If original equipment specifications are unavailable or do not list performance parameters, maintain the performance in accordance with the requirements of this specification and accepted safety codes and industry minimum standards.

1.5 PRE INSPECTION OF EQUIPMENT AND CONDITIONS AT BUILDING SITES:

1.5.1 Prior to bidding, bidders (elevating device contractors) are encouraged to visit the job site and inspect each elevating device to establish to their satisfaction the condition of the equipment to be maintained and any other conditions affecting the work to be performed. This equipment is offered in an "as is" condition. No claims shall be allowed for correction of deficiencies claimed to exist prior to award of contract.

Particularly note the condition of:

1.5.1.1 Support areas for beams, brackets, etc.

1.5.1.2 Divider beams.

1.5.1.3 Pit drainage.

1.5.1.4 Access means to the pit, hoistway and machine room.

1.5.1.5 Suitability of all power sources, illumination and ventilation systems.

1.5.1.6 Drive machine – control valves and their power sources.

1.5.1.7 Traction and deflector sheaves.

1.5.1.8 Car and dispatch system controllers.

1.5.1.9 Floor selector and/or position encoder.

1.5.1.10 Car and counterweight rails.

1.5.1.11 Counterweight safety (if any), and guides.

1.5.1.12 Car sling, safety and guides.

1.5.1.13 Car platform and isolation devices.

1.5.1.14 Cars cab, steadiers, and fan.

1.5.1.15 Hoistway door panels, frames, sills.

1.5.1.16 Door operator, supports, linkages and associated hardware.

1.5.1.17 Buffers and pit steel.

1.5.1.18 Hoisting, compensating and governor ropes.

1.5.1.19 Travelling cable and hoistway wiring, as well as machine room wiring.

1.5.1.20 Governor system.

1.5.1.21 Hall and car operating stations, signal fixtures and two way communication devices.

1.5.1.22 Monitor and control panels.

1.5.1.23 Wiring diagrams and equipment literature.

1.6 MINIMUM STANDARD

- 1.6.1 The elevating device contractor shall perform to the performance specifications of the latest and applicable editions of the ASME A17.1/CSA B-44 Safety Code for Elevators also CSA B-44.2 and the CSA B355 Lifts for Persons with Physical Disabilities as a minimum standard. The contractor shall maintain the elevating device systems at all times in the same or better condition as at the beginning of the term of this contract.
- 1.6.2 The elevating device contractor acknowledges and agrees that the Owner is relying on the skill and expertise of the elevating device contractor in the provision of the services. As such, the contractor shall perform the services in accordance with the level of skill and standard of quality expected of elevating device contractors in the industry and in accordance with any and all applicable codes and qualifications as required by the applicable provincial and federal legislation.

1.7 ELECTRICAL WIRING DIAGRAMS

- 1.7.1 Review all wiring diagrams and applicable equipment documents available from the building Owner. When necessary and at no cost to Owner provide sets of field wiring and straight line wiring diagrams showing all electrical circuits in the hoistway, machine room and fixtures. Install one set coated with an approved plastic sealer and mounted in the elevator machine room.
- 1.7.2 In the event field modifications are necessary to wiring diagrams during maintenance contract term, diagrams shall be revised to include all corrections. There shall be no cost to Owner for modifications or updates of elevating device wiring diagrams.
- 1.7.3 As part of the schematic diagrams, incorporate a reference index listing the location of all electrical components, and the wiring interconnections, such that the position of any device on the drawings can be readily determined.

1.8 NOTICES - DEFAULTS

- 1.8.1 The Halifax Regional School Board maintenance specifications are intended to protect the building

Owner against default on the part of the elevating device Contractor in pursuance of his contractual maintenance obligations, and to provide guidelines by which the Owner may cite notices to the Contractor.

- 1.8.2 The elevating device Contractor shall remedy all notices in a timely manner as described herein, else Contractor shall be in default of their obligations as a maintainer, and the contract may terminate.
- 1.8.3 Guidelines to describe or define limits for notices are provided herein. Default may result from a single critical instance (such as allowing an elevating device to run while a safety device is non-functional), an on-going situation of serious proportions, or from the accumulation of a variety of intermittent situations which, in combination or as a result of persistence, so aggravate the building operations as to result in untenable conditions from the Owner's viewpoint.
- 1.8.4 Implementation of proceedings relating to a default shall be at the sole discretion of the Owner.
- 1.8.5 A notice shall result when one or more of the following conditions occur:
- 1.8.5.1 A lack of performance of any requirement of the contract.
 - 1.8.5.2 An elevating device situation that constitutes a safety or non-compliance violation to the applicable provincial, federal or municipal regulations or bylaws.
 - 1.8.5.3 Ongoing elevating device disruptions which effects normal building operations.
 - 1.8.5.4 A lack of preventive maintenance tasks creating excessive elevating device shutdowns.
 - 1.8.5.5 Ongoing excessive response times related to repair services or call backs.
 - 1.8.5.6 Failure to provide necessary information or services as required within these specifications.
 - 1.8.5.7 If any part of this maintenance contract is sub-contracted by the Contractor, without the full knowledge of and prior written consent by the Owner.
 - 1.8.5.8 Delayed or insufficient communications with the Owner, as to their rights or obligations under the terms of the maintenance contract.
 - 1.8.5.9 Failure to respond to requests or notices from the Owner.
 - 1.8.5.10 Failure to respond to the requirements of Provincial Elevating Device Authority Having Jurisdiction within the time frame assigned on elevating device inspection reports (deficiencies).
 - 1.8.5.11 Failure to source replacement parts, software, tools, test equipment technical data or manpower within 10 days of receiving a written request from the Owner.

1.8.5.12 Improper conduct of workers, or method of repairs such as to interrupt or alter the normal operating conditions of the building(s).

1.8.5.13 A default shall occur if a notice is not remedied to the satisfaction of the Owner.

1.9 RESPONSE TIMES

1.9.1.1 Each elevating device shall provide trouble free operation during the term of contract.

1.9.1.2 The Contractor shall generally schedule repairs with the Owner. Malfunctions which result in elevating device service disruptions ,including elevating device shutdowns and passenger entrapments, shall not exceed industry averages for similar designed elevating devices.

1.9.1.3 Service call will be placed by Halifax Regional School Board representatives 24/7 & shall be responded to as follows:

1.9.1.3.1 For regular time Service call: Within 30 minutes (on average) of the Halifax Regional School Board management (or other authorized Halifax Regional School Board agent or representative) placing a specific call for trapped passengers and no elevating device service in the building. Within 60 minutes (on average) of the Halifax Regional School Board management (or other authorized Halifax Regional School Board agent or representative) placing a specific call for partial elevating device service in a building, maximum response time shall not exceed 120 minutes. Delays caused by circumstances outside of the contractor's control, should be clearly documented and presented to Halifax Regional School Board upon request. Upon approval from Owner increased call back response time to specific elevating devices may be authorized.

1.9.1.3.2 For overtime Service call: Within 60 minutes (on average) of the Halifax Regional School Board (or other authorized Halifax Regional School Board agent or representative) placing a specific call for trapped passengers and no elevating device service in the building. Within 120 minutes (on average) of the Halifax Regional School Board management (or other authorized Halifax Regional School Board agent or representative) placing a specific call for partial elevating device service in a building, maximum response time shall not exceed 180 minutes. Delays caused by circumstances outside of the contractor's control, should be clearly documented and presented to Halifax Regional School Board upon request. Upon approval from Owner increased call back response time to specific elevating devices may be authorized.

1.10 PERFORMANCE REQUIREMENTS

- 1.10.1 The Contractor shall maintain the original designed contract speeds for each elevator, and performance times, which include acceleration and deceleration, as designed and installed. The Contractor shall perform all the necessary adjustments as required to maintain the Performance Criteria as specified, within the limits of the applicable codes.
- 1.10.1.1 The Contractor shall include all labor, tools, technology, permits and material to provide complete equipment maintenance in accordance with the maintenance specifications.
- 1.10.1.2 System designed floor-to-floor times shall be maintained and are measured from the time the doors begin to close, including a typical one-floor travel and until the elevator is approximately level with the next successive floor, either up or down, and the doors are 3/4 open.
- 1.10.1.3 Appropriate door opening times shall be maintained and are measured from the start of a car door opening until doors are 1 " from the fully open position.
- 1.10.1.4 Door closing force shall not exceed the code requirements of 30 pounds and will be measured at rest with the doors between 1/3 and 2/3 closed.
- 1.10.1.5 Stopping accuracy shall be maintained to the manufacturer's standards at all times and shall be measured and monitored under all load conditions.
- 1.10.1.6 Variance from rated contract speed, regardless of load, shall not exceed +5 %.
- 1.10.1.7 Door close speed reduced (nudging) and code parameters. All scanners to be in a fail safe mode.
- 1.10.1.8 Door dwell time for car calls shall meet original equipment manufacturer settings and code compliance requirements.
- 1.10.1.9 Door dwell time for hall calls shall meet original equipment manufacturer settings and code compliance requirements.
- 1.10.1.10 Sound parameters – equipment have excessive noise shall be repaired to OEM or original standards. Includes mufflers, guide shoes, SCR drives, VVVF equipment, rollers, bearings or other replaceable parts determined to be the cause. The sound limits shall not exceed 70 dba for hydraulics and 65 dba for tractions.
- 1.10.1.11 Ride Quality - The equipment shall be maintained, lubricated to provide and maintain ride quality parameters specified or designed within the equipment base. If roller guide rollers, step rollers, guide devices, rails or supporting equipment and normally replaceable or adjustable parts are determined to be the cause of poor ride quality, it will be the elevating device Contractors responsibility to replace or adjust those parts at no additional cost.

1.10.1.12 In accomplishing the above requirements, the Contractor shall maintain a comfortable elevator ride with smooth acceleration, retardation and a soft stop. Power door operation when used shall be quiet and positive with smooth checking at the extremes of travel. Performance requirements indicated are minimum standards, and are not the sole criteria for judging the Contractor's performance.

1.10.1.13 Items which compromise the safety of persons or property and are within the responsibilities of the elevating device Contractor, including faulty operation contrary to requirements of the governing codes and regulations and persistence of known conditions potentially capable or compromising safety.

1.10.2 Within six (6) months of award of contract, the elevating device contractor shall complete individual elevating device equipment description and performance reports(sheets) for the Halifax Regional School Board. Elevating devices listed on Appendix E shall be included on individual equipment description and performance report(s). All work to complete the equipment description and performance reports shall be at no extra cost to Owner. The following as a minimum shall be included on elevating device equipment reports:

1.10.2.1 Manufacturer – Installation date – NSIN#

1.10.2.2 Machine / Drive Type

1.10.2.3 Number and floor designations served

1.10.2.4 Maximum Capacity (pounds/kg)

1.10.2.5 Door Type – Opening Width

1.10.2.6 Machine Location

1.10.2.7 Speed(FPM)

1.10.2.8 Door open/close times (seconds)

1.10.2.9 Car/Hall call dwell time (seconds)

1.11 ELEVATING DEVICE REMOVAL / ADDITIONS

1.11.1 In the event of transfer of ownership, or sale, or permanent removal from service of any of the elevating device equipment listed on Appendix E, that part of the contract covering the equipment which is transferred, sold or removed from service shall be terminated on the date of such transfer, sale or removal from service. Halifax Regional School Board shall serve the Contractor with thirty (30) days' previous notice in writing to this effect. The contract price shall be amended accordingly.

- 1.11.1.1 If for any reason the buildings in which the elevating device equipment, or part of the elevating device equipment listed on Appendix E will be vacated, or that the elevating device equipment will not be used for a period exceeding thirty (30) days, Halifax Regional School Board may suspend such part of the contract related to the equipment which will be out of service, by giving the Contractor thirty (30) days' notice in which to ensure that the equipment is safely and properly shut down by contractor at no extra cost to Owner. Halifax Regional School Board shall not be required to make payments until service is restored to device.
- 1.11.1.2 In the event any elevating device is removed from service for more than thirty (30) days for reasons beyond the control of Halifax Regional School Board, such as a fire, Halifax Regional School Board shall not be responsible for making further payments.
- 1.11.1.3 If the work or any part thereof has been suspended by Halifax Regional School Board, the Contractor shall resume such work within seven (7) days after being notified in writing to do so by Halifax Regional School Board.
- 1.11.1.4 Halifax Regional School Board may add elevating device equipment to the contract upon acceptance by Halifax Regional School Board of a quoted price and all contract terms and conditions shall apply.
- 1.11.1.5 At the termination of the contract, the Contractor shall provide to Halifax Regional School Board hard copies of all records, charts, certificates and any other items as recorded in the elevating device(s) log.
- 1.11.1.6 The Owner reserves the right to terminate this contract upon 30 days notice, if a specific contract is signed by the Owner for the modernization of the elevating device equipment.

1.12 PRICING

- 1.12.1 Provide base coverage for the full maintenance program described herein, for the Contract Term indicated.
- 1.12.2 Provide preventive and normal maintenance and repair services during regular working hours of regular working days. Include all costs for service call backs during regular and overtime hours to complete minor equipment adjustments/repairs.
- 1.12.3 Include for regular time inspections, maintenance, tests and repairs, regular and overtime call-backs, for equipment readjustments. There shall be no regular or overtime call-back charges or for calls placed to remove people trapped in elevating devices cars and other service disruptions regardless of the status of the elevating devices when the elevating device Contractor arrives on site.
- 1.12.4 For the purpose of this contract:

1.12.4.1 Regular time is defined as from 8:00am to 5:00pm, Monday to Friday. Overtime is defined as 5:00 pm to 8:00am, Monday to Friday, also weekends and holidays.

1.12.5 When an elevating device is removed from service to perform modernization work or service repair work where the elevating device is out of service for a period in excess of 30 consecutive days, the elevating device payment shall be reduced proportionally.

1.12.6 The Contractor shall provide information and pricing, to the Owner, for all items of work requested by the Owner or by the Provincial Elevating Device Authority Having Jurisdiction. This work could be result of flood, wind, fire or other repairs damage not part of the contract. Information shall include a complete description of the work and a detailed price breakdown, indicating separately labour and material cost, as required permitting the Owner to assess the cost proposal. The Owner reserves the right to employ the services of other elevating device contractors to complete elevating device repairs and associated work as required. The repaired or upgraded elevating device equipment shall then become equipment covered under this contract.

1.13 INVOICING

1.13.1 All communications regarding the invoices, will be made through elevating device contractors appointed account representative.

1.13.2 When applicable, indicate clearly on the invoice the number of hours charged the hourly rate, the material charge and any other specific charges.

1.13.3 The Owner will advise, prior to commencement of the contract, the correct billing information and other related invoicing particulars in relation to contract.

1.14 BUILDING ACCESS

1.14.1 Elevating device contractor is to call the Halifax Regional School Board Representatives if machine rooms cannot be accessed.

1.14.2 The elevating device Contractor's personnel shall sign in and sign out of the buildings at each site visit, make all required entries in log books, when requested contractor to obtain Owners signature on time tickets. During regular office hours, check in and out at the Building Management office. During after-hours, check in and out with Building Security if security is provided for the building.

1.15 MAINTENANCE LOG BOOKS

1.15.1 Provide & maintain in each elevating device machine room (or approved alternate location by Owner), log books and maintenance signage schedules as required by applicable regulatory codes, by-laws and supplements. The preventive maintenance logs and associated maintenance

documents shall be the property of the Owner. Elevating device Contractor to provide and maintain maintenance log books at no extra cost to Owner. Indicate and provide on every visit:

1.15.1.1 Time tickets.

1.15.1.2 Date.

1.15.1.3 Time of arrival and departure.

1.15.1.4 Name of mechanic and signature.

1.15.1.5 Type of maintenance procedure (tasks) carried out (regular or overtime; maintenance, call-back or planned repair).

1.15.1.6 All actions taken.

1.15.1.7 Actual work performed.

1.15.1.8 Status of completion and, if not fully completed the plan for continued work.

1.15.2 If the work carried out is part of the regular maintenance schedule, indicate this on the maintenance Log, and check the appropriate box on the Maintenance (MCP) checklist or maintenance service log, for every elevating device.

1.15.3 Make all entries in ink, legible, consecutive and without blanks. Provide and keep the Maintenance Log current, on site and available for inspection by the Owner. Completed Maintenance Logs shall be the property of the Owner.

1.16 COORDINATION

1.16.1 Report back to the Owner on any problems that could not be satisfactorily resolved during the visit. Explain the extent of the problem and indicate when it will be corrected. Report to Halifax Regional School Board management at all times if an elevating device will be left shut down and possible action taken.

1.16.2 When taking an elevating device out of service for any reason, post signs on the entrances of the elevating device reading "Out of Service for Maintenance and Repairs".

1.17 TIME TICKETS

1.17.1 Contractor's signed (mechanic) time tickets will be accepted as indication of work carried out.

1.17.2 Detail the category of work completed for regular maintenance (MCP) and/or repair visits, as well as the specific problem and action taken.

- 1.17.3 Mechanic's time tickets will not be accepted unless they are complete, legible and have a valid ticket number or other authorization listed in the appropriate location. Failure to provide the appropriate documentation and failure to complete and sign the MCP/ Maintenance Log Forms in the elevating device room may delay processing of invoices.

1.18 MAINTENANCE PERSONNEL

- 1.18.1 Upon request provide the Owner with names of maintenance personnel assigned to the site, their positions, and indicate their training experience .
- 1.18.2 Provide a staff of working personnel (maintenance mechanic, cleaning, repair crews and (adjuster) and supervisory personnel (maintenance supervisor). Upon request state the number of mechanics and helpers, and the number of adjusters required to do the work on a regular basis. Indicate off-site personnel resources available for emergency repairs.
- 1.18.3 The Supervisor (as indicated on the Maintenance Personnel list specified above) shall plan, track and supervise all aspects of the maintenance program, including preventive maintenance, repairs, adjusting and house-keeping routines to be undertaken by working personnel.
- 1.18.4 At the sole discretion of the Owner, after a meeting with the Contractor's District Manager, replace the site maintenance personnel within a maximum of 14 working days of written notification.
- 1.18.5 Outfit the site personnel to present a neat appearance. Limit their movement through the buildings to the actual requirements of their work.

1.19 CONTRACTOR SUPERVISOR'S DUTIES

- 1.19.1 Supervisor shall carry out equipment surveys as follows:
- 1.19.1.1 Carry out a preliminary survey of the equipment status within three (3) months of commencement of the contract. Carry out all work required to ascertain the status of the equipment.
- 1.19.1.2 Carry out a complete survey of the equipment status on a yearly basis. Carry out all work required to ascertain the status of the equipment.
- 1.19.2 If requested forward the Supervisor's Plan to Halifax Regional School Board for review, and meet with Halifax Regional School Board to discuss the contents and timing of the work.

1.20 REPORTS

1.20.1 Upon request prepare a written report (Call-back Report) indicating the call-backs encountered on each elevating device under the Maintenance Program. Include the following information:

1.20.1.1 The Call-back Report should be provided on electronic spread sheet, updated every 2-3 months, and e-mailed to Halifax Regional School Board. All mechanic time tickets, including routine maintenance and call-back, should be scanned and arranged in electronic files for each building.

1.20.2 Present the information per building.

1.20.3 Discuss the contents of the report with the Owner. Include background information as required to illustrate the nature of the problem and their resolutions. Provide relevant technical information and relevant personnel to facilitate review and planning.

1.20.4 In addition to all required activities under the maintenance program, and notwithstanding any requirements thereof, carry out this work based on current monthly call-back rates (call-back rates to be averaged per group):

1.20.4.1 Provide on-site, adjuster level personnel to troubleshoot problems when the call-back rate exceeds 2 calls per car per month. Continue to troubleshoot with these personnel until problems are resolved. Provide Call-Back Reports weekly until the rate to 1 call per car per month.

1.20.4.2 Provide, on site, both adjuster level and field engineering personnel to troubleshoot problems when call-backs exceed a rate of 2.5 calls per car per month. Continue to troubleshoot with these personnel until problems are resolved. Provide Call-Back Reports weekly until the rate drops to 1 call per car per month.

1.21 COMMUNICATION

1.21.1 It is expected that the Contractor, primarily through the assigned mechanic, shall maintain good communications with the HRSB representatives regarding the following:

1.21.1.1 Prompt notification of major work required, safety related or serious problems, and unusual circumstances.

1.21.1.2 Notification of any damaged or abused equipment.

1.21.1.3 Notification of any equipment not operating as designed.

1.21.1.4 Notification of shutdown of any equipment.

1.21.1.5 Communication with the manufacturer to determine required modification to equipment or servicing methods and adjustments.

1.21.1.6 Feedback of maintenance problems and equipment performance through well documented time tickets and call back report.

1.22 BARRIERS

1.22.1 The Contractor shall provide barricades where necessary in order to maintain adequate protection of areas in which work is being performed. Barricades are to be used to ensure public safety, especially in and around hoistway /escalator openings.

1.23 EQUIPMENT REPAIRS

1.23.1 Advise the Owner two weeks in advance of scheduled repairs, immediately in the case of non-scheduled repairs, and immediately if equipment is required to be taken out of service. Indicate the probable length of time required for completion of the repair.

1.23.2 Communicate the status of all repair work to the Halifax Regional School Board representative both at the beginning and close of the normal working day.

1.23.3 Contractor shall not proceed with overtime repairs which are not covered under this contract without first obtaining authorization in writing from Owner. Advise and discuss with the Owner the relative merits of completing the work during overtime or regular hours.

1.24 SAFETY DEVICES

1.24.1 Do not permit equipment to operate while any mechanical or electrical safety device is inoperative, or at the point of impending failure.

1.24.2 In the event that any of the emergency safety devices such as final limits, safety operated switches, governor switches, overspeed devices, car safeties, are activated while the elevating devices are in use by the public, the contractor shall submit a written report to the Owner detailing the incident and the corrective action taken.

1.25 REGULATORY INSPECTIONS

1.25.1 Carry out all instructions of the inspecting Provincial Elevating Device Authorities Having Jurisdiction, except those, which are the Owner's responsibility and/or result from changes to current codes, within the allocated time of the notice of deficiency. The contractor shall notify the Owner in writing what corrective action has been taken.

1.26 OWNER'S INSPECTIONS

1.26.1 Contractor shall co-operate with the Owners Representative twice a year to make inspections to ascertain that the requirements of this specification are being fulfilled. Deficiencies noted shall be promptly corrected at Contractor's expense. If Contractor fails to perform the work required by the terms of this specification in a satisfactory manner, Owner may, after 10 day's written notice to Contractor, perform or cause to be performed, all or any part of the work required. Contractor agrees that he/she will reimburse Owner for any expense incurred therefore, and the Owner at their election may deduct the amount from any sum owing the Contractor. A waiver by the Owner on a breach by the Contractor regarding any provision of this specification shall not be construed as a waiver of any subsequent breach by the Contractor.

1.27 ACCIDENT / INCIDENT REPORTING

1.27.1 In the event of accidents / incidents of any kind, the Contractor and/or Owner shall contact the other party immediately and furnish the other party with copies of all accident reports. The reports shall be sent without delay and at the same time that they are forwarded to any other parties. The Contractor shall assist the Owner in proper reporting to the prevailing Provincial Authority Having Jurisdiction in the time frame mandated by prevailing regulations. The Contractor shall provide technical personnel in any investigative process needed to determine the cause of the accident/incident.

1.28 EMPLOYEES OF THE ELEVATING DEVICE CONTRACTOR

1.28.1 The elevating device contractor agrees that all work shall be performed by and under the supervision of skilled, experienced elevating device service and repairmen directly employed and supervised by the elevating device contractor and certified by the applicable Provincial Elevating Device Authority Having Jurisdiction.

1.29 CHECKS EACH VISIT (as a minimum)

1.29.1 Ride each elevating device and observe performance, leveling, floor stops, door opening and closing operation and noise.

1.29.2 Test safety edges, photo eyes, detectors, door open buttons, fan and alarm bell.

1.29.3 Check for proper car and hall button operation and all indicator illuminations and lantern operations.

1.29.4 Operation of door equipment solenoids.

1.29.5 Unusual noises.

1.29.6 Wear and adjustment of controller relays, selector or stepping relay contacts and moving parts.

1.29.7 Operation of the machine and operation of control valves.

1.30 MONTHLY

1.30.1 Clean and inspect car top, operating switches, door operator and controls, car door hangers, gibs, detectors and/or photo eyes and safety edges. Lubricate and adjust door operator and door accessory equipment.

1.30.2 Clean and inspect governor tension sheave, car and counterweight buffers, compensating sheave assembly. Clean pit and check safety plank and travel cable loops. Check the pits, and report any water conditions to the Owner.

1.30.3 Check the machine for oil leaks, and seal as required. Ensure that proper oil levels are maintained.

1.30.4 Clean and inspect machine ,braking systems, controller, selector, motor, motor generator/SCR and governor.

1.30.5 Clean and inspect hoistway door hangers, interlocks, linkage, pick up assembly, door gibs, non-vision wing and hoistway switches.

1.30.6 Check service and any other utility switches, if damaged, replace with same type key switch.

1.30.7 Clean machine room, check commutators and brushes, clean and adjust controller and selector contacts and relays.

1.30.8 Check car and hall fixture lamps, leveling and floor stops, alarm bell and emergency stop, inspect travel cable.

1.30.9 The Contractor shall check the phone line and connection in each elevating device at least monthly. The phones shall be programmed to the Contractor's answering system at no additional charge to Owner.

1.30.10 Check for leaks in power unit, hydraulic control valve, silencer, sound couplings and oil line.

1.30.11 Clean and inspect hydraulic plunger, seals and packing. Check jack oil drip container

1.30.12 Check the hydraulic oil level in reservoir tank for possible oil loss in system. In the event there is an unexplained reduction in oil level, proper testing shall be carried out immediately to determine cause of unexplained oil loss in system, notify and provide report to Owner.

Additional testing to determine cause of unexplained oil loss shall be at no additional charge to Owner.

1.31 QUARTERLY CHECKS

- 1.31.1 Inspect rope shackles, car and counterweight guides, TM and Slow Down switches, adjust and lubricate as required, check emergency light.
- 1.31.2 Check and adjust brake. Inspect and lubricate pivot pins.
- 1.31.3 Clean and adjust controller and selector components including contacts, relays and timers. Check transformers and rectifiers. Vacuum or brush all controller and selector parts.
- 1.31.4 Check operation of limit stopping devices. Check out complete safety circuit.
- 1.31.5 Inspect, rotate and equalize hoist cables. Inspect cable shackles and fastenings
- 1.31.6 Check and lubricate the compensating sheave. Check block position and travel. Checks travel limiting switches and devices.
- 1.31.7 Check adjustment of roller/slide car and counterweight guides. Check bearings/liners and fastenings.
- 1.31.8 Clean and inspect all car and hoistway door contacts and interlocks.
- 1.31.9 Check door closing force. Check car and hoistway hangar rollers and adjust up thrusts.
- 1.31.10 Inspect door operator bearings and cams.
- 1.31.11 Clean and inspect car and counterweight buffers. Check buffer oil level and operation.
- 1.31.12 Test emergency battery lowering feature, record results in log book.
- 1.31.13 Clean, lubricate, adjust or repair as necessary to render the elevating device fully operational within the manufacturer's specifications.
- 1.31.14 Follow manufacturer's recommended maintenance schedule and testing procedures for elevating devices.

1.32 SEMI-ANNUAL CHECKS

- 1.32.1 Check the cleanliness of the hoistway(s) and, if necessary, clean from the top to the bottom. Notify the Owner when this work is completed.
- 1.32.2 Complete testing of Firefighters Emergency Operation where testing is implemented by the Provincial Authority Having Jurisdiction. Provide & sign required log form recommended by

the Provincial Authority Having Jurisdiction (AHJ) or elevating device Contractors own fire recall log form, keep form in elevating device machine room (or acceptable location). If more frequent fire operation testing is required by the Provincial Authority Having Jurisdiction, then the elevating device Contractor shall comply with increased testing frequency at no extra cost to Owner.

1.33 ANNUAL CHECKS (ALL PARTS AND FUNCTIONS)

- 1.33.1 Annual lubrication of motor, motor generator and machine bearings, deflector, compound and compensating sheaves and governor tension sheave bearings. Check all fastenings.
- 1.33.2 Drop brake shoes, clean, lubricate and adjust. Flush and replace worm gear oil (when applicable).
- 1.33.3 Check all controller and selector terminals. Check and clean all fuse holders. Check the operation of overloads.
- 1.33.4 Clean hoistway and hoistway equipment including guide rails, counter weights, hoistway door hangars, interlocks, closers, headers and related devices. Check all fastenings on guide rails brackets and entrances. Check traveling cables. Check buffer oil level.
- 1.33.5 Check door operator. Clean and lubricate linkages.
- 1.33.6 Clean guide rails and lubricate rails where sliding guides are used.
- 1.33.7 Check wire rope for integrity and wear, in accordance with current inspection standards. Check rope tension and hitches, check rope stretch and remove buffer blocks or shorten ropes if required.
- 1.33.8 Check travelling cable for surface wear. Indicate the status of travelling cable.
- 1.33.9 Clean and check the safety. Perform all applicable safety tests for each elevating device and record tests in onsite log books. (Always perform a safety test immediately after any adjustment to a safety mechanism.)
- 1.33.10 Check sheaves and shafts. Record the degree of wear.
- 1.33.11 Check emergency terminal slowdown devices.
- 1.33.12 Check the load weighing device (if applicable).
- 1.33.13 Check to ensure all tests and inspections completed as per elevating device applicable safety standard.
- 1.33.14 Clean the controller with blower and vacuum (or other acceptable industry methods).

- 1.33.15 Overhaul the brake assembly. Replace worn brake linings. Remove, clean and adjust all pins. Ensure that the brake stops the elevator in the down direction with 125% of capacity.
- 1.33.16 As applicable flush out and clean all oil and sludge from the gear housing of geared machines. Inspect the worm and gear and report any problem to the Owner immediately. Re-fill with clean oil, meeting the original manufacturer's specifications.
- 1.33.17 Carry out a systems check. Repair dispatching systems as required to obtain hall dispatching functions and procedures.
- 1.33.18 Readjust the drive to obtain original acceleration, slowdown and stopping operation. Integrate operations to give smooth transitions throughout, with a smooth, ripple-free ride. Cause the car to start without rollback, and to stop without hunting, for all loading conditions, except over-load.
- 1.33.19 At Owners request clean and paint the machine room and pit floor. Obtain approval from the Owner as to paint type and colour.
- 1.33.20 Perform Annual hydraulic pressure test. Check relief valve seal and tag valve with current test information, date test was performed and performing company name. Sign and date relevant entry on Maintenance Log Book in Machine Room.

1.34 EQUIPMENT PAINTING AND CLEANING

- 1.34.1 Arrange for a thorough cleaning of all hoistway equipment, machinery, pits and machine rooms within three (3) months of the contract award (paint machine room floors and pits at the request of Owner). The cost to perform cleaning and painting of these areas is the responsibility of the elevating device contractor. Provide time tickets and inform Halifax Regional School Board upon completion of each building for inspection. Maintain the elevating device equipment clean at all times with minimum quarterly cleaning. Halifax Regional School Board will have the option to perform this work, at elevating device contractors cost, if contractor fails to provide proper cleaning and painting in these areas.

1.35 MANUFACTURERS' PARTS

- 1.35.1 To assure the maximum use of the elevating devices and a minimum of downtime for emergency repairs, the Contractor will be required to maintain a supply of spare parts sufficient for normal maintenance and repair of the elevating devices. These spare parts shall be genuine, original manufacturer's parts or approved equal.

1.36 CONTAINER, CABINET & DRAWINGS

- 1.36.1 Provide metal containers and cabinets in each elevating device machine room. Store clean wipers, spare parts, tools, lubrications and waste items. The elevating device contractor is responsible for all costs associated with providing and maintaining containers and cabinets.
- 1.36.2 Provide a full complement of site drawings including schematic and wiring diagrams (laminated). Assure that all drawings, schematics and listings are kept fully up to date, with legible changes, redrawn by engineering, reflecting the actual installation. The elevating device contractor is responsible for all costs associated with providing and maintaining applicable drawings.

1.37 MAINTENANCE PARTS

- 1.37.1 As a minimum, keep spare parts (as applicable) on site. Inventory to be provided within the first 3 months of the contract.
 - 1.37.1.1 One complete set chips for each dispatch module.
 - 1.37.1.2 Two safety edge micro switches.
 - 1.37.1.3 One complete light ray.
 - 1.37.1.4 Four car door sheaves.
 - 1.37.1.5 Six sets of door gibs, for car and hall doors.
 - 1.37.1.6 Fuses of each size, for controllers.
 - 1.37.1.7 Two complete car and hall button sub-assemblies, four button heads and 24 indicator lamps.
 - 1.37.1.8 Six complete sets of hall door sheaves.
 - 1.37.1.9 One door operator chain belt of each type.
 - 1.37.1.10 Two complete door interlocks.
 - 1.37.1.11 Two key switches of each type.
 - 1.37.1.12 Twenty-four position indicator lamps.
 - 1.37.1.13 Two complete relays of each type, with spare coils and contacts.
 - 1.37.1.14 One complete set of controller resistors.
 - 1.37.1.15 Four of each spring, stationary contact, moving contact, and read head, for stepping devices or selectors.

1.37.1.16 Eight pick-up & stationary door rollers.

1.37.1.17 Eight door travel stops.

1.37.1.18 An adequate supply of cleaning solvent, rag wipers, and lubricants of each type used on the installation.

1.38 MAINTENANCE PARTS READILY AVAILABLE

1.38.1 The Contractor shall maintain an inventory of spare parts at the site of the work for scheduled preventive maintenance procedures and common emergency callback service repairs. Such parts shall include, but are not limited to, contacts, coils, solid-state boards, relays, resistors, timing devices, computer devices, interlock safety switch and linkage parts, bottom guides, door closers, fuses, bulbs, guides and an assortment of hardware.

1.38.1.1 Major electronic and mechanical assemblies routinely considered by the industry to be replaceable units shall be available for emergency shipment from the maintaining company or their supplying vendor within twenty-four (24) hours.

1.38.2 Ensure the following spare parts (as applicable) are readily available at the maintenance contractor's office:

1.38.2.1 Two complete safety edge assembly of each type.

1.38.2.2 Two complete electronic detector assemblies.

1.38.2.3 Two complete roller guide assemblies, of each size used.

1.38.2.4 Tape Head Units & Control Boards.

1.38.2.5 Additional spares for those parts used in quantity, in the ratio of one spare for every 100 used in the installation.

1.38.2.6 One complete door operator components.

1.38.2.7 Controller Drive Unit.

1.38.2.8 One complete hall-to-door relating assembly including two clutches and one vane.

1.39 MAINTENANCE TOOLS READILY AVAILABLE

1.39.1 Ensure the following tools (as applicable) are readily available from the maintenance contractor's office:

- 1.39.1.1 One dual channel oscilloscope.
- 1.39.1.2 Megger testing equipment.
- 1.39.1.3 Two chain blocks or lift pullers.
- 1.39.1.4 Twelve cable pullers.
- 1.39.1.5 Four wire rope slings.
- 1.39.1.6 Pressure gauge.
- 1.39.1.7 Test weights (2250 kg.) and transport dolly.
- 1.39.1.8 Two rechargeable portable fluorescent lights.
- 1.39.1.9 Two extensions with protected incandescent lights.
- 1.39.1.10 Two 100 foot extensions with protected incandescent lights.
- 1.39.1.11 Barriers signs stating "Regular Maintenance Being Performed".
- 1.39.1.12 Two portable entrance barriers.
- 1.39.1.13 Approved jumper leads.
- 1.39.1.14 One F.E.T. digital volt-ohm-millimetre.
- 1.39.1.15 One stop watch.
- 1.39.1.16 One digital tachometer.
- 1.39.1.17 One door pressure gauge.
- 1.39.1.18 One soldering iron, with # 22 gauge resin core solder.
- 1.39.1.19 One solder sucker.
- 1.39.1.20 One dozen contact cleaners.

1.39.1.21 Two sets of contact adjusting tools.

1.39.1.22 One dial gauge with magnetic base.

1.39.1.23 Two sets of feeler gauges.

1.39.1.24 One trammel gauge.

1.39.1.25 One grease gun.

1.39.1.26 One vacuum cleaner.

1.39.1.27 One blower.

1.39.1.28 Two heavy bristle dust brushes.

1.39.1.29 One telephone headset.

1.39.2 Inspect all tools regularly and maintain them in good working order.

END SECTION

APPENDIX E - #3805 ELEVATOR/LIFT INSPECTION & MAINTENANCE - PRICING BREAKDOWN BY DEVICE (DO NOT INCLUDE HST)								
SCHOOL	INSTALLATION #	MANUFACTURER	TYPE	Year 1 2016/17	Year 2 2017/18	Year 3 2018/19	Year 4 2019/20	Year 5 2020/21
Admiral Westphal Elementary	4002	Concord	Lift					
Ash Lee Jefferson Elementary	3153	US Elevator (Northern)	Hydraulic Passenger Elevator					
Astral Drive Elementary	1968	Concord	Lift					
Astral Drive Junior High	2247	Concord	Lift					
Auburn Drive High	2792	Dover	Hydraulic Passenger Elevator					
Basinview Drive Community School	2819	Otis	Passenger Elevator					
Beaver Bank Monarch Elementary	2308	Concord	Lift					
Bedford & Forsyth Education Center (Bedford Campus)	2624	Northern	Roped Hydraulic Passenger Elevator					
Beechville-Lakeside-Timberlea Jr Elem.	2613	Whirltech	Lift					
Beechville-Lakeside-Timberlea Sr Elem.	4786	Artira	Wheelchair stair lift					
Bicentennial	4136	Concord	Lift					
Brookside Junior High	3185	Northern	Hydraulic Passenger Elevator					
Burton Ettinger Elementary	2146	Centennial Elevator	Lift					
Caledonia Junior High	2824	Otis	Passenger Elevator					
Cavalier Drive School	2068	Concord	Hydraulic Handicap Passenger Elevator					
Charles P. Allen High	4592	Thyssen	Hydraulic Passenger Elevator					
Charles P. Allen High	4593	Thyssen	Hydraulic Passenger Elevator					
Citadel High	3962	Thyssen Tac 20	Passenger Elevator					
Cole Harbour High	1793	Dover	Hydraulic Passenger Elevator					
Cole Harbour High	4730	Garaventa	Lift					
Cole Harbour High	4731	Garaventa	Lift					
Cole Harbour High	4783	Garaventa	Lift					
Cunard Junior High	3738	Thyssen Tac 20	Holeless LVML Hydraulic Passenger					
Dartmouth High	1796	Northern	Hydraulic Passenger Elevator					
Duncan MacMillan High	2812	Northern	Hydraulic Passenger Elevator					
Eastern Shore District High	2129	Liftech	Lift					
Ecole Beaufort	3675	Otis	Passenger Elevator					
Ellenvale Junior High	4462	Garaventa	Lift					
Fairview Junior High	3813	Thyssen Tac 20	Passenger Elevator					
Five Bridges Junior High	1761	Dover	Hydraulic Passenger Elevator					
George Bissett Elementary	1870	Dover	Hydraulic Passenger Elevator					
George P. Vanier Junior High	2625	Concord	Hydraulic Handicap Passenger Elevator					
Gorsebrook Junior High	2719	Dover	Hydraulic Passenger Elevator					
Graham Creighton Jr High	3421	Otis	Passenger Elevator					
Graham Creighton Jr High	3422	Concord	Lift					
Halifax West High	3522	Otis	Passenger Elevator					

APPENDIX E - #3805 ELEVATOR/LIFT INSPECTION & MAINTENANCE - PRICING BREAKDOWN BY DEVICE (DO NOT INCLUDE HST)								
SCHOOL	INSTALLATION #	MANUFACTURER	TYPE	Year 1 2016/17	Year 2 2017/18	Year 3 2018/19	Year 4 2019/20	Year 5 2020/21
Halifax West High	3526	Garaventa	Lift					
Harold T. Barrett Junior High	2001	Belco	Lift					
Harry R. Hamilton Elementary	1844	Dover	Hydraulic Passenger Elevator					
Hawthorn Elementary	1394	Otis	Dumb Waiter					
Herring Cove Junior High	3975	Garaventa	Lift					
Holland Road Elementary	2262	Belco	Lift					
J. L. Ilsley High	3508	Thyssen	Twin Post Hydraulic Passenger Elevator					
John Martin Jr high	4463	Federal	Lift					
John W. MacLeod Elementary	4070	Garaventa	Lift					
Joseph Howe Elementary	3634	Concord	Stair Rail Lift					
Joseph Howe Elementary	3635	Concord	Stair Rail Lift					
Kingswood Elementary	3797	Whirltech	Lift (Stage)					
Kingswood Elementary	3771	Otis 211	Elevator					
Leslie Thomas	4733	ThyssenKrupp	Hydraulic Passenger					
Millwood Elementary	2321	Concord	Lift					
Millwood High	2339	Otis	Hydraulic Passenger Elevator					
Musquodoboit Rural High	4048	Thyssen Krupp	Passenger Hydraulic					
Ocean View Elementary	2406	Concord	Lift					
Oyster Pond Academy	3964	Otis 211	Passenger					
Prince Andrew High	2458	Griffin Control	Hydraulic Passenger Elevator					
Rocky Lake Junior High	4723	Thyssenkrupp	Hydraulic Passenger Elevator					
Sackville Heights Junior	3127	US Elevator	Hydraulic Passenger Elevator					
Sackville High	2396	Northern	Roped Hydraulic Passenger Elevator					
Seaside Elementary	2926	US elevator	Hydraulic Passenger Elevator					
Sheet Harbour Consolidated	2184	Belco	Lift					
Sir John A. Macdonald High	3859	Otis 211	Passenger Elevator					
Sir John A. Macdonald High	3894	Garaventa	Lift					
St. Agnes	3002	Garaventa	Lift					
Tallahassee Community School	2651	Northern	Hydraulic Passenger Elevator					
Tantallon Elementary	1837	Northern	Hydraulic in ground Passenger Elevator					
Waverley Memorial	4315	Otis	Passenger Elevator					
Westmount Elementary	3449	Concord	Lift (Stage)					
TOTALS				0.00	0.00	0.00	0.00	0.00

APPENDIX F - LISTING OF SCHOOLS WITH ELEVATING DEVICES BY REGION

GUIDED VISITS WILL BE HELD IN EACH REGION ON DATES LISTED BELOW.

REGION 1 (12) VISITS TO COMMENCE MONDAY JUNE 27, 9:30 AM AT WESTMOUNT ELEMENTARY. ANTICIPATED DURATION FOR VISITS TO THIS THIS REGION IS TWO DAYS. STARTING POINT FOR SECOND AND ANY SUBSEQUENT DAYS TO BE DETERMINED BASED ON PROGRESS OF PREVIOUS DAY.

HRSB CONTACT: Craig Cole - 902-483-6876

EMAIL: cscole@hrsb.ca

Burton Ettinger Elementary	52 Alex St	Halifax	B3N 2W4
Citadel High	1855 Trollope St	Halifax	B3H 0A4
Cunard Junior High	121 Williams Lake Rd	Halifax	B3P 1T6
Ecole Beaufort	1589 Walnut St	Halifax	B3H 3S1
Fairview Junior High	155 Rosedale Ave	Halifax	B3N 2K2
Gorsebrook Junior High	5966 South St	Halifax	B3H 1S6
Herring Cove Junior High	7 Lancaster Dr	Herring Cove	B3V 1H9
J.L. Ilsley High	38 Sylvia Ave	Halifax	B3R 1J9
John W. MacLeod Elementary	159 Purcell's Cove Rd	Halifax	B3P 1B7
Joseph Howe Elementary	2557 Maynard St	Halifax	B3K 3V6
St. Agnes Junior High	6981 Mumford Rd	Halifax	B3L 2H7
Westmount Elementary	6700 Edward Arab Ave	Halifax	B3L 2E1

REGION 2 (18) VISITS TO COMMENCE WEDNESDAY JUNE 29, 9:30 AM AT HALIFAX WEST HIGH, ANTICIPATED DURATION FOR VISITS TO THIS THIS REGION IS THREE DAYS. STARTING POINT FOR SECOND AND SUBSEQUENT DAYS TO BE DETERMINED BASED ON PROGRESS OF PREVIOUS DAY.

HRSB CONTACT: Tom Drury - 902-497-3206

EMAIL: tdrury@hrsb.ca

Basinview Drive Community School	273 Basinview Dr	Bedford	B4A 3X8
Beechville Lakeside Timberlea Jr Elementary	22 James St	Timberlea	B3T 1G9
Beechville Lakeside Timberlea Sr Elementary	24 James St	Timberlea	B3T 1G9
Brookside Junior High	2239 Prospect Rd	Hatchet Lake	B3T 1R8
Cavalier Drive School	116 Cavalier Dr	Lower Sackville	B4C 3L9
Charles P. Allen High	200 Innovation Drive	Bedford	B4B 0G4
Five Bridges Junior High	66 Hubley Rd	Hubley	B3Z 1B9
Halifax West High School	283 Thomas Raddall Dr	Halifax	B3S 1R1
Harry R. Hamilton Elementary	40 Hamilton Dr	Middle Sackville	B4E 3A9
Kingswood Elementary	34 Vrege Crt	Hammonds Plains	B4B 1K2
Leslie Thomas Junior High	100 Metropolitan Ave	Lower Sackville	B4C 2Z8
Millwood Elementary	190 Beaver Bank Cross Rd	Middle Sackville	B4E 1K5
Millwood High	141 Millwood Dr	Middle Sackville	B4E 0A1
Rocky Lake Junior High	670 Rocky Lake Drive	Bedford	B4A 2T6
Sackville Heights Junior High	956 Sackville Dr	Lower Sackville	B4E 1S4
Sackville High	1 Kingfisher Way	Lower Sackville	B4C 2Y9
Sir John A. Macdonald High	31 Scholars Rd	Upper Tantallon	B3Z 0C3
Tantallon Jr Elementary	1 French Village Station Rd	Upper Tantallon	B3Z 1E4

APPENDIX F - LISTING OF SCHOOLS WITH ELEVATING DEVICES BY REGION

GUIDED VISITS WILL BE HELD IN EACH REGION ON DATES LISTED BELOW.

REGION 3 (13) VISITS TO COMMENCE WEDNESDAY JULY 6, 9:30 AM AT HAWTHORN ELEMENTARY. ANTICIPATED DURATION FOR VISITS TO THIS THIS REGION IS TWO DAYS. STARTING POINT FOR SECOND AND SUBSEQUENT DAYS TO BE DETERMINED BASED ON PROGRESS OF PREVIOUS DAY.

HRSB CONTACT: Mark Cottell - 902-233-4317

EMAIL: mcottell@hrsb.ca

Admiral Westphal Elementary	6 Fourth St	Dartmouth	B2X 3A5
Bicentennial School	85 Victoria Rd	Dartmouth	B3A 1T9
Caledonia Junior High	38 Caledonia Rd	Dartmouth	B2X 1K8
Cole Harbour District High	2 Chameau Cres	Cole Harbour	B2W 4X4
Dartmouth High	95 Victoria Rd	Dartmouth	B3A 1V2
Ellenvale Junior High	88 Belle Vista Dr	Dartmouth	B2W 2X7
George Bissett Elementary	170 Arklow Dr	Dartmouth	B2W 4R6
Hawthorn Elementary	10 Hawthorne St	Dartmouth	B2Y 2Y3
John Martin Junior High	7 Brule St	Dartmouth	B3A 4G2
Ocean View Elementary	51 Oceanview School Rd	Eastern Passage	B3G 1J3
Prince Andrew High	31 Woodlawn Rd	Dartmouth	B2W 2R7
Seaside Elementary	1881 Caldwell Rd	Eastern Passage	B3G 1J3
Tallahassee Community School	168 Redoubt Way	Eastern Passage	B3G 1M5

REGION 4 (16) VISITS TO COMMENCE MONDAY JULY 11, 9:30 AM AT ASTRAL DRIVE ELEMENTARY, ANTICIPATED DURATION FOR VISITS TO THIS THIS REGION IS THREE DAYS. STARTING POINT FOR SECOND AND SUBSEQUENT DAYS TO BE DETERMINED BASED ON PROGRESS OF PREVIOUS DAY.

HRSB CONTACT: Dennis Burrell - 902-430-2741

EMAIL: dburrell@hrsb.ca

Ash Lee Jefferson Elementary	10 Lockview Rd	Fall River	B2T 1J1
Astral Drive Elementary	236 Astral Dr	Dartmouth	B2V 1B8
Astral Drive Junior High	238 Astral Dr	Dartmouth	B2V 1B8
Auburn Drive High	300 Auburn Dr	Cole Harbour	B2W 6E9
Beaver Bank-Monarch Drive Elementary	38 Monarch Dr	Beaver Bank	B4E 3A5
Bedford and Forsyth Ed Ctr - Bedford Campus	426 Rocky Lake Dr	Bedford	B4A 2T5
Duncan MacMillan High	481 Church Point Rd	Sheet Harbour	B0J 3B0
Eastern Shore District High	35 West Petpeswick Rd	Musquodoboit Harbour	B0J 2L0
Georges P. Vanier Junior High	1410 Fall River Rd	Fall River	B2T 1J1
Graham Creighton Junior High	72 Cherry Brook Rd	Cherry Brook	B2Z 1A8
Harold T. Barrett Junior High	862 Beaver Bank Rd	Beaver Bank	B4G 1A9
Holland Road Elementary	181 Holland Rd	Fletchers Lake	B2T 1A1
Musquodoboit Rural High	11980 Highway 224	Middle Musquodoboit	B0N 1X0
Oyster Pond Academy	10583 Highway 7	Oyster Pond	B0J 1W0
Sheet Harbour Consolidated Elementary	479 Church Point Rd	Sheet Harbour	B0J 3B0
Waverley Memorial	2393 Rocky Lake Drive	Waverley	B2R 1S4