

**ASSOCIATE DIRECTORS' COUNCIL
AGENDA**

Thursday, October 22, 2015

3:00 PM

Office of Angelo Sangiorgio

Executive Offices, 3rd Floor, CEC

80 Sheppard Avenue East

Pages

1. REPORTS FOR REVIEW

1.1 Facilities Services

1.1.a	Mai 2015 004 ProPress Plumbing Staff Training	1 - 3
1.1.b	Mai 2015 005 Maintenance Vehicle Purchase Program 2015 Change Order Report	4 - 6
1.1.c	Ren 2015 004 Precious Blood Exterior Wall Repairs Change Orders	7 - 9
1.1.d	Ren 2015 037 Blessed Mother Teresa Exterior Digital Illuminated Sign Contractor Award	10 - 12
1.1.e	Ren 2015 038 Marshall McLuhan MEDD Kitchen Upgrades Contract Award	13 - 15

1.2 Planning and Development

1.3 Business Services/I.T./Materials Management

2. DISCUSSION ITEMS

2.1	St. Luigi Mandatory Boiler Repair	16 - 21
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REPORT TO

ASSOCIATE DIRECTORS' COUNCIL

PROGRESS PLUMBING STAFF TRAINING

*"I can do all this through Him who gives me strength."
Philippians 4:13 (NIV)*

Created, Draft	First Tabling	Review
October 15, 2015	October 22, 2015	
K. Elgharbawy, Senior Coordinator, Maintenance and Energy Management M. Farrell, Materials Management P. de Cock, Comptroller, Business Services M. Puccetti, Superintendent of Facilities Services		
RECOMMENDATION REPORT		

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.



G. Poole

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

This report recommends that Associate Directors' Council approve that the Senior Coordinator of Maintenance & Energy Management (Khaled Elgharbawy) and a Board plumber (Terry Lundrigan) attend a ProPress training session scheduled at Viega LLC in Boston, USA, on November 23, 2015, at no cost to the Board except for the staff time.

B. BACKGROUND

1. To maintain the Board vision of improving the productivity and adopting new technology, the TCDSB Maintenance department engaged in a new plumbing technology (ProPress) which uses hydraulic cordless press devices with a special fitting to connect copper pipes up to 4" and schedule 40 black iron pipes up to 2". The technology is fully approved by TSSA and ULS. This new technology is designed to improve the quality of the workmanship, reduces the risk of fire, improves work performance and most importantly, will be an excellent tool to handle plumbing emergency situations.
2. The distributor of ProPress in Canada provided a basic training session for these devices to Board staff and Board staff have been using it since.
3. To optimise the use of these devices, we need to fully understand the technology behind the use of these fittings and the optimal method to install and maintain these units in the future.
4. Viega LLC is the main supplier for this technology and has offered Board staff an opportunity to attend an in-class training session on current technologies and new product updates at their main office in Boston, USA. There is a class scheduled for November 23, 2015 for the Senior Coordinator of Maintenance & Energy Management (Khaled Elgharbawy) and Board plumber (Terry Lundrigan). The training session provides an excellent opportunity to understand the optimum use of the new technology and maximize the work quality.
5. The Facilities Services staff attending this important training session will subsequently train other staff members and use this knowledge to fine-tune the Board's overall work quality control.

6. The expected cost for this training is fully funded by Viega LLC.

C. STAFF RECOMMENDATION

That approval be provided for the Senior Coordinator of Maintenance & Energy Management (Khaled Elgharbawy) and a Board plumber (Terry Lundrigan) to attend the ProPress training session scheduled at Viega LLC in Boston, USA, on November 23, 2015, at no cost to the Board except for the staff time.



REPORT TO

ASSOCIATE DIRECTORS' COUNCIL

MAINTENANCE VEHICLE PURCHASE PROGRAM 2015 CHANGE ORDER REPORT

*"I can do all this through Him who gives me strength."
Philippians 4:13 (NIV)*

Created, Draft	First Tabling	Review
October 15, 2015	October 22, 2015	
K. Elgharbawy, Senior Coordinator of Maintenance and Energy Management M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services M. Puccetti, Superintendent of Facilities Services		
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Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

This report recommends that Associate Directors' Council approve the budget increase of \$17,678.07, to supplement the originally approved budget of \$30,000.00, to be used to purchase two (2) new pick-ups from Humberview Trucks.

Funding is available in the Maintenance budget, RF 1251, line 51.

B. PURPOSE

1. To increase the approved budget to replace the two (2) vehicles from the Maintenance fleet in the worst shape with two (2) new pick-up trucks.

C. BACKGROUND

1. On May 27, 2015, Associate Directors' Council approved a budget of \$30,000.00 to purchase two (2) used pick-ups as replacement Maintenance vehicles. *(Mai 2014 017)*
2. The Board issued an RFQ, to prequalified bidders, to purchase two (2) new pick-up trucks.
 - a. On September 1, 2015, a bid response was received from one (1) vendor, Humberview Trucks, for \$23,335.00 per vehicle not including net HST.
 - b. The total cost to purchase two (2) new vehicles is \$47,678.07, including net HST.
3. The table below summarizes the costs and budget availability for the purchase:

Approved Budget (incl. net HST)		\$30,000.00
Total Cost for 2 vehicles (incl. net HST)	\$47,678.07	
Budget Shortfall		-\$17,678.07

4. The budget shortfall of \$17,678.07 is available in Maintenance budget, RF 1251, line 51.

D. STAFF RECOMMENDATION

That a budget increase of \$17,678.07, to supplement the originally approved budget of \$30,000.00, to be used to purchase two (2) new pick-up trucks from Humberview Trucks be approved.

That funding is made available in the Maintenance budget, RF 1251, line 51.



REPORT TO

ASSOCIATE DIRECTORS' COUNCIL

PRECIOUS BLOOD CATHOLIC SCHOOL EXTERIOR WALL REPAIRS CHANGE ORDERS 5 & 6 (WARD 7)

*"I can do all this through Him who gives me strength."
Philippians 4:13 (NIV)*

Created, Draft	First Tabling	Review
October 22, 2015	October 22, 2015	
M. Iafrate, Senior Coordinator, Renewal M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services J. Shain, Superintendent of Learning, Student Achievement and Well-Being M. Puccetti, Superintendent of Facilities Services		
RECOMMENDATION REPORT		

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Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

This report recommends that Associate Directors' Council ratify the action of staff in approving Change Orders #5 and 6 associated with the exterior brick and foundation waterproofing restoration at Precious Blood Catholic School in the amount total of \$13,689.45 (including net HST), payable to Colonial Building Restoration.

This report also recommends that Associate Directors' Council approve exp Services Inc.'s fee increase, to reflect the actual construction cost, including Change Orders #5 and 6, from \$14,007.19 to \$14,479.48 (including net HST) and a Technical Development Allowance reduction from \$35,000.00 to \$18,000.00 (including net HST).

Funding is available from the approved 2014-2016 School Renewal Program, under the School Renewal Grant

B. BACKGROUND

1. On January 22, 2013, the Board approved the 2012-2014 School Renewal Program, which included an approved Project Budget of \$500,000.00 for major exterior and chimney repairs at Precious Blood Catholic School.
2. The TCDSB project identification number is TCDSB.3598.0010
3. On February 25, 2014, Associate Directors' Council approved a contract award to consultant Exp Services Inc. for consulting services for a 3.45% of the final construction cost (*Ren 2013 085*)
4. On September 23, 2014, Associate Directors' Council approved a contract award to Colonial Building Restoration Ltd. in the amount of \$ 327,933.60 (including net HST) (*Ren 2013 194*)
5. On July 14, 2015 Associate Directors' Council approved Change Orders #1, 2, 3, and 4, for total cost of \$78,071.89 (including net HST) (*Ren 2014 166*)
6. Change Order #5: Board staff approved a change in the amount of \$10,481.62 (incl. net HST), payable to Colonial Building Restoration Ltd. for additional masonry wall retrofitting and repairs at second floor west and north elevation. Reason for change: existing site condition worsened over the winter resulting in additional bricks flaking.

7. Change Order #6: Board staff approved a change in the amount of \$3,207.83 (incl. net HST), payable to Colonial Building Restoration Ltd. to conform to a TSSA Notice to relocate the combustible air duct 12' above finished grade. Reason for change: Mandatory compliance for the existing combustible air duct, which not to code, and a health and safety issue in the boiler room.

	Amount	Sub-total	Total
Approved Project Budget			\$500,000.00
Original Tender Cost (incl. net HST)	\$327,933.60		
Approved CO# 1, 2, 3, 4 (incl. net HST)	\$78,071.89		
CO # 5 (incl. net HST)	\$10,481.62		
CO # 6 (incl. net HST)	\$3,207.83	\$419,694.94	
Consultant fees 3.45% (incl. net HST)	\$14,479.48		
Technical Development (incl. net HST)	\$18,000.00	\$32,479.48	
Total Project cost (incl. net HST)			\$452,174.42
Project Balance			\$47,825.58

C. STAFF RECOMMENDATION

1. That the action of staff in authorizing Change Orders #5 and 6, resulting from unforeseen conditions and code compliance, in the amount of \$13,689.45 (including net HST), payable to Colonial Building Restoration, be ratified.
2. That exp Services Inc.'s fee be increased, based on the actual construction cost, including Change Orders #5 and 6, from \$14,007.19 to \$14,479.48 (including net HST) and that the Technical Development Allowance be reduced from \$35,000.00 to \$18,000.00 (including net HST).
3. That funding be made available from the approved 2014-2016 School Renewal Program, under the School Renewal Grant.



REPORT TO

ASSOCIATE DIRECTORS' COUNCIL

BLESSED MOTHER TERESA CATHOLIC SECONDARY SCHOOL EXTERIOR DIGITAL ILLUMINATED SIGN CONTRACT AWARD (WARD 8)

*"I can do all this through Him who gives me strength."
Philippians 4:13 (NIV)*

Created, Draft	First Tabling	Review
October 15, 2015	October 22, 2015	
M. Iafrate, Senior Coordinator, Renewal M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services N. D'Avella, Superintendent of Learning, Student Achievement and Well-Being M. Puccetti, Superintendent of Facilities Services		
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Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

This report recommends award of a construction contract to the lowest compliant bidder Spectra Advertising for the replacement of the exterior sign at Blessed Mother Teresa Catholic Secondary School. The contract value is \$46,800.00 plus net HST of \$1,010.88 for a total of \$47,810.88.

Funding for this project is available in the 2014-2016 School Renewal Plan, under the School Renewal Grant.

B. BACKGROUND

1. In September 2014, the 2014-2016 School Renewal Plan was approved which included exterior site Improvement projects at Blessed Mother Teresa Catholic Secondary School for an approved budget of \$175,000.00. These improvements include replacing the current school sign with a digital illuminated sign. (*Ren 2013 185*)
2. The TCDSB project identification number is TCDSB.3054.0006.
3. In May 2015, Serdika Consulting Inc. was approved to carry out design and project management for new walkways and sign replacement at Blessed Mother Teresa Catholic School for 5.87% plus net HST of the final construction cost. *Ren 2014 067 150313*.
4. On September 18, 2015, tender # Q-003-16 was issued to our three (3) pre-approved sign contractors.
5. On September 19, 2015, bids were received from two (2) contractors as follows:

<u>Contractor</u>	<u>Base Bid (excl. net HST)</u>
Spectra Advertising	\$46,800.00
Everest Signs	\$47,900.00

6. Bids were reviewed by Renewal staff and by Serdika Consulting Inc. who prepared the tender documents for this project and who recommend the lowest compliant bidder, Spectra Advertising.

7. Funds are available in the School Renewal Program as follows:

Approved Budget (incl. net HST)		\$ 175,000.00
Estimated Consult Fee (incl. net HST)	\$ 9,245.50	
Tech. Dev. Fee (incl. net HST)	\$ 6,000.00	
Sign Fee Only (incl. net HST)	\$ 47,810.88	
Project Fees to date(incl. net HST)		\$ 63,056.38
Project Balance (walkways)		\$111,943.62

C. STAFF RECOMMENDATION

1. That a contract for exterior sign replacement at Blessed Mother Teresa Catholic Secondary School be awarded to the lowest compliant bidder Spectra Advertising at a contract value of \$46,800 plus net HST of \$1,010.88 for a total of \$47,810.88.
2. That funds be made available in the School Renewal Program, under the School Renewal Grant.
3. That the budget balance remain in place to cover the cost of the walkways replacement to be executed during the summer of 2016.



REPORT TO

ASSOCIATE DIRECTORS' COUNCIL

MARSHALL MCLUHAN CATHOLIC SECONDARY SCHOOL MEDD KITCHEN UPGRADES CONTRACT AWARD (WARD 5)

*"I can do all this through Him who gives me strength."
Philippians 4:13 (NIV)*

Created, Draft	First Tabling	Review
October 15, 2015	October 22, 2015	
M. Iafrate, Senior Coordinator, Renewal M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services J. Shain, Superintendent of Learning, Student Achievement and Well-Being M. Puccetti, Superintendent of Facilities Services		
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G. Poole

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

This report recommends award of a construction contract to the lowest compliant bidder, Kara Consultants Ltd, for renovations to the MEDD room at Marshall McLuhan Catholic Secondary School, in the amount of \$29,000.00, plus net HST of \$626.40, for a total of \$29,626.40.

Funding for this project is available in the 2014-2016 School Renewal Plan, under the School Renewal Grant.

B. BACKGROUND

1. In September 2014, the 2014-2016 School Renewal Plan was approved which included an interior renovation to the Life Skills program at Marshall McLuhan Catholic Secondary School for an approved budget of \$35,000.00 (including net HST). *(Ren 2013 185)*
2. The TCDSB project identification number is TCDSB 5893.0022
3. In May, 2015 Larkin Architect Ltd. was approved to carry out design and project management of the required renovations for a fee of 15% of the final construction cost. *(Ren 2014 071)*
4. On August 24, 2015, tender #P-085-15 was issued to our twenty-five (25) pre-approved contractors via Biddingo. On September 01, 2015, eight (8) contractors attended the mandatory site visit.
5. On September 15, 2015 bids were received from three (3) contractors as follows:

<u>Contractor</u>	<u>Base Bid</u> (excl. net HST)
Kara Consultants Ltd.	\$29,000.00
Martinway Construction	\$45,000.00
HNConstruction	\$46,910.00

6. Bids were reviewed by Renewal staff and by Larkin Architect Ltd. who prepared the tender documents for this project and who recommend the lowest compliant bidder, Kara Consultants Ltd.

7. Funding for this project is available as follows in the 2014-2016 School Renewal Program:

Approved Budget (incl. net HST)		\$ 35,000.00
Construction Cost (incl. net HST)	\$ 29,626.40	
Estimated Consult Fee (incl net HST)	\$ 4,443.96	
Tech. Dev. Fee (incl. net HST)	\$ 1,941.00	
Project Fees to date (incl. net HST)		\$ 36,011.36
Project Shortfall		(\$1,011.36)

C. STAFF RECOMMENDATION

1. That a contract for renovations to the MEDD room at Marshall McLuhan Catholic Secondary School be awarded to Kara Consultants Ltd for \$29,000.00 plus net HST of \$626.40 for a total of \$29,626.40.
2. That the consultant's fee, which was approved at 15% of the final construction cost, be adjusted to \$4,443.96.
3. That the project budget be increased to \$36,011.36 to account for a budget shortfall of \$1,011.36.
4. That funding for this project be made available in the 2014-2016 School Renewal Plan, under the School Renewal Grant.

Ryhorski, Colleen (Facilities)

From: Puccetti, Maia (Facilities)
Sent: Thursday, October 15, 2015 3:10 PM
To: Conforti, Tony (Capital Development); Elgharbawy, Khaled (Facilities Man-E/Y); Iafrate, Morris (Capital Development); Gallagher, Lisa (Strategic Support); Ryhorski, Colleen (Facilities)
Cc: Sanza, Teresa (Business Services)
Subject: FW: St. Luigi Mandatory Boiler Repairs
Attachments: Bid Summary.xls

Importance: High

Tony – Khaled and Morris - Please review and provide a recommendation – should we proceed? This is the cost to remove asbestos & do repairs. You can ask Michael to provide more info about the boiler repairs. If we should proceed, I am not sure we can cover this from Renewal as it is a repair – although it will extend the life of the asset.

Colleen – please add this email to the next ADC meeting.

Lisa – I often miss these emails from Michael – is there any way you could be the min point of contact and then send the emails to Morris, Khaled , Tony and myself for info – next steps form our side of things.

Thanks

Maia Puccetti, M.Arch., OAA
Superintendent of Facilities Services
Toronto Catholic District School Board
416 222-8282 ext 2341

From: Tenenbaum, Michael [mailto:MTenenbaum.tlc@tdsb.on.ca]
Sent: Friday, September 18, 2015 11:31 AM
To: Puccetti, Maia (Facilities); Erickson, Gerald (Strategic Support)
Cc: Conforti, Tony (Capital Development); Campoli, Sergio; Jay, Laurence; Robinson, Jim; Colquhoun, Hugh
Subject: RE: St. Luigi Mandatory Boiler Repairs

After much delay (and oversight?) we have adjusted the budget for the mandatory boiler work required at Perth / St. Luigi.

This work must be approved / start as soon as possible to ensure there is at least 1 boiler available for the start of the heating and 2 boilers available for the coldest days. Subject to the revised budget below, please approve your share (i.e. \$26,620 + applicable taxes) as soon as possible (nothing new, right?).

Boiler Asbestos Removal and Tube Replacement		Notes
Asbestos Removal Low Tender	\$18,900.00	
OT Caretaking	\$2,000.00	
Consultant	\$2,500.00	
Replacement of Leaking Tubes	\$7,500.00	Boiler #2
Rebuilding Boiler Refractory	\$33,400.00	*Boiler #1 (see detail below)
Subtotal	\$64,300.00	
Contingency @ 15%	\$9,645.00	
Total Budget Before Taxes	\$73,945.00	
Cost Allocation (before taxes)		
TDSB @ 64%	\$47,324.80	
TCDsB @ 36%	\$26,620.20	

Notes:

Refractory Detail	Boiler #1
Bricklayers	\$14,000
Boilermakers	\$7,800
Sheetmetal	\$1,600
Combustion	\$4,000
Subtotal	\$27,400
Material	\$5,000
Crane	\$1,000
Total	\$33,400

Thanks,

Michael

Manager, Property Management and Leasing Administration

Toronto Lands Corporation

a wholly owned subsidiary of the the Toronto District School Board

60 St. Clair Avenue East
Suite 201
Toronto, Ontario
M4T 1N5

Bus. Phone: (416)393-0631

Cellular: (416) 729-6262

Fax: (416-) 393-9928

Email: mtenenbaum.tlc@tdsb.on.ca

From: Tenenbaum, Michael

Sent: February-19-15 11:48 AM

To: Puccetti, Maia (Facilities) (Maia.Puccetti@tdsb.org); Erickson, Gerald (Strategic Support)
Cc: 'Conforti, Tony (Capital Development)'; Campoli, Sergio
Subject: RE: Perth Ave Junior Public School, Abatement

I apologize but the budget below should have also included an amount for the new refractory. I will revise and re-send in due course.

Regards,

Michael

Bus. Phone: (416)393-0631
Cellular: (416) 729-6262
Fax: (416-) 393-9928
Email: mtenenbaum.tlc@tdsb.on.ca

From: Tenenbaum, Michael
Sent: February-19-15 7:58 AM
To: Puccetti, Maia (Facilities) (Maia.Puccetti@tdsb.org); Erickson, Gerald (Strategic Support)
Cc: Conforti, Tony (Capital Development); Campoli, Sergio
Subject: FW: Perth Ave Junior Public School, Abatement

The refractory of the #1 Boiler at Perth/St. Luigi requires asbestos removal. Until this asbestos has been removed the boiler has been shut down. The project has been tendered. See summary results attached. Below is the current project budget.

Cost Component	
Low Bid	\$18,900.00
OT Caretaking	\$2,000.00
Consultant	\$2,500.00
Contingency (15%)	\$2,835.00
Total Budget	\$26,235.00
TDSB Share Before Tax @ 64%	\$16,790.40
TCDSB Share Before Tax @ 36%	\$9,444.60

Please approve the project/your share.

In addition the #2 Boiler is leaking and will require repair. We are unable to confirm until they take the boiler apart but will let you know in due course. If you have any questions, please let me know.

Regards,

Michael

Manager, Property Management and Leasing Administration

Toronto Lands Corporation

a wholly owned subsidiary of the the Toronto District School Board

60 St. Clair Avenue East
Suite 201

Toronto, Ontario
M4T 1N5

Bus. Phone: (416)393-0631
Cellular: (416) 729-6262
Fax: (416-) 393-9928
Email: mtenenbaum.tlc@tdsb.on.ca

From: Mansur, Faris
Sent: Monday, October 27, 2014 4:45 PM
To: Woodliffe, Alan
Cc: Stoughton, Melanie; Nicoloff, Chris; Colquhoun, Hugh; Campoli, Sergio
Subject: FW: Perth Ave Junior Public School, Abatement

Alan, Sergio Campoli is the Project Supervisor for this project.
Thanks

Faris Mansur, *P.Eng. M.Sc.*
Acting Senior Manager
Construction & Project Management
Facility Services
Tel. (416) 395-4557
Fax (416) 395-4509

From: Woodliffe, Alan
Sent: October-27-14 4:01 PM
To: Mansur, Faris
Cc: Stoughton, Melanie; Nicoloff, Chris; Colquhoun, Hugh
Subject: FW: Perth Ave Junior Public School, Abatement

Faris,

Please assign a project supervisor to oversee the Type 3 Asbestos abatement of the boiler #1 refractory within the Boiler Room at Perth Ave Jr PS and request emergency funding and a TR#.

Thank you,

Alan Woodliffe, P. Eng., OCT
Environmental Coordinator
Facility Operations
Toronto District School Board
15 Oakburn Crescent, Toronto, ON M2N 2T5
Tel: (416) 395-4584
Fax: (416) 395-4509
E-mail: alan.woodliffe@tdsb.on.ca

From: Colquhoun, Hugh
Sent: October-27-14 2:33 PM
To: Woodliffe, Alan
Subject: FW: Perth Ave Junior Public School, Abatement

For Your Records

From: Nicoloff, Chris
Sent: October-27-14 2:14 PM
To: Colquhoun, Hugh
Subject: Perth Ave Junior Public School, Abatement

Hi Hugh

Please see the attached quotes received and Bid Summary for Perth Ave.

Envirosafe is the low bidder.

*Chris Nicoloff
Contract Specialist
Facility Contract Services
The Toronto District School Board
15 Oakburn Crescent
North York ON M2N 2T5
Tel 416 395-4578
Fax 416 204-5467
chris.nicoloff@tdsb.on.ca*

Perth Ave Junior Public School, Abatement
Closing Date: October 27, 2014

Company	Base Bid Price
Highpoint	\$ 22,500.00
Envirosafe	\$ 18,900.00
Abbott	\$ 20,900.00
Inscan	\$ 19,984.00

Opened by: Chris Nicoloff