



# Staff Report

## Community Services

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**Report To:** Council  
**Meeting Date:** October 17, 2016  
**Report Number:** CSPW.16.140  
**Subject:** Contract for Mould Remediation  
**Prepared by:** Aaron McMullen, Facility Manager/Building Maintenance Coordinator  
Ryan Gibbons, Manager of Cemetery/Harbour/Building Maintenance Coordinator

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### A. Recommendations

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THAT Council receive Staff Report CSPW.16.140 entitled "Contract for Mould Remediation";

AND THAT Council authorize the CAO and Manager of Purchasing and Risk Management to execute a contract with the awarded vendor based on the recommendation of the Tender Proposal Award Committee, comprised of the CAO, Director of Finance and IT Services and Manager of Purchasing and Risk Management should the low tender exceed \$100,000.

### B. Overview

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This report outlines the timeline currently in place for pre-qualifying mould abatement contractors for the interior remediation at the L.E. Shore Memorial Library and explains the time constraints that require an expedited process.

### C. Background

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During the roof replacement scheduling process, Staff have tried to keep as tight a timeline as possible to alleviate the operating pressures on Library services and provide as early of a re-open date of the L.E. Shore Library as possible.

The request for pre-qualification for a mould abatement contractor will allow Staff to have a qualified contractor available if any remediation works are required when the roof materials have been removed. The prequalification process provides the Town with a list of qualified contractors to remediate any mould issues found through the investigation process by Robert Stellar of Breathing Easy.

Prequalified contractors will be provided the specifications, if any, in a tender format for return within one week of notification.

Issuance of Request for Pre-Qualification	Wednesday, October 5, 2016
Deadline for PQ Questions	Thursday, October 13, 2016
Submission of PQ by Contractors	Thursday, October 20, 2016
Selection of Qualified Contractors	Thursday, October 20, 2016
Circulation of Tender Documents to Qualified Contractors	Friday, October 21, 2016
Deadline for Tender Questions	Tuesday, October 25, 2016
Tender Close	Friday, October 28, 2016
Award of Tender	Friday, October 28, 2016
Contract commences	Week of November 1, 2016
Project Completion	November 11, 2016

#### **D. Analysis**

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As there are significant time constraints and the extent of the remediation is unknown, Staff are requesting permission to delegate authority to the Tender Proposal Award Committee to award the contract should the low tender exceed \$100,000. Permission is also requested to authorize the CAO and Manager of Purchasing and Risk Management to execute the contract with the awarded contractor.

#### **E. The Blue Mountains Strategic Plan**

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- Goal #1: Create Opportunities for Sustainability
- Goal #2: Engage Our Communities & Partners
- Goal #5: Ensure Our Infrastructure is Sustainable

#### **F. Environmental Impacts**

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All effort will be made to ensure that the work completed is performed using best practices for protection of the environment. HEPA air filtration will be used within the containment area for the air quality investigation and remediation.

## **G. Financial Impact**

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At this time, costs are unknown and can vary with the amount of remediation required; once final costs are known staff will bring back a report to Council for funding approval.

## **H. In consultation with**

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Shawn Everitt, Director of Community Services

Serena Wilgress, Manager of Purchasing and Risk Management

Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets

## **I. Attached**

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None

Respectfully submitted,

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Aaron McMullen  
Facility Manager/Building Maintenance Coordinator

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Ryan Gibbons  
Manager of Cemetery /  
Harbour / Building  
Maintenance Coordinator

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Shawn Everitt  
Director of Community Services

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