

Our Lady of Fatima Education Committee Extraordinary Meeting
Minutes for June 9th, 2009

Present: Dave Henry, Fernando Vicente, Dan Smith, Maria Anzulovich, Tim Provenzano, Father Tepoorten.

Recorder: Fernando Vicente

Meeting called to order at 7:10 pm.

1.0 Opening prayer by Father Tepoorten.

2.0 Review of Janitorial Quotes

- Janitorial companies were provided a listing of Our Lady of Fatima's cleaning requirements and submitted bids, based on that list, for a janitorial contract.
- In reviewing the quotes, Ridgeway Maintenance came in at a considerably higher price than the other two companies.
- Janicorp came in at the lowest price. There was some concern regarding Janicorp as they do not have many contracts with other Catholic schools. Would they understand all the janitorial needs of an elementary school, particularly ours? Their references checked out good.
- WestCoast Building Maintenance came in slightly higher than Janicorp. They have contracts with Holy Cross Secondary and Queen of All Saints. Their references also checked out good. They've held a contract with Holy Cross for about 20 years. When called as a reference, Father Tran at Queen of All Saints said that WestCoast addresses problems if any are pointed out.
- There was some desire to bring the price down a bit from the quotes. In order to bring down the price, a suggestion was made to remove some of the monthly or annually cleaning tasks that weren't as necessary or could be done via parent participation.
- Dave moved that the sub-committee accepts the proposal by WestCoast Building Maintenance as our janitors for the upcoming year. Tim seconded and all in favour.
- Dave moved that the sub-committee re-negotiates the price with WestCoast Building Maintenance by removing the refinishing of the gym floors and power washing under the summer schedule. Dan seconded and all in favour.
- Fernando will call Albert from WestCoast Building Maintenance to renegotiate the pricing.
- It will be specified that this will be a 12 month contract. Once we get the contract in writing with the new price, we will be recommending it to the committee. Fernando will request to have the revised price by Thursday's meeting.
- After we've received the new price, we need to determine how soon they can start.

3.0 Review of Painting Quotes

- Some time was spent reviewing the quotes that were submitted for the painting.

- Chroma Decorating came in with the most attractively priced quote at approximately \$18,000.
- M&L Painting Ltd. and Korda Bros. Decorating submitted quotes that were considerably higher in cost.
- A suggestion was made that perhaps we may be able to also paint the gym & stairwells in the Fatima Center. Dan will get an additional quote from Chroma Decorating for those areas as well as the stair risers in the main school building.
- Dan will follow up and get references from Chroma Decorating.

4.0 Review of Flooring Quotes

- The quotes that were submitted for the flooring were also reviewed.
- There was some wording that was unclear in the Cut 'n Tuc flooring quote around what services were included. Dan will follow up to clarify.
- One of the questions asked was if they can come in early in the summer.
- The Cut 'n Tuc quote for the first floor in the main school building came in at approximately \$24,000.
- Some items were identified for clarification and follow-up.
 - o When are they available?
 - o Will they move furniture in and out of the classrooms?
 - o Get an additional quote for the stair treads at the rear of the building.
 - o Tim will follow up with Scott to clarify.
- There was discussion about how to deal with any immediate issues that may arise during the summer projects. Father will speak to Jack regarding being first call in the summer.
- Cut 'n Tuc was the company selected as the best to do the work dependent on clarification of the above issues. After clarifying the above items and, assuming that there are no problems with any of the points, we will recommend Cut 'n Tuc on Thursday.

5.0 Closing Prayer by Father Tepoorten

Meeting adjourned at 9:33 pm.

Next meeting: Wednesday June 11th, 2009 at 7pm in the School Staff Room.