



DATE: June 13th, 2017

SUBJECT: Moving Furniture and Equipment from St Paul School - Timmins

NCDSB is looking at proposal submissions from interested parties who would be interested in providing moving services at 387 Balsam St. North as per the following:

The interested parties would be required to include in the proposal the following:

- 1- Hourly rate for movers
- 2- Moving equipment cost per day
- 3- Number of staff available

Movers must provide all necessary equipment for moving (blankets, dollies etc.)

Mover must carry \$2,000,000 General Liability Insurance and WSIB Certificate of good standing.

Schedule:

We are looking at moving furniture from the site between July 4th to 14th. The furniture and equipment will be labelled to indicate if it is moving to the on site storage container or Sacred Heart School, 401 Cedar St South or O’Gorman Intermediate Catholic School, 490 Maclean Drive.

Proposal must be received by June 22nd, 2017 by Email to dhorton@ncdsb.on.ca

If you have any questions as to the content of this memo, please contact the undersigned.

David Horton
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DH/dh