



April 10, 2014

Corporate Services Committee  
The Corporation of the City of London  
300 Dufferin Ave.  
London, ON N6A 4L9

**Re: Required Expenditure for HVAC Unit**

Please be advised that the management of Covent Garden Market are proceeding with the replacement of one of the roof-top heating - air conditioning units at the Market. Our HVAC contractor has strongly recommended that it be replaced before this summer because they cannot guarantee that they can keep it running. Its performance put a greater demand on the other units last summer, which increased our hydro usage. This expenditure has been approved by our Board of Directors and was included in our 2014 Business Plan.

We anticipate an approximate cost of \$50,000. A quote from our HVAC contractor, Pro Tech Mechanical, and a purchase order for the work are attached. We are seeking authorization from Municipal Council to cover this expenditure from our reserves. This project should be completed in May 2014.

If you require any further information, please contact me at the Market office or by e-mail at [rwalters@coventmarket.com](mailto:rwalters@coventmarket.com).

Yours truly,

A handwritten signature in blue ink, appearing to read 'Rick Walters', is written over a light blue horizontal line.

Rick Walters  
Finance Manager  
Covent Garden Market Corporation