

## **Comprehensive HVAC Maintenance Services – Award of Contract**

<b>Date:</b>	July 26, 2011
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### **SUMMARY**

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To request Toronto Public Library Board approval to award the contract for Comprehensive Heating, Ventilation and Air Conditioning (HVAC) maintenance services, as per the Toronto Public Library's request for proposal (RFP) for Comprehensive HVAC Maintenance Services, Document TPL 14/2011.

It is recommended that the contract for Comprehensive HVAC Maintenance Services for the Toronto Public Library be awarded to Ainsworth Incorporated having achieved the highest total score in the evaluation. The award is for a two-year period, August 1, 2011 to July 31, 2013.

### **RECOMMENDATIONS**

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**The City Librarian recommends that the Toronto Public Library Board:**

1. awards the contract to Ainsworth Incorporated for a two-year period: August 1, 2011 to July 31, 2012 at a cost of \$367,879.00 and August 1, 2012 to July 31, 2013 at a cost of \$372,011.00 [excluding the Harmonized Sales Tax (HST)]; and
2. authorizes and directs the appropriate Library staff to take the necessary action to give effect thereto.

### **FINANCIAL IMPACT**

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The award of this contract to Ainsworth Inc. for \$367,879.00 in the first year represents a \$22,083.00 (6%) increase over the previous three-year contracts and has been provided in the 2011 budget. The 2010 cost for HVAC maintenance was \$270,511.00 and the cost for chiller maintenance and water treatment was \$75,285.00. The first-year total of \$367,879.00 for the new contract, which combines the three services, represents a 6% increase over the previous year.

The Director, Finance and Treasurer has reviewed this financial impact statement and is in agreement with it.

## **ISSUE BACKGROUND**

The decision to combine the HVAC, chiller and water treatment services in a comprehensive contract will result in noticeable service improvement and a coordinated program of preventative maintenance. The proponent is responsible for all parts and labour replacement costs and this level of preventative maintenance also provides:

- optimal running time of equipment with a minimum frequency of equipment down time which, in turn, provides a comfortable environment for patrons and staff;
- extended equipment life, which reduces frequency of replacement, and thereby the impact on TPL's capital budget; and
- a cleaner environment. An efficient preventative maintenance program will identify refrigerant leaks at a very early stage, and prevent harmful refrigerant gases escaping into the environment.

## **COMMENTS**

On April 26, 2011, an advertisement was placed in the Toronto Star for HVAC Contractors interested in responding to the RFP on TPL's Comprehensive HVAC Maintenance Services.

On June 16, 2011, TPL received proposals from four (4) of twelve (12) HVAC Contractors who had expressed an interest in responding to the RFP. The proposals were evaluated based on criteria listed in the RFP: qualifications, capability, references and cost.

The proposal submitted by the recommended proponent, Ainsworth Inc., has been reviewed by TPL staff and was found to be in conformance with the RFP requirements and achieved the highest total score in the evaluation.

Library staff recommends that the Board award the contract to Ainsworth Incorporated for a two-year period: August 1, 2011 to July 31, 2012 at a cost of \$367,879.00 and August 1, 2012 to July 31, 2013 at a cost of \$372,011.00 [excluding the Harmonized Sales Tax (HST)].

## **CONTACT**

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## **SIGNATURE**

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Jane Pyper  
City Librarian