

North York Central Library Elevator Modernization – Award of Tender

Date:	January 19 , 2015
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

To request Toronto Public Library Board approval to employ the services of an Elevator Modernization Contractor for the modernization of the four existing elevators at North York Central Library, as per Toronto Public Library's (TPL's) drawings and specifications.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. awards the contract to the lowest bidder, Cantech Elevators Inc., for the modernization of the four existing elevators at North York Central Library, at a cost of \$731,500, which includes a contingency of \$66,500 [excluding Harmonized Sales Tax (HST)]; and
2. authorizes and directs the appropriate Library staff to take the necessary action to give effect thereto.

FINANCIAL IMPACT

The total amount of \$731,500 (excluding HST), which is made up of the tender amount of \$665,000 plus the contingency of \$66,500, is part of the TPL's approved capital budget for the Multi-branch Renovation Program (SOGP).

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

COMMENTS

The project consists of the modernization of the four existing elevators at North York Central Library. The elevator equipment has been in service since the Library opened in 1987 and is

beyond life expectancy. The elevators shut down frequently due to failures in the old/existing relay control panels. The controls are obsolete and replacement parts are no longer produced. There are complaints about poor floor leveling and elevators not always stopping at the right floors. Person entrapment occurs on a frequent basis. The elevator cars do not meet all the accessibility requirements. As a result, the numerous problems associated with the age of the equipment is disrupting public service.

Vertical Transportation Engineering for the project

Ayling Consulting Services Inc. was hired to provide Vertical Transportation engineering services for the North York Central Library project on July 31, 2014, through a competitive request for quotation (RFQ) process.

Pre-qualification of Elevator Modernization contractors

The pre-qualification process precedes the call for tender where the nature and complexity of the work involved warrants the effort to pre-select the most experienced and qualified Elevator Modernization contractors. On August 18, 2014, an advertisement was placed in the Daily Commercial News for Elevator Modernization contractors interested in bidding on this project.

Elevator Modernization contractors interested in being pre-qualified to bid on the project had to submit the following:

- Completed CCA Document no. 11, Contractor's Qualification Statement (a standard form for obtaining information on capacity, skill and experience of contractors bidding on Construction projects).

A total of one submission was received from Vertical Motion Inc. In addition to the one submission, Ayling Consulting Services Inc. recommended six additional Elevator Modernization Contractors that are fully qualified to perform the modernization scope of work. A total of seven Elevator Modernization Contractors were asked to participate in the tender process.

Call for Tenders

A Call for Tenders is used to obtain bids for construction, whenever the requirements can be precisely defined and the expectation is that the lowest bid meeting the requirements specified in the Call will be accepted. On December 5, 2014, the Call for Tenders was issued to the seven pre-qualified bidders. The bid documents, prepared by the Engineers, were supplied to all pre-qualified bidders. All bidders had to attend a mandatory information meeting on December 9, 2014. The bid documents comprised the following documents:

- list of pre-qualified bidders;
- instruction to bidders;
- available project information;
- stipulated price bid form;

- unit prices bid form supplement;
- alternative prices bid form supplement;
- list of subcontractors bid form supplement;
- addenda issued prior to bid closing time;
- agreement between owner and contractor;
- definitions given in the agreement;
- general conditions of the agreement;
- amendments to the agreement;
- specifications as listed in the project manual for this project;
- schedules as listed in the project manual and as listed in the list of drawings;
- drawings as listed in the list of drawings.

On December 22, 2014, the TPL received tenders from two of the pre-qualified Elevator Modernization Contractors. The Engineers and Library staff analysed the two bids, to ensure that all requirements were met:

- pre-qualified bidder;
- attended mandatory meeting;
- submitted a hard copy of the bid in a sealed envelope, which included:
 - a bid bond form, for 10% of bid price, valid for 120 days;
 - an agreement to bond issued by bonding company (performance and labour & material bond);
 - unconditional bid;
 - completed & sealed stipulated price bid form;
 - acknowledges all addenda issued as part of the call for tenders;
 - completed & dated unit prices bid form supplement;
 - completed & dated alternative prices bid form supplement;
 - completed & dated list of subcontractors bid form supplement;
 - confirmation of pre-qualified subcontractors, where required.

Award of tender recommendation

The recommended bidder is Cantech Elevators Inc., with a bid of \$665,000. A contingency of 10% of the tender, or \$66,500, for any unforeseen items, has been added to the award, but will be negotiated with Cantech Elevators Inc., as appropriate.

For the recommended contract award, the following requirements have been met:

1. The bidder recommended for award, is the lowest bidder, meeting all tender requirements, and was the lowest bid received;
2. The Director, Finance and Treasurer agrees with the financial impact information;
3. Library staff have reviewed the submission and found the price to be reasonable and within the available budget;
4. The tender process was conducted in accordance with the Board's Procurement Policy, including a public call for pre-qualification of Elevator Modernization

contractors, a tender process in accordance with instructions to the bidders and a public opening of bids.

The references were checked by the Engineer and were satisfactory.

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SIGNATURE

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