



## STAFF REPORT ACTION REQUIRED

### Parkdale Branch – Award of Tender

<b>Date:</b>	March 25, 2019
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### SUMMARY

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The purpose of this report is to request Toronto Public Library (TPL) Board approval to employ the services of a General Contractor for the minor interior renovation of Parkdale Branch, as per TPL's drawings and specifications. Closure of the branch for approximately three (3) months was approved at the February 25, 2019 Board meeting.

### RECOMMENDATIONS

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

1. awards the contract to the lowest bidder, BDA Inc., for the interior renovation of Parkdale Branch, at a cost of \$500,170 which includes a contingency of \$45,470 [excluding Harmonized Sales Tax (HST)].

### FINANCIAL IMPACT

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The contract award of \$500,170 is made up of the tender amount of \$454,700 plus a contingency of \$45,470 (excluding HST), funded from the approved Multi-Branch Renovation Program (SOGR) capital budget.

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

### DECISION HISTORY

At its meeting on February 25, 2019 the Toronto Public Library Board approved the *Parkdale Branch – Closure for Minor Renovation* report, including a recommendation to close the branch for approximately three (3) months. The report also provided details on the alternate service plan: <https://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2019/feb25/17-parkdale-branch-closure-for-minor-renovation.pdf>

At its meeting on March 7, 2019, City Council approved the Toronto Public Library capital budget through item EX2.5 (246) that included \$5.712 million gross for the Multi Branch Renovation Program (SOGP) capital project:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2019.EX2.5>

## **COMMENTS**

The project is a minor renovation that will facilitate better access to the music lending library making it easier for staff and the public to access the collection. The renovation will also improve the layout by providing customers with better access to computers and creating better sightlines throughout the branch. The renovation will include the following:

- Relocating the Music Instrument Lending library to a more prominent location with better display opportunities on the main floor of the branch;
- Reconfiguration of the adult computer area to allow customers more space per workstation;
- Lower shelving to improve sightlines and introduce flexibility to the branch;
- Addition of laptop bars that overlook Queen Street and include access to electricity;
- Additional public seating in the urban living room;
- Replace carpet throughout the branch as it is badly worn and stained;
- Replacing some of the existing study tables with furniture;
- Replacing the service desk with one that is more efficient and will improve staff health and safety.

### **Award of Tender Recommendation**

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. Library staff have reviewed the submission and found the price to be reasonable in relation to the complexity of the project;
3. The tender process included the use of pre-qualified general contractors, in accordance with the instructions to bidders;
4. Written acceptance by the general contractor and the subcontractors that they will comply with the City's Fair Wage Policy.

The recommended bidder has successfully completed a number of Toronto Public Library projects, including the Steeles, Humber Summit and Runnymede branches as well as Beeton Hall at the Toronto Reference Library. The references were checked by the architect and were satisfactory.

Closure information is currently posted in the branch and will be on the Toronto Public Library website. Customers with Parkdale branch as a home location will be notified of the temporary branch closure through e-mail blasts or automated telephone calls.

## **CONTACT**

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## **SIGNATURE**

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Vickery Bowles  
City Librarian

## **ATTACHMENTS**

Attachment 1: Background: Procurement Process Parkdale Library – Award of Tender

## **Background: Procurement Process Parkdale Branch – Award of Tender**

### **Architects for the Project**

Paul Dacuhna Architect was hired to provide architectural services for the renovation of the existing Parkdale branch in July 2018.

### **Prequalified General 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 General Contractors. Six (6) of the most experienced and proved General Contractors were pre-qualified to bid on the project. Six (6) attended the mandatory site meeting at Parkdale branch on February 20, 2019.

### **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 February 14, 2019, the Call for Tenders was issued to the six pre-qualified bidders. The bid documents, prepared by the architects, were supplied to all prequalified bidders. All bidders had to attend a mandatory information meeting on February 20, 2019. The bid documents comprised the following documents:

- List of Prequalified 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 February 28, 2019, TPL received tenders from six of the pre-qualified General Contractors. The Architects and Library staff analyzed the three lowest bids (three in case the lowest bid did not meet all requirements) to ensure that all requirements were met:

- Pre-qualified bidder;
- Attended mandatory meeting;
- Submitted a copy of the bid electronically, through bonfire, which included:

- 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.