

HVAC & Chiller Maintenance Service - Award of Contract

Date:	March 28, 2022
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to seek Toronto Public Library Board approval to award a contract to Smith & Long Mechanical Ltd for HVAC & Chiller Maintenance services.

The term of the contract is one year, June 1, 2022 to May 31, 2023, and is the first option year of a contract originally awarded in April 2019 but requires additional approval due to an increased value to the contract due to upgrades made to the HVAC air filters and increases to the frequency of filter changes. The value of the contract is \$1,322,023 [excluding Harmonized Sales Tax (HST)] and requires Board approval.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. awards a contract to Smith & Long Mechanical Ltd. for the period of June 1, 2022 to May 31, 2023 for a total commitment value of \$1,322,023 (excluding HST) for Comprehensive HVAC & Chiller maintenance services.

FINANCIAL IMPACT

The total commitment for Comprehensive HVAC & Chiller maintenance service for the period of June 1, 2022 to May 31, 2023 is estimated to be \$1,322,023 comprised of:

- the annual base contract cost of \$699,547, excluding Harmonized Sales Tax (HST), and
- the additional cost for Comprehensive HVAC & Chiller maintenance of \$622,476, excluding HST, comprised of:
 - \$126,210 cost for upgrade from MERV 8 to MERV 13 filters with same frequency of service as prior years, and

- \$496,266 for increases to service level (monthly from bi-monthly for most branches) including cost of MERV 13 & labour.

For fiscal 2022, there is an additional cost of \$363,111 and this is included in the approved 2022 operating budget.

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

DECISION HISTORY

At its meeting on April 29, 2019, the Toronto Public Library Board approved the [award of contract to Smith & Long Mechanical Ltd.](#) for a three-year contract, with two optional one-year renewals at the sole discretion of the City Librarian.

At its meeting on September 27, 2022 the Toronto Public Library Board was informed of the change to upgraded HVAC air filters from MERV 8 to MERV 13 and the increased the frequency of filter changes for the period up to May 2022 that was [awarded through extended authority of the City Librarian](#) during the summer of 2021.

COMMENTS

As reported to the Board at the September 27, 2022 meeting, Toronto Public Library (TPL) staff have worked with Smith & Long to assess what changes could be made to branch HVAC systems to maximize air filtration and help minimize the spread of COVID-19 in interior spaces.

Information was gathered from: City and Provincial reopening guidelines; OCLC Realm (Re-Opening Archives, Libraries, and Museums) research and recommendations; HVAC industry research; and costs, benefits, and outcomes of different HVAC technologies implemented by Smith & Long's customers. The conclusion reached was that upgrading filters from MERV 8 to MERV 13 and increasing the frequency of filter changes was the optimal solution for reducing virus transmission while maintaining HVAC and building systems performance.

The increase to the filtration from MERV 8 to MERV 13 filters was adapted across many industries. The MERV 13 filters capture particles at a higher rate and as a result, requires more frequent filter replacements (monthly from every other month) in order to maintain HVAC equipment in good working standards.

TPL staff will continue to work with its service provider Smith & Long to monitor the use of the filters and its services.

While the City Librarian was delegated authority to renew the optional years of the contract, the value of the first renewal year was \$699,547. With the additional of the requirement for new MERV filters and more frequent replacement, the value of contact for the first renewal year is now \$1,322,023 and requires Board approval.

CONCLUSION

The award of the contract for HVAC & Chiller Maintenance Service with upgraded MERV 13 filters and increased frequency of filter changes is a key element in maintaining healthy interior library spaces.

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SIGNATURE

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