

Library Furniture – Award of Contract

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

SUMMARY

The purpose of this report is to seek Toronto Public Library Board approval for an award of contract to POI Business Interiors (POI) for the supply and installation of specific library furniture. Utilizing the Ontario Education Collaborative Marketplace (OECM) contract, Toronto Public Library (TPL) is able to source Steelcase furniture from POI Business Interiors to support branch renovations and expansions.

The total value of the commitment with POI Business Interiors is approximately \$3 million, excluding Harmonized Sales Tax (HST), over three years, January 2022 to December 2024.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves an award of contract to POI Business Interiors for the supply and installation of Steelcase furniture over three years, January 2022 to December 2024, for a value of approximately \$3 million, excluding HST.

FINANCIAL IMPACT

The budget for library furniture, required as part of most branch renovation and expansion projects, is included in various capital projects in the approved 2022 – 2031 capital budget and plan. The total expenditure with POI Business Interiors during the proposed three-year period from January 2022 to December 2024 is approximately \$3 million, excluding HST, for approximately nine capital projects.

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

ALIGNMENT WITH STRATEGIC PLAN

The supply and installation of furniture in the branches helps to achieve various strategic plan priorities and goals including:

- Creating in-branch environments that connect neighbourhoods and communities, offering opportunities for partnerships, civic engagement and re space; Advancing State of Good Repair projects to provide welcoming, well-maintained and efficient public space.

EQUITY IMPACT STATEMENT

The supply and installation of public area furniture as part of capital projects will improve the ability of the Library to provide existing and new services to all customers.

ISSUE BACKGROUND

Some new furniture for public and staff spaces is a requirement for nearly all building capital projects and funding is included in the project budgets.

TPL obtains pricing for furniture through a competitive bid process when feasible. Recent consolidation of local distributors and changes to distributors' service delivery practices often results in fewer than three suppliers from which to obtain competitive pricing for some key furniture manufacturers. The COVID-19 pandemic has also impacted supply chains which could result in less vendor bids and lack of inventory.

COMMENTS

TPL has signed onto the Province's OECM contract for furniture and is able to award a contract to POI Business Interiors for the supply and installation of specific library furniture. POI is a distributor of Steelcase furniture which TPL chooses for public computing areas, staff seating, height adjustable desks and workstations because it is durable, functional and meets [ModernTO standards](#) (a workplace modernization space plan approved by City Council in October 2019).

Additional library furniture such as moveable 'urban living room' furniture, study chairs, meeting room chairs and children's furniture must also be durable and functional. TPL selects these items from several preferred manufacturers and distributors and uses competitive bids or related OECM contracts.

The approved 2022 – 2031 capital budget and plan includes new public and staff area furniture as part of major capital projects and multi-branch state of good repair projects. Branch capital projects that are expected to require furniture over the next three years include:

- Ethennonnhawahstihnen'
- Bridlewood
- Fairview
- Toronto Reference Library
- Maryvale
- Locke
- Pleasant View
- Centennial
- 299 Campbell – Perth/Dupont

TPL has implemented additional planning processes around the capital building projects, including taking a longer-term view and consolidating procurement opportunities, with the objective of improving project delivery and achieving financial efficiencies.

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SIGNATURE

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