



## STAFF REPORT ACTION REQUIRED

15.

### North York Central Library – Award of Tender – Chiller Replacements

<b>Date:</b>	October 29, 2018
<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 Mechanical Contractor for the replacement of two 200 Ton Water Chillers that provide cooling for the library, as per TPL's drawings and specifications.

#### **RECOMMENDATIONS**

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

1. awards the contract to the lowest bidder, LCD Mechanical Inc. for the replacement of the two 200 Ton Water Chillers, at a cost of \$650,430 which includes a contingency of \$59,130 [excluding Harmonized Sales Tax (HST)].

#### **FINANCIAL IMPACT**

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The contract award of \$650,430, is made up of the tender amount of \$591,300 plus a contingency of \$59,130 (excluding HST), funded by the North York Central Library Phase 2 capital budget.

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

#### **COMMENTS**

The project is a replacement of the original (1987) two 200 Ton Water Chillers that provide cooling for the branch. The existing chillers are original and are now 30 years old. Typical life cycle for these chillers is 25 to 30 years, so they are now required to be replaced. The installation of the new chillers will also involve replacing pumps and other electrical systems. The new magnetic chillers are considerably more efficient and will result in significant energy savings.

## **Award of Tender Recommendation**

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

1. The bidder recommended for award, is the lowest compliant bidder, meeting all tender requirements, and was the lowest compliant 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 was conducted in accordance with the Board's Procurement Policy, including a public call for pre-qualification of Mechanical Contractors, a tender process in accordance with instructions to the bidders and a public opening of bids.
4. Written acceptance that the Mechanical Contractor will comply with the City of Toronto's Fair Wage Policy has been received.

The LCD Mechanical's references were checked by the Library's Mechanical Engineering firm, Smith & Andersen, and were satisfactory.

## **CONTACT**

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## **SIGNATURE**

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Vickery Bowles  
City Librarian

## **ATTACHMENTS**

Attachment 1: Background: Procurement Process North York Central Library two 200 Ton Water Chiller replacements – Award of Tender

## **Background: Procurement Process North York Central – Chiller Replacements – Award of Tender**

### **Architects for the Project**

Diamond & Schmitt Architects were hired to provide architectural and engineering services for the renovation of North York Central Library in March 2015, through a competitive request for proposal (RFP) process. Smith & Andersen Mechanical Engineers are a sub-consultant to Diamond & Schmitt Architects.

### **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 October 1, 2018, the Call for Tenders was issued. The bid documents, prepared by the Mechanical Engineers, Smith & Andersen, were available to all bidders. All bidders had to attend a mandatory information meeting on October 4, 2018. A total of 16 (sixteen) mechanical contractors attended the mandatory site meeting at North York Central library. The bid documents comprised the following documents:

- Instruction to Bidders
- Available Project Information
- Mechanical Bid Form
- 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 October 18, 2018, TPL received tenders from seven (7) Mechanical Contractors. The Mechanical Engineers 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:

- Attended mandatory meeting
- Submitted a copy of the bid electronically, through Bonfire, which included:
  - unconditional bid
  - completed & sealed mechanical bid form
  - acknowledges all addenda issued as part of the call for tenders
  - previous completed projects qualification information.