



**STAFF REPORT
ACTION REQUIRED**

**Grounds Maintenance and Snow Removal Services -
Award of Contract**

Date: October 28, 2024

To: Toronto Public Library Board

From: City Librarian

SUMMARY

The purpose of this report is to seek Toronto Public Library Board approval to award the contract for grounds maintenance and snow removal services.

The contract for grounds maintenance and snow removal services is being awarded to Jimricks Property Services for a three-year term, beginning December 1, 2024 and ending November 30, 2027, plus two possible extension years at the sole discretion of the City Librarian, for a total of up to five years. The three-year award totals \$3,172,751 and the value of the two potential extension years total \$2,236,657 for a total potential commitment of \$5,409,408 [excluding Harmonized Sales Tax (HST)], and requires Board approval.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. awards the contract to Jimricks Property Services for grounds maintenance & snow removal services, with a total commitment value of \$5,409,408 [excluding Harmonized Sales Tax (HST)], comprised of:
 - a. a contract award for a three-year term with a total value of \$3,172,751, with annual costs of:
 - i. December 1, 2024 to November 20, 2025:
\$1,033,262
 - ii. December 1, 2025 to November 30, 2026
\$1,053,936
 - iii. December 1, 2026 to November 30, 2027
\$1,085,553
 - b. two potential extension years at the sole discretion of the City Librarian, for a total value of \$2,236,657, with annual costs of:
 - i. December 1, 2027 to November 30, 2028
\$1,107,260
 - ii. December 1, 2028 to November 30, 2029
\$1,129,397

FINANCIAL IMPACT

The total three-year contract award for ground maintenance and snow removal service, beginning December 1, 2024, is for \$3,172,751 (excluding HST):

- December 1, 2024 to November 20, 2025 \$1,033,262
- December 1, 2025 to November 30 2026 \$1,053,936
- December 1, 2026 to November 30, 2027 \$1,085,553

The two potential extension years of the contract costs beginning December 1, 2027 total \$2,236,657:

- December 1, 2027 to November 30, 2028 \$1,107,260
- December 1, 2028 to November 30, 2029 \$1,129,397

The total potential commitment value is \$5,409,408 and requires Board approval. The first year of the contract represents a cost increase of \$32,893 over the 2023/2024 season and this is included in the 2025 operating budget submission.

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

ALIGNMENT WITH STRATEGIC PLAN

As part of TPL's commitment to "Opening Up our Public Space," the grounds maintenance and snow removal service plays a crucial role in ensuring that the Library's public spaces are accessible and inviting year-round. By maintaining well-kept grounds and promptly removing snow and ice, safe and welcoming environments are created for all members of the community to enjoy. This aligns with TPL's strategic priorities by prioritizing inclusivity and accessibility, making public spaces open and available to everyone.

EQUITY IMPACT STATEMENT

The grounds maintenance and snow removal services provided by TPL will ensure that library service can continue to support TPL's goal of creating inclusive and welcoming environments and fostering a sense of belonging and respect for all individuals. By implementing this contract, TPL is committed to providing safe and accessible outdoor spaces for all individuals, including Toronto's most vulnerable populations and equity-deserving groups.

COMMENTS

On August 15, 2024, the Library issued a public Request For Proposal (RFP) for grounds maintenance and snow removal services. The RFP closed on September 13, 2024, and nine proponents submitted proposals. Each proposal was evaluated against the criteria in the RFP: ability to provide sufficient staffing, vehicles and equipment; details of how the proponent would maintain clear parking lots and walkways during a continuous long-term snowfall; ability to handle urgent calls for snow removal and icy conditions; and cost. Jimricks achieved the highest score, and is the current provider of this service at TPL.

The Library conducts periodic inspections and evaluations of the service provided to ensure contract compliance and satisfactory performance. The contract includes new requirements for electronic reporting of all service data to be provided to TPL for monitoring service and verifying invoices.

The award of contract is subject to the review and approval of the City of Toronto Fair Wage office.

CONTACT

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SIGNATURE

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