

Library Shelving – Award of Contract

Date:	September 25, 2017
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to request that the Toronto Public Library (TPL) Board approve an award of contract for the supply and installation of library shelving to Ven-Rez Products Ltd.

A Request for Proposal (RFP) was issued in 2016 to establish a vendor of record for the purchase of library shelving. Ven-Rez Products Ltd. was the successful proponent having achieved the highest score and the lowest price during the evaluation process.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves the award of contract to Ven-Rez Products Ltd. for the supply and installation of library shelving over the period October 2017 to November 2019 for a value of up to \$1,200,000, excluding Harmonized Sales Tax (HST).

FINANCIAL IMPACT

The budget of library shelving, required as part of many branch renovation projects, is included in various capital projects in the approved 2017-2026 capital budget and plan. The total expenditure during the proposed period from October 1, 2017 to November 30, 2019 will not exceed \$1,200,000, excluding HST. When the proposed award is added to the \$477,000 already spent under the shelving contract, the total expenditure with Ven Rez will be up to \$1,677,000 over the contract period.

ISSUE BACKGROUND

The requirements for library shelving include strength, flexibility, durability, and the capacity to support merchandizing. These are the key characteristics of the shelving standards that TPL has developed. TPL established shelving standards so that improvements to shelving can be made with each capital project. In addition, standardized shelving allows the Library to exchange shelving components between branches thereby maximizing flexibility and reducing costs.

In October 2016, a competitive RFP was issued to establish a vendor of record for the supply and installation of library shelving. Detailed specifications were identified in the RFP and vendors were evaluated according to their ability to meet the specifications. They were also evaluated on their experience of supplying and installing shelving at large organizations. It was very important that the vendor not only be able to manufacture products according to the specifications, but that they have significant experience in supplying and installing shelving at large library systems according to TPL's specifications.

Based on the evaluation of experience and the ability to meet the specifications, Ven-Rez received the highest score. Ven-Rez also submitted the lowest price for shelving at two sample branches according to the architect's designs. As a result of the evaluation and aggregate score, Ven-Rez Products Ltd. was selected as the vendor of record for a three-year contract period, with the possibility of extensions.

Ven-Rez will work with Library staff and the Library's architectural consultants to design, manufacture, and install shelving according to detailed specifications required for branch renovations.

The RFP identified a number of branches that were anticipated to require shelving as part of a capital project, and the estimated total was less than \$500,000, which could be awarded under the authority of the City Librarian. These branches included:

- Albion
- St. Clair/Silverthorn
- Wychwood
- Guildwood
- Bessarion/Bayview
- Amesbury Park
- Humber Summit
- Dawes Road.

Under the contract, TPL has purchased approximately \$477,000 of shelving from Ven Rez. Additional projects that have been approved as part of the most recent capital budget have significantly increase the requirement for shelving over the remaining term of the contract, which requires Board approval.

COMMENTS

The approved 2017-2026 capital budget and plan had increased funding, and one of the new projects, Phase 2 of the North York Central Library renovation, on its own has shelving requirements expected to be approximately \$750,000. The cost of shelving for the North York Central Library was not included in the original expenditure estimate for shelving since this capital project was not included in the approved 2016-2025 capital budget and plan.

Additional branch capital projects that will require shelving and are planned over the next two years include:

- Fairview
- York Woods
- Pleasant View
- Richview.

The total estimated shelving expenditure for all projects, including North York Central Library, during the proposed period of October 2017 to November 2018 will not exceed \$1,200,000, excluding HST.

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SIGNATURE

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