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**STAFF REPORT
ACTION REQUIRED**

Toronto Reference Library - Award of Tender

Date: October 25, 2022

To: Toronto Public Library Board

From: City Librarian

SUMMARY

The purpose of this report is to seek Toronto Public Library (TPL) Board approval for the award of construction contract to Royalty General Construction Ltd. for the renovation of the bike cage enclosure, the glazing replacement for offices on the ground floor, and repair/replacement of emergency exit doors at the Toronto Reference Library (TRL).

The total value of the commitment is \$611,300, excluding Harmonized Sale Tax (HST), and it will be funded by the TRL Capital Project.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves a commitment with Royalty General Construction Ltd. for the renovation of the bike cage enclosure, the glazing replacement for offices on the ground floor and the repair/replacement of emergency exit doors; at the Toronto Reference Library, with a total value of \$611,300, excluding HST, comprised of:
 - a. an award of construction tender, being the lowest bid, at a cost of \$546,300; and
 - b. a contingency of \$ 65,000.

FINANCIAL IMPACT

The total value of the commitment is \$611,300, which is comprised of the tender amount of \$546,300 plus a contingency of \$65,000 (excluding HST). Funding for the award is available from the TRL Capital project.

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

ALIGNMENT WITH STRATEGIC PLAN

The renovation of branches supports many strategic plan priorities and goals, including advancing state of good repair projects to provide welcoming, well-maintained and efficient public and staff spaces.

ISSUE BACKGROUND

TRL houses both the largest public reference library in Canada as well as offices for a number of departments and the senior management team. The building contains 426,000 square feet of space over six floors, representing approximately 22% of TPL's inventory of space. Because of the size of the building as well as its age, (the main building is now 45 years old), the capital budget provides annual funding for a continuing renovation program.

COMMENTS

Scope

The scope of this renovation project includes:

Bicycle enclosure

- Allow for charging e-bikes and other electric mobility devices;
- Allow for more efficient bike rack storage that can accommodate more bikes;
- Replace damaged acrylic panels and paving the area surrounding the enclosure to make the path into the enclosure fully accessible;
- Install card reader access to increase security for staff cycling to work; and
- Install a dedicated space for maintenance equipment for TRL operations staff.

Glazing

- Replace the insulated glazing units, gaskets and caps for ground floor offices exterior windows to address water infiltration.

Emergency exit doors:

- Replace and repair exit/emergency doors to bring these items to a good state of repair

It is anticipated that supply chain issues surrounding the procurement of insulated glazing panels for the glazing replacement could delay completion of this component of the project.

Construction is scheduled to start in late 2022 and be complete in Q2 of 2023. The project will not disrupt the operations of TPL.

Construction Tender Award

For the award to Royal General Construction Ltd., the following requirements have been met:

1. From TPL's roster of prequalified construction firms, nine firms were invited to tender the project 260-22-TPL-RFT-TORONTO REFERENCE LIBRARY BIKE CAGE, ADMINISTRATION WINDOWS & FIRE DOORS CONSTRUCTION on September 8, 2022;

2. Eight submissions were received on October 6, 2022, and evaluated by the engineering consultant and library staff; it was determined that all bids were compliant;
3. Royal General Construction Ltd. was the lowest bidder meeting all requirements and was the lowest bid received;
4. Library staff have reviewed the submission from Royal General Construction Ltd. and found the price to be reasonable in relation to the complexity of the project;
5. Written acceptance that the General Contractor and all their sub-contractors will comply with the City of Toronto's Fair Wage Policy; and
6. The procurement process was conducted in accordance with the Board's Purchasing Policy, with a request for tender process in accordance with instructions to the bidders and bids were received electronically.

CONTACT

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SIGNATURE

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