

Integrated Pest Management – Award of Contract

Date:	May 25, 2021
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 for integrated pest management services to Orkin Canada who achieved the highest total score in the evaluation process as per the Toronto Public Library (TPL) Request for Proposal (RFP).

The award is for a three-year term, beginning June 1, 2021 to April 30, 2024, with the option for two one-year renewals at the sole discretion of the City Librarian, for a total potential commitment of up to five years with a value of approximately \$1,115,763, excluding Harmonized Sales Tax (HST).

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves a commitment with Orkin Canada for integrated pest management services with an estimated value of \$1,115,763, excluding Harmonized Sales Tax (HST), comprised of:
 - a. a three-year contract for a total value of approximately \$652,200, comprised of:
 - i. \$215,247 for the period of June 1, 2021 to April 30, 2022;
 - ii. \$215,247 for the period of May 1, 2022 to April 30, 2023;
 - iii. \$221,706 for the period of May 1, 2023 to April 30, 2024; and

- b. two one-year renewals with Orkin Canada, subject to satisfactory vendor performance and at the sole discretion of the City Librarian, with approximate pricing as follows:
 - i. \$228,356 for the period May 1, 2024 to April 30, 2025; and
 - ii. \$235,207 for the period May 1, 2025 to April 30, 2026.

FINANCIAL IMPACT

The cost of the first three years of the contract, totalling \$652,200 excluding HST, is as follows:

- Year 1 – \$215,247 (May 1, 2021 – April 30, 2022)
- Year 2 – \$215,247 (May 1, 2022 – April 30, 2023)
- Year 3 – \$221,706 (May 1, 2023 – April 30, 2024).

The cost of the potential renewals to the contract, are as follows:

- Year 4 – \$228,356 (May 1, 2024 – April 30, 2025)
- Year 5 – \$235,207 (May 1, 2025 – April 30, 2026).

The total potential value of the commitment over five years is \$1,115,763 excluding HST, and requires Library Board approval.

The current pest control contract has an annual cost of \$171,109 so this new contract represents an increase of \$44,138 or 26% in the first year. The increase cost is due to changes to the frequency of K9 inspections at some sites from monthly to weekly as well as overall increase of service operation costs.

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

DECISION HISTORY

In April 2016, TPL awarded the integrated pest management contract to Orkin Canada having achieved the highest aggregate score in response to an RFP. The initial contract was for two years. On March 26, 2018, TPL extended Orkin's contract for one year as per the terms and conditions in the original RFP. On April 29, 2019, the Board approved extending the pest management contract for up to two additional years.

<https://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2019/apr29/14-integrated-pest-mgmt-contract-extension.pdf>

COMMENTS

On February 11, 2021, the Library issued a public RFP ([108-21-TPL-RFP](#)) for integrated pest program services. The RFP required proponents to provide both preventive and on-demand pest control services, including all equipment, labour, materials, and supervision necessary to monitor, trap, and remove all pests. The proponents were expected to provide innovative and creative services and solutions, including chemical and non-chemical approaches that will improve the control of pests and limit pest reoccurrences.

Four compliant proposals were received. The proposals were evaluated according to the criteria listed in the (RFP) credibility, capability, quality, and cost. Based on the proposals and the pricing, Orkin Canada achieved the highest score in the evaluation process.

Orkin Canada is TPL's current integrated pest management service provider and their performance has been satisfactory since they were awarded the contract in 2016. The award is for a three-year term, beginning May 1, 2021, plus two potential one-year renewal, subject to satisfactory vendor performance and at the sole discretion of the City Librarian.

The proposed contract maintains existing service levels and includes regular maintenance practices to ensure a pest-free environment while safeguarding the safety of the public. Orkin Canada's pest management program is based on the principles of integrated pest management which include inspections, monitoring for pest activities, and uses a combination of preventative and environmentally friendly pest treatment strategies to control and manage pest populations. In doing so, Orkin Canada utilizes the latest science-based and proven best pest management practices in the industry.

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SIGNATURE

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