

Extended Authority – Award of Tender for Steeles Branch

Date:	April 30, 2018
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to inform the Toronto Public Library (TPL) Board of an award of tender to employ the services of BDA Inc. (formerly Brown Daniels Associates) for the renovation of the Steeles Branch as per TPL's drawings and specifications. The decision to award the tender was made under the delegated authority of the Board to the City Librarian because the Board was unable to meet in March 2018.

FINANCIAL IMPACT

The contract award of \$733,700, is made up of the tender amount of \$667,000, plus a contingency of \$66,700, excluding [Harmonized Sales Tax (HST)]. The project is funded by landlord contributions of \$15,540, with the remainder coming from the Multi-Branch Minor Renovation Program budget.

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

COMMENTS

The project is a complete renovation of the existing and newly acquired leased space. The additional leased space will increase the public service area by approximately 400 square feet once the project is complete. The renovation includes:

- redesign of the branch to include the additional leased square footage;
- new flooring and painting;
- new library shelving, with the introduction of mobile shelving, where possible;
- introduction of the new children's brand;
- new library furnishing that provide options for seating;
- redesign of the existing public washrooms and program room area;
- review of existing front doors to ensure they are AODA compliant.

Award of Tender Information

The award of tender was made to BDA Inc. general contractors. For the recommended contract award, the following requirements have been met:

1. The bidder recommended for award is the lowest bidder meeting all tender requirements, and was the lowest 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 included the use of pre-qualified general contractors, in accordance with the instructions to bidders.

The recommended bidder has successfully completed a number of Toronto Public Library projects, including Humber Summit, Riverdale, Runnymede, Beeton Hall at TRL, Woodside Square and Mimico branches. The references were checked by the architect and were satisfactory.

TPL's Financial Control Policy authorizes the City Librarian to exercise the power of the Board to make an award to the lowest compliant bidder during months that the Board does not meet. The City Librarian is required to report the award to the Board at its next scheduled meeting. The award could not be delayed by another month because the tender price was valid for only 30 days. Further, the implementation of the branch closure was nearly complete and the contractor had scheduled work to begin assuming an April 3, 2018 closure. A delay of a month would have been confusing to the public and may have resulted in construction delays. A month delay would also negatively impact the Library's ability to deliver on its capital program for 2018.

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SIGNATURE

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