

Extended Authority Awards

Date: September 18, 2023

To: Toronto Public Library Board

From: City Librarian

SUMMARY

The purpose of this report is to inform the Toronto Public Library Board (the Board) of two awards made during the summer by the City Librarian. One award resulted from a competitive procurement process for construction services and the other award was for an extension to an existing agreement for the supply of snacks for Youth Hubs in order to allow for the development of a request for proposal (RFP).

The Purchasing policy provides extended authority to the City Librarian to exercise the authority of the Board to make an award during the Board's summer recess provided certain conditions are met and the award is reported to the Board.

FINANCIAL IMPACT

The renovation of the ground and third floors at Fairview branch is for a total commitment value of \$3,132,000, excluding harmonized sales taxes (HST), comprised of an award of construction contract to Trisect Construction Corporation for \$2,848,000 and a contingency of \$284,000, which is funded by the Multi-Branch Renovation Program (SOGR).

The extension of the agreement with FoodReach, a social enterprise of North York Harvest Food Bank, for the Youth Hub Snack Program for two months, September and October 2023, cost \$57,500. This brings the total commitment with the vendor to \$528,700, excluding HST, and is funded by the 2023 operating budget.

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

ALIGNMENT WITH STRATEGIC PLAN

The renovation of branches helps to achieve various strategic plan priorities and goals including:

- Increasing access to public and community space;
- Advancing State of Good Repair projects to provide welcoming, well-maintained and efficient public space; and
- Creating in-branch environments that connect neighbourhoods and communities, offering opportunities for partnerships, civic engagement and resident participation.

The provision of a free, nutritious snack in Toronto Public Library's (TPL) 24 Youth Hubs each day is a core feature of the Youth Hub service and is aligned with TPL's strategic plan goals and equity focus and the City of Toronto's Poverty Reduction Strategy.

EQUITY IMPACT STATEMENT

The branch renovations will improve the ability of the Library to provide existing and new services to all equity seeking groups within the catchment areas.

TPL's Youth Hub service is specifically designed to provide positive outcomes and supports for youth from vulnerable populations in Toronto. Youth Hubs are located in or near Neighbourhood Improvement Areas and support Toronto's Poverty Reduction Strategy goals to both expand the availability of free, high-quality programs for low-income children and youth and to invest in nutritious food provision initiatives across the public sector and community organizations.

ISSUE BACKGROUND

The Purchasing policy and Financial Control policy have provisions which authorize the City Librarian to make awards with a value of greater than \$750,000, the City Librarian's general commitment authority, during the months when there are no scheduled Board meetings provided that: there was a fair and transparent competitive procurement process and the award is to the proponent providing the best value.

For commitments made other than through an open competitive call, the City Librarian's commitment authority is up to \$500,000 and above that value usually requires Board approval.

COMMENTS

Fairview Branch Renovation

As the Fairview construction commitment value of \$3,132,000 is beyond the City Librarian's general commitment authority of \$750,000, the award was made using the City Librarian's extended authority during the Board's summer recess.

The Fairview branch project is the final phase of building interior renovation that was started in 2010. The building is a four-storey branch and theatre. This project includes the partial renovation of the ground floor and the complete renovation of the third floor. The third floor was last renovated in 1989. The partial ground floor renovation includes the renovation of the existing men's washroom into a new universal washroom and modifications to the programme room to provide for a new Learning Centre. The 1,552.75m² (16,714 sq. ft.) third floor will include extensive renovations including the replacement of mechanical and electrical devices and fixtures, new flooring, ceilings and wall finishes, and the demolition of all interior non-load-bearing partitions to provide for a new layout. The revitalized third floor will provide for open collection space, lounge areas, Bring Your Own Device counters, a new Teen Hub, new meeting rooms and small individual study rooms, a recording studio, two new single use washrooms and a new Digital Innovation Hub.

An invitational request for tender (201-23-TPL-RFT) was issued on June 29, 2023 to eight pre-qualified general contractors. All eight general contractors

submitted a bid and all were deemed compliant. Trisect Construction Corporation was selected as the lowest proponent with a bid of \$2,848,000.

The closure of the branch during construction is dealt with in a separate report dated September 18, 2023 and titled *Fairview Branch – Closure for Renovation*.

FoodReach - Youth Hub Snack Program

The award to Foodreach to supply food for the Youth Hub Snack Program was originally awarded as a one-year contract with a value of \$345,000 for the period March 2022 to April 2023 as a social procurement initiative and to meet the urgent need to have the program in place during the pandemic uncertainty. The program was extended by 4 months, May – August 2023, at a value of \$120,000, to allow additional data gathering to inform the issuance of an RFP, which brought the total commitment to \$465,000 and is within the City Librarian's commitment authority of \$500,000 when then there is no open competitive call. There was a final extension made over summer, for the months of September and October 2023, in order to finalize and issue the RFP. This final extension had a value of \$57,500, which brought the total commitment to \$528,750, and because of the urgency of the situation the 2-month extension was approved by the City Librarian.

CONTACT

Larry Hughsam; Director, Finance & Treasurer; Tel: 416-397-5946;
Email: lhughsam@tpl.ca

SIGNATURE

Vickery Bowles
City Librarian