

**Extended Authority – Toronto Reference Library
Elevator Modernization – Award of Contract**

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| Date: | September 21, 2020 |
| 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 made during the summer under the extended authority of the City Librarian, to contract with Element Elevators for the modernization of the four existing elevators at the Toronto Reference Library (TRL).

The total value of the commitment is \$939,400, excluding the Harmonized Sales Tax (HST).

FINANCIAL IMPACT

The award of contract to the lowest bidder, Element Elevators, for the modernization of the four existing elevators at TRL, was at a cost of \$854,000. When added to a contingency of \$85,400, this brings the total commitment to \$939,400, excluding HST.

Funding for the award is from the multi-year TRL capital budget of which \$2 million is approved for 2020.

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

ISSUE BACK GROUND

The project is a complete modernization of the four existing elevators at TRL. The elevators were originally installed when the library opened in 1977 and there was modernization work done to the elevators in 2004.

As this commitment value of \$939,400 is greater than the City Librarian's limit of \$500,000, Board approval is usually required. However, the contract was awarded under the City Librarian's extended authority during the summer.

COMMENTS

Under section 7.2 *Authority to award – City Librarian – extended authority* of the Purchasing Policy, the City Librarian may exercise the authority of the Board to make an award during the Board's summer recess, provided there is available funding, the procurement process was conducted in a fair and transparent manner, and the award is made to the proponent with the best value. The request for tender closed on July 14, 2020 and the award was made later in the month. This contract was awarded under the City Librarian's extended authority in order to not delay the project as the elevator equipment can take up to 20 weeks to manufacture. The modernization will commence on site once the new equipment has been received.

Contract Award Process

For the award to Element Elevators the following requirements have been met:

1. Six compliant bids were received;
2. Element Elevator was the lowest bidder meeting all requirements and was the lowest bid received;
3. Library staff have reviewed the submission from Element Elevator and found the price to be reasonable in relation to the complexity of the project; and
4. 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.

The references provided by Element Elevator were checked by the TPL and were satisfactory.

TRL will not be closing for the modernization of the elevators. The project will take place in phases, with modernization of only one elevator taking place at a time.

CONTACT

Alyssa Van Graft; Director, Transformation Projects; Tel: 416-395-5541;
Email: avangraft@tpl.ca

Gail Rankin; Senior Manager, Facilities Management; Tel: 416-395-5881;
Email: grankin@tpl.ca

SIGNATURE

Vickery Bowles
City Librarian