

Elevator Maintenance – Award of Contract

Date:	September 21, 2015
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

This report requests that the Toronto Public Library Board approves the award of contract for elevator maintenance to Bruce Elevator as a result of achieving the highest total score in the evaluation process for the Request for Proposal (RFP). The award is for a three-year period, October 1, 2015 to September 30, 2018, with the option for two one-year renewals, subject to satisfactory performance and under the same terms, conditions and pricing as year three of the contract.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. awards the elevator maintenance contract to Bruce Elevator for a three-year period, October 1, 2015 to September 30, 2018, at a cost of \$159,720 [excluding Harmonized Sales Tax (HST)] each year;
2. approves two one-year renewals, subject to satisfactory performance, under the same terms, conditions and pricing as year three of the agreement, at a cost of \$159,720 [excluding HST] each year; and
3. authorizes and directs the appropriate Library staff to take the necessary action to give effect thereto.

FINANCIAL IMPACT

The award of the elevator maintenance contract to Bruce Elevator will cost \$159,720, excluding HST, for each of the three years beginning October 1, 2016. Unforeseen repairs, modifications and upgrades to elevators may be required and are estimated at \$30,000 each year, which would be in addition to the contract.

As the total cost of the contract plus estimated additional expenses over the three-year period

may to be in excess of \$500,000, Toronto Public Library Board approval is being sought.

The proposed contract represents an annual increase of \$14,680 over the current contract and this cost pressure is included as part of the 2016 operating budget submission.

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

ISSUE BACKGROUND

There are 45 branches and facilities that have elevators or platform lifts. Elevator maintenance is a legislated requirement, with all mechanical requirements and record keeping governed by the Technical Standards & Safety Authority (TSSA). To guarantee due diligence on the part of Toronto Public Library, technical maintenance specifications for the maintenance contract have been increased over and above these standards for certain equipment, depending on the age and historical reliability. These specifications were developed with the assistance of a KJA Consultants Inc. in April 2008.

The Library regularly reviews requirements for elevator maintenance and will make adjustments to the service, if required.

COMMENTS

On July 27, 2015, the Library issued a public RFP for elevator maintenance services. Four compliant proposals were submitted. The proposals were evaluated according to the criteria listed in the RFP: credibility, capability, quality and cost. Based on the proposals and the pricing, Bruce Elevator achieved the highest score in the evaluation process.

Bruce Elevator is TPL's current elevator maintenance service provider and their performance has been satisfactory since they were awarded the contract in 2012. The award is for a three-year period:

October 1, 2015 to Sept 30, 2016 at a cost of \$159,720;
October 1, 2016 to Sept 30, 2017 at a cost of \$159,720; and
October 1, 2017 to Sept 30, 2018 at a cost of \$159,720.

While the proposed contract maintains existing maintenance levels and includes regular inspections and repairs, some mechanical failures are not covered under the terms of the agreement. Furthermore, the TSSA can mandate upgrades and modifications to the elevators, which also fall outside the scope of the agreement. TPL also budgets for contingent repairs and modifications which, based on previous experience, are estimated to cost \$30,000 each year. The total cost of both the three-year contract and contingent expenses are estimated to be \$590,160, which would require Board approval.

Requirements for elevator maintenance are monitored on an ongoing basis and adjustments to the service levels can be made as required.

There is an option of two one-year renewals, subject to satisfactory performance, under the same terms, conditions and pricing as year three of the agreement, at a cost of \$159,720 each year.

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SIGNATURE

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