



STAFF REPORT ACTION REQUIRED

Library Shelving – Award of Contract

Date: September 29, 2025

To: Toronto Public Library Board

From: City Librarian

SUMMARY

The purpose of this report is to seek Toronto Public Library (TPL) Board approval to award a contract to Ven-Rez Products Ltd. (Ven-Rez) for the supply and installation of library shelving and accessories.

The contract term is three years from October 1, 2025, to September 30, 2028, with two one-year optional extensions from October 1, 2028, to September 30, 2030. The total potential value of the contract is \$3,025,000, excluding Harmonized Sales Tax (HST) over a five-year period.

In the Spring of 2025 TPL issued a Request for Proposal (RFP) to establish a vendor of record for the supply and installation of library shelving and accessories for the next five years. Ven-Rez Products Ltd. was the highest scoring proponent through the evaluation of this RFP.

Most Major Capital Projects and interior state-of-good-repair projects include new library shelving as part of the project scope. Branches not slated for interior

project work may also require shelving layout reconfigurations or alternative components installed to meet changing collection and service needs.

Library spaces feature flexible layouts and require functional and durable shelving that can withstand heavy use and meet a variety of needs to provide display space and accommodate collections of different formats. TPL staff work closely with consultant architects and the shelving vendor to provide branch shelving that will accommodate the size of the collection and meet all design and layout requirements.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. award a contract to Ven-Rez Product Ltd for the supply and installation of library shelving and accessories for a total potential value of \$3,025,000, excluding Harmonized Sales Tax (HST) comprised of:
 - a. three-year base term from October 1, 2025, to September 30, 2028, with a contract value of \$1,825,000; and
 - b. two one-year option renewal periods, subject to satisfactory performance and at the sole discretion of the City Librarian, for a total potential additional contract value of \$1,200,000 comprised of:
 - i) October 1, 2028, to September 30, 2029, for \$600,000
 - ii) October 1, 2029, to September 30, 2030, for \$600,000

FINANCIAL IMPACT

The total potential value of the award to Ven Rez Products over the term of the contract is \$3,025,000, excluding HST. The budget for library shelving, often required as part of branch renovation and expansion projects, is included in capital projects' budgets which are captured in the TPL approved 2025-2034 Capital Budget and Plan. Library shelving will be supplied for an estimated 12 capital projects, 10 State of Good Repair (SOGR) renovations, and respond to requests for modifications to existing installations over the life of the contract.

| Initial Term Oct 1, 2025, to Sept 30, 2028 | 1 st Optional Term Oct 1, 2028, to Sept 30, 2029 | 2 nd Optional Term Oct 1, 2029, to Sept 30, 2030 | Total Contract Value |
|--|---|---|-------------------------|
| \$1,825,000 | \$600,000 | \$600,000 | \$3,025,000 |

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

ALIGNMENT WITH STRATEGIC PLAN

TPL's Strategic Plan 2025-2029 prioritizes providing Torontonians with accessible, welcoming, inclusive, and beautiful spaces. In alignment with this commitment, it is essential to ensure that TPL's collections can be accommodated and are accessible within branches.

The proposed contract award will allow TPL to house library material collections and displays, ensuring that TPL customers can continue to enjoy well-maintained physical spaces where they can access and borrow materials, work, learn, relax, and come together as a community.

DECISION HISTORY

At its meeting on September 25, 2017, the Library Board approved [Library Shelving – Award of Contract](#), awarding a contract to Ven-Rez Products Ltd. for the supply and installation of library shelving for a three-year term. The total spent over the three years, from October 2017 to November 2019 was approximately \$1,910,405, excluding HST.

After this contract expired, TPL leveraged the Ontario Education Collaborative Marketplace (OECM) contract for educational and office space furniture to benefit from advantageous terms, pricing, and administrative efficiencies. During this time, TPL purchased approximately \$384,909, excluding HST, from Ven-Rez Products Ltd.

COMMENTS

In March 2025, an open competitive RFP was issued to establish a vendor of record for the supply and installation of library shelving and accessories for the next five years. Detailed specifications based on TPL's shelving standards were identified in the RFP. Proponents were evaluated according to their ability to meet the specifications and on their experience in supplying and installing shelving for large organizations. Ven-Rez Products Ltd. received the highest score through the RFP process.

Ven-Rez will work with Library staff and architectural consultants to design, manufacture and install shelving in accordance with detailed specifications required for branch capital projects.

Providing practical and long-lasting shelving solutions for a variety of spaces featuring easy to configure components for multiple uses is a key aspect of creating and sustaining an interesting, functional and comfortable environment. The approved 2025-2034 Capital Budget and Plan includes new library shelving as part of major capital projects and multi-branch state of good repair projects.

Branch projects that are expected to require new shelving over the next five years include:

- Centennial
- Dawes Road
- Pleasant View
- Oakwood Village Library & Arts Centre
- North York Teen Area
- Woodside Square
- Flemington Park
- Etobicoke Civic Centre
- St. Lawrence
- Yorkville
- Northern District

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SIGNATURE

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