



STAFF REPORT ACTION REQUIRED

Integrated Pest Management Services – Award of Contract

Date: April 20, 2026
To: Toronto Public Library Board
From: City Librarian

SUMMARY

The purpose of this report is to seek Toronto Public Library Board approval to award a contract to Orkin Canada Corporation for Integrated Pest Management Services.

The initial contract term is five years from May 1, 2026, to April 30, 2031, with five one-year optional extensions from May 1, 2031, to October 31, 2036.

The total potential value of the commitment is \$2,547,838 excluding Harmonized Sales Tax (HST), inclusive of the base term plus the five one-year optional extensions. This contract is comprised of \$2,495,496 for integrated pest management services at Toronto Public Library (TPL) branches and \$52,342 for ad-hoc service.

TPL issued a Request for Proposal (RFP) in December 2025 for integrated pest management services. Orkin Canada Corporation was the highest scoring proponent meeting all the requirements through the evaluation of proposals submitted in response to TPL's RFP.

Orkin Canada Corporation is a Canadian company that provides pest management services across the Greater Toronto Area. Orkin is TPL's current service provider since 2016, is familiar with TPL locations, and has provided satisfactory service through its current contract with TPL.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. award a contract to Orkin Canada Corporation for integrated pest management services for a total potential value of \$2,547,838 excluding Harmonized Sales Tax (HST), comprised of:
 - a. a five-year base term from May 1, 2026, to April 30, 2031, with a contract value of \$1,216,917; and
 - b. five one-year optional renewal periods, subject to satisfactory performance and at the sole discretion of the City Librarian, for a total potential additional contract value of \$1,330,921, comprised of:
 - i) May 1, 2031, to April 31, 2032, for \$250,685
 - ii) May 1, 2032, to April 31, 2033, for \$258,205
 - iii) May 1, 2033, to April 31, 2034, for \$265,952
 - iv) May 1, 2034, to April 31, 2035, for \$273,930
 - v) May 1, 2035, to April 31, 2036, for \$282,148

FINANCIAL IMPACT

The total potential value of the commitment to Orkin Canada Corporation for integrated pest management services at TPL branches is \$2,547,838 excluding HST, as detailed in the table below.

Description	Cost for Integrated Pest Management Services	Ad-hoc Service	Total
Initial Contract – five-year base term for integrated pest management services May 1, 2026 – April 30, 2031	\$1,191,917	\$25,000	\$1,216,917
Option year 1 May 1, 2031 – April 30, 2032	\$245,535	\$5,150	\$250,685
Option year 2 May 1, 2032 – April 30, 2033	\$252,901	\$5,305	\$258,206
Option year 3 May 1, 2033 – April 30, 2034	\$260,488	\$5,464	\$265,952
Option year 4 May 1, 2034 – April 30, 2035	\$268,303	\$5,628	\$273,930
Option year 5 May 1, 2035 – April 30, 2036	\$276,352	\$5,796	\$282,148
Total	\$2,495,496	\$52,342	\$2,547,838

The 2026 portion of the initial year of the contract is \$184,540 and is included in the approved 2026 operating budget. Funding for the remaining term of the contract will be included in future years' budget submissions.

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. Maintaining clean, safe, and healthy facilities is fundamental to delivering on this commitment.

The proposed integrated pest management contract supports this priority by ensuring proactive monitoring, prevention, and environmentally responsible pest control across all library locations. Effective pest management protects the health and safety of customers and staff, preserves Library assets and collections, and maintains the overall quality and comfort of public spaces.

By implementing a comprehensive integrated pest management program focused on prevention, compliance, and best practices, TPL can continue to provide well-maintained environments where residents feel confident working, learning, relaxing, and gathering as a community.

EQUITY IMPACT STATEMENT

The proposed integrated pest management contract has a positive equity impact by supporting safe, sanitary, and pest-free library environments that promote equitable access to services for all Torontonians.

DECISION HISTORY

At its meeting on May 25th, 2021, the Library Board approved [Integrated Pest Management Service – Award of Contract](#), awarding a contract to Orkin Canada Corporation for a three-year contract with two optional one-year renewals. The total value over the term of the contract, including all option years, was \$1,115,763, excluding HST.

ISSUE BACKGROUND

Toronto Public Library operates 100 branches and two administrative facilities that require ongoing pest monitoring and control to ensure safe, sanitary, and welcoming environments for customers and staff. Integrated Pest Management

services are essential to protecting public health, preserving Library assets and collections, and maintaining the overall condition of facilities.

Pest management activities must comply with all applicable federal, provincial, and municipal regulations, including the Ontario Pesticides Act and Regulation 63/09, Toronto Public Health requirements, Occupational Health and Safety legislation, and Workplace Hazardous Materials Information System (WHMIS) requirements. Services must be delivered by licensed technicians using approved products and environmentally responsible practices.

To ensure due diligence and minimize risk, TPL utilizes an Integrated Pest Management approach that emphasizes inspection, monitoring, prevention, documentation, and targeted treatment rather than reactive or routine pesticide application. Service specifications are designed to address the varied age, design, and usage patterns of Library facilities, as well as the need to protect sensitive materials such as books and archival collections.

TPL regularly reviews pest management requirements and adjusts service levels as needed to ensure continued compliance, risk mitigation, and the provision of safe, clean, and healthy spaces for all visitors and staff.

COMMENTS

TPL issued a public Request for Proposals for Integrated Pest Management services on December 22, 2025. The Request for Proposals closed on January 29, 2026, and seven compliant proposals were received. The proposals were evaluated in accordance with the criteria set out in the Request for Proposals, including credibility, experience and qualifications, service approach and methodology, contract management, reporting and cost. Orkin Canada Corporation achieved the highest score through the Request for Proposals process.

The proposed award for integrated pest management services to Orkin Canada is for a five-year term, beginning May 1, 2026, plus five one-year renewals that are subject to satisfactory performance and are exercised as the sole discretion of the City Librarian.

The proposed Integrated Pest Management Services contract covers 100 branches and two administrative facilities and includes routine inspections, monitoring, reporting, and treatment services as well as ad-hoc services such as significant building envelope issues contributing to pest entry, or extraordinary infestations requiring specialized remediation.

Orkin Canada Corporation is TPL's current service provider since 2016, is familiar with TPL locations, and has provided satisfactory service through its current contract with TPL.

Orkin Canada Corporation has demonstrated a comprehensive understanding of Integrated Pest Management principles, regulatory compliance requirements, and the operational needs of public library facilities. Their proposal emphasized proactive inspection, monitoring, documentation, prevention strategies, and environmentally responsible treatment methods delivered by licensed technicians in compliance with applicable legislation.

CONTACT

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

Marco Cuoco; Director, Finance & Chief Financial Officer; Tel: 416-397-5946;
Email: mcuoco@tpl.ca

SIGNATURE

Moe Hosseini-Ara
City Librarian