



STAFF REPORT ACTION REQUIRED

Comprehensive Heating, Ventilation, Air-Conditioning and Chiller Maintenance Service – Extension of Contract

Date: March 25, 2024
To: Toronto Public Library Board
From: City Librarian

SUMMARY

The purpose of this report is to seek Toronto Public Library Board approval for a one-year extension to the Library's comprehensive heating, ventilation, air-conditioning (HVAC) and chiller maintenance service with Smith & Long Mechanical Ltd. The extension for the period of June 1, 2024 to May 31, 2025 is necessary to bridge the end of the current contract and the start of a new contract that will be the result of a public Request for Proposal (RFP).

The total commitment value for the one-year extension is approximately \$791,162, excluding Harmonized Sales Tax (HST).

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves a commitment with Smith & Long Mechanical Ltd. for HVAC and chiller maintenance services for a one-year extension June 1, 2024 to May 31, 2025, with a total value of \$791,162 excluding Harmonized Sales Tax (HST).

FINANCIAL IMPACT

The total commitment value for a one-year extension of the HVAC & chiller maintenance service contract is approximately \$0.791 million (excluding HST). This extension brings the full cost of the commitment to \$4.219 million (excluding temporary service level changes related to COVID-19 in 2022 and 2023 of approximately \$1.265 million) as shown the table below:

Service Period		HVAC and Chiller Maintenance Contract (\$ millions)
Year 1	June 1, 2019 to May 31, 2020	0.640
Year 2	June 1, 2020 to May 31, 2021	0.652
Year 3	June 1, 2021 to May 31, 2022	0.668
Subtotal - First Three Years		1.960
Option Year 1	June 1, 2022 to May 31, 2023	0.700
Option Year 2	June 1, 2023 to May 31, 2024	0.768
Subtotal - Optional Years		1.468
Subtotal - Five Years		3.428
12 month extension	June 1, 2024 to May 31, 2025	0.791
Total		4.219

The costs for the service contract are included in the approved 2024 Operating Budget.

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

ALIGNMENT WITH STRATEGIC PLAN

By providing a safe space for all customers and staff, while maintaining a welcoming and inclusive space for all, TPL can achieve its strategic priority of opening up TPL spaces so that all Torontonians, including those from equity deserving populations, are able to access, use and benefit from TPL's services, programs and technology.

EQUITY IMPACT STATEMENT

The comprehensive HVAC services provided by TPL will ensure that Library service can continue by supporting operations while reducing the impact of closures. TPL strives to continue to maintain a comfortable accessible space for all library customers and employees, including Toronto's most vulnerable populations and equity deserving groups.

DECISION HISTORY

At its meeting on [April 29, 2019](#), the Board approved the award of contract to Smith & Long Mechanical Ltd. for a three-year contract with two optional one-year renewals.

At its meeting on [September 27, 2021](#) the Board was informed of the change to upgraded HVAC air filters from MERV 8 to MERV 13 and the increased frequency of filter changes for the period up to May 2022. This was done to maximize air filtration and help minimize the spread of COVID-19 in interior spaces. This was awarded through the extended authority of the City Librarian during the summer of 2021.

At its meeting on [March 28, 2022](#), the Board approved the award of contract to Smith & Long Mechanical Ltd. for the period of June 1, 2022 to May 31, 2023. With the addition of the requirement for new MERV filters and more frequent replacement, the value of the first contract renewal year increased and required Board approval.

COMMENTS

This one-year contract extension is necessary to bridge the end of the current contract with Smith & Long and the start of a new contract that will be the result of a public RFP. During this time, a complete inventory of all HVAC equipment, technical specifications, and service and maintenance requirements will be completed for inclusion in the RFP.

The Library will continue to actively monitor and manage performance of the services under this contract.

CONCLUSION

HVAC and chiller maintenance services are an essential component of facilities management. Proactive maintenance is critical to avoiding library service disruptions due to failure of HVAC and chiller systems.

CONTACT

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SIGNATURE

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