



## STAFF REPORT ACTION REQUIRED

### 2026 Back Office Renovations – Award of Contracts

**Date:** June 22, 2026  
**To:** Toronto Public Library Board  
**From:** City Librarian and CEO

#### SUMMARY

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The purpose of this report is to seek Toronto Public Library Board approval to award contracts to two General Contractors for the renovation and upgrade of the back-office spaces at ten (10) TPL branches as part of the 2026 State-of-Good Repair (SOGR) Interior Renovation program.

The total value of the commitment is \$1,300,424 excluding Harmonized Sales Tax (HST), which is comprised of an award to Creative Concepts Construction for back-office renovations at eight Toronto Public Library (TPL) branches for \$607,600, plus a 10% contingency of \$60,760, and an award to MJK Construction Inc. for back-office renovations at two TPL branches for \$574,604, plus a 10% contingency of \$57,460.

The scope of work for the ten back-office renovations includes accessibility upgrades, replacement and repair to the cabinetry, furniture, counter tops, appliances, flooring, lighting, plumbing fixtures, and washrooms. Work is expected to start in the summer/fall of 2026.

## RECOMMENDATIONS

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### The City Librarian recommends that the Toronto Public Library Board:

1. approves the award of contracts for renovation and upgrade to back-office spaces at ten TPL branches, for a total commitment of \$1,300,424, comprised of:
  - a. Creative Concepts Construction for back-office renovation projects at Bendale, Burrows Hall, Eatonville, Kennedy/Eglinton, Leaside, Main Street, Morningside and S. Walter Stewart branches for \$607,600 plus a 10% contingency of \$60,760 for a total commitment of \$668,360;
  - b. MJK Construction Inc. for back-office renovation projects at North York Central Library and Toronto Reference Library for \$574,604 plus a 10% contingency of \$57,460 for a total commitment of \$632,064.

## FINANCIAL IMPACT

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The total potential value of the commitment for the back-office renovation construction contracts is \$1,300,424, excluding HST, which is comprised of ten branches totalling \$1,182,204 and a 10% contingency of \$118,220 as described in Table 1 below.

**Table 1- Commitment Value for Back-Office Construction - (excluding HST)**

<b>TPL Branch / Description</b>	<b>General Contractor</b>	<b>Value</b>
Bendale	Creative Concepts Construction	\$92,300
Burrows Hall	Creative Concepts Construction	\$64,300
Eatonville	Creative Concepts Construction	\$59,900
Kennedy/Eglinton	Creative Concepts Construction	\$83,500
Leaside	Creative Concepts Construction	\$87,100
Main Street	Creative Concepts Construction	\$64,400
Morningside	Creative Concepts Construction	\$72,200
S. Walter Stewart	Creative Concepts Construction	\$83,900
<b>Total award to Creative Concepts Construction (excl contingency)</b>		<b>\$607,600</b>
North York Central Library	MJK Construction Inc.	\$68,125

Toronto Reference Library	MJK Construction Inc.	\$506,479
<b>Total award to MJK Construction Inc. (excl. contingency)</b>		<b>\$574,604</b>
Contingency		\$118,220
<b>Total</b>		<b>\$1,300,424</b>

Funding for this award is available in the TPL approved 2026-2035 Capital Budget and Plan within the Multi-Branch Renovation Program capital project and the TRL Renovation Program capital project.

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

**ALIGNMENT WITH STRATEGIC PLAN**

The redesign and renovation of back-office spaces at ten branches helps to achieve each of our strategic plan priorities by:

Focusing on Staff:

- Ensuring staff have the skills, resources and support they need to contribute to achieving TPL’s strategic priorities. By investing in staff, TPL is supporting their wellbeing, enabling them to deliver responsive services and create a welcoming, inclusive environment for all.

**EQUITY IMPACT STATEMENT**

Renovated branch back-office spaces will be designed to accommodate staff through accessible layouts, seating, and appliances in the spaces that they use throughout their workday.

**ISSUE BACKGROUND**

Back-office spaces at the ten TPL branches are outdated, in disrepair, and require renovation to meet AODA requirements. This is consistent with findings in recent Property Condition Assessments for these ten branches.

## COMMENTS

The back-office spaces at the ten TPL branches were last updated more than 20-30 years ago and do not meet current AODA standards. These spaces are used by branch staff during their daily work shifts and need to provide appropriate accommodations to meet the needs of staff.

The scope of work includes accessibility and general upgrades to back-office spaces including replacement and repair to the cabinetry, furniture, counter tops, appliances, flooring, lighting, plumbing fixtures, and washrooms.

### **Construction Tender Process and Timeline**

TPL issued a Request for Tender (RFT) on April 8, 2026, for construction services related to back-office renovations at ten TPL branches.

For the recommended contract award, the following requirements have been met:

- The procurement process was conducted in accordance with the Board's Purchasing Policy. An RFT was issued with instructions to bidders, and bids were received electronically using TPL's e-procurement solution.
- Twelve prequalified construction firms from TPL's pre-established rosters for general contractors were invited to submit tenders for project 148-26-TPL-RFT on April 8, 2026.
- The ten TPL branches were divided into two groups of four branches and one group of two branches, based on scope of work and geographic location, to facilitate the bidding process and project execution.
- Four compliant bids were received before the submission deadline on May 20, 2026.
- The firms recommended for award for each TPL branch are the bidders with the lowest bid per branch grouping meeting the specifications and all requirements of the RFT.
- Library staff have reviewed the submissions from Creative Concepts Construction and MJK Construction Inc. and found the prices to be commensurate in relation to the complexity of the projects. Awarding to multiple bidders results in the lowest total overall cost and best value for TPL.

## **Construction Timeline**

Work is scheduled to start in the summer/fall of 2026 and temporary branch closures are not expected during construction.

## **CONTACT**

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## **SIGNATURE**

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Moe Hosseini-Ara  
City Librarian and CEO