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TORONTO PUBLIC LIBRARY

STAFF REPORT
ACTION REQUIRED

Landscaping and Snow Removal Services – Award of Contract

Date:	November 21, 2011
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

To request Toronto Public Library Board approval to award the contract for landscaping and snow removal services, as per the Toronto Public Library's request for proposal (RFP) for Landscaping and Snow Removal Services.

It is recommended that the contract for landscaping and snow removal services for the Toronto Public Library be awarded to Jimricks Property Services, having achieved the highest total score in the evaluation and being the lowest cost proposal. The award is for a twelve-month period, December 1, 2011 to November 30, 2012, with an option for renewal for up to two subsequent 12-month periods, in whole or in part.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. awards the contract to Jimricks Property Services for four months of snow removal services from December 1, 2011 to March 31, 2012 and eight months of landscaping services for April 1, 2012 to November 30, 2012 at a cost of $538,802.26 [excluding Harmonized Sales Tax (HST)]; and

2. authorizes staff to renew the contract, subject to satisfactory performance and at the sole discretion of the Library, for a second twelve-month period at a cost of $538,802.26, and for a third twelve-month period at a cost of $550,487.31 (excluding HST); and

3. authorizes staff to negotiate with Jimricks Property Services to add or delete services resulting from operational needs, subject to budget availability; and

4. authorizes and directs the appropriate Library staff to take the necessary action to give effect thereto.

FINANCIAL IMPACT

The cost of the landscaping and snow removal services contract is $538,802.26 for the first twelve-month period, and $538,802.26 for the second twelve-month period, and $550,487.31 for the third twelve-month period (excluding HST). Over the three-year term of the contract, the total cost will be $1,628,091.83.

The landscaping and snow removal cost reflects the inflationary increases since the last contract, issued in 2008, which had no price increase over three years and the increased scope due to the addition of snow clearing for walkways and landscaping in the east region.

The budget allocation for snow removal and landscaping services is $493,739 for 2011 and the 2012 operating budget will be increased by $45,064 for the new contract, which will be funded by the cost savings associated with reducing a position as reflected in the 2012 operating budget submission.

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

ISSUE BACKGROUND

The Library requirements for snow clearing and removal vary by location and are detailed for each branch in the request for proposal (RFP): snow removal services for the entire property, which includes adjoining City sidewalks, Library sidewalks, stairs, ramps, landings, exit doors, driveways and parking lots; snow clearing of sidewalks and walkways only; snow clearing of parking lots only. Library property is to be maintained in a manner consistent with patron and staff convenience and safety at all times. Snow clearing services are provided from December 1 to March 31.

Landscaping services are provided on a weekly basis to various Library facilities to provide well-maintained and manicured lawns, gardens, hedges and sidewalks, ramps and parking lots free of weeds and litter. Landscaping services are provided from April 1 to November 30.

COMMENTS

On October 17, 2011, the Library issued a public RFP for snow removal and landscaping services. Two proponents submitted proposals. The proposals were evaluated against the criteria in the RFP: quality and credibility of the proposals, capability to meet the requirements for landscaping and snow removal, and cost. The specifications included participation in an audit of salt-spreading practices, with a goal to implementing improvements to decrease the use of salt while maintaining a safe and eco-friendly environment.

The one significant change to the scope of work in this RFP was the addition of landscaping and snow clearing for branches in the east region. The east region was the only region in which snow removal for walkways and landscaping were not contracted out. This change results in the reduction of one position, as reflected in the 2012 operating budget submission. The Toronto Public Library Workers' Union Local 4948 (CUPE) was notified of the Library's intention to contract out this work on June 6, 2011.

The proposal from Jimricks Property Services achieved the highest total score in the evaluation and is the lowest cost proposal.

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SIGNATURE

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