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STAFF REPORT
INFORMATION ONLY

Extended Authority Awards

Date:	September 27, 2021
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to inform the Toronto Public Library Board of three awards made during the summer under the extended authority of the City Librarian.

The first award was for a contract to Dell Canada for the supply of public desktops, related accessories and professional services with an estimated value of $1.685 million, excluding applicable Harmonized Sales Tax (HST). With the current computer chip shortage exacerbated by pandemic-driven disruptions in the supply chain, the award was made in order to expedite Toronto Public Library's (TPL's) public desktop replacement program in the second half of 2021. See Attachment 1.

The second award, to MJ Dixon Construction Limited, was for the construction tender for the relocation and expansion of the Maryvale branch, with a commitment value of $1.972 million, excluding HST. The construction should proceed as soon as possible as the new lease agreement provides a limited period for tenant leasehold improvements. See Attachment 2.

The third award, to Smith & Long, is for enhancements to the air filter program as part of the HVAC maintenance contract. The changes reflect the installation and more frequent replacement of upgraded MERV 13 filters in HVAC equipment at TPL branches with a value of $588,705, excluding HST. The upgrade of air filters is aligned with City and Provincial practices as a response to COVID-19 and this was implemented over the summer as services were being reinstated. See Attachment 3.

As the value of the awards are beyond the City Librarian's general commitment authority of $500,000, the awards were made using the City Librarian's extended authority which is provided under the Purchasing Policy during the Board's summer recess.

Refer to the following:

Attachment 1:	Extended Authority – Public Desktop Replacements
Attachment 2:	Extended Authority – Maryvale Construction Tender
Attachment 3:	Extended Authority – Air Filter Program

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SIGNATURE

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ATTACHMENTS

Attachment 1:	Extended Authority – Public Desktop Replacements
Attachment 2:	Extended Authority – Maryvale Construction Tender
Attachment 3:	Extended Authority – Air Filter Program

Attachment 1

Extended Authority - Public Desktop Replacements

SUMMARY

The award was for a contract to Dell Canada for the supply of public desktops, related accessories and professional services with an estimated value of $1.685 million, excluding HST. This part of the refresh program is for public desktops and monitors. With the current computer chip shortage exacerbated by pandemic-driven disruptions in the supply chain, the award was made in order to expedite procurement to ensure that timelines for Toronto Public Library's (TPL's) public desktop replacement program could be achieved within the second half of 2021.

FINANCIAL IMPACT

The contract with Dell Canada for the supply of desktops, accessories and professional services in the second half of 2021 is outlined in the following table.

Amount	Scope
$1,647,980	1,750 desktops and 2,000 monitors for Public Refresh rollout project
$36,807	Professional services for Windows 10 Image development and policy & security creation
$1,684,787	Excluding HST

Funding for this award is included in the multi-year Technological Asset Management Program (TAMP) capital budget which funds TPL's technology asset replacement strategy. The 2021 TAMP budget is $6.373 million.

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

ALIGNMENT WITH STRATEGIC PLAN

TPL's Strategic Plan (2020-2024) *Vital to Toronto–Building Success, Resilience and Well Being for our City* includes *broadening Toronto's digital access and inclusion* as one of five priorities. Torontonians need access to current and emerging technology to fully participate in the digital world yet the high cost of technology and the internet are barriers to access. TPL is well-positioned to take a leading role in advancing digital inclusion and digital literacy by offering access to computers and laptops in its network of 100 branches

and through outreach to advance the outcome that all residents have access to technology and the skills to use it. The provision of computing devices including computers, laptops and tablets with current software for the public is key initiative in advancing this priority.

EQUITY IMPACT STATEMENT

TPL's strategic plan has the City's equity lens embedded. This lens supports understanding and addressing of barriers to TPL services by equity-deserving groups and vulnerable populations in the City of Toronto to advance equitable outcomes for all.

Access to the internet and a computing device is a requirement for daily life. A 2019 study, *Bridge: Technology Access in Public Libraries: Outcomes and Impacts,* highlights the importance of library technology including computer devices and access to the Internet in addressing a fundamental barrier to access and advancing digital inclusion and digital literacy for all.

DECISION HISTORY

At its meeting on December 16, 2019, the Board considered IT Hardware Replacement – Award of Contract and approved a commitment with CompuCom Canada Co. for up to four years, 2020 - 2024, for the supply of desktops, accessories and professional services, with a total value of no more than $4,325,000, excluding HST. Because of the service disruptions cause by the pandemic and the temporary TPL closure on March 13, 2020, almost no equipment has been procured under this award. As explained in this report, the award to CompuCom Canada is being rescinded.

ISSUE BACKGROUND

TPL has approximately 4,000 desktops that are used by its customers and staff, and access to computers is a core service provided to the public. TPL has realigned its replacement strategy to ensure a standard replacement cycle based on type of device. IT asset replacement is currently budgeted in the multi-year TAMP capital budget.

Due to the COVID-19 pandemic and associated service disruptions, including a prioritized focus on facilitating staff to work from home, the public fleet was not refreshed over 2020 -2021. As a result, there is a priority on the public desktop fleet as they are at end-of-life and are now starting to fail and impact service delivery.

COMMENTS

To enable remote work during the pandemic, there was a shift in the computing strategy to the purchase of laptops for staff working from home. As laptops were not included in the City's CompuCom award, TPL switched to the Province's OECM (Ontario Education Collaborative Marketplace) contract End-User Computing Devices and Services RFP #2016-261 with Dell Canada to purchase laptops and associated services.

Since the beginning of the pandemic closure in March 2020, TPL has purchased laptops from Dell Canada for staff to work remotely totalling $484,056 and this was procured under the City Librarian's authority. Laptops are also regularly procured to support Youth Hubs and Neighbourhood Tech Kits (NTKs).

This OECM agreement expires November 1, 2025 and desktops are also available for purchase under this contract. Consequently, TPL has decided to consolidate the purchase of all end-user computing devices – laptops, desktops, accessories and services - from a single vendor, Dell Canada, given the shift in the end-user computing devices and to focus on developing a comprehensive computing strategy.

This award secured a majority of the initial hardware purchase and professional services for the public rollout in the second half of 2021. This initial OECM award is being leveraged to protect TPL's ability to procure desktops in a challenging environment with component shortages and pricing volatility, exacerbated by the pandemic. To secure access to the equipment, the purchase commitment needed to be made by August, which required the City Librarian to exercise her extended authority to make an award during the Board's summer recess. Under section *7.2 Authority to award – City Librarian – extended authority* of the Purchasing Policy, the City Librarian may exercise the authority of the Board to make an award during the Board's summer recess, provided there is available funding, the procurement process was conducted in a fair and transparent manner, and the award is made to the proponent with the best value. All these conditions are met using the OECM contract.

Another report at this meeting, IT Computing Devices – Award of Contract, is seeking Board approval for a multi-year award to Dell Canada for end-user computing devices, related accessories and professional services to fulfill the planned replacement needs until 2025.

These contracts do not include Macs, iPads or printers.

CONCLUSION

The IT asset replacement strategy is key to ensure ongoing staff productivity, the implementation of service modernization initiatives and delivery of public service programs such as access to technology and digital literacy.

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Attachment 2

Extended Authority – Maryvale Construction Tender

SUMMARY

The award, to MJ Dixon Construction Limited, was for the construction tender for the relocation and expansion of the Maryvale branch with a commitment value of $1.972 million, excluding HST. The construction should proceed as soon as possible as the new lease agreement provides a limited period for tenant leasehold improvements.

FINANCIAL IMPACT

The award of tender to the lowest bidder, MJ Dixon Construction Limited, for the relocation and expansion of the Maryvale branch is for a construction contract of $1,793,000. When added to a contingency of $179,300, this brings the total commitment value to $1,972,300, excluding HST. Funding for this award is available in the approved Maryvale capital project which has a total value of $2.749 million.

The global COVID-19 pandemic has disrupted supply chains and is resulting in significant increases to construction costs. An updated costing for the full project indicates that an increase of $0.584 million is required, for a revised project value of $3.333 million, and this will be incorporated into the 2022 capital budget submission, to be considered by the Board at the October 25, 2021 meeting.

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

ALIGNMENT WITH STRATEGIC PLAN

The relocation and expansion of the Maryvale branch helps to achieve various strategic plan priorities and goals including:

- Increasing access to in-branch services and spaces through responsive service hours and new options to expand public and community space;
- Advancing State of Good Repair projects to provide welcoming, well-maintained and efficient public space;
- Creating in-branch environments that connect neighbourhoods and communities, offering opportunities for partnerships, civic engagement and resident participation; and
- Building capacity to deliver eLearning and interactive distance learning services.

EQUITY IMPACT STATEMENT

Maryvale branch is undersized at 4,998 square feet. The new branch will be more than double the size at 11,746 square feet, allowing greater services to the community including more technology offerings, programs, and areas dedicated to youth and children. Service disruptions will be minimized because the new branch is being constructed in a different location within the mall, which will allow the current branch to continue providing library service until the new location is ready.

DECISION HISTORY

At its meeting on April 12, 2019, the Board approved the Maryvale Branch expansion and endorsed a new lease agreement. The branch currently occupies 4,998 sq. ft. and the new lease agreement is for 11,746 sq. ft. in a different unit in the mall. The lease for the expanded Maryvale branch is for units 22 and 21 at Parkway Mall, 85 Ellesmere Road, Toronto.
https://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2019/apr29/12-maryvale-expansion-and-new-lease-agreement-combined.pdf

At the meeting on July 28 and 29, 2020, City Council approved the new lease agreement for the expanded and relocated Maryvale branch.
http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.GL14.3

BACKGROUND

This project will resolve all outstanding accessibility issues as outlined in the Access for Ontarians with Disabilities Act (AODA) and state of good repair issues for this branch identified in the 2019 Property Condition Assessment report.

It will also provide new and expanded public service areas allowing increased programming and community meeting space, zoned areas for adult, teens and children, customer service improvements including quiet study space, and an interactive early literacy centre for children aged 0 - 5.

COMMENTS

For the award to MJ Dixon Construction Limited the following requirements have been met:

1. An open procurement was issued on February 5, 2021 as a Request for Supplier Qualification for the Roster for General Contractors;

2. Seven shortlisted construction firms were invited to tender the project on May 26, 2021;
3. Seven compliant bids were received on June 28, 2021;
4. MJ Dixon Construction Limited was the lowest bidder meeting all requirements and was the lowest bid received;
5. Library staff have reviewed the submission from MJ Dixon Construction Limited and found the price to be reasonable in relation to the complexity of the project;
6. The procurement process was conducted in accordance with the Board's Purchasing Policy; and
7. Written acceptance that the General Contractor and all their sub-contractors will comply with the City of Toronto's Fair Wage Policy was received.

MJ Dixon Construction Limited has successfully completed past library construction projects, including the renovation of Dufferin / St. Clair and the renovation and expansion of Cedarbrae branch. The references provided by MJ Dixon were checked and were satisfactory.

This contract was awarded during the summer to take advantage of the rent-free period for tenant fit-out negotiated in the lease agreement. Construction has started and the project is scheduled to be completed in the second half of 2022.

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Attachment 3

Extended Authority Award – Air Filter Program

SUMMARY

In response to the COVID-19 pandemic and in alignment with City and Provincial practices, Toronto Public Library (TPL) has upgraded HVAC air filters from MERV 8 to MERV 13 and increased the frequency of filter changes. The total value of the increase is $588,705, which is in addition to the current HVAC maintenance contract value of $667,756, which runs from June 2021 to May 2022. The change was deemed urgent and implemented over the summer as library services were being reinstated and there is increasing demand for the new filters. Also, there was an urgency to increase frequency of filter changes to monthly because the filters were clogging up and impacting the HVAC systems' efficacy.

FINANCIAL IMPACT

The total commitment for HVAC services over June 2021 to May 2022 is estimated to be $1,256,461comprised of:

- the annual base contract cost of $667,756, excluding HST; and
- the additional cost for HVAC services of $588,705.

The additional cost in 2021 can be accommodated within the 2021 operating budget and future costs will be included as a pressure in the 2022 operating budget submission.

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

DECSION HISTORY

At its meeting on April 29, 2019, the Board approved an award of contract to Smith and Long for a comprehensive HVAC maintenance contract over a three-year period with the possibility for two optional one-year renewals.
https://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2019/apr29/13-comp-hvac-chiller.main-award.pdf

COMMENTS

As preparation began for reopening branches to staff and the public after COVID-19 pandemic-related closures, TPL worked with Smith & Long to assess what changes

could be made to branch HVAC systems to maximize air filtration and help minimize the spread of COVID-19 in interior spaces.

Information was gathered from: City and Provincial reopening guidelines; OCLC Realm (Re-Opening Archives, Libraries, and Museums) research and recommendations; HVAC industry research; and costs, benefits, and outcomes of different HVAC technologies implemented by Smith & Long's customers. The conclusion reached was that upgrading filters from MERV 8 to MERV 13 and increasing the frequency of filter changes was the optimal solution for reducing virus transmission while maintaining HVAC and building systems performance.

This change is in addition to other measures adopted by TPL which were also based on guidelines and protocols: opening windows and doors for additional outside air; running HVAC systems one hour before and after staff and customers are at branches; and keeping all HVAC systems well maintained and in good repair.

TPL will continue to regularly evaluate HVAC needs and will adjust service levels as needed throughout branches in response to the pandemic.

CONCLUSION

Upgrading filters and increasing the frequency of filter changes are key elements in maintaining healthy interior library spaces. The COVID-19 pandemic is expected to continue into 2022 and TPL is committed to ensuring that health and safety guidelines are continuously followed.

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