

REPORT TO THE LIBRARY BOARD

NOVEMBER 15, 2024

SUBJECT: Sherwood Library Renovation Contract
PURPOSE: For Approval
PREPARED BY: Lakshay Gaur - Director, Financial and Facility Services
PRESENTED BY: Lakshay Gaur - Director, Financial and Facility Services

RECOMMENDATION:

It is recommended that the Library Board approve contracts to Complete Building Systems Inc. for the renovation of Sherwood Library and a contingency allocation in anticipation of change orders. The total approval amount being recommended is **\$1,317,432.00 + HST**

PROCUREMENT

The Library's *Procurement of Goods and Services Policy* states:

13.1 Request for Tender (RFT) procedures shall be used where:

- a) The total cost is expected to be greater than \$50,001;
- b) The requirement can be fully defined, and
- c) The Best value for the Library can be achieved by an award selection made on the basis of the lowest bid that meets all terms, conditions and specifications.

The RFT was posted online to Bids & Tenders and a mandatory site visit was conducted on Wednesday, September 23, 2024. Nine contractors bid for the work.

COST

The contract cost (excluding HST) is for \$1,117,432.00

The contingency cost (excluding HST) is \$200,000.00

FUNDING

The contracts and contingency are supported by a combination of the Library's Capital Lifecycle Budget and Trust Funds approved by the Board for this project.

NEXT STEPS

Pending Board approval, we will move forward with the renovation ASAP.