

REPORT TO THE LIBRARY BOARD

MARCH 20, 2025

SUBJECT: Sherwood Branch Children's Room Activity Furniture
Purchase – Contingency Allocation Request

PURPOSE: For Approval

PREPARED BY: Nancy Collister - Director, Customer Service & Branch Ops

PRESENTED BY: Nancy Collister - Director, Customer Service & Branch Ops

RECOMMENDATION

It is recommended that the Library Board approve a 25% contingency allocation for the purchase of a TMC Kids Interactive Area Set for the Sherwood Branch's renovated children's area from Patrick Cassidy Business Interiors and Design.

BACKGROUND

At the February 20, 2025 Board Meeting, the Board approved the purchase of a TMC Kids Interactive Area Set for \$80,280 (not including tax). Since the approval, the supplier has indicated that this is a specialty item from the United States, and that there may be a tariff charge depending on the status of the situation at the time of shipment (appx. 3-4 months).

The Sherwood Branch serves a large and growing community of children and families, including many families for whom the Library is their primary or only space for playing and learning. The development of a high quality, interactive children's area was identified as a critical aspect of the Sherwood Branch renovation and will be a focal point of the new design. This new area will include a large scale, safe and durable wooden feature that acts as a welcome and an invitation for children and families to stay and play and to learn through a series of interactive elements that can be added and changed. Modern library design consistently prioritizes the provision of high quality, interactive areas for play and learning and these elements were included in the project plans and budget from the outset.

Library staff have been working with design staff at Patrick Cassidy for several months in selecting this Set. To change course now would place the opening of the Sherwood branch in jeopardy, as it would likely take several more months to identify an acceptable substitute.

PROCUREMENT

Utilizing Ontario Education Collaborative Marketplace (OECM) vetted and authorized request for proposals, and in adherence with the Library's Procurement Policy, that states the following:

Section 14.4

Single Source means that there is more than one source of supply in the open market, but only one source is recommended due to predetermined and approved specifications.

The procurement may be conducted using a Single Source process if the goods and/or services are available from more than one source, but there are valid and sufficient reasons for selecting one supplier in particular, as follows:

Section 14.4 g It is advantageous to the Library to acquire the goods or services from a supplier pursuant to the procurement process conducted by another public body,

We are seeking approval for a 25% contingency allocation of \$20,070 for the purchase of the furniture from Patrick Cassidy Business Interiors and Design, an OECM-approved supplier.

FUNDING

This project will be supported by funds previously approved for the Sherwood Branch Renovation.

NEXT STEPS

Pending Board approval, we will move forward with the purchase and installation will occur prior to re-opening of the branch.