

## REPORT TO THE LIBRARY BOARD

MARCH 20, 2025

**SUBJECT:** Sherwood Branch Furniture Purchase  
**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 the purchase of furniture, including shelving, meeting room tables and chairs, laptop and computer tables, and seating, for the Sherwood Branch from Patrick Cassidy Business Interiors and Design.

### BACKGROUND

The Sherwood Branch is a vibrant, social space that serves a diverse community of all ages. It is a Community hub where people gather to collaborate, visit, study and engage with library resources. Community feedback has highlighted a strong desire for additional seating options that enhance the welcoming atmosphere.

Furniture selections for the renovation have been guided by these needs. The plan includes a variety of seating arrangements to support different uses, such as lounge seating, study tables with integrated power access and laptop bars for additional workspace. Flexible configurations allow for both individual and group use.

To maximize adaptability, shelving purchased as part of this order has been placed on casters, enabling easy reconfiguration for programming and events. These design choices emphasize flexibility, accessibility, and functionality, ensuring the library remains a functional and inviting space. These elements were incorporated into the project plans and budget from the outset to ensure seamless integration into the renovated space.

### 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 \$300,000 (not including HST) for the purchase of the furniture from Patrick Cassidy Business Interiors and Design, an OECM-approved supplier. The furniture selected for purchase is manufactured in Canada, but given possible additional indirect costs due to tariffs and possible minor changes to the order based on availability of materials, we are also seeking a contingency allocation of \$35,353 (appx 13.4%) to cover unforeseen pricing increases. The breakdown in cost is as follows:

Furniture (Not including Activity Centre)	\$	242,992
Delivery and Installation for all furniture	\$	21,655
Contingency	\$	35,353
<b>TOTAL</b>	<b>\$</b>	<b>300,000</b>

Section 14.5 of said Policy requires Board approval of single source purchases over \$50,000.

## **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.