

**Report to / Rapport au :**

**Ottawa Public Library Board  
Conseil d'administration de la bibliothèque publique d'Ottawa**

**December 8, 2014  
8 décembre 2014**

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Ref N°: OPLB-2014-0117

**SUBJECT: Bookmobile Tender**

**OBJET: Appel d'offre du Bibliobus**

#### **REPORT RECOMMENDATIONS**

**That the Ottawa Public Library Board approve:**

- 1. A conditional tender award (subject to further due diligence against bid terms, conditions, and specifications compliance) for supply and delivery of a Bookmobile to Harper Bus Sales, Mississauga, Ontario for \$506,184.63 (\$447,951.00 plus \$58,233.63 HST); and**
- 2. The transfer of existing capital funds in the amount of \$265,000 to ensure the necessary total funding to enable the purchase.**

#### **RECOMMANDATIONS DU RAPPORT**

**Que le Conseil d'administration de la Bibliothèque publique d'Ottawa approuve ce qui suit :**

- 1. Une adjudication de marché conditionnelle (sous réserve de vérification diligente supplémentaire des modalités et conditions de soumission ainsi que de la conformité aux spécifications), pour l'approvisionnement et la livraison d'un bibliobus par la firme Harper Bus Sales de Mississauga (Ontario), pour un montant de 506 184,63 \$ (447 951,00 \$ plus 58 233,63 \$ de TVH); et**
- 2. Le transfert des fonds d'immobilisation existants, s'élevant à 265 000 \$, afin de garantir le financement total nécessaire à l'achat.**

## **BACKGROUND**

On October 15, 2013, the Ottawa Public Library Board (the "Board") approved a recommendation to support the replacement of Unit 1 Bookmobile with final approval being made as a result of a tender process. Unit 1 Bookmobile is a 1995 vehicle which was first identified for replacement in 2006. OPL's last bookmobile was purchased in 2004 at a cost of \$402,000.00 US.

OPL released a tender for a new rear-engine bookmobile in Spring 2014. Three bids were received at closing; all compliant bids were above the existing funding envelope. A recommendation to purchase a new bookmobile as per Bid 2 (lowest compliant bid) was brought to the Board for consideration on July 7, 2014, with existing capital funding identified to close the \$200,000.00 funding gap. The Board did not support the recommendation, directing staff to evaluate the tender process.

In September 2014, the Board approved the cancellation of the Spring 2014 tender and directed staff to participate in a re-tendering process with options for a front or rear engine design. The extensively revised tender for supply and delivery of one (1) mobile library was issued on MERX by the City of Ottawa's Supply Branch on November 12, 2014, closing on December 4, 2014 following a one-week extension at the request of vendors. Eight companies downloaded the tender on MERX; three attended the information session, and two bids were received at closing. Following the review and analysis of the bids by both Fleet Services and Supply Management, Bid #1 Harper Bus Sales was identified as the lowest responsive bidder at a total cost of \$506,184.63 (\$447,951.00 plus \$58,233.63 HST).

## DISCUSSION

### Service Delivery

The Bookmobile fills service gaps for Ottawa residents who do not have a nearby branch. OPL locations extend west to east, from Fitzroy Harbour Branch to Sarsfield Bookmobile stop, a distance of 82.5km, and north to south, from Rockcliffe Park Branch to North Gower Branch, 39.1km. Approximately 200,000 Ottawa residents, or 20% of the City's population, currently live outside recommended service areas of a local branch. If evaluated in service radii (distance bands served by Bookmobile only), the service area for current Bookmobile stops is 247.4km<sup>2</sup>. Currently, two 40-foot vehicles operate a weekly schedule at 23 stops providing 47 hours of library services per week to these underserved areas. Bookmobile service also provides outreach at events such as Doors Open Ottawa. In 2013, OPL's Bookmobiles travelled 36,982km in 2013, providing 1983.5 service hours.

The 1995 bookmobile (Unit 1) is beyond end of life. Today's vehicles are designed to support delivery of modern library services. A new vehicle will offer space for broad collections and a variety of customer interactions, a flexible floor plan, improved technology by way of public wi-fi and support for e-readers and library Chromebooks, discovery of OPL resources with staff assistance, and reliable service with a mechanically sound vehicle. The new vehicle will replace Unit 1 when it is deployed, assuming a critical place in the OPL fleet of vehicles providing agile and responsive mobile services.

### Conclusion

Both bids received in the revised tender were close to the initial bids in the Spring 2014 tender but above the existing funding envelope, creating a requirement to find additional funding to proceed with a tender award. To address this increased funding requirement, it is recommended that funds in the amount of \$265,000 be transferred or realigned from existing capital accounts; \$250,000 to close the funding gap for the unit, and an additional \$15,000 to cover after-market installations. This funding is available in existing capital accounts for immediate transfer. Estimated delivery time for the new bookmobile is 290 days upon receipt of a purchase order.

Given that Unit 1 is past end-of-life, contingency plans have been developed to provide continuity of service until the new bookmobile can be delivered and deployed. These plans include maintenance and repairs on Unit 1 to ensure it remains road-worthy and the provision of back-up service through smaller units (Sprinter van) as needed.

## **CONSULTATION**

All elements of the tender process have been reviewed with OPL senior managers, the City's Financial Services Unit Manager, and the City of Ottawa Fleet Services and Supply Branch.

## **LEGAL IMPLICATIONS**

There are no legal implications associated with this report.

## **RISK MANAGEMENT IMPLICATIONS**

Order of a new bookmobile to replace Unit 1 mitigates current high risk to continuity of services.

## **FINANCIAL IMPLICATIONS**

Following the transfer of funding from existing capital projects, there will be sufficient funds to complete the purchase and the necessary after-market installations.

## **ACCESSIBILITY IMPACTS**

The new Bookmobile will be fully compliant with AODA and related accessibility legislation.

## **TECHNOLOGY IMPLICATIONS**

Improved connectivity will result through modernization of service vehicle.

## **BOARD PRIORITIES**

Services that are customer centric and spaces for community, collections, and creation were approved by the OPL Board as a key priority in the 2012-2015 Strategic Plan.

**SUPPORTING DOCUMENTATION**

1. [Ottawa Public Library Board, Doc 2, Bookmobile Service Review, September 8, 2014.](#)
2. [Ottawa Public Library Board, Doc 11, Approval of Bookmobile Purchase, July 7, 2014.](#)
3. [Ottawa Public Library Board, Doc 4, Bookmobile Service Review, October 15, 2013.](#)