

Report to/Rapport au:

**OTTAWA PUBLIC LIBRARY BOARD
CONSEIL D'ADMINISTRATION DE LA BIBLIOTHÈQUE PUBLIQUE D'OTTAWA**

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Ref N°: OPLB-2014-0071

SUBJECT: Approval of Bookmobile Purchase

OBJET : Approbation d'achat d'un bibliobus

REPORT RECOMMENDATION

That the Ottawa Public Library Board approve awarding the tender for supply and delivery of a Bookmobile to Harper Bus Sales, Mississauga, Ontario for an amount totalling \$436,532.08 (\$428,982,00 plus \$7,550.08 HST); and,

That the Ottawa Public Library Board approve the transfer of existing capital funds in the amount of \$200,000, as detailed in this report, to add to the initially budgeted funds to ensure the necessary total funding is in place to enable purchase of the bookmobile.

RECOMMANDATION DU RAPPORT

Que le C.A. de la Bibliothèque publique d'Ottawa approuve l'attribution du marché d'approvisionnement et de livraison d'un bibliobus à Harper Bus Sales, Mississauga, Ontario, pour un montant totalisant 436 532,08 \$ (428 982,00 \$ plus 7 550,08 \$ de TVH);

Que le C.A. de la Bibliothèque publique d'Ottawa approuve le transfert du fonds d'immobilisation existant, d'un montant de 200 000 \$, tel qu'exposé en détail dans

le présent rapport, qui viendra s'ajouter au fonds initialement budgétisé pour assurer le financement total nécessaire à l'achat du bibliobus.

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. The 2011 approved budget included \$250,000 in capital funding for replacement of Unit 1 bookmobile.

DISCUSSION

The Bookmobile fills service gaps for almost 200,000 Ottawa residents who do not have a local community branch. Currently, two 40-foot vehicles operate a weekly schedule at 23 stops providing 47 hours of library services per week. Bookmobile service also provides outreach at events such as Doors Open Ottawa. Given Ottawa's large geography and distribution of branches, one large bookmobile remains a necessary component of OPL services. Large, bus-style bookmobiles are still in use in many Canadian libraries, including: Lethbridge (currently ordering replacement 29' unit); Toronto (two units of 28'); Hamilton (two new units of 33'); Guelph (28'); Strathcona County (40'); and Montreal (45').

Continuity of bookmobile services in Ottawa is at high risk due to:

- Age: Unit 1 was purchased in 1995 and the average lifespan of a bookmobile is 15-20 years. Unit 1 is frequently out of service for repairs and maintenance.
- Lengthy Procurement Period: Delivery of a new bookmobile will take 12 months.

Other alternative service delivery modes are also available; however, replacing the current bookmobile service with other services would represent a significant change in for current Bookmobile customers.

OPL worked with the City of Ottawa Fleet Services and an external consultant specializing in bookmobile services to develop criteria and specifications as well as validate the estimated cost for the new unit.

Specifications were based on a 32-foot vehicle which is 25% shorter than Unit 1. Other key features include a fuel-efficient engine, public wireless access, technology upgrades ensuring consistent connectivity during customer transactions, compliance with Accessibility for Ontarians with Disabilities Act (AODA) legislation, including wheelchair lift, and capacity for 3,000 items.

The request for tender for supply and delivery of a bookmobile was issued on MERX by the City of Ottawa's Supply Branch, closing on May 15, 2014. Three bids were received at closing. Following the review and analysis of the bids by Fleet Service, in association with the Supply Branch, Harper Bus Sales was identified as the lowest responsive bidder at a total cost of \$436,532.08 (\$428,982.00 plus \$7,550.08 HST). The lowest bid was found to be non-compliant.

It was estimated that bids from North American vendors would be in the \$200,000 – \$300,000 range based on the current market and OPL specifications. However, all of the bids received were significantly higher than anticipated, 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 \$200,000 be transferred or realigned from existing capital accounts. As a result of a recent review of OPL IT projects, two projects did not receive approval to proceed. As such, the following funding is available for realignment or transfer:

- \$100,000 from 906392 (ILS Desktop)
- \$100,000 from 907049 (IT Equipment)

Upon approval of the tender award, OPL will work with the City's Supply Branch and Fleet Services to create a purchase order. Estimated delivery time for the new bookmobile is 365 days from date of ordering.

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 or rental vehicle) 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.

ACCESSIBILITY IMPACTS

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

TECHNOLOGY IMPACTS

Improved connectivity will result through modernization of service vehicle.

FINANCIAL IMPLICATIONS

Following the transfer of funding from existing capital projects as identified, there will be sufficient funds in the Bookmobile capital project to support the recommendation in this report.

BOARD PRIORITIES

Relevant, accessible, and customer-centric services were approved by the OPL Board as a key priority in the 2012-2015 Strategic Plan.

SUPPORTING DOCUMENTATION

1. Ottawa Public Library Board, Doc 4, Bookmobile Service Review, October 15, 2013.

DISPOSITION

Upon approval of this report, staff will work with City Fleet Services, Supply Branch, and Finance to create a purchase order to award the bookmobile purchase contract.