

Report to/Rapport au :

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

**March 17, 2014
Le 17 mars 2014**

**Submitted by/Soumis par : Richard Stark
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Ref N°: OPLB-2014-0025

SUBJECT: Approval of West District Shelving Purchase

OBJET : Approbation de commande d'achat de systèmes d'étagères pour le projet du Secteur Ouest

REPORT RECOMMENDATION

That the Ottawa Public Library Board approve the purchase of shelving for the West District project (expanded Beaverbrook branch) totalling \$204,604.80 (plus applicable taxes) from Library Outfitters Furnishings & Design; and,

That the Board delegate authority to the CEO to exercise approved spending authority for all Beaverbrook branch expansion project purchases up to the Board-approved capital amount of \$10,000,000.

RECOMMANDATION DU RAPPORT

Que le Conseil de la Bibliothèque publique d'Ottawa approuve l'achat de systèmes d'étagères pour le projet du Secteur Ouest (agrandissement de la succursale Beaverbrook) pour un montant totalisant 204 604.80 \$ (taxes applicables en sus), de la firme Library Outfitters Furnishings & Design; et

Que le C.A. approuve la délégation à la DG de l'autorité nécessaire pour effectuer les dépenses autorisées pour le projet d'agrandissement de la succursale Beaverbrook, jusqu'à concurrence du montant approuvé en matière d'immobilisation de 10 000 000 \$.

BACKGROUND

\$10,000,000 from Development Charges was approved in the growth portion of the 2009 capital budget to build the new West District Library facility. The OPL Board at its November 15, 2010 meeting approved the selection of the existing Beaverbrook branch site as the preferred location for the new facility. The Ottawa Public Library Board awarded the construction tender for the expansion of the Beaverbrook branch at its March 18, 2013 meeting. Construction is underway with the expanded branch scheduled to open to the public in August 2014.

DISCUSSION

1. Shelving Purchase

The shelving required for the expanded facility includes specialty shelving in the adult, teen and children's areas. In order to maximize flexibility of these spaces, a majority of the specialty shelving is wood constructed with a reduced height and wheel base. This will allow the specialty shelving to be readily moved for the creation of temporary open spaces for library programming and special events.

There is one pre-qualified vendor under the City of Ottawa's standing offer to supply OPL with library shelving. Based on past performance of purchased shelving, a price quotation was obtained from the pre-qualified vendor from Standing Offer 00312-42059-S01. Library Outfitters Furnishings & Design provided a quotation for mobile wood shelving units, wood specialty shelving and millwork, and wood end panels and canopy tops. The wood-end panels and canopy tops are for metal shelving which will be separately tendered.

2. Extended Delegated Authority

In alignment with the Delegation of Authority Policy approved July 8, 2013, specifically the authority provided for the expenditure of the materials budget, staff is recommending that further delegation be extended to the CEO to exercise approved spending authority for all remaining uncommitted West District capital requirements.

This would ensure both smooth implementation of the West District capital project and streamline board agendas. Capital contract expenditures worth more than \$150,000 (the current CEO limit) would be reported on as part of the Quarterly Financial Reports. Further, this recommendation aligns with the Board-approved 2014 capital budget process, whereby the CEO has delegated authority to approve expenditures up to the maximum budget for specific capital projects without having to go back to the Board.

CONSULTATION

Recommended purchases have been reviewed with OPL Management team, Senior Management team and Supply Branch.

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

RISK MANAGEMENT IMPLICATIONS

There is a low risk of adverse impact on branch opening date in the event of delays with equipment delivery. This risk is mitigated by seeking early purchase approval.

ACCESSIBILITY IMPACTS

There are no accessibility impacts.

TECHNOLOGY IMPACTS

There are no technology impacts.

FINANCIAL IMPLICATIONS

Approval is being sought for the purchase of wood mobile shelving units, wood specialty shelving and millwork, and wood end panels and canopy tops totalling \$204,604.80 (plus applicable taxes). This purchase is within approved capital funding.

BOARD PRIORITIES

The recommendation supports the OPL Board's strategic direction Places and Spaces that are Vital, Welcoming Community Hubs.

SUPPORTING DOCUMENTATION

- Doc 2, Ottawa Public Library Approved 2009 Capital Budget and Nine Year Forecast, October 7, 2008.
- Doc 4, Award of Contract for Professional Architectural Services for West District Library, October 17, 2011.
- Doc 2, Approval of Construction Tender for West District Library, March 18, 2013.

DISPOSITION

Upon approval of this report, Library staff will work with Supply Branch and Finance to create the Purchase Order as required.