



**Report Date: March 12, 2004**

**TO: Burlington Public Library Board**

**SUBJECT: CONTRACT APPROVAL FOR CENTRAL LIBRARY MOVE AND STORAGE SERVICES**

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## **1.0 RECOMMENDATIONS**

THAT the Request for Proposal response submitted by Campbell Brothers Movers Limited, 55 Midpark Crescent, London Ontario N6N 1A9 for Moving and Storage Services Related to the Central Library Renewal Project be accepted for a total of \$122,260.91 (full GST included) and \$5,778 (full GST included) for disbursements; and

THAT the total of \$117,693.10 (net GST rebate) for moving and storage services and \$5,562.01 (net GST rebate) for disbursements be charged to the previously approved Capital Order LI0017—Central Library Expansion/Renewal;

THAT the Chair of the Burlington Public Library Board and City Librarian be authorized to sign the Purchase Order to retain the services of Campbell Brothers Movers Limited for the provision of moving and storage services related to the Central Library Renewal Project.

## **2.0 PURPOSE**

The purpose of this report is to recommend to the Library Board the award of the contract for the moving and storage services associated with the Central Library Renewal Project. The financial information in this report confirms that the bid costs of the recommended vendor are in line with project funding previously approved by the Library Board and City Council.

## **3.0 BACKGROUND**

### **3.1 Services During Construction**

City Council directed (MOTION: CC-44-02) Library staff to consider building the Central Library addition, occupying the addition and phasing the renovations to allow for continued operation without relocation. After investigations, staff recommended to the Library Board that the construction of the addition and renovation of Central Library be phased to allow Central Library services to be delivered from the current location during

construction. The Library Board decided on November 26, 2002 to phase construction of Central Library. The approved budget for the Central Library Renewal includes funding for the associated moves and storage of items.

In December 2003, Library staff advertised widely for expressions of interest from moving and storage specialists interested in pre-qualifying for the provision of moving and storage services. Eight vendors submitted expressions of interest and a shortlist of six vendors with pertinent experience was developed. On January 13, 2004 a full Request for Proposal was issued to the six vendors requesting their bids on a two stage project. Three subsequent addenda and corrections were issued to the vendors. The full Request for Proposal and the three subsequent addenda and corrections detail the contractual expectations of the vendor and the Burlington Public Library for this project.

Stage 1 (approximately July 26 – August 25, 2004): Relocation of collections, furniture, equipment and supplies from the existing site to the new addition and/or off-site storage facility. Central Library will be closed to the public during the relocation process. We anticipate that the exterior book return will be open to the public and some staff will be working in the building. The General Contractor and Landscape Contractor will be on site.

Stage 2 (early summer 2005): Relocation of collections, furniture, equipment and supplies from the new addition and off-site storage facility to the renewed facility (new addition and renovated space), according to the final floor layout. Central Library will be closed to the public during the relocation process. We anticipate that the book return will be open to the public and some staff will be working in the building. The General Contractor and Landscape Contractor will be on site. As the addition will be unfinished during restricted Library services, Stage 2 of the move project will require moving library furnishings out of the addition to allow for finishing and a move back into the addition for the re-opening of Central Library in summer 2005.

### **3.2 Approved Project Funding**

#### **Pertinent Library Board Motions:**

Funding for the Central Library Expansion/Renewal Project was approved by Library Board motion 03-47. The approved funding included \$222,500 (net GST rebate) for moving and storage.

#### **Motion 03-47 (July 23, 2003), Approval of the Tender for the Central Library Renewal Project**

THAT the tender for the Central Library Renewal Project be awarded to Struct-Con Construction Ltd., 2051 Williams Pkwy. E., Unit 14, Brampton ON L6S 5T3, at the revised price of \$8,772,494 (with net GST); which includes three recommended extras described below totalling \$74,043 (with net GST), subject to the approval of the City Legal Department and the financing plan being revised with City staff; and

THAT the option to finish the lower level south-east below grade area (1876 sq. ft.) for future expansion be included in the tender award at a cost of \$67,451 (with net GST);

THAT the option to replace coloured concrete with stone tile in the entrance areas, resulting in the entire area being stone tile, be included in the tender award at a cost of \$6,592 (with net GST);

THAT the option to participate in the new carpet Manufacturer's existing carpet Reclamation process be included in the contract at no charge;

THAT the option to include stone facing on the exterior of the building be excluded from the tender award;

THAT the design include energy cost savings measures and a grant application be submitted to the Commercial Building Incentive Program (CBIP); and

THAT the Board approve the updated project costs in the amount of \$13,267,024 subject to the financing plan being revised with City staff; and

THAT subject to a financing plan being developed, this report be referred to Community and Corporate Services Committee, for consideration and approval by Committee and Council of the tender award, project costs and financing plan; and

THAT subject to City Council's approval, the Chair of the Burlington Public Library Board and City Librarian be authorized and directed to sign the contract and related documents.

**Pertinent Council Resolution:**

Funding for the Central Library Expansion/Renewal Project, including site works, was approved by City Council in August 2003. The total approved funding of \$13,197,024 included \$222,500 for the library moves and storage.

**Council Resolution CC-191-03, August 11, 2003  
Central Library Expansion/Renewal Project Update**

The Council of the Corporation of the City of Burlington at its regular meeting held on Monday, August 11, 2003, approved the following recommendation, being Item No. CC-191-03:

THAT the tender for the Central Library Expansion/Renewal Project be awarded to Struct-Con Construction Ltd., 2051 Williams Pkwy. E., Unit 14, Brampton ON L6S 5T3, at the tender price of \$9,113,155.60 (incl. GST), as approved by the Library Board at their meeting of July 23, 2003; and

THAT all contract agreements be subject to the satisfaction of the City Solicitor; and

THAT the Chair of the Burlington Public Library Board and City Librarian be authorized to sign the contract and related documents; and

THAT the Burlington Public Library Board be authorized to notify Struct-Con Construction Ltd. of the award of the contract by letter; and

THAT the revised total project cost for the Central Library Expansion/Renewal Project be approved in the amount of \$13,197,024 to be charged to Capital Order LI0017 and financing be provided as follows:

Special Circumstances Debt	\$8,693,000
Capital From Current (2001 Budget)	\$25,000
Fundraising	\$800,000
Library Development Charges Reserve Fund	\$3,460,000
Grant (CBIP)	\$40,000
Capital Purposes Reserve Fund	\$179,024

which is subject to Council approval of the 2004 Revised Capital Financing Strategy and Guidelines (F-51/03); and

THAT the City Clerk be directed to prepare the Special Circumstances Debenture By-law.

Table 1 below breaks down the approved project funding including Services During Construction. Two cost elements, Moving and Storage Costs, cover the Central Library move and storage needs with funding totaling \$222,500 (net GST rebate).

**TABLE 1  
Project Funding Approved by Burlington City Council August 2003**

<b>Cost Element</b>	<b>Approved Funding Net GST Rebate</b>
<b>Services During Construction</b>	
Moving	
Fees (Space Planning, Design, Contract, Contract Admin.)	\$200,000
Storage	\$35,000
Room Rental for Services	\$22,500
Contingency (excl. construction contingency)	\$6,000
	\$26,350
<b>Subtotal Services During Construction</b>	<b>\$289,850</b>
<b>Construction and Site Costs</b>	<b>\$11,924,174</b>
<b>Project Management/Staffing</b>	<b>\$233,000</b>
<b>Library Materials</b>	<b>\$750,000</b>
<b>TOTAL</b>	<b>\$13,197,024</b>

#### **4.0 DISCUSSION**

Each of the responses to the Request for Proposal were evaluated based on total base bids shown in Table 2 of the 'in camera' report, relevant experience moving a library, ability of the vendor to provide the defined services within the project's timelines, quality of the response and associated documentation and references.

Campbell Brothers Movers Limited was first founded in the late 1800s and has been associated with National Van Lines (now United Van Lines) in the 1950s. United Van Lines is the only van line in Canada that has earned the ISO 9002 quality registration. Campbell Brothers Movers Limited has coordinated over fifty library moves in the past four years and the proposed project supervisor and project manager have over twenty-five years of experience including many library moves.

Very favourable references were provided and Library staff have made personal contact with previous library move clients at the University of Lethbridge and London Public Library. All references highly recommended Campbell Brothers Movers Limited as a preferred mover.

Library staff are confident that Campbell Brothers Movers Limited can provide the moving and storage services required for this project.

#### **5.0 FINANCIAL MATTERS**

The approved capital budget for the move and storage for Central Library is part of the Central Library Renewal project budget shown in Table 1 in the Services During Construction section. The total budget for this project includes \$200,000 (net GST rebate) for moving and \$22,500 (net GST rebate) for storage. A total of \$2,000 has already been expended against this budget to fund the cost of the advertisement for the Pre-Qualification of Vendors. The low bidder for the project falls within the budget with a base bid submission of \$117,693.10 (net GST rebate) and \$5,562.01 (net GST rebate) for disbursements. The base bids for all submissions are presented in Table 2 of the associated 'in camera' report on this project.

The complexity of this project has been acknowledged by Library staff and bidding vendors. The total final cost for this project is dependent on factors that are not possible to fully predict at this date. As a result, additional costs are expected. Some possible factors that might influence the total project budget:

- Delays in construction and the subsequent re-opening of Central Library would require additional months of storage at a cost of at least \$2,000/month (or part thereof).
- Underestimations of the scope of services or moves by Library staff would require additional costs.
- If timelines change and warrant significant labour by the mover during the early and later portions of any month (premium time for moving companies) a discounted fee would not apply.

- If project timelines change and warrant significant labour by the mover during prime activity months (i.e., September) there will be a labour premium impact on the cost.
- If construction project timelines change during Stage 2 of the move, there will be an impact on the cost.
- If the Library decides to contract with the mover to move computer equipment an additional charge of \$1,300 will be applied.
- If the Library decides to conduct the final portion of the Stage 2 move while the Library is opened to the public an \$8,000 premium will be applied.
- If the Library requires additional consulting services in excess of those defined in the Request for Proposal there will be an additional charge of \$500/day.
- The Library has reserved the right to negotiate with the successful vendor additional costs for the disposal of any furnishings or equipment deemed surplus at the end of the construction project.
- If the Library requires a Bond or Letter of Credit an additional charge will be incurred.

## **6.0 ACKNOWLEDGEMENTS**

The preparation of the Request for Proposal of this complex project required significant research and preparation including information from libraries across North America and consultation with the City of Burlington's Purchasing Department. Marilyn Powell, Coordinator of Strategic Planning and Projects; Dianne Warrick, Assistant Manager of Information Services; Jane DeBoer, Manager of Circulation Services; Rick Craig, Manager of Administrative and Building Services and Gar Darroch, Senior Purchaser with the City of Burlington's Purchasing Department all made significant contributions to the process.

## **7.0 CONCLUSION**

Library staff recommend the approval of a Purchase Order to Campbell Brothers Movers Limited, 55 Midpark Crescent, London Ontario N6N 1A9 for Moving and Storage Services Related to the Central Library Renewal Project with the project costs charged to the previously approved Capital Order LI0017—Central Library Expansion/Renewal.

Respectfully submitted,

Maureen Barry  
Director, Service Delivery