

# **Municipality of East Ferris**

## **Report to Council**

Report No.: CAO-2023-07

Date: December 12, 2023

Originator: Jason H. Trottier, CAO/Treasurer

Subject: RFP - Library Renovations

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### **RECOMMENDATION**

1. THAT Council for the Municipality of East Ferris award the Request for Proposal – Library Renovations to DL Building Group, at an upset limit of \$55,000, and directs staff to negotiate the scope of work based on operational priorities.
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### **BACKGROUND**

The municipality applied for funding, on behalf of the library, through the Ontario Trillium Foundation's Community Resiliency Fund. The application was successful, and we were granted \$79,000; \$20,000 for a storage shed, \$4,000 to purchase programming items, and \$55,000 for facility space renovations.

On November 19<sup>th</sup>, 2023, a Request for Proposals (RFP) was issued for the \$55,000 facility space renovations component. Two (2) submissions were received by the deadline of 4:30 pm December 4<sup>th</sup>, 2023; one (1) from Kenalex for a total proposal cost of \$92,098.37 plus HST and one (1) from DL Building Group for a total proposal cost of \$76,847 plus HST.

As the procurement process was a RFP and not a tender, the successful bidder is not selected based on the lowest price. The RFP was designed to get pricing for a list of priority renovations, and then awarding the RFP based on how much of the scope of work can be done based on the allocated budget. Staff may bring forward items to the 2024 budget that are a priority but could not be done at this time due to limited funds. The list of work includes converting the staff washroom into a janitorial room inclusive of shelving for chemicals and the addition of a slop sink; renovating the supply room with additional cupboards, counter workspace, and shelving to maximize capacity; and renovating the community room to add three new workspaces for patrons, new cupboards/cabinetry to provide more storage and more floor space for programming, and new flooring.

Based on the submitted proposals, we can accomplish more of the scope of work and priority items with costing provided by DL Building Group.

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## **OPTIONS**

Option #1: Award the work to the DL Building Group and proceed with the library space renovations.

Option #2: Do not award the work for the library space renovations and return \$55,000 to the Ontario Trillium Foundation.

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## **FINANCIAL IMPLICATIONS**

This work was approved and budgeted for in the 2023 budget; therefore, there are no further financial implications.

Respectfully submitted,



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Jason H. Trottier, HBBA, CPA, CMA  
CAO/Treasurer