



**REPORT TO THE LIBRARY BOARD  
MEETING DATE: SEPTEMBER 22, 2009**

Session:	Public Session
Subject:	Ratification of Summer Business
Prepared By:	Terry Wilkes, Susanna Hubbard Krimmer, Barbara Jessop
Presented By:	Susanna Hubbard Krimmer
Purpose of Report:	For Decision Approval <input checked="" type="checkbox"/>

**Recommendation:**

It is recommended that the following summer business be ratified by motion:

That the bid submitted by H.N. Roofing & Sheet Metal Limited to replace the Landon Branch Library roof (Request for Proposal 2009-06) at a cost of \$70,570.00 be accepted.

**Background:**

Per the procurement policy, if the value of the contract exceeds \$50,000, the expenditure needs Board approval. This project is within budget and funding will be provided by the City Capital Budget, specifically funds designated from the Stimulus Infrastructure Fund. Under authority of summer business, this expenditure was approved by the Executive Committee of the Board on August 26, 2009.



## REPORT TO THE LIBRARY BOARD

MEETING DATE: SEPTEMBER 22, 2009

Session:	Public Session
Subject:	RFP 2009-06 Landon Roof Replacement
Prepared By:	Terry Wilkes, Susanna Hubbard Krimmer, Barbara Jessop
Presented By:	Susanna Hubbard Krimmer
Purpose of Report:	For Decision: Approval <input checked="" type="checkbox"/>

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### Recommendation

It is recommended that the bid submitted by H. N. Roofing & Sheet Metal Limited to replace the Landon Branch Library roof at a cost of **\$70,570.00** be accepted.

### Issue / Opportunity

The existing roof of the building is leaking and is of the age where a new roof is more cost effective.

### Background & Review

RFP 2009-06, Landon Roof Replacement was issued on August 10, 2009 with a closing date of August 21, 2009.

The tender was posted on the Library's website along with addendums as issued during the process.

The London Public Library (LPL) was seeking proposals from firms to provide:

- Removal of existing roof;
- New roof system with R20 insulation and a two-ply modified bitumen membrane and pre-finished metal flashings; and
- The new roofing system is to be installed using cold application.

A Site Meeting was held on Wednesday – August 12, 2009 at 9:00 a.m.

The LPL received three responses to the RFP.

## **Evaluation Criteria and Process**

The process included:

- Detailed review of the written submissions.
- Detailed bid analysis.
- References.

General evaluation criteria, which were outlined in the evaluation and criteria section of the RFP included:

- Ability to meet all the specifications of the RFP.
- Experience in related work.
- Cost.
- References.
- Availability.

A detailed comparative review of Bid Submissions, indicated that H. N. Roofing & Sheet Metal Limited met all of the criteria and submitted the lowest bid.

## **Sources of Funding**

Funding will be provided by the City Capital budget, specifically funds designated from the Stimulus Infrastructure Fund. (See reports to the Library Board, April and June, 2009)

## **Next Steps**

Following Library Board approval, Administration will finalize the contract with H. N. Roofing & Sheet Metal Limited.

In accordance with the RFP, pricing will be made available after approval of the recommendation by the Board. All respondents will be formally notified.