



# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: December 9, 2024

Report No: ES-038-24

Subject: Purchasing Various - December 2024

Recommendation: THAT Council approve the budget amendments and related funding sources as outlined on Schedule A.

THAT the contract award for Consulting Services for a Development Charges Background Study and Community Benefits Charge Study to Watson & Associates Economists Ltd. in the amount of \$169,900 (exclusive of HST) be approved as outlined on Schedule B.

THAT the contract award for Professional Consulting Services Roster for Landscape Architecture - Design and Construction Contract Administration to Baker Turner Inc., NAK Design Strategies, Shift Landscape Architecture and The MBTW Group be approved as outlined on Schedule C.

THAT the contract award for Professional Consulting Services Roster for Architecture, Engineering & Building Envelope Specialists for Facilities Redevelopment - Design and Construction Contract Administration to ATA Architects Inc., Moffet & Duncan Architects Inc., Chisholm Fleming & Associates, GEI Consultants, Building Innovation Inc., CK Engineering Inc., Accent Building Sciences Inc. and Sense Engineering Ltd. be approved as outlined on Schedule D.

THAT the contract award for Professional Consulting Services Roster for Civil Engineering Capital Infrastructure Project - Design, Contract Administration and Ad Hoc Services to CIMA Canada, GEI Consultants, Tatham Engineering Ltd. And WSP Canada Inc. be approved as outlined on Schedule E.

THAT the contract award for Design, Supply and Installation of Play Equipment for Various Parks in 2025 to Openspace Solutions Inc. in the amount of \$138,860.00 (exclusive of HST), Park N Water Ltd. in the amount of \$119,212.24 (exclusive of HST) and Openspace



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Solutions Inc. in the amount of \$209,915.00 be approved as outlined on Schedule F.

THAT the contract award for Design, Supply and Installation of Spray Pad Equipment for Bowes Neighbourhood Park in 2025 to ABC Recreation Ltd. in the total amount of \$139,972.32 (exclusive of HST) be approved as outlined on Schedule G.

THAT the contract award for Payment Recovery and Advisory Services to Deloitte LLP be approved as outlined on Schedule H.

THAT the contract increase for Next Generation 911 Communication Links to Rogers Communications in the amount of \$261,500 (exclusive of HST) and to Bell Canada in the amount of \$235,520 be approved as outlined on Schedule I.

THAT delegated authority be provided to the Town's Fire Chief to approve change orders (if required) up to an aggregate value of 20% of the value of the award to Rogers Communications and Bell Canada as outlined on Schedule I.

THAT staff be delegated the authority to renew the initial 60-month terms with each provider for a subsequent term of equal or lesser length, provided the total value of the renewed term is equal to or less than the value of the initial contract term price as outlined on Schedule I.

THAT the contract increase for Feasibility Study for the Milton Transit Garage to WSP Canada Limited in the amount of \$1,168,750 (exclusive of HST) be approved as outlined on Schedule J.

THAT the contract increase to Hunt Chrysler for the provision of one (1) Truck Chassis in the amount of \$96,648 (exclusive of HST) be approved as outlined on Schedule K.

THAT Council approve the Limited Tendering awards for 2025 as per the list of suppliers provided on Schedule L;

THAT Council authorize the Town to enter into the updated Master Adoption Agreements with Rogers Communication Inc., Bell Canada

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and Telus Communications as part of the Province of Ontario's Vendor of Record program for a period of up to 10 years as outlined in Schedule L.

THAT Council authorize the Town to enter into any Master Agreements that may be necessary with PPE Solutions Inc. as part of the Canoe Purchasing Group of Canada's RFP program for a period of up to 4 years as outlined in Schedule L.

THAT the delegated authority for a contract increase for the Watermain Gate Valve Replacement at Lions Park to Wm. Groves Limited in the amount of \$12,295 be received for information as outlined on Schedule M.

THAT the emergency contract award for the repair of one (1) Transit bus to PWTransit Canada in the total amount of \$80,527 (exclusive of HST), be received for information as outlined in Schedule N;

THAT the emergency contract award for the Supply and Delivery of two (2) Salt Spreaders to Green Tractors Inc. in the total amount of \$40,000 (exclusive of HST), be received for information as outlined in Schedule O;

THAT the Manager, Procurement be authorized to execute the contract(s), as outlined by the purchasing by-law, and the Mayor and the Town Clerk be authorized to sign any required paperwork.

## **EXECUTIVE SUMMARY**

This report is being submitted to obtain Council's authorization on the various items on the attached schedules. It also includes the reporting of a number of awards that have been made under delegated authority for either emergency purposes or during the period between regular meetings of Town Council. Requests are being made as per the guidelines outlined in the Purchasing By-law No. 061-2018 and the Budget Management Policy (Policy No.113).

## **REPORT**



## Background

Procurement of goods and services is governed by By-law No. 061-2018. Purchasing activity is undertaken in a manner that is intended to support the Town's mandate to provide effective, responsible government and efficiently deliver services to the residents of Milton.

## Discussion

Information pertaining to the recommended purchasing awards is included on the corresponding Schedules (A to O) attached. The awards included in this report can be categorized into several broad themes:

### **New awards (Schedule B to Schedule H)**

This category of awards represent approvals requested by Council for services or goods required. It includes the results of request for proposal processes for the purchase of consulting services for a development charges background study and community benefits charge study, the design, supply and installation of play equipment for various parks, the design, supply and installation of spray pad equipment for Bowes neighbourhood park, payment recovery and advisory services and for the award of the landscape architecture, facilities consulting and civil engineering rosters.

### **Contract increases (Schedule I to Schedule K)**

This category represents approvals requested for contract increases to existing agreements. It includes an increase for the provision of dedicated communication links with Rogers and Bell, consulting services to conduct an EA/TRPAP, background studies, and functional building program for the Milton Transit garage and an increase for the provision of a truck chassis.

### **Limited Tendering Awards (Schedule L)**

The limited tendering category, as defined within the Canadian Free Trade Agreement (CFTA) and Comprehensive Economic and Trade Agreement (CETA), captures a variety of award types including contract renewals, extensions, single or sole source and competitively bid. The awards are recommended to the vendors identified for reasons such as compatibility, existing enterprise application software, joint government procurement initiatives and specialized/unique services or products.

Staff are requesting the ability to issue purchase orders to these suppliers for requirements within the approved budgets, and the awards recommended herein allow for both operating

## Discussion

and capital needs to proceed in 2025. The goods and services being acquired include items such as :

- Parts and services for vehicles and equipment;
- Building Automations System (BAS) and HVAC System maintenance; and
- A variety of licenses, support and service related to the Towns' Information Technology software and hardware.

Annual approvals of these items are requested in order to allow continuity of services and provide transparency in the awards. The amounts presented for each supplier are estimates and align with existing budget approvals and expected budget requirements for 2025.

## Reporting for information (Schedule M to Schedule O)

The purchasing by-law includes several areas where staff have the delegated authority to proceed with awards where reporting to Council is required following the award. Those authorities generally relate to times when Council may not hold regular meetings, where an emergency award is required, or contract increases that could not have been reasonably anticipated at the time of the original award require approval in order to avoid the disruption of service or additional cost. Reporting back on awards where specific delegated authority was provided to staff via Council resolution also occurs.

The schedules within this list (M to O) provide reporting on such instances, and include the final awarded amounts for items such as a watermain gate valve replacement at Lions Park, as well as final reporting on the costs incurred for emergency purchases related to a Transit bus repair and the purchase of two salt spreaders needed for the 2024-2025 winter season.

## Financial Impact

Schedule A presents the capital budget adjustments that are required at this time to support the items that are recommended for approval. A net increase to the capital budget of \$168,712 is identified, consisting of a transfer of \$220,997 from the Project Variance Account and return of \$52,285 to the Administration Development Charge Reserve Fund.

The limited tendering awards outlined in Schedule L capture \$6.3 million of approvals related to the operating budget and \$8.8 million of approvals related to the capital program. 69% of these amounts relate to the information technology solutions, and almost all awards relate to services that were in place in 2023. The management of the resulting purchase orders for 2025 will occur in accordance with the Town's financial policies and authorities.



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Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer

For questions, please contact: Sharon Telfer, Manager, Procurement Phone: Ext. 2138  
Shirley Xie, Supervisor, Financial Reporting Phone: Ext. 2472



## Attachments

- Schedule A - Reserve and Reserve Fund Transfers
- Schedule B - Proposal award for DC and CBC study
- Schedule C - Proposal award for Landscape Architecture Roster
- Schedule D - Proposal award for Facilities Consulting Roster
- Schedule E - Proposal award for Civil Engineering Roster
- Schedule F - Proposal award for Play Equipment at various parks
- Schedule G - Proposal award for Spray Pad Equipment at Bowes Neighbourhood Park
- Schedule H - Proposal award for Payment Recovery Services
- Schedule I - Contract increase for NG911 Communication Lines
- Schedule J - Contract increase for Feasibility Study for the Milton Transit Garage
- Schedule K - Contract increase for Truck Chassis
- Schedule L - Limited tendering awards for 2025
- Schedule M - Reporting Back Contract Increase Valve Replacement at Lions Park
- Schedule N - Reporting Back Emergency Event for Transit Bud Repair
- Schedule O - Reporting Back Emergency Event for Salt Spreaders

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.



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