

## COUNCIL AUTHORITY FOR CONTRACT AWARDS SINGLE SOURCE AWARD

<b>Project Award</b>	Single Source award to R.J. Burnside & Associates Limited for a Road & Winter Road Patrol software solution.
<b>Recommendation</b>	<b>Staff are recommending the single source award to R.J. Burnside &amp; Associates Limited to provide a Road &amp; Winter Road Patrol software solution for a 3-year term in the amount of \$58,500 (exclusive of HST).</b>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p>Operations, Roads staff are legislated, via O.Reg. 239/02, to perform regular road patrols all year based on road class to ensure deficiencies are identified, catalogued and repaired within designated timelines. To efficiently track and manage deficiencies, monitor road conditions for winter and ensure accuracy with data collection and reporting processes, a mobile software solution was sought and piloted with R.J. Burnside &amp; Associates in 2025 under the Town's decentralized purchasing provisions within Purchasing and Risk Management Policy No. 112 and Bylaw 061-2018.</p> <p>The Provincial Minimum Maintenance Standards outline schedule requirements for how roads are to be patrolled, and which deficiencies require detection and maintenance, inclusive of additional patrols in the winter. Identified road deficiencies are tracked within the Burnside Mobile software solution, generating follow-up tasks and work orders to be completed. This software solution allows Operations staff to quickly and efficiently maintain compliance with Provincial requirements as well as ensure data is readily available for reporting and analysis during routine operational audits or legal matters. The R.J Burnside Road Patrol solution is a purpose-built mobile software package that adheres to provincial standards and regulations and is used within numerous Municipalities surrounding Milton, including the Region of Halton, Town of Oakville, Town of Halton Hills and the City of Burlington. Due to the nature and purpose of the solution, very few products exist on the market that provide the set of capabilities and reporting functionality that is offered within this platform. As the current pilot has proven very successful throughout 2025 in reducing staff time spent on road patrol operations, while at the same time drastically increasing the availability and integrity of collected data, staff are recommending continued usage of the platform in lieu of attempting to seek out alternative software products via competitive request for proposal (RFP) process.</p> <p>Without this software solution, Operations patrol staff will have to revert to paper-based deficiency tracking processes. These processes lack efficient reporting functionality and introduce the</p>

**Schedule D**

	<p>threat of misplaced documentation and inaccuracy of information, which will increase the Town's risk exposure during claims management processes.</p> <p>The 3-year contract term will be from January 1, 2026 to December 31, 2028.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	2216-3445
<b>Account Description</b>	Software Annual Maintenance
<b>Project Total Budget</b>	N/A
<b>Contract Budget</b>	\$ 22,000
<b>Actual</b> (Net of HST Rebate) (Note 2)	\$ 19,843
<b>Variance</b> (Note 2)	\$ 2,157 (F)
<b>Funding Source</b>	Operating Budget

Note 1: Financial impact includes any non-refundable portion of HST.

Note 2: This contract commits the Town to an initial annual operating cost of \$19,500 (exclusive of HST) in 2026, 2027, 2028. Spending relative to the approved budgets will be reviewed with Financial Planning and any variances reported through the variance process.