

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
SINGLE SOURCE AWARD**

Project Award	Single Source award to Telus Mobility for Wireless Communication Services
Recommendation	Staff are recommending the single source award to Telus Mobility for a new 36-month term for mobility and cellular services, in the estimated amount of \$67,100 (exclusive of HST).
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>The Town relies on mobility and cellular services from its telecommunications providers in order to support a wide range of operational processes.</p> <p>In December 2024, The Town of Milton entered into an agreement with Rogers Communications Canada under the terms of provincial vendor of record (VOR) Tender-18677 - Mobile Devices and Services and purchasing authority provided via ES-038-24. As per the terms of the VOR, the Town must attempt to fulfill all new cellular service needs via the primary vendor (Rogers). Therefore, the Town currently utilizes this agreement to acquire cellular phone and data services for the majority of the Corporation's mobile devices, however, in order to maintain sufficient operational cellular coverage across urban and rural Milton, the Town has historically relied on a secondary cellular services provider, Telus Mobility. Town staff received renewed authority to procure cellular services from Telus in the 2026 calendar year via ES-053-25, however the current contract with Telus has reached full term and as such, the Town explored options for a new secondary services provider.</p> <p>The Town received cellular services price proposals from both Telus Mobility and Bell Canada, which, when considered along with Rogers Communications, represent the three largest cellular service providers across Ontario. Town staff performed a detailed cost analysis of the two proposals based on the total number of devices presently utilizing the Town's backup provider. The analysis considered historical 12-month usage patterns across these devices and the anticipated price plan/tier each device would fall into to calculate an overall anticipated monthly/term spend across both carriers. Town staff also factored in one-time costs associated with buying out existing device hardware balances and anticipated costs of replacement devices during the contract term.</p> <p>Through this analysis, both price proposals represent significant monthly savings over the existing Telus price plan, with the</p>

Schedule F

	<p>revised Telus proposal providing better overall value for the Town. A revised Telus proposal is expected to yield potential savings upwards of \$2500 per month compared to the Town's existing contract (<i>dependent on device usage and total number of devices</i>) on a 36-month term. Based on historical cellular usage patterns, the Town estimates monthly costs for services on the revised contract to be \$725/month (excluding HST). The total cost of buying out existing hardware device balances (which is required to move to a revised price plan) combined with the costs of upgrading/replacing eligible hardware devices during the contract term is estimated to be approximately \$41,000 (excluding HST).</p> <p>Therefore, the total estimated 36-month contract with Telus is estimated to be \$67,100 (excluding HST). As such, Town staff are recommending authority be provided to sign an updated 36-month agreement with Telus Mobility to provide backup cellular services.</p>
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Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	2216-3706/3707	C24000525	C24000526
Account Description	Operating Budget	Phone System Changes/Upgrade	Phone System Changes/Upgrade
Project Total Budget	N/A	\$103,000	\$82,802
Contract Budget	\$40,000	\$35,000	\$6,722
Actual (Net of HST Rebate)	\$8,853	\$35,000	\$6,722
Variance	\$31,147 (F) (Note 2)	\$0	\$0
Funding Source	Operating Budget	Project Variance Reserve	Project Variance Reserve/Building Stabilization Reserve

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

Note 2: Contract actuals are an estimate only. Contracts against the approved budgets will be managed by the Program Area staff and will be reviewed with Financial Planning and any variances will be reported through the variance process.