

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
DELEGATED AUTHORITY**

<b>Project Award</b>	Delegated Authority to renewal Contract No. 19-086 – Traffic Signal & Street Light Maintenance, fifth and final year.															
<b>Recommendation</b>	<b>Staff are recommending the delegated authority to renew the contract to Ducon Utilities Ltd. for the Traffic Signal and Streetlight Maintenance for the fifth and final year (August 1, 2023 to July 31, 2024) in the total estimated amount of \$939,393 (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>The original award resulted from a competitive tender process lead by Milton on behalf of the Halton Cooperative Purchasing Group (HCPG). The contract was awarded to Ducon Utilities Ltd. for a possible five (5) year term, which was comprised of the original one (1) year award for the period August 1, 2019 to July 31, 2020, and four (4) additional one year renewals. The annual amounts incurred to date through the contract are:</p> <table border="1" data-bbox="620 1010 1432 1201"> <thead> <tr> <th>Period Start</th> <th>Period End</th> <th>Actual Cost</th> </tr> </thead> <tbody> <tr> <td>August 1, 2019</td> <td>July 31, 2020</td> <td>\$ 1,101,351</td> </tr> <tr> <td>August 1, 2020</td> <td>July 31, 2021</td> <td>\$ 881,380</td> </tr> <tr> <td>August 1, 2021</td> <td>July 31, 2022</td> <td>\$ 1,206,660</td> </tr> <tr> <td>August 1, 2022</td> <td>June 28, 2023</td> <td>\$ 922,657</td> </tr> </tbody> </table> <p>The amount fluctuates on a yearly basis as the contract captures both work related to maintenance (operating) as well as new installations and replacements (capital) for which the need can vary annually.</p> <p>The contract renewal for the fifth and final term is being requested in the total estimated annual amount of \$939,393 (exclusive of HST). This estimate is based on the Town’s existing operating budget and capital program. The actual cost will be dependent on the work authorized and undertaken, and will be subject to the unit rates outlined in the contract.</p> <p>The estimated work plan for the year has been reviewed and validated by the program area, resulting in the recommendation to proceed with the renewal, pending proposed unit rates.</p>	Period Start	Period End	Actual Cost	August 1, 2019	July 31, 2020	\$ 1,101,351	August 1, 2020	July 31, 2021	\$ 881,380	August 1, 2021	July 31, 2022	\$ 1,206,660	August 1, 2022	June 28, 2023	\$ 922,657
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	The contract total (years one to five) will now be in the estimated amount of \$5,051,441 (exclusive of HST). This is the last year of the contract. Staff will issue a new tender in 2024.
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**Financial Planning Section: Budget Impact** (Note 1)

<b>Account Number(s)</b>	Various Capital & Operating Accounts
<b>Account Description</b>	Traffic Signal and Street Light Maintenance
<b>Project Total Budget</b>	N/A
<b>Contract Budget</b>	\$ 955,926 (Note 2)
<b>Estimated Actual</b> (Net of HST Rebate)	\$ 955,926 (Note 3)
<b>Variance</b>	\$ 0
<b>Funding Source</b>	Various Capital & Operating Budgets

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

Note 2: The budget shown represents the expected spending over the August 1, 2023 to July 31, 2024 contract period. It is reflective of existing approved capital budgets as well as the annual operating budget for signal and streetlight maintenance.

Note 3: Contract Actuals are an estimate based on the budgeted expected level of activity. The costs will vary based on activity as well as any change in the unit rates resulting from this renewal. The costs will be managed by Program Area staff and reviewed with Financial Planning with any variances being reported through the variance process.