



# The Corporation of the Town of Milton

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Report To: Council  
From: Glen Cowan, Chief Financial Officer / Treasurer  
Date: November 13, 2023  
Report No: CORS-056-23  
Subject: Purchasing Various - November 2023

<b>Recommendation:</b>	<p>THAT Council approve the budget amendments and related funding sources as outlined on Schedule A.</p> <p>THAT the contract increase for absolute secure access client software to Rogers Communications Canada in the amount of \$88,709 (excl. HST) be approved as outlined on Schedule B.</p> <p>THAT the contract increase for detailed design for Nipissing Road to WSP Canada Inc. in the amount of \$660,600 (excl. HST) be approved as outlined on Schedule C.</p> <p>THAT staff be delegated the authority to approve change orders up to a total of 15% of the awarded value to WSP Canada Inc. in relation to the Nipissing Road reconstruction.</p> <p>THAT the delegated authority to award the street light and pole condition assessment in the estimated amount of \$387,420 (excl. HST) be approved as outlined on Schedule D.</p> <p>THAT the contract increase made under delegated authority for additional work required for the Fifth Line Grade Crossing and Widening to Canadian Pacific Railway Company in the amount of \$354,427 (excl. HST) be received for information as outlined in Schedule E.</p> <p>THAT the contract increase made under delegated authority for Environmental Assessment of the Peru Road Bridge Removal and Cul-de-Sac Implementation to GM BluePlan Engineering Limited in the amount of \$9,080 (excl. HST) be received as outlined in Schedule F.</p>
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	<p>THAT the contract award made under delegated authority for Campbellville Road Guide Rail Upgrades to Powell Contracting Limited in the amount of \$1,266,870 (excl. HST) be received as outlined in Schedule G.</p> <p>THAT the single source award made under delegated authority to conduct a Feasibility Study for the Milton Transit Garage to WSP Canada Limited in the amount of \$66,710 (excl. HST) be received as outlined in Schedule H.</p> <p>THAT staff be delegated the authority to make a single source award to Pinchin Ltd. to undertake Asbestos Assessments for select Town facilities, and that details of the award be reported back to Council for information.</p> <p>THAT the Manager, Purchasing and Supply Chain Management 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.</p>
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## EXECUTIVE SUMMARY

This report is being submitted to obtain Council’s authorization on the various items on the attached schedules. 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 I) attached.

Included within this report are contract increases of existing contracts for mobile connectivity software and the detailed design for Nipissing Road. In the case of the



## Discussion

software, the contract increase results in overall savings for the Town over a 3-year period relative to the existing contract.

Delegated authority has been requested for the street light and pole condition assessment. The RFP evaluation for this project is in progress. In order to facilitate the planned project start date of November 20<sup>th</sup>, delegated authority to award the contract is being requested. Similarly delegated authority with respect to asbestos assessments is also sought in order to ensure that the Town's year end audit timelines can be achieved in relation to new accounting standards.

Staff are reporting back to Council on a contract increase for Fifth Line grade crossing and widening, a contract increase for environmental assessment of the Peru Road bridge removal and cul-de-sac implementation, a contract award for the Campbellville Road guide rail upgrades and a single source award for a feasibility study for the Milton Transit garage. In these cases project-specific delegated authority was either previously granted, or timing constraints led to the use of authorities provided in the purchasing by-law. In the case of the feasibility study, staff leveraged the existing civil engineering roster to identify a capable firm with competitive rates.

## Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through I, and result in an increase in funding to the capital program of \$773,061 at this time. This increase provides the required funds to undertake the detailed design of the Nipissing Road reconstruction, with the subsequent utility relocation and construction funding currently planned for 2024 and 2025, respectively. Other variances that resulted from the awards referenced herein were either managed within the existing project accounts, or previously funded at the time of award.

As noted in Schedule B, annual savings of approximately \$18,910 are expected to be generated for the operating budget as a result of the new acquisition strategy for mobile connectivity software.

Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer



For questions, please contact: Sharon Telfer, Manager,  
Purchasing and Supply Chain  
Management Phone: Ext. 2138  
Shirley Xie, Supervisor, Financial  
Reporting Ext. 2472

### Attachments

- Schedule A – Reserve and Reserve Fund Transfers
- Schedule B – Contract Increase for Mobile Connectivity Software
- Schedule C – Contract Increase for detailed design for Nipissing Road
- Schedule D – Delegated Authority for street light and pole condition assessment
- Schedule E – Reporting back contract increase for CP Rail
- Schedule F – Reporting back contract increase for Peru Road Bridge
- Schedule G – Reporting back delegated authority for Campbellville Rd Guide Rail
- Schedule H – Reporting back single source for Milton Transit study
- Schedule I – Delegated Authority for Asbestos Assessments

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.