



# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: December 18, 2023

Report No: CORS-060-23

Subject: Purchasing Various - December 2023

Recommendation:	<p><b>THAT Council approve the budget amendments and related funding sources as outlined on Schedule A.</b></p> <p><b>THAT the contract award for Play Equipment for Various Parks to Openspace Solutions Inc. in the amount of \$113,442 (exclusive of HST) for Beaty Trail Park and to ABC Recreation Ltd. in the amount of \$138,117.39 (exclusive of HST) for Trudeau Park be approved as outlined on Schedule B.</b></p> <p><b>THAT the contract award for Transit Bus Purchases to Nova Bus in the amount of \$5,376,827 (exclusive of HST) be approved as outlined on Schedule C.</b></p> <p><b>THAT the contract increase for Engineering Review of the Design of the Boyne Active Transportation Link to Canadian National (CN) in the upset amount of \$60,000 (exclusive of HST) be approved as outlined on Schedule D.</b></p> <p><b>THAT the contract increase for Dedicated Internet Connections at Town Facilities to Rogers Communications Canada Inc. in the amount of \$176,400 (exclusive of HST) be approved as outlined on Schedule E.</b></p> <p><b>THAT Council approve the Limited Tendering awards for 2023 as per the list of suppliers provided on Schedule F;</b></p> <p><b>THAT the contract increase for John Tonelli Parking Lot Improvements to GM BluePlan Engineering Limited in the amount of \$16,006 (exclusive of HST) be received for information as outlined on Schedule G.</b></p> <p><b>THAT the contract increase for Pavement Line Marking to Almon Equipment Limited in the amount of \$65,019 (exclusive of HST) be received for information as outlined on Schedule H.</b></p>
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THAT the contract increase for Winter Control to Associated Paving & Materials Ltd. in the estimated amount of \$80,000 (exclusive of HST) be received for information as outlined on Schedule I.

THAT the contract increase for implementation of Phase 2 of the Human Resource Information System to Workday Limited in the amount of \$312,461 (exclusive of HST) be received for information as outlined on Schedule J.

THAT the delegated authority to rectify the emergency events to the air supported structure (dome) at St. Francis Xavier Catholic Secondary School be received for information as outlined on Schedule K.

THAT the contract award for Street Light and Pole Condition Assessment to R.V. Anderson Associates Limited in the amount of \$121,783 (exclusive of HST) be received for information as outlined on Schedule L.

THAT the single source award for Asbestos Assessments of Town Facilities to Pinchin Ltd. in the amount of \$28,705 (exclusive of HST) be received for information as outlined on Schedule M.

THAT the single source award for Real Estate Services to Royal Lepage Meadowtowne Realty (Phil Prestidge) in the upset amount of \$50,000 (exclusive of HST) be received for information as outlined on Schedule N.

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.

## **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 N) attached. The awards included in this report can be categorized into several broad themes:

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

This category of awards represent approvals requested by Council for services or goods required. It includes the results of one request for proposal process for the purchase of play equipment at various parks and for the purchase of seven new transit buses through the Metrolinx Transit Procurement Initiative (TPI).

#### **Contract increases (Schedule D to Schedule E)**

This category represents approvals requested for contract increases to existing agreements. It includes an increase for Engineering Review of the Design of the Boyne Active Transportation Link and an increase for the expansion on internet connectivity at Town facilities.

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

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 2024. 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 proposed budget amounts for 2024.

### Reporting for information (Schedule G to Schedule N)

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 (G to N) provide reporting on such instances, and include the final awarded amounts for items such as studies related to asbestos reviews and street light condition assessments, adjustments that were required to the Town's winter control contracts for the 2023/24 season as a result of a change in vendor, as well as final reporting on the turf dome costs and insurance recoveries from damage incurred in 2022.



## Financial Impact

Schedule A presents the capital budget adjustments that are required to support the items that are recommended for approval in schedules A to N.

The limited tendering awards outlined in Schedule F capture \$5.0 million of approvals related to the operating budget and \$5.3 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 2024 will occur in accordance with the Town's financial policies and authorities.

For the balance of schedules where awards are being presented for information (Schedules G to N), financial implications are indicated for each award on the related schedule and any variances have been (or will be) incorporated into the Town's capital and operating variance processes. As noted within schedule K, the Town has secured an insurance recovery related to the damage to the turf dome (including the impact of business interruption). The net proceeds will be deposited into the Town's legal and insurance reserve in accordance with Town policy.

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	Phone: Ext. 2472



## Attachments

Schedule A - Reserve and Reserve Fund Transfers

Schedule B - Proposal award for Park Equipment

Schedule C - Proposal award for Transit Buses

Schedule D - Contract increase for CN Design Review

Schedule E - Contract increase for Internet Connections at Town Facilities

Schedule F - Limited tendering awards for 2024

Schedule G - Reporting Back Contract Increase John Tonelli Parking Lot Improvements

Schedule H - Reporting Back Contract Increase Pavement Line Marking

Schedule I - Reporting Back Contract Increase Winter Control

Schedule J - Reporting Back Contract Increase Workday Phase 2

Schedule K - Reporting Back Emergency Events - Turf Dome

Schedule L - Reporting Back Proposal Award for Street Light and Pole Assessment

Schedule M - Reporting Back Single Source Award - Asbestos Assessments

Schedule N - Reporting Back Single Source Award - Real Estate Services

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.