



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: May 13, 2024

Report No: ES-011-24

Subject: Purchasing Various - May 2024

Recommendation: **THAT Council approve the budget amendments and related funding sources as outlined on Schedule A.**

THAT the tender for Milton Sports Centre, Milton Operations Centre and Fire Station 4 – Roof Repairs and Replacement be awarded to Bothwell-Accurate Co. Inc. in the total amount of \$1,936,165 (excl. HST) as outlined in Schedule B.

THAT the tender for Reconstruction of Kelso Road Bridge (Structure 74) be awarded to Bronte Construction Inc. in the total amount of \$1,195,807 (excl. HST) as outlined in Schedule C.

THAT the contract renewal for design of the 2025 Expanded Asphalt Program to CIMA Canada Inc. in the total amount of \$254,464 (excl. HST) be approved as outlined in Schedule D.

THAT the delegated authority to proceed with the award of the contract administration of the 2025 Expanded Asphalt Program in the estimated amount of \$139,450 (excl. HST) to CIMA Canada Inc. be approved as outlined in Schedule D.

THAT the contract renewal for design of the 2025 Asphalt Overlay Program to WSP Canada Inc. in the total amount of \$371,621 (excl. HST) be approved as outlined in Schedule E.

THAT the delegated authority to proceed with the award of the contract administration of the 2025 Asphalt Overlay Program in the estimated amount of \$490,258 (excl. HST) to WSP Canada Inc. be approved as outlined in Schedule E.

THAT the contract increase of \$1,289,252 (exclusive of HST) to Workday Ltd. for the implementation of a replacement



The Corporation of the Town of Milton

Report #:
ES-011-24
Page 2 of 5

Report To: Council

Financial Management System be approved as outlined in Schedule F;

THAT delegated authority be provided for staff to proceed with change orders (if required) up to an aggregate value of 35% of the contract increase value, in order provide for contingency costs and training requirements that may arise during implementation, as outlined in Schedule F;

THAT the original seven (7) year contract term (5 year plus 2 year renewal period) as established in CORS-029-21 with Workday Ltd. for and HRIS system be extended by one (1) additional year to align with the contract end date of the Financial Management System;

THAT a revised annual maintenance contract be awarded to Workday Ltd. (inclusive of the previously awarded HRIS modules as well as the newly awarded Financial Management System) for a six (6) year period ending in 2029 at the annual amounts outlined in the table below, in the total amount of \$2,918,426 (excluding taxes).

THAT the contract renewal for Council Meeting Management Software System (eScribe) in the total amount of \$166,175 (excl. HST) be approved as outlined in Schedule G.

THAT the Manager, Purchasing and Supply Chain Management be authorized to execute the contract extension, 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 item in the attached schedule. Requests are being made as per the guidelines outlined in the Purchasing By-law No. 061-2018.



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 G) attached.

Included within this report are tender awards for roof repairs and replacement at various Milton locations and reconstruction of Kelso Road bridge. As shown in the schedules attached, in each case the low bid resulted in a favourable variance relative to the approved budget for the works.

Also included are the contract renewals for the 2025 expanded asphalt program and the 2025 asphalt overlay program. These renewals include approval of the award for design work that will take place in 2024, plus delegated approval of the contract administration work that will take place in 2025. This is the final renewal option for these contracts as part of the terms established in the competitive request for proposal processes that were previously undertaken. New competitive bids will be issued for the 2026 to 2028 programs.

In July 2023, Council received an update on the Town's Financial Management System (FMS) via CORS-037-23 which authorized staff to negotiate on a single source basis the award for the implementation and annual licensing of a replacement FMS to Workday Ltd. The results of that negotiation and work planning is presented in Schedule F. The related recommendations include the award for the project implementation for \$1,289,252, as well as the award of annual software licensing costs. In order to align the licensing costs of the HRIS modules with the FMS modules, adjustments to the existing agreement with Workday are also recommended, and result in a consolidated fee structure that extends to 2029.

Finally, there is a contract renewal for the Council Meeting Management Software System (eScribe) in the total amount of \$166,175. The contract renewal term is for a total of 44 months, concluding December 31, 2027. Fees are due annually and will increase from the previous year's fees by six percent.



Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through G, and result in a reduction to the Town's capital program of \$1,203,068. These savings were realized largely from the results of the recent tender processes that were undertaken. The savings will be returned to the Town's Project Variance Account and Roads Development Charge Reserve Fund, and will result in a reduction in the amount of tax-supported debt required by the Town.

For the implementation of the FMS with Workday, sufficient funds have been approved within the Town's capital budget for the implementation costs, as well as the incremental licensing costs that will be incurred in advance of the software becoming operational. Annual licensing costs for Workday, inclusive of both the HRIS and FMS modules, will range from an estimated \$498,787 in 2025 to \$539,902 in 2029. These figures may vary in the future due factors such as growth in the number of Town users/licenses. Once the Town's existing legacy FMS system is decommissioned and the related licensing budget becomes available, sufficient funding will exist within the Town's current operating budget for the consolidated annual licensing payments to Workday.

Respectfully submitted,

Glen Cowan
Chief Financial Officer / Treasurer

For questions, please contact:

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Shirley Xie, Supervisor, Financial Reporting	Phone: Ext. 2472



Attachments

Schedule A – Reserve and Reserve Fund Transfers

Schedule B – Tender award for Roof Repairs and Replacement

Schedule C – Tender award for Reconstruction of Kelso Road Bridge

Schedule D – Contract Renewal for the 2025 Expanded Asphalt Program

Schedule E – Contract Renewal for the 2025 Asphalt Overlay Program

Schedule F – Contract Increase for implementation of a replacement Financial Management System

Schedule G – Contract Renewal for Council Meeting Management Software System (eScribe)

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.