



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: July 15, 2024

Report No: ES-022-24

Subject: Purchasing Various - July 15, 2024

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

THAT the proposal award for a Small/Light Rescue Vehicle for Milton Fire and Rescue Services be awarded to Darch Fire Inc. in the total amount of \$327,500 (exclusive of HST), as outlined in Schedule B;

THAT the proposal award for Consulting Services for the Environmental Assessment for the Construction of Sixth Line (Highway 401 to Britannia Road) be awarded to CIMA Canada Inc. in the total amount of \$799,982 (exclusive of HST), as outlined in Schedule C;

THAT the delegated authority to award the tender for Equipment and Operators for Road Snow Removal for the Town's Winter Control Program for a five (5) year term in the estimated annual amount of \$1,100,000 (exclusive of HST) be approved, as outlined in Schedule D;

THAT the delegated authority to award the optional renewal term of five (5) years for the Winter Control Program also be approved as outlined in Schedule D;

THAT the contract increase for Residential and Non-Residential Needs Analysis Study to Watson & Associates Economists Ltd. in the amount of \$73,350 (exclusive of HST) be approved as outlined on Schedule E;

THAT the contract increase made under delegated authority for John Tonelli Sports Centre Parking Lot Improvements to Pacific Paving Limited in the amount of \$198,410 (exclusive of HST) be received, as outlined in Schedule F.



Report To: Council

THAT the contract renewal made under delegated authority for the Town's insurance policy portfolio and risk management services to Marsh Canada in the total amount of \$1,370,366 (exclusive of HST) be received, as outlined in Schedule G;

THAT the contract extension for Solacom Guardian Call Handling Solution to Halton Regional Police Service, in the amount of \$402,713 (exclusive of HST) be approved, as outlined on Schedule H;

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 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 H) attached.

Included within this report is a recommendation to award a small/light rescue vehicle for Milton Fire and Rescue Services to Darch Fire Inc. in the total amount of \$327,500 (exclusive of HST) based on the result of a competitive request for proposal process. Similar authority is requested for the environment assessment related to the construction of Sixth Line (Highway 401 to Britannia Road) to CIMA Canada Inc. in the total amount of



Discussion

\$799,982 (exclusive of HST) following a competitive request for proposal process involving firms that are on the Town's roster.

There is a request for delegated authority to proceed with a tender award for equipment and operators for road snow removal for the Town's winter control program in the estimated annual amount of \$1,100,000 (exclusive of HST). The Tender is anticipated to close on July 16, 2024 and in order to prepare for the upcoming winter season, it is recommended to award the tender as soon as possible following the tender closing date. Staff will report back the final amount once pricing has been confirmed through the request for tender process.

Also, there is a request for a contract increase to the residential and non-residential needs analysis study to Watson & Associates Economists Ltd. in the amount of \$73,350 (exclusive of HST). This amount includes the cost estimate to prepare a Housing Needs Assessment Report that meets all of the Federal Government's criteria, which is a requirement for both the Housing Accelerator Fund as well as the Canada Community Building Fund. Approval for a contract extension with the Halton Regional Police Service (HRPS) for future upgrades, support and cyber security monitoring is also requested in relation to the future call handling solution. This extension allows the Town to remain aligned with the HRPS's own solution and contract terms, and provides stability in this critical service area.

Finally, staff are reporting back to council on the utilization of several delegations of authority. The first relates to a contract increase to Pacific Paving Limited in the amount of \$198,410 (exclusive of HST) for the John Tonelli Sports Centre Parking Lot Improvements. The additional cost stemmed from unforeseen issues in the parking lot sub-base that required additional stabilization measures. The timely issuance of the related change order was required to keep the project on track and in order to ensure the works could be completed prior to summer camps. The second relates to the delegated authority that was provided to staff through ES-018-24 for the renewal of the Town's insurance policy and risk management services. The Town renewed its primary policies for a one-year period beginning on July 1, 2024 with Marsh Canada in an amount of \$1,370,366 (excluding taxes and fees). A review of pricing of various deductible levels resulted in an adjustment to the property policy whereby the deductible was increased to \$250,000. All other deductibles remained consistent with the prior year. Overall the premiums paid by the Town increased by an average of 16% relative to the most recent 12 month period.



Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through G, and include result in a net increase in the capital program of \$138,703.

Once fully annualized, the renewal of the insurance policies will result in a 4.4% budget pressure relative to the existing approved budget for the Town. This amount will be considered in the development of the 2025 Budget.

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 Rescue Vehicle for Milton Fire and Rescue Services
- Schedule C – Proposal award Consulting Services for the construction of Sixth Line
- Schedule D – Delegated authority to award Road Snow Removal for Winter Control
- Schedule E – Contract increase for Residential & Non-Residential Needs Analysis Study
- Schedule F – Reporting back delegated authority for the John Tonelli Sports Centre Parking Lot Improvements
- Schedule G – Reporting back delegated authority for the Town's insurance policy portfolio and risk management services
- Schedule H – Contract increase for Solacom Guardian Call Handling Solution (NG911)

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.