



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: September 9, 2024

Report No: ES-027-24

Subject: Purchasing Various - September 2024

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

THAT Council approve the budget amendment for Capital Project C34009223 Boulevard Works, as outlined on Schedule B;

THAT the proposal award for Consulting Services for the Development of a Strategic Workforce Plan and Competency Framework be awarded to J. Macpherson and Associates in the total amount of \$110,000, (exclusive of HST), as outlined in Schedule C;

THAT the proposal award for Preventative Maintenance and Demand Repair Services for Heating, Ventilation and Air Conditioning (HVAC) Systems be awarded to Moore Environmental Systems Limited for Section A in the total annual amount of \$351,610, and awarded to The State Group Inc. for Section B in the total annual amount of \$308,843 (exclusive of HST), as outlined in Schedule D;

THAT staff be delegated the authority to award up to three (3) one-year optional renewal terms with Moore Environmental Systems Limited and The State Group Inc. through an internal staff award report, for up to a total five-year term in the estimated total amount of \$1,651,133 (exclusive of HST), as outlined in Schedule D;

THAT the proposal award for Contracted Service Provider for the Provision of Parking Enforcement Services be awarded to Commissionaires Great Lakes in the total annual amount of \$138,624 (exclusive of HST), as outlined in Schedule E;

THAT staff be delegated the authority to award up to three (3) one-year optional renewal terms with Commissionaires Great Lakes through an internal staff award report, for up to a total five-year term



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in the estimated total amount of \$346,560 (exclusive of HST), as outlined in Schedule E;

THAT the contract renewal for Snow Clearing Services for Various Town Facility Parking Lots, Driveways, and Walkways to Lakeside Contracting Company Ltd. (part B) in the amount of \$189,704 (exclusive of HST), and to Pro Mow Maintenance Inc. (part C) in the amount of \$19,586 (exclusive of HST), and to Marquee Landscape Ltd. (part D) in the amount of \$64,075 be approved, as outlined on Schedule F;

THAT staff be delegated the authority to award up to three (3) six-month optional renewal terms with Lakeside Contracting Company Ltd. (part B), Pro Mow Maintenance Inc. (part C), and Marquee Landscape Ltd. (part D) through an internal staff award report, for up to a total five-year term in the estimated total amount of \$820,098 (exclusive of HST), as outlined in Schedule F;

THAT the contract increase for Detailed Road Design of Appleby Line Phase 3 to WSP E&I Canada Limited in the amount of \$5,755 (exclusive of HST) be received, as outlined in Schedule G;

THAT staff be delegated authority for up to a 10% contingency award(s) for any remaining consulting services costs associated with the Appleby Line Phase 3 works that are required to project completion;

THAT a single source award to Vector Solutions to provide a Fire Department Learning Management and Crew Shift Scheduling solution in the amount of \$45,567 (exclusive of HST) be approved, as outlined in Schedule H;

THAT staff be delegated the authority to award up to four (4) annual optional renewal terms with Vector Solutions through an internal staff award report, for up to a total five-year term in the estimated total amount of \$206,219 (exclusive of HST), as outlined in Schedule H;

THAT a single source award to Locution Systems Inc. for the purchase and configuration of a Fire Station Alerting System in the



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estimated amount of \$369,084 (exclusive of HST) be approved, as outlined in Schedule I;

THAT a single source award to Locution Systems Inc. for a 5 year support and maintenance contract in the estimated amount of \$160,862 (exclusive of HST) be approved, as outlined in Schedule I;

THAT a single source award to Kelcom Radio Solutions for the installation of the Locution Fire Station Alerting System in the amount of \$131,383 be approved, as outlined in Schedule I;

THAT delegated authority be provided to the Town's Fire Chief to approve change orders (if required) up to an aggregate value of 20% of the value of the award to Locution Systems Inc., as outlined in Schedule I;

THAT delegated authority be provided to the Town's Fire Chief to approve change orders (if required) up to an aggregate value of 20% of the value of the award to Kelcom Radio Solutions, as outlined in Schedule I;

THAT a single source award to Logixx Security for replacement of the Verex Card Access software system in the amount of \$95,694.44 be approved, as outlined in Schedule J;

THAT the contract award made under delegated authority for the Pavement Line Marking Program to Guild Electric Limited in the amount of \$355,353 (exclusive of HST) for the first year, and \$1,776,765 (exclusive of HST) for the four year renewal term, be received as outlined in Schedule K;

THAT the contract award made under delegated authority for Equipment and Operators for Road Snow Removal for the Town's Winter Control Program to Ashland Construction Group Ltd. in the amount of \$424,200, to Ashland Construction Group Ltd. in the amount of \$ 363,600 (exclusive of HST), to 1950587 Ontario Ltd. in the amount of \$174,600 (exclusive of HST), to Associated Paving & Materials Ltd. in the amount of \$42,700 (exclusive of HST) and to Bluechip Building Restoration Ltd. in the amount of \$46,700 (exclusive of HST) be received, as outlined in Schedule L;



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THAT the single source award made under delegated authority for the Supply and Installation of Emergency Warning Systems on two (2) Support Utility Vehicles to Leslie Emergency Vehicles in the amount of \$29,423.50 (exclusive of HST) be received, as outlined in Schedule M;

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 M) attached.

As a result of a competitive request for proposal process, included within this report is a recommendation to award Consulting Services for the Development of a Strategic Workforce Plan and Competency Framework in the total amount of \$110,000. The development of a Strategic Workforce Plan has been identified as a key activity of the Strategic Plan's Invest in People theme. The last plan was undertaken in 2014. The Town requires a revised plan with a strong emphasis on determining and developing the required skills and competencies needed to effectively meet its goals and future service delivery needs.

Discussion

There is a recommendation to award Preventative Maintenance and Demand Repair Services for Heating, Ventilation and Air Conditioning (HVAC) Systems, as a result of a competitive request for proposal process, in the total estimated annual amount of \$660,453. Staff are also requesting delegated authority to award up to three optional renewal terms through internal staff award reports.

Also as a result of a competitive request for proposal process, there is a request to award a Contracted Service Provider for the Provision of Parking Enforcement Services in the total amount of \$138,624, for a two-year term. The contracted service provider will provide overnight parking enforcement services as required under the Town's Administrative Penalty System program. Staff are also requesting delegated authority to award up to three optional renewal terms through internal staff award reports.

There is a request for a contract renewal for Snow Clearing Services for Various Town Facility Parking Lots, Driveways, and Walkways in the total estimated annual amount of \$273,365. This is the first of four optional renewal terms. Staff are also requesting delegated authority to award the three remaining optional renewal terms through internal staff award reports, as required.

Also, there is a request for a contract increase to the design of Appleby Line Phase 3 project to WSP E&I Canada Limited in the amount of \$5,755. This amount includes the cost estimate for the archeological assessment of 7139 Appleby Line Part 2.

Next, staff are recommending the following single source requests:

- To provide Milton Fire & Rescue Services (MFRS) with a Learning Management System (LMS) and Crew Shift Scheduling software solution in the total amount of \$45,567 to Vector Solutions. In 2022, MFRS began using this LMS solution as a two-year pilot project. This solution is extremely robust, user friendly and intuitive, having contributed to improved training outcomes and overall operational readiness over its pilot period. Staff are also requesting delegated authority to renew this contract on an annual basis, for 4 years beyond the additional term, (to a maximum of 5 cumulative years), in the estimated total amount of \$206,219.
- To provide Milton Fire & Rescue Services (MFRS) with a Fire Station Alerting system (FSA) into each fire station location. FSA systems are emergency communication center solutions that permit automated, multiple-unit simultaneous dispatch capabilities, comply with National Fire Protection Association (NFPA) guidelines by adding radio redundancies and eliminate caller hold times through IP network alerting, resulting in significantly improved call processing times. Locution Systems Inc. is currently the only provider of an automated voice dispatching

Discussion

system. Staff are recommending a single source award to Locution Systems Inc. in the estimated amount of \$369,084 for the procurement and configuration of the required hardware and in the estimated amount of \$206,219 for annual support and maintenance contract. As well as an award to Kelcom Radio Solutions in the amount of \$131,383 for the installation of the FSA solution.

- To provide a replacement card access software system used in civic and recreation facilities town-wide, to Logixx Security in the amount of \$95,694. The current software system (Verex) has been discontinued. As a result, Logixx Security can no longer provide the technical support or upgrades needed to maintain the operating system. A replacement system (Protégé GX) is compatible with the Town's existing devices, allowing the Town to use existing devices in place until they no longer operate, at which time new devices will be purchased as and when required.

Finally, staff are reporting back to council on the utilization of several delegations of authority.

- The first relates to the delegated authority that was provided to staff through ES-014-24, for a contract award of the Pavement Line Marking Program. Delegated authority was required to meet the project schedule, as soon as possible following the tender closing date. This is a HCPG contract, with participation by the Town of Milton and the Town of Halton Hills. The estimated annual award amount for Town of Milton is \$355,353.
- The second relates to the delegated authority that was provided to staff through ES-022-24, for the contract award of Equipment and Operators for Road Snow Removal for the Town's Winter Control Program. The total estimated annual award for year one is \$1,051,800 for the 2024/2025 Winter Season.
- The third relates to the delegated authority that was provided to staff through internal staff report PDA-083-24, to award a single source contract for the supply and installation of emergency warning systems (lights and sirens) on two support utility vehicles for Milton Fire and Rescue Services to Leslie Emergency Vehicles in the total amount of \$29,423.



Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through M, and include an increase to capital projects of \$688,495 with funding from a combination of development charges and the project variance account. The need for additional funding is largely related to roadworks, including additional landscaping and Provincial compliance guidelines in relation to boulevard works, as well as utility relocation requirements in association with phase 3 of Appleby Line.

Respectfully submitted,

Glen Cowan
Chief Financial Officer / Treasurer

For questions, please contact:

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| 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 – Budget Amendment
- Schedule C – Proposal award Strategic Workforce Plan and Competency Framework
- Schedule D – Proposal award PM and DM Repair Services for HVAC Systems
- Schedule E – Proposal award Parking Enforcement Services
- Schedule F – Contract increase Snow Clearing Parking Lots, Driveways, and Walkways
- Schedule G – Contract increase Detailed Road Design of Appleby Line Phase 3
- Schedule H – Single source Fire Department LMS and Crew Shift Scheduling
- Schedule I – Single source Fire Station Alerting System
- Schedule J – Single source replacement of Card Access software system
- Schedule K – Reporting back delegated authority Pavement Line Marking Program
- Schedule L – Reporting back delegated authority Road Snow Removal for the Town's Winter Control Program
- Schedule M – Reporting back delegated authority Emergency Warning Systems on Support Utility Vehicles

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.