



# The Corporation of the Town of Milton

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Report To: Council

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From: Glen Cowan, Chief Financial Officer/Treasurer

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Date: May 27, 2019

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Report No: CORS-028-19

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Subject: Purchasing Various – May 27th

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

**AND THAT the tender award by delegated authority to AECOM Canada Ltd. for the Stormwater Management Infrastructure Condition Assessment Study in the total amount of \$147,490 (exclusive of HST), as outlined on Schedule B be received for information;**

**AND THAT Council approve the proposal for the supply and delivery of Full Service Printing Requirements to Artista Design and Print Inc., being the highest ranked Proponent, for a term ending June 30, 2020 in the estimated annual amount of \$87,785 (exclusive of HST), as outlined in Schedule C;**

**AND THAT Council approve the contract increase to KNYMH for Contract Administration of the Milton Fire Station No.1 Building Rehabilitation in the total amount of \$30,820 (exclusive of HST), as outlined in Schedule D;**

**AND THAT Council approve the contract increase to J. Dilorio Construction for Routing and Sealing of Roadway Cracks in the total amount of \$130,500 (exclusive of HST), as outlined on Schedule E;**

**AND THAT Council approve the contract increase to Pencon Construction of Canada Corporation for supply and install accessible picnic table concrete pads in the total amount of \$59,840 (exclusive of HST), as outlined on Schedule F;**



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**AND THAT Council approve the delegated authority to proceed with the award of the tender for the reconstruction of First Line and to report the results back to Council for information, as outlined on Schedule G;**

**AND THAT Council approve transferring \$251,328 in budgeted expenditures from the Library New Branch Buildings project (C598000) to the Library New Branch Computer project (C80012318), as outlined on Schedule H;**

**AND THAT Council approve transferring \$192,583 in budgeted expenditures from the Library New Branch Buildings project (C598000) to the Library Shelving & Equipment – New project (C80010418), as outlined on Schedule H;**

**AND THAT the Manager, Purchasing and Risk 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 other required paperwork.**

## **EXECUTIVE SUMMARY**

This report is being submitted to have 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 H) attached.

This report includes the reporting of the award for the Stormwater Management Infrastructure Condition Assessment Study. Staff proceeded with the award using



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delegated authority provided in the Purchasing By-law in order to ensure adequate time for field investigation during the requisite seasonal conditions.

Through this report staff are requesting delegated authority to proceed with the award for the reconstruction of First Line. The tender will be posted in early June and staff will proceed to award using the delegated authority requested from Council in order to ensure construction is completed during the 2019 construction season. Staff will report the results back to Council for information.

This report also includes a budget amendment transferring budgeted expenditures related to furniture and fixtures associated with the Sherwood Library branch from the Library New Branch Building capital project to Library specific capital projects. This is being done in order to facilitate the management of unique purchases associated to the Library as well as to more easily manage future maintenance, repairs and replacement of this equipment by aligning the purchases with the area of responsibility (i.e. library versus facilities staff). There is no resulting change in the net total approved budget resulting from this change.

## Financial Impact

Financial impacts are outlined in detail on the attached Schedules B to H. The resulting funding adjustments are presented on Schedule A, and result in no net change in total approved capital budgets.

Respectfully submitted,

Troy McHarg  
Interim Commissioner, Corporate Services

For questions, please contact: Leslie Williamson, SCMP 905-878-7252, x2138  
For questions, please contact: Deanne Peter 905-878-7252, x2316

## Attachments

Schedule A - Summary of Changes in Capital Project Budgets and Funding  
Schedule B – Proposal Award No. 19-521 Stormwater Management Infrastructure Condition Assessment Study



# The Corporation of the Town of Milton

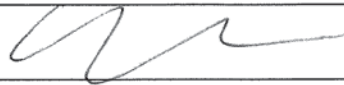


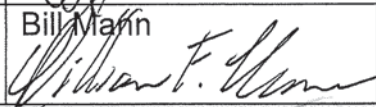
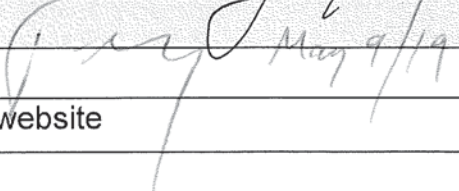
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| Schedule C – Tender Award No. 19-061 Supply and Delivery of Full Service Printing Requirements                      |
| Schedule D – Contract increase for Contract Administration of the Milton Fire Station No. 1 Building Rehabilitation |
| Schedule E – Contract increase for the Routing and Sealing of Roadway Cracks  |
| Schedule F - Contract increase for the Concrete Sidewalk Reconstruction   |
| Schedule G - Delegated Authority - Tender Award for the Reconstruction of First Line                                |
| Schedule H - Budget Amendment – Library Sherwood Branch   |

CAO Approval  
William Mann, MCIP, RPP, OALA, CSLA, MCIF, RPF  
Chief Administrative Officer

### Summary of Changes in Capital Project Budgets and Funding

Schedule	H	H	H	Total Change in Funding Sources Increase / (Decrease)
Project Number	C598000	C80012318	C80010418	
Project Description	Library New Branch Buildings	Library New Branch Computer	Library Shelving & Equipment - New	
<b>Total Approved Project Budget</b>	<b>\$ 7,151,732</b>	<b>\$ 60,660</b>	<b>\$ 116,942</b>	
<b>Recommended Budget Changes</b>				
Project Variance Account	(44,391)			(44,391)
<b>Reserves and Reserve Funds:</b>				
Library Capital Works Reserve		12,566	9,629	22,196
Capital Provision Reserve		12,566	9,629	22,196
<b>Development Charges:</b>				
Library DC	(399,519)	226,195	173,324	-
<b>Total Increase/(Decrease) in Funding</b>	<b>(443,910)</b>	<b>251,328</b>	<b>192,582</b>	<b>\$ 0</b>
<b>Total Revised Project Budget</b>	<b>\$ 6,707,822</b>	<b>\$ 311,988</b>	<b>\$ 309,524</b>	

<b>DELEGATED AUTHORITY FOR CONTRACT AWARDS</b>	
<b>Report Number</b>	PDA-023-19
<b>Contract Number and Description</b>	Proposal Award No. 19-521 Stormwater Management Infrastructure Condition Assessment Study
<b>Report Date</b>	May 7, 2019
<b>Prepared by</b>	Jennifer Ahern
<b>Project Lead</b>	Rachel Ellerman
<b>Purchasing</b>	 Date: May 8/19
<b>Director, Development Engineering, Engineering Services</b>	Martin Bateson For Martin  Date: May 8/19.
<b>Chief Financial Officer &amp; Treasurer</b>	Glen Cowan  Date: May 8, 19
<b>Chief Administrative Officer, Executive Services</b>	Bill Mann  Date: May 8/19
<b>Purchasing Section: Bid Award information</b>	
<b>Date bid issued</b>	March 20, 2019 
<b>Advertisements</b>	Town of Milton website
<b>Closing date</b>	April 10, 2019
<b># of Plan takers</b>	Ten (10)
<b>List of bid submissions</b>	<p>Proposals were received from the following six (6) companies:</p> <ul style="list-style-type: none"> <li>• AECOM Canada Ltd.</li> <li>• Civica Infrastructure Inc.</li> <li>• GHD Limited</li> <li>• Green PI Inc.</li> <li>• The Greer Galloway Group Inc.</li> <li>• Wood Environment and Infrastructure</li> </ul> <p>The submissions were reviewed and scored against the following criteria:</p> <ul style="list-style-type: none"> <li>• Financial Value (25%)</li> <li>• Qualifications and Experience (30%)</li> <li>• Experience (15%)</li> <li>• Understanding and Methodology (25%)</li> <li>• Value Added Services (5%)</li> </ul> <p>The top three (3) Proponents, AECOM Canada Ltd, GHD Limited and Wood Environment and Infrastructure were further invited to an interview. An evaluation team with representation from Engineering Services and Corporate Services evaluated the submissions that resulted in AECOM Canada Ltd. being the highest ranked Proponent.</p>

	It is important to begin this project as soon as possible to ensure adequate time for field investigation during favourable weather and also to meet legislated asset management reporting deadlines. Therefore staff are requesting award by the Chief Administrative Officer under section 4.2 of the Purchasing By-law 061-2018. The award will be subsequently be reported to Council for information.	
<b>Recommended award</b>	Staff is recommending the proposal for the Stormwater Management Infrastructure Condition Assessment Study be awarded to AECOM Canada Ltd. in the total amount of \$147,490 (exclusive of HST), being the highest ranked Proponent.	
<b>Financial Planning Section: Budget Impact of Award</b> (Note 1)		
<b>Supervisor, Financial Planning</b>	<i>J. Kw</i>	Date: May 7, 2019
<b>Account Number(s)</b>	C4300519	
<b>Budget</b>	\$72,000	
<b>Actual (Net of HST Rebate)</b>	\$150,086	
<b>Variance</b>	\$78,086 (U)	
<b>Form of Payment</b>	EFT	
<b>Funding Source</b>	Project Variance Account	
<b>Chief Financial Officer and Treasurer Approval</b>		
In accordance with section 4.7 of Budget Management Policy No. 113 the signature of the Chief Financial Officer is required for awards with an unfavourable variance not exceeding \$250,000 where funds are available from the Project Variance Account.		
<b>Chief Administrative Officer Approval</b>		
In accordance with section 4.7 of Budget Management Policy no. 113 the signature of the Chief Administrative Officer is required for awards where there is a cumulative unfavourable variance to budget of greater than 25%.		
In accordance with Purchasing By-law 061-2018 item 4.2, during any period that regular Council meetings are suspended or during the period that the acts of Council are restricted under Section 275 of the Municipal Act, the CAO shall be authorized to award any contract through a PDA report so long as the value of the contract can be accommodated within the approved budget for that project.		

**Note 1:** Financial impact includes any non-refundable portion of HST.

## COUNCIL AUTHORITY FOR CONTRACT AWARDS

<b>Project Award</b>	Proposal Award No. 19-061 – Supply and Delivery of Full Service Printing Requirements
<b>Recommendation</b>	<b>Staff is recommending the proposal for the supply and delivery of Full Service Printing Requirements be awarded to Artista Design and Print Inc., being the highest ranked Proponent, for a term ending June 30, 2020 in the estimated annual amount of \$87,785 (exclusive of HST). There are four (4) 1-year renewal options beyond the initial 1-year term.</b>
<b>Purpose of Report</b>	As per Section 6.3.14 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.
<b>Background information</b>	<p>The Town of Milton produces a large amount of printed media for both internal and external customers. This media includes, but is not limited to, colour brochures, newsletters, information books, large copy material, envelopes, and drawings/maps on an as required basis.</p> <p>The objective of this RFP process is to consolidate the Town's printing requirements; standardize the quality and appearance of all printed material; simplify the ordering and accounting process; and obtain good customer service and efficient turnaround time for print material.</p> <p>As the historical three year average has exceeded \$100,000 for print material the contract award is being presented to Council in anticipation of the same.</p>
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	March 13, 2019
<b>Advertisements</b>	Town of Milton website
<b>Closing Date</b>	April 3, 2019
<b># of Plan takers</b>	Four (4)
<b>List of bid submissions</b>	<p>Proposals were received from the following four (4) companies:</p> <ul style="list-style-type: none"> <li>• Artista Design and Print Inc.</li> <li>• ION Facility Services Inc.</li> <li>• iPrint Media Group</li> <li>• M&amp;T Printing Group</li> </ul> <p>The submissions were reviewed and scored against the following criteria:</p> <ul style="list-style-type: none"> <li>• Range of Services Offered (20%)</li> <li>• Customer Service (30%)</li> <li>• Quality of Print Material (15%)</li> <li>• Expertise, Qualifications and Experience (10%)</li> <li>• Price Schedule (20%)</li> <li>• Value Added Services (5%)</li> </ul> <p>The top three (3) Proponents, Artista Design and Print, ION Facility Services and M&amp;T Printing Group were further invited to an interview. An evaluation team with representation from</p>



**CORS-028-19 - Schedule C**

	Executive Services and Engineering Services evaluated the submissions that resulted in Artista Design and Print Inc. being the highest ranked Proponent.
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b> <b>Account Description</b>	Various Operating Accounts Various
<b>Contract Budget</b> <b>Actual</b> (Net of HST Rebate) (Note 2) <b>Variance</b> <b>Funding Source</b>	\$123,600 \$123,600 (estimate) \$0 Operating Fund

Note 1: Financial impact includes any non-refundable portion of HST

Note 2: Actuals are an estimate based on the approved 2019 Operating Budget. Analysis of various sample items indicates the costing is slightly higher than the previous contract and could result in minor variances to budget. However, variances will also be affected by volume of activity. Costs will be managed by Program Area staff and reviewed with Financial Planning with any variance being reported through the quarterly variance process.

## CORS-028-19 - Schedule D

<b>COUNCIL AUTHORITY FOR CONTRACT AWARDS</b>	
<b>Project Award</b>	Contract Increase to KNYMH for Contract Administration of the Milton Fire Station No.1 Building Rehabilitation
<b>Recommendation</b>	<b>Staff is recommending the contract increase to KNYMH for Contract Administration of the Milton Fire Station No.1 Building Rehabilitation in the total amount of \$30,820 (exclusive of HST).</b>
<b>Purpose of Report</b>	As per Section 7.1.2 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p>The current contract with KNYMH for the contract administration of the Milton Fire Station No.1 building rehabilitation is \$318,257 (exclusive of HST). (Original award of \$237,711 plus \$80,546 in change orders to date, including the addition of contract administration).</p> <p>This contract increase of \$30,820 (exclusive of HST) provides for additional contract administration support from KNYMH Inc. Additional design and coordination efforts were required when deficiencies of the existing steel frame structure were discovered, including a missing moment portal frame and deteriorated steel connections; when the on-site location of underground vent pipes impacted the foundation design and block wall configuration; and when it was determined that the existing vermiculite insulation encapsulated inside the existing hose tower could not be properly contained resulting in the build-out of a new hose tower.</p> <p>The new contract total will be \$349,077 (exclusive of HST). The hourly rates were established through an RFP and the hours identified and the staffing proposal have been reviewed and validated by Community Services – <a href="#">Recreation &amp; Facilities staff</a>.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C58711117
<b>Account Description</b>	Fire Station No. 1 Redevelopment
<b>Project Total Budget</b>	\$5,818,012
<b>Contract Budget</b>	\$0
<b>Actual</b> (Net of HST Rebate)	\$31,362
<b>Variance</b>	\$31,362 (U)
<b>Funding Source</b>	Contingency

Note 1: Financial impact includes any non-refundable portion of HST.

## CORS-028-19 - Schedule E

<b>COUNCIL AUTHORITY FOR CONTRACT AWARDS</b>	
<b>Project Award</b>	Contract Increase to J. Dilorio Construction for Routing and Sealing of Roadway Cracks
<b>Recommendation</b>	<b>Staff is recommending the contract increase to J. Dilorio Construction for Routing and Sealing of Roadway Cracks in the total amount of \$130,500 (exclusive of HST).</b>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p>The tender for routing and crack sealing was awarded on PDA-009-19 to J. Dilorio Construction in the total amount of \$87,500 (exclusive of HST). Pricing received through this Halton Cooperative Purchasing bid call resulted in a reduction in pricing from 2018. Through the PDA award a favourable variance of \$132,797 was authorized to be left in the project, to treat roads that were not completed in 2017 and 2018 due to budget limitations.</p> <p>The current contract award is \$87,500 (exclusive of HST). The new contract total will be \$218,000 (exclusive of taxes). Unit pricing obtained through the bid process will apply to the additional work. The additional contract amount will be used to treat approximately 125 linear kilometres of roadways.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	0100-0120-3740
<b>Account Description</b>	2019 Crack Sealing Program
<b>Contract Budget</b>	\$132,797 (Note 2)
<b>Actual</b> (Net of HST Rebate)	\$132,797
<b>Variance</b>	\$0
<b>Funding Source</b>	Variance

Note 1: Financial impact includes any non-refundable portion of HST.

Note 2: Budget represents remaining 2019 budget after the original award of \$89,040.

## CORS-028-19 - Schedule F

<b>COUNCIL AUTHORITY FOR CONTRACT AWARDS</b>	
<b>Project Award</b>	Contract Increase to Pencon Construction of Canada Corporation for Concrete Sidewalk Reconstruction
<b>Recommendation</b>	<b>Staff is recommending the contract increase to Pencon Construction of Canada Corporation for supply and install accessible picnic table concrete pads in the total amount of \$59,840 (exclusive of HST).</b>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p>The renewal to Pencon Construction of Canada Corporation for Concrete Sidewalk Reconstruction Program (3<sup>rd</sup> and final year of the contract) in the total amount of \$111,844 (exclusive of HST) was awarded by PDA-002-19.</p> <p>There has been an increase demand for rentable picnic spaces in Milton Community Park, this work is for the supply and install of concrete pads and associated remedial works in the recently cleared picnic area of Community Park Phase 4b.</p> <p>The new contract total will be \$171,684 (exclusive of taxes). This work was quoted based on the pricing from the bid for the supply and installation of sidewalk bays and has been reviewed and validated by Community Services – Recreation and Facilities staff.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C52111413
<b>Account Description</b>	Community Park Detailed Development
<b>Project Total Budget</b>	\$2,844,073
<b>Contract Budget</b>	0
<b>Actual</b> (Net of HST Rebate)	\$60,893
<b>Variance</b>	\$60,893 (U)
<b>Funding Source</b>	Contingency (Note 2)

Note 1: Financial impact includes any non-refundable portion of HST.

Note 2: The unfavourable variance will be funded through budget reallocation within the project.

## CORS-028-19 - Schedule G

<b>COUNCIL AUTHORITY FOR CONTRACT AWARDS</b>	
<b>Project Award</b>	Delegated Authority – Tender Award for the Reconstruction of First line
<b>Recommendation</b>	<b>Staff is requesting the delegated authority to proceed with the award of the tender for the reconstruction of First Line and to report the results back to Council for information.</b>
<b>Purpose of Report</b>	As per Section 4.1.1 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	First Line from Britannia Road to Lower Baseline was identified as part of the 2018 Expanded Asphalt Program. Based on the geotechnical investigation, it was determined that First Line be rehabilitated with full depth asphalt replacement. Included as part of the approximate 3 km of rehabilitation, several culverts will either be cleaned out or replaced. Due to delays beyond the control of the Town and the Town's consultant, the design of First Line could not be completed until this spring. Due to the poor condition of the existing roadway and in order to complete construction during the 2019 construction season, delegated authority is being requested to in order to allow for a tender to be posted and awarded in June, followed by a July construction start.
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C35013419
<b>Account Description</b>	First Line (Britannia to Lower Base Line) Rehabilitation
<b>Project Total Budget</b>	\$1,242,350
<b>Contract Budget</b>	\$1,000,000

Note 1: Financial impact includes any non-refundable portion of HST

## COUNCIL AUTHORITY FOR BUDGET AMENDMENT

<b>Project Details</b>	Budget Amendment – Library Sherwood Branch		
<b>Recommendation</b>	<p><b>THAT \$251,328 in budgeted expenditures be transferred from the Library New Branch Buildings project (C598000) to the Library New Branch Computer (C80012318) project.</b></p> <p><b>THAT \$192,583 in budgeted expenditures be transferred from the Library New Branch Buildings project (C598000) to the Library Shelving &amp; Equipment – New (C80010418) project.</b></p>		
<b>Purpose of Report</b>	As per Budget Amendment Policy No. 113 Council approval is required on cumulative budget amendments greater than \$250,000 (excluding external funding).		
<b>Background information</b>	<p>The Library New Branch Building project (C598000) was approved in 2017 to construct the new branch within the Sherwood Community Centre. Included in this project budget were funds to fulfill the furniture and fixtures requirements associated with the branch.</p> <p>In order to facilitate the management of the unique purchases associated to the Library as well as to more easily manage future maintenance, repairs and replacement of this equipment it is recommended that the budget related to library specific equipment be transferred from the Library New Branch Buildings project (C598000) which is managed by Town staff to the Library New Branch Computer Equipment (C80012318) and the Library Shelving &amp; Equipment – New (C80010418) projects, both of which are managed by the Milton Public Library.</p> <p>There is no resulting change in the net total approved budget resulting from the administrative amendment to the project accounts.</p>		
<b>Financial Planning Section: Budget Impact</b>			
<b>Account Number(s)</b>	C598000	C80012318	C80010418
<b>Account Description</b>	Library New Branch Buildings	Library New Branch Computer Equipment	Library Shelving & Equipment - New
<b>Project Total Budget</b>	\$7,151,732	\$60,660	\$116,942
<b>Budget Increase/(Decrease) Required</b>	\$(443,910)	\$251,328	\$192,582
<b>Funding Source</b>	Development Charges/Project Variance Account	Development Charges/Capital Provision/Library Capital Works	Development Charges/Library Capital Works Reserve