



# The Corporation of the Town of Milton

Report To:	Council
From:	Glen Cowan, Chief Financial Officer/Treasurer
Date:	July 22, 2019
Report No:	CORS-045-19
Subject:	Purchasing Various - July

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

**AND THAT Council approve the contract increase to Wood Environment & Infrastructure Solutions for additional consulting services (contract administration & inspection) for the Reid Side Road Culvert project in the total amount of \$43,250 (exclusive of HST), as outlined in Schedule B;**

**AND THAT Council approve the contract increase to Wood Environment & Infrastructure Solutions for additional consulting services for the Appleby Line Design project in the total amount of \$6,486 (exclusive of HST), as outlined in Schedule C;**

**AND THAT the contract extension and increase to PPE Solutions for Bunker Gear in the total amount of \$33,915 (exclusive of HST), as outlined in Schedule D, be received for information;**

**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



## CORS-045-19 - Schedule A

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

Schedule	C	D	Total Change in Funding Sources Increase / (Decrease)
<b>Project Number</b>	<b>C39012919</b>	<b>C35000517</b>	
<b>Project Description</b>	<b>Reid Side Road Culvert Replacement</b>	<b>Appleby Line</b>	
<b>Total Approved Project Budget</b>	<b>\$ 326,220</b>	<b>\$ 204,176</b>	
Project Variance Account	(5,989)	5,941	(48)
<b>Development Charges:</b>			
Roads DC		660	660
<b>Total Increase/(Decrease) in Funding</b>	<b>(5,989)</b>	<b>6,601</b>	<b>\$ 612</b>
<b>Total Revised Project Budget</b>	<b>\$ 320,231</b>	<b>\$ 210,777</b>	

## COUNCIL AUTHORITY FOR CONTRACT AWARDS

<b>Project Award</b>	Contract Increase for Reid Side Road Culvert
<b>Recommendation</b>	<b>Staff is recommending the contract increase be awarded to Wood Environment &amp; Infrastructure Solutions, in the total amount of \$43,250 (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 current contract awarded to Wood Environment &amp; Infrastructure Solutions for design of Reid Side Road is \$49,000 (exclusive of HST). No change orders have been issued for this project.</p> <p>This contract increase of \$43,250 (exclusive of HST) is for the contract administration and inspection fees for this project, to address the following:</p> <p>Reid Side Road Culvert has been identified for replacement, due to operational issues with the culvert. Emergency repairs were completed in 2018 by Operations Staff, and Infrastructure Staff have been working with Wood since the fall of 2018 to complete the design replacement (under existing PO C-18-37 R#11 – line 1, in the amount of \$49,000). Work to date has included the detailed design and permitting (Conservation Halton) for this project. The increase to the contract awards is for the full time inspection and contract administration for this culvert replacement. Construction tender is currently anticipated in early July with construction start in early August, and completion in early Fall.</p> <p>The new contract total will be \$92,250 (exclusive of HST). The hourly rates were established through the RFP process and the hours identified and the staffing proposed have been reviewed and validated by Engineering Services – Infrastructure staff.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C39012919 – A0613 – 7210
<b>Account Description</b>	Reid Side Road Culvert Replacement
<b>Project Total Budget</b>	\$ 326,220
<b>Contract Budget</b>	\$ 50,000
<b>Actual</b> (Net of HST Rebate)	\$ 44,011
<b>Variance</b>	\$ 5,989 (F)
<b>Funding Source</b>	Project Variance Account

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

## COUNCIL AUTHORITY FOR CONTRACT AWARDS

<b>Project Award</b>	Contract Increase with Wood for Appleby Design
<b>Recommendation</b>	<b>Staff is recommending the contract increase be awarded to Wood Environment &amp; Infrastructure Solutions for Appleby Line in the total amount of \$6,486 (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 current contract awarded to Wood Environment &amp; Infrastructure Solutions for Appleby Line Design is \$186,598 (exclusive of HST). An original award of \$125,000 plus \$61,598 in change orders to date, including \$49,100 reported to Council on COMS-024-19.</p> <p>This contract increase of \$6,486.39 (exclusive of HST) is for additional work required for Appleby line: to prepare 3D Rendering landscaping perspectives simulations for Alternative 5 for both the north and the south project limits. This information could facilitate the application process with NEC and the property negotiation-7145 Appleby Line (refer to Wood's letter dated June 25, 2019).</p> <p>The new contract total will be \$193,084 (exclusive of HST).</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C35000517 – A0611 – 7220
<b>Account Description</b>	Appleby Line
<b>Project Total Budget</b>	\$ 204,176
<b>Contract Budget</b>	\$ 0
<b>Actual</b> (Net of HST Rebate)	\$ 6,601
<b>Variance</b>	\$ 6,601 (U)
<b>Funding Source</b>	Project Variance Account, Development Charges

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

<b>COUNCIL AUTHORITY FOR CONTRACT AWARDS</b>	
<b>Project Award</b>	Contract extension and increase for PPE Solutions for Bunker Gear
<b>Recommendation</b>	<b>Staff has proceeded with a contract extension and increase, on an emergency basis, for bunker gear from PPE Solutions, in the total amount up to \$33,915 (exclusive of HST).</b>
<b>Purpose of Report</b>	As per Section 11 of Purchasing By-law No. 061-2018, this emergency purchase is being reported for information.
<b>Background information</b>	<p>The current contract awarded to PPE Solutions for bunker gear is \$324,280 (exclusive of HST). Original award of \$36,443 and annual renewals of \$287,837, with two of the annual renewals being reported on PDA-003-15 for \$172,955 and on PDA-040-18 for \$50,531.</p> <p>This contract increase of \$33,915 (exclusive of HST) is additional suits for the new 2019 recruits.</p> <p>The purchasing agreement with PPE Solutions expired at the end of 2018. A complete Request for Proposal to enter into a new agreement is planned for 2019 in preparation for a large replacement purchase in 2020. However there is a need to retire a large quantity of protective equipment, in advance of being able to complete the RFP process. Without current protective equipment firefighters are not able to respond to emergency incidents or participate in training that involves interior structural firefighting or proximity firefighting.</p> <p>Ministry of Labour Fire Service Section 21 Guidance Notes are to assist employers with identifying hazards that are unique to fire services and recommend how to prevent firefighter injury and illness. A Guidance Note on the care, maintenance, inspection and replacement of structural fire fighting personal protective equipment references the requirement for protective equipment elements to be retired no more than 10 years from the date of manufacture. Due to large part-time firefighter recruit classes in 2017, 18 and 19 there is minimal protective equipment available in department stock and many 2019 recruits have assigned gear that will have to be retired by September of this year.</p> <p>The new contract total will be \$358,195 (exclusive of HST).</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C73010419.A0410.7130
<b>Account Description</b>	Bunker Gear and Recruit Package Growth
<b>Project Total Budget</b>	\$67,681

<b>Contract Budget</b>	\$50,264
<b>Actual</b> (Net of HST Rebate)	\$34,512
<b>Variance</b>	\$15,752 (F) ( Note 2)
<b>Funding Source</b>	Development Charges

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

Note 2: The favourable variance is requested to remain in the project budget for future purchases of bunker gear.