



# The Corporation of the Town of Milton

Report To: Council

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From: Glen Cowan, Chief Financial Officer/Treasurer

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Date: September 16, 2019

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Report No: CORS-056-19

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Subject: Purchasing Various - September

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

**AND THAT the emergency award for bioswale repairs at the Fire Station #1 to DeFaveri Group Contracting Inc. in the total amount of \$125,663.45 (exclusive of HST) as outlined on Schedule B be received for information;**

**AND THAT the tender award by delegated authority to Gazzola Paving Ltd. for First Line Rehabilitation Program in the total amount of \$1,059,911(exclusive of HST) as outlined on Schedule C be received for information;**

**AND THAT Council approve the contract increase and extension with the City of Burlington for Shelter Services for Animal Control for an additional two (2) year period ending January 31, 2021 in the amount of \$88,698 (exclusive of HST) for year one and \$90,650 (exclusive of HST) for year two for the total amount of \$179,348 (exclusive of HST) as outlined on Schedule D;**

**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).



# The Corporation of the Town of Milton

## 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 D) attached.

### Financial Impact

Financial impacts are outlined in detail on the attached Schedules B to D. The resulting funding adjustments are presented on Schedule A, and result in a net overall increase in the approved capital budget of \$127,875.

Respectfully submitted,

Troy McHarg  
Commissioner, Corporate Services / Town Clerk

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

### Attachments

- Schedule A – Summary of Changes in Capital Project Budgets and Funding
- Schedule B – Emergency work – Station #1 Bioswale repairs
- Schedule C – Delegated Authority for tender 19-522
- Schedule D – Contract Extension for Animal Control Services

CAO Approval  
Andrew M. Siltala  
Acting Chief Administrative Officer

Signed on behalf of

## CORS-056-19 - Schedule A

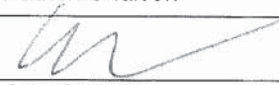

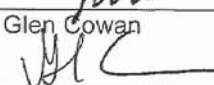
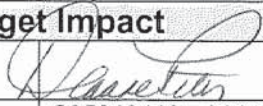
**Summary of Changes in Capital Project Budgets and Funding**

<b>Schedule</b>	<b>B</b>	<b>Total Change in Funding Sources Increase / (Decrease)</b>
<b>Project Number</b>	<b>C58711117</b>	
<b>Project Description</b>	<b>Fire Station No. 1 Redevelopment</b>	
<b>Total Approved Project Budget</b>	<b>\$ 5,916,395</b>	
<b>Recommended Budget Change</b>		
Project Variance Account	63,938	63,938
<b>Development Charges:</b>		
Fire DC	63,938	63,938
<b>External Funding Sources:</b>		
<b>Total Increase/(Decrease) in Funding</b>	<b>127,875</b>	<b>\$ 127,875</b>
<b>Total Revised Project Budget</b>	<b>\$ 6,044,270</b>	

## COUNCIL AUTHORITY FOR CONTRACT AWARDS

<b>Project Award</b>	Emergency Contract Award for Water Mitigation Work at Fire Station No.1
<b>Recommendation</b>	<b>Staff proceeded with the contract award for the emergency work at the Fire Station No. 1 to Defaveri in the amount of \$100,998.45 (exclusive of HST) and to KNYMH in the amount of \$24,665 (exclusive of HST). This award is being received for information.</b>
<b>Purpose of Report</b>	As per Section 11.1 of Purchasing By-law No. 061-2018, emergency expenditures shall be reported to Council for information.
<b>Background information</b>	<p>Water was pooling in the north-east corner of Fire Station No.1. The original bio-swale design needed to include a sub-drain network system within the bio-swale and below the north-east area of the site to help move the water to the nearest catch basin.</p> <p>The water damaged the newly paved base asphalt layer and sub-base layers. Before the final top course of asphalt could be applied, the north-east area of the site needed re-work and the installation of new sub-drains. This scope of work included all associated construction, CCTV conduit investigation and consultant service costs.</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>	\$5,916,395
<b>Contract Budget</b>	\$0
<b>Actual</b> (Net of HST Rebate)	\$127,875
<b>Variance</b>	\$127,875 (U)
<b>Funding Source</b>	Development Charges and Project Variance Account

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

DELEGATED AUTHORITY FOR CONTRACT AWARDS																												
Report Number	PDA-036-19 <span style="float: right;">CORS-056-19</span>																											
Contract Number and Description	Tender Award No. 19-522 – First Line Rehabilitation Program (Britannia Road to Lower Base Line West)																											
Report Date	July 19, 2019																											
Prepared by	Jennifer Ahern																											
Project Lead	Patrick Charron																											
Purchasing	 Date: July 23/19																											
Director, Infrastructure, Engineering Services	John Brophy  Date: 2019-07-23																											
Chief Financial Officer & Treasurer	Glen Cowan  Date: July 23, 19																											
<b>Purchasing Section: Bid Award information</b>																												
Date bid issued	June 6, 2019																											
Advertisements	Town of Milton website																											
Closing date	July 3, 2019																											
# of Plan takers	Thirteen (13)																											
List of bid submissions inclusive of HST	<table border="0"> <tr><td>Gazzola Paving Ltd.</td><td>\$</td><td>1,197,698.88</td></tr> <tr><td>Grascan Construction Ltd.</td><td>\$</td><td>1,209,100.00</td></tr> <tr><td>Graham Bros. Construction</td><td>\$</td><td>1,212,689.35</td></tr> <tr><td>Capital Paving Inc.</td><td>\$</td><td>1,250,925.48</td></tr> <tr><td>Dufferin Construction</td><td>\$</td><td>1,266,604.40</td></tr> <tr><td>Steed and Evans Ltd.</td><td>\$</td><td>1,276,000.00</td></tr> <tr><td>Pave-All Ltd.</td><td>\$</td><td>1,284,643.72</td></tr> <tr><td>King Paving &amp; Construction</td><td>\$</td><td>1,342,378.02</td></tr> <tr><td>Aecon Construction Ltd.</td><td>\$</td><td>1,574,637.98</td></tr> </table>	Gazzola Paving Ltd.	\$	1,197,698.88	Grascan Construction Ltd.	\$	1,209,100.00	Graham Bros. Construction	\$	1,212,689.35	Capital Paving Inc.	\$	1,250,925.48	Dufferin Construction	\$	1,266,604.40	Steed and Evans Ltd.	\$	1,276,000.00	Pave-All Ltd.	\$	1,284,643.72	King Paving & Construction	\$	1,342,378.02	Aecon Construction Ltd.	\$	1,574,637.98
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Aecon Construction Ltd.	\$	1,574,637.98																										
Median bid value	\$1,290,519.76																											
Recommended award	<p>Staff is recommending the tender award for the First Line Rehabilitation Program (Britannia Road to Lower Base Line West) to Gazzola Paving Ltd., in the total amount of \$1,059,911 (exclusive of HST) being the lowest compliant bid.</p> <p>The low bidder, Gazzola Paving Ltd. is certified in the Certificate of Recognition (COR™) safety program.</p>																											
<b>Financial Planning Section: Budget Impact</b>																												
Supervisor, Financial Planning	 Date: July 23/19																											
Account Number(s)	C35013419 - A0611 - 7670																											
Account Description	First Line Rehabilitation (Britannia to Lower Base)																											
Project Total Budget	\$ 1,308,292																											
Budget	\$ 1,000,000																											
Actual (Net of HST Rebate)	\$ 1,078,565																											
Variance	\$ 78,565 (U)																											
Funding Source	Federal Gas Tax																											
Form of Payment	EFT																											
<b>Chief Financial Officer and Treasurer Approval:</b>																												
<ul style="list-style-type: none"> <li>Council approved Report CORS-028-19 for staff to proceed with the award using the delegated authority in order to complete construction during the 2019 construction season</li> <li>Required for funding of unfavourable variance.</li> </ul>																												

## COUNCIL AUTHORITY FOR CONTRACT AWARDS

<b>Project Award</b>	Two (2) year contract extension for shelter services for animal control services.
<b>Recommendation</b>	<b>Staff are requesting a two year extension to the agreement with the City of Burlington for shelter services for animal control services, in the amount of \$88,698 (exclusive of HST for year one) and \$90,650 (exclusive of taxes for year two) for a total of \$179,348 (exclusive of HST).</b>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, a report is required.
<b>Background information</b>	<p>Milton's animal services is supplemented by the Burlington Animal Shelter. The partnership with the Burlington Animal Shelter commenced in 2014 and continues to provide a high standard of animal care to the community. The Burlington Animal Shelter acts as the pound as Milton does not have a facility to provide shelter services. Stray domestic animals picked up by Milton Animal Services Officers are transported to the Burlington Animal Shelter for care, fostering or adoption.</p> <p>The contract includes fixed annual payments from Milton as outlined above. The negotiated rates for the two year period represent annual increases of 2.2% each year.</p> <p>The existing contract expired January 31, 2019. Service has continued in the interim pending the finalization of the terms of the extension. The two year extension covers the period February 1, 2019 to January 31, 2021. The City of Burlington Council approved the recommended contract through report PB-08-19.</p>

### Financial Planning Section: Budget Impact (Note 1)

<b>Account Number(s)</b>	2322-3740
<b>Account Description</b>	Animal Services - Contracts
<b>Project Total Budget</b>	N/A
<b>Contract Budget</b> <small>(Note 2)</small>	\$83,755
<b>Actual</b> <small>(Net of HST Rebate)</small>	\$82,738
<b>Variance</b> <small>(Note 3)</small>	\$1,017 (F)
<b>Funding Source</b>	Operating Budget

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

Note 2: Represents the approved operating budget for the 2019 contract term (11 months). The remaining portion of the contract will be included in the 2020 and 2021 operating budgets.

Note 3: The total cost of animal control services will be monitored against approved budgets and any variances will be reported through the variance process.