



# 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: October 28, 2019

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Report No: CORS-064-19

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Subject: Purchasing Various - October 28th

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

AND THAT the cooperative proposal award for the supply and delivery of self-contained breathing apparatus (SCBA), be awarded to AJ Stone in the total amount \$798,284 (exclusive of HST), as outlined on Schedule B.

AND THAT Council approve the contract increase to Tacel Limited for additional APS Button Equipment in the amount of \$57,370 (exclusive of HST), for the equipment required to complete the Town of Milton intersections, as outlined on Schedule C.

AND THAT the award of additional APS Button Equipment that were required for various Halton Region, Developer and Town of Milton intersections that staff proceeded with ordering in the amount of \$89,320 (exclusive of HST) be received for information as outlined on Schedule C.

AND THAT Council approve the contract increase to Electromega for additional Opticom Equipment in the total amount of \$49,595 (exclusive of HST), as outlined in Schedule D.

AND THAT Council approve the contract increase to Wood Environmental & Infrastructure Solutions for CMHL Lands Record of Site Conditions in the total amount of \$9,767 (exclusive of HST), as outlined in Schedule E.



# The Corporation of the Town of Milton

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AND THAT Council receive for information a contract increase for road side grass cutting to Aerodrome International Maintenance Inc., in the total amount of \$28,660 (exclusive of HST), as outlined in Schedule F.

AND THAT the PDA for a contract increase for network and related switched be received for information, as outlined in Schedule G.

AND THAT the emergency award for water main repairs at the Milton Leisure Centre to Howden & Sons in the amount of \$42,661.26 (exclusive of HST), as outlined in Schedule H, be received for information.

AND THAT Council approve the contract increase to Econolite for additional Traffic Controller Equipment in the total amount of \$145,583 (exclusive of HST), as outlined in Schedule I.

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), save and except for the contract increases identified in Schedule C and Schedule F which are being presented for information.

## 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.



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

Schedule	B	C/I	D	E	Total Change in Funding Sources Increase / (Decrease)
Project Number	C72010219	C40010219	C40011419	C52113913	
Project Description	Breathing Apparatus Replacement	Traffic Infrastructure	Preemption Traffic Control System	Community Park - External to Boyne	
<b>Total Approved Project Budget</b>	<b>\$ 842,490</b>	<b>\$ 68,329</b>	<b>\$ 37,671</b>	<b>\$ 363,758</b>	
Project Variance Account	(1,666)	10,109	5,046	994	14,483
<b>Development Charges:</b>					
Roads DC			45,422		45,422
Parks DC				8,945	8,945
<b>External Funding Sources:</b>					
Developer Recovery		30,574			30,574
Regional Recovery		152,322			152,322
<b>Total Increase/(Decrease) in Funding</b>	<b>(1,666)</b>	<b>193,005</b>	<b>50,468</b>	<b>9,939</b>	<b>\$ 251,746</b>
<b>Total Revised Project Budget</b>	<b>\$ 840,824</b>	<b>\$ 261,334</b>	<b>\$ 88,139</b>	<b>\$ 373,697</b>	

<b>COUNCIL AUTHORITY FOR CONTRACT AWARDS</b>		CORS-064-19
<b>Project Award</b>	Proposal Award for a cooperative proposal award for self-contained breathing apparatus.	
<b>Recommendation</b>	<b>Staff is recommending the cooperative proposal award for the supply and delivery of self-contained breathing apparatus (SCBA), be awarded to AJ Stone in the total amount \$798,284 (exclusive of HST).</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>Milton Fire Department's current SCBA were purchased in 2007 and manufactured to the National Fire Protection Association (NFPA) 2007 year standard. The face pieces themselves are older having been used on a previous platform. NFPA has since developed a 2013 and 2019 standard on SCBA making them safer for firefighters.</p> <p>In late 2016, the manufacturer (MSA) issued a notice to the Milton Fire Department stating they will be discontinuing the manufacture and sale of our current stock of SCBA/face pieces. In addition, all replacement parts will discontinue Dec. 2026 or until parts are no longer available. At this point, some of MFD's SCBA units and face pieces have been removed from service due visible signs of deterioration (especially the rubber seals on the masks).</p>	
<b>Bid Award Information</b>	<p>The Township of Wilmot issued a cooperative bid for the SCBA that closed on August 2, 2019.</p> <p>The Township of Wilmot Fire Department, in cooperation with all Waterloo Region Fire Services formed a SCBA Committee consisting of a blend of Administration, Training, and Equipment staff to set up a program to evaluate and test SCBA. In partnership, Waterloo Region Fire Services participated with four manufacturers who were asked to conduct presentations for their products and features. The Committee then invited the four manufacturers to supply SCBAs and cylinders for wear trial evaluations.</p> <p>The highest scoring proponent from the evaluation was AJ Stone, which supplies the MSA G1 SCBA, which is compatible with the Town's current system. Maintaining our SCBA platform with MSA (the manufacturer) will enable savings of \$150,000 of one time investment, since our existing MSA cylinders can be used with the new SCBA. Changing to a different platform would require additional capital funds for the complete replacement of all air cylinders since they are not compatible across different manufacturers.</p>	
<b>Financial Planning Section: Budget Impact</b> (Note 1)		
<b>Account Number(s)</b>	C72010219-A0410-7130	
<b>Account Description</b>	Breathing Apparatus Replacement	
<b>Project Total Budget</b>	\$842,490	
<b>Contract Budget</b>	\$814,000	
<b>Actual</b> (Net of HST Rebate)	\$812,334	
<b>Variance</b>	\$ 1,666 (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 Tacel Limited for APS Button Equipment for various locations within Milton
<b>Recommendation</b>	<p><b>Staff is recommending the contract increase to Tacel Limited for additional APS Button Equipment in the amount of \$57,370 (exclusive of HST), for the equipment required to complete the Town of Milton intersections.</b></p> <p><b>Additionally, APS Button Equipment was required for various Halton Region, Developer and Town of Milton intersections. Staff proceeded with ordering the equipment required for these intersections, in the amount of \$89,320 (exclusive of HST), and therefore this award is being presented for information.</b></p>
<b>Purpose of Report</b>	A portion of this equipment has already been ordered. As such, it is being presented to Council for information to ensure transparency and in consideration of Section 7.1.2 of Purchasing By-law No. 061-2018.
<b>Background information</b>	<p>The current contract amount with Tacel Limited for APS Button Equipment is \$36,645 (exclusive of HST) (Original award of \$36,645 awarded on CORS-072-18, no change orders have been issued to date).</p> <p>This contract increase of \$146,690 (exclusive of HST) is for additional APS Button Equipment: The contract increase is a result of ordering additional equipment for eleven (11) Halton Region intersections, an intersection for a developer, an additional intersection along Main Street where staff received a request through the CNIB and three intersections along Louis St. Laurent Avenue. The Halton Region and the Developer will be charged back for this equipment. These locations were not identified in late 2018 when the single source report was submitted for Council approval. The new contract total will be \$183,335 (exclusive of HST).</p>

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

<b>Account Number(s)</b>	C40010219-A0614-7130	C34003619-A0614-7635
<b>Account Description</b>	Traffic Infrastructure	Louis St Laurent (Vickerman Way to 4 <sup>th</sup> Line)
<b>Project Total Budget</b>	\$68,329	\$10,230,179
<b>Contract Budget</b>	\$0	\$0
<b>Actual</b> <small>(Net of HST Rebate)</small>	\$118,982	\$30,290
<b>Variance</b>	\$118,982 (U)	\$30,290 (U)
<b>Funding Source</b>	Regional Recoveries, Project Variance Account	Funded through variance within project

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

## COUNCIL AUTHORITY FOR CONTRACT AWARDS

<b>Project Award</b>	Contract Increase with Electromega for additional Opticom Equipment
<b>Recommendation</b>	<b>Staff is recommending the contract increase to Electromega for additional Opticom Equipment in the total amount of \$49,595 (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 amount with Electromega for Opticom Equipment is for \$87,000 (exclusive of HST) (Original award of \$87,000 approved on CORS-072-18, with no change orders to date).</p> <p>This contract increase of \$49,595 (exclusive of HST) is for additional Opticom Equipment to be installed at three (3) new Region of Halton intersections and three (3) Town intersections. These intersections were not identified in late 2018 when the single source report was submitted for Council approval. The new contract total will be \$136,595 (exclusive of HST).</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C40011419-A0614-7130
<b>Account Description</b>	Preemption Traffic Control System
<b>Project Total Budget</b>	\$37,671
<b>Contract Budget</b>	\$0
<b>Actual</b> (Net of HST Rebate)	\$50,468
<b>Variance</b>	\$50,468 (U)
<b>Funding Source</b> (Note 2)	Development Charges, Project Variance Account

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

Note 2: The Town owns all Opticom equipment and is responsible for the procurement and payment at Town and Region intersections.



<b>COUNCIL AUTHORITY FOR CONTRACT AWARDS</b>	
<b>Project Award</b>	Contract Increase with Wood Environmental & Infrastructure Solutions for CMHL Lands Record of Site Conditions
<b>Recommendation</b>	<b>Staff is recommending the contract increase to Wood Environmental &amp; Infrastructure Solutions for CMHL Lands Record of Site Conditions in the total amount of \$9,767 (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 amount to Wood Environmental &amp; Infrastructure Solutions for CMHL Lands Record of Site Conditions is \$236,180 (exclusive of HST). The original award amount of \$133,080 (CORS-007-16) plus Change Order No. 1 for \$16,600 and Change Order No. 2 for \$86,500 (CORS-049-18).</p> <p>This contract increase of \$9,767 (exclusive of HST) is for additional costs related to land survey works: The additional survey work is required to create two parts within the Town's holdings. That way any restrictions that come out of the ESA can be applied specifically to the impacted lands, rather than the entire site. The new contract total will be \$245,947 (exclusive of HST).</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C52113913-A1610-7290
<b>Account Description</b>	Community Park – External to Boyne
<b>Project Total Budget</b>	\$363,758
<b>Contract Budget</b>	\$0
<b>Actual</b> (Net of HST Rebate)	\$9,939
<b>Variance</b>	\$9,939 (U)
<b>Funding Source</b>	Development Charges, Project Variance Account

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






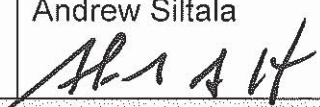
## COUNCIL AUTHORITY FOR CONTRACT AWARDS

<b>Project Award</b>	Contract No. C-19-92 – Contract Increase for Aerodrome International Maintenance Inc.	
<b>Recommendation</b>	<b>Staff has proceeded with a contract increase, for road side grass cutting, to Aerodrome International Maintenance Inc., in the total amount of \$28,660 (exclusive of HST).</b>	
<b>Purpose of Report</b>	This service has already occurred. As such, it is being presented to Council for information to ensure transparency and in consideration of Section 7.1.2 and 10.1 of Purchasing By-law No. 061-2018.	
<b>Background information</b>	<p>The current contract was awarded to Aerodrome International Maintenance Inc. for the Road Side Grass Cutting in the amount of \$25,767.31 (exclusive of HST), in May of this year. No change orders have been issued for this project.</p> <p>This contract increase of \$28,660.30 (exclusive of HST) is for additional work required to cut the grass for the second time on the side roads due to the rainy weather conditions in 2019. The cost increase includes work for both Regional and Town Roads.</p>	
<b>Financial Planning Section: Budget Impact</b> (Note 1)		
<b>Account Number(s)</b>	0300.0305.3740	0900.0305.3740
<b>Account Description</b>	Road Side Grass Cutting	Road Side Grass Cutting
<b>Project Total Budget</b>	N/A	N/A
<b>Contract Budget</b>	\$ 0	\$ 7,881
<b>Actual</b> (Net of HST Rebate)	\$ 21,284	\$ 7,881
<b>Variance</b>	(\$ 21,284) (Note:2)	\$ 0 (Note: 3)
<b>Funding Source</b>	Operating Budget	Operating Budget

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

Note 2: The variance is the result of a second grass cut due to extreme wet weather in which the grass thrived and grew. The total cost of the program will be monitored against approved budgets and any variances will be reported through the Variance process.

Note 3: The cost of contracts for Regional Roads will be recovered from the Region of Halton.

<b>DELEGATED AUTHORITY FOR CONTRACT INCREASE</b>	
<b>Report Number</b>	PDA-048-19
<b>Contract Number and Description</b>	Contract Increase File 311 – Network and Related Switches – OCEM Master Agreement 2014-206
<b>Report Date</b>	September 19, 2019
<b>Prepared by</b>	Jennifer Ahern
<b>Project Lead</b>	Aaron Smit
<b>Purchasing</b>	 Date: <i>Sept 27/19</i>
<b>Director &amp; CIO, Information Technology</b>	Troy McHarg  Date: <i>Sept 27/19</i>
<b>Chief Financial Officer &amp; Treasurer</b>	Glen Cowan  Date: <i>Sept 27/19</i>
<b>Chief Administrative Officer</b>	Andrew Siltala  Date: <i>Sept 30/19</i>
<b>Purchasing Section:</b>	
<b>Renewal Award Report (attached)</b>	PDA-038-19
<b>Contractor</b>	Compugen Inc.
<b>Original Award amount (excl. HST)</b>	\$ 132,062
<b>Total Approved Changes (excl. HST)</b>	\$ 0
<b>Total Contract Amount (excl. HST)</b>	\$ 132,062
<b>Amount of Change (excl. HST)</b>	\$ 69,621
<b>Revised Contract Amount (excl. HST)</b>	\$ 201,683
<b>Background Information for Contract Increase</b>	<p>This contract increase represents two orders. First, the Enterprise backup system requires additional equipment as the current system is out of space. Configuration of the new equipment is required immediately because without any space available, the Town will lose data in the event of a system failure. This first order represents \$26,507.44 (excl. HST) of the total amount. Secondly, critical services are required at the newly opened Sherwood Community Centre. This Network equipment is required to support the HVAC, security system/access, workstations, POS and Wifi connectivity. This second order represents \$43,113.79 (excl. HST) of the total amount.</p>

Staff are using Purchasing By-law #61-2018, section 7.2.2 (Note 1) to proceed with the purchase of additional equipment and services as required.

Staff will report back this approval at the October 28, 2019 Council Meeting, as part of the Purchasing Various Report.

Financial Planning Section: Budget Impact		
Supervisor, Financial Planning	<i>Deanne Selin</i>	Date: <i>Sept 27/19</i>
Account Number(s)	C24200118-A0260-7140	C59220816-A1634-7140
Budget	\$ 27,751	\$ 365,213
Actual (Net of HST Rebate)	\$ 26,974	\$ 43,873
Variance	\$ 777(F)	\$ 321,340(F)
Funding Source	Project Variance Account <small>(Note 1)</small>	Development Charges, Project Variance Account <small>(Note 2)</small>

**Chief Financial Officer and Treasurer Approval:**

Note 1:  
Request for favourable variances to remain in the project budgets as post-install configuration will require additional funds from the account.

Note 2:  
Request for favourable variances to remain in the project budget for various other IT equipment for Sherwood Community Centre

Note 3:  
Authorization from section 7.2.2 of By-law #61-2018:  
7.2.2 Despite any requirements of this By-law, the CAO may authorize the purchase of additional Goods or Services provided that they could not reasonably have been anticipated at the time of the Award of the original Contract or the purchase of additional Goods or Services are required to prevent interruption in service delivery or to avoid incurring extra costs. An informational report shall be submitted to Council by the Manager, Purchasing and Risk Management.

## COUNCIL AUTHORITY FOR CONTRACT AWARDS

<b>Project Award</b>	Emergency Contract Award for a water main repair at the Milton Leisure Centre
<b>Recommendation</b>	<b>Staff proceeded with an award for the emergency work at the Milton Leisure Centre to Howden &amp; Sons in the amount of \$42,661.26 (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>On August 27, 2019, there was a Town owned water main break in the internal road system at the Milton Leisure Centre. Emergency repairs were required to repair and replace the pipes and valves.</p> <p>The Halton Catholic Board shares this water main with the Town and have agreed to reimburse the Town for half of the excavation costs.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	F1005-1320-3740
<b>Account Description</b>	Leisure Centre Facility - Facility Maintenance-Contracts
<b>Project Total Budget</b>	N/A
<b>Contract Budget</b>	\$0
<b>Actual</b> (Net of HST Rebate)	\$42,661
<b>Variance</b> (Note 2)	\$42,661 (U)
<b>Funding Source</b>	Operating Budget/ Recovery from Others

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

Note 2: The amount recoverable from the Halton Catholic Board is \$17,418.



**COUNCIL AUTHORITY FOR CONTRACT AWARDS**

<b>Project Award</b>	Contract Increase with Econolite for Traffic Controller Equipment for various locations within Milton
<b>Recommendation</b>	<b>Staff is recommending the contract increase be to Econolite for additional Traffic Controller Equipment in the total amount of \$145,583 (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 amount with Econolite for Traffic Controller Equipment is \$116,598 (exclusive of HST) (Original award of \$116,598 awarded on CORS-072-18, no change orders have been issued to date).</p> <p>This contract increase of \$145,583 (exclusive of HST) is for additional Traffic Controller Equipment to be purchased. Earlier this year the Town purchased two (2) controllers for the Region of Halton. This increase will allow for two (2) additional controllers to be purchased for the Region of Halton, three (3) controllers for the reconstruction of Louis St. Laurent Avenue and one (1) controller for a Developer who is installing a set of traffic control signals at Fifth Line and Yukon Court. The Region of Halton and the Developer will be charged back for this equipment. This information was not identified in late 2018 when the single source report was submitted for Council approval. The new contract total will be \$262,181 (exclusive of HST).</p>

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

<b>Account Number(s)</b>	C4003619-A0614-7635	C40010219-A0614-7130
<b>Account Description</b>	Louis St Laurent (Vickerman Way to 4 <sup>th</sup> Line)	Traffic Infrastructure
<b>Project Total Budget</b>	\$10,230,179	\$68,329
<b>Contract Budget</b>	\$0	\$0
<b>Actual</b> (Net of HST Rebate)	\$74,122	\$74,023
<b>Variance</b>	\$74,122 (U)	\$74,023 (U)
<b>Funding Source</b>	Funded through variance within project	Regional Recoveries, Developer Recoveries

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