



# 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: December 16, 2019

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Report No: CORS-076-19

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Subject: Purchasing Various

**Recommendation:** THAT Council receive for information, the contract increase by delegated authority to Compugen Technologies for network and related switches throughout the Town, and for Sherwood Community Centre, to support the HVAC, security system/access, workstations, POS and Wifi connectivity. The contract increase is in the amount of \$69,621 (exclusive of HST), as outlined in Schedule A;

AND THAT Council approve the contract increase to GM BluePlan for additional design fees for GRCA permit process requirements. The contract increase is in an amount of \$30,695 (exclusive of HST), as outlined in Schedule B;

AND THAT Council approve the contract increase of \$5,506 with Aecom for the Stormwater Management Infrastructure Condition Assessment Study as outlined in Schedule C;

AND THAT Council approve the contract award to Wood Wyant Canada Inc. Inc. as the highest ranked proponent for the supply and delivery of janitorial supplies for the Halton Co-operative Purchasing Group. The estimated annual value of the contract for the Town is \$140,089 (exclusive of HST), as outlined in Schedule D;

AND THAT Council approve the Master Agreement for Transit Procurement Initiative (TPI) to Metrolinx as outlined within Schedule E;



# The Corporation of the Town of Milton

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AND THAT Council provide delegated authority to award the renewal of the Town's insurance policy portfolio and risk management services as outlined in Schedule F;

AND THAT Council approve the single/sole source awards for 2020 as per the list of suppliers as outlined on Schedule G;

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 G) attached.

This report includes the single source awards to a number of suppliers listed in detail in Appendix G. Staff are requesting the ability to issue purchase orders to these suppliers for requirements within the approved budgets. Contracts for these suppliers have been previously approved by Council on a single source basis, and the awards recommended herein allow for both operating and capital needs to proceed in 2020. The goods and services being acquired include items such as :

- Parts and services for vehicles and equipment;
- Building Automations System (BAS) and HVAC System maintenance; and



# The Corporation of the Town of Milton

## Discussion

- A variety of licenses, support and service related to the Towns' Information Technology software and hardware.

Single source awards are being requested in most cases to ensure compatibility with existing systems and assets. Annual approvals are requested in order to allow continuity of services and provide transparency in the awards. The amounts presented for each supplier are estimates and align with existing budget approvals and proposed budget amounts for 2020. Award of any amounts related to the 2020 capital program are subject to approval of the 2020 Capital Budget.

Also included in this report is authority for the Town to continue its participation in the Transit Procurement Initiative (TPI) with Metrolinx. Since 2009, the Town has participated in 11 procurements through this program, and Town staff are involved in several related evaluation and advisory committees. Many of the existing terms and conditions remain the same, however there are a couple of notable revisions. They include the inclusion of a participant administration fee, removal of third-party bus inspection funding, and updated definitions. The agreement continues to be advantageous to the Town due to the pricing, knowledge, support services and legislative compliance benefits available. All awards made through the program are still subject to the reporting and limits outlined in the Town's purchasing by-law.

## Financial Impact

Financial impacts are outlined in detail on the attached Schedules A to G. There is no overall change in the approved capital budget.

Respectfully submitted,

Troy McHarg  
Commissioner, Corporate Services / Town Clerk

For questions, please contact:   Michelle Rasiulis, CSCMP, CPPB   905-878-7252 x2143  
  Deanne Peter, B. Comm., MBA       905-878-7252 x2316

## Attachments

Schedule A - PDA-038-19 Contract Increase for additional costs related to Enterprise System Critical Upgrades
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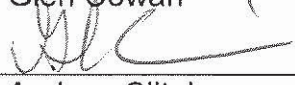
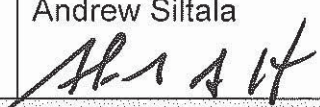


# The Corporation of the Town of Milton

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| Schedule B – Contract increase for additional costs related to additional design fees for the preparation of the provisional items for The Grand River Conservation Authority (GRCA) permit requirements |
| Schedule C – Contract increase with Aecom for the Stormwater Management Infrastructure Condition Assessment Study  |
| Schedule D – Contract award to Wood Wyant Canada Inc. Inc. as the highest ranked proponent for the supply and delivery of janitorial supplies for the Halton Co-operative Purchasing Group               |
| Schedule E – Approval of the Master Agreement for TPI to Metrolinx   |
| Schedule F – Renewal of the Insurance Policy Portfolio and Risk Management Services  |
| Schedule G – Single/Sole Source Suppliers for 2020   |

CAO Approval  
Andrew M. Siltala  
Acting Chief Administrative Officer

<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>	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.

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.

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

## CORS-076-19 - Schedule B

## COUNCIL AUTHORITY FOR CONTRACT AWARDS

<b>Project Award</b>	Contract Increase with GM Blue Plan for 6 <sup>th</sup> Line Nassagaweya culvert replacements (structures 113 and 118) Design.
<b>Recommendation</b>	<b>Staff is recommending the contract increase be awarded to GM Blue Plan for 6<sup>th</sup> Line Nassagaweya culvert replacements (structures 113 &amp; 118) in the total amount of \$30,695.00 (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 GM Blue Plan for 6<sup>th</sup> Line Nassagaweya culvert replacements (structures 113 and 118) Design C-19-41 R5 is \$66,800 (exclusive of HST)</p> <p>This contract increase of \$30,695.00 (exclusive of HST) is for additional design fees for the preparation of the provisional items approved in the RFP. The Grand River Conservation Authority (GRCA) requires a scoped Environmental Impact study (EIS) (total of \$16,800) as a permit requirement. Staff believe that the GRCA will also require a Fluvial Geomorphic Assessment (total of \$8285) and landscaping restoration of both culverts (total of \$6230). If/When the GRCA requires these items as part of their permit, staff would like to have the ability to approve the works to avoid any timing delays. Payments will only be made for the works completed.</p> <p>The new contract total will be \$97,495 (exclusive of HST). The hourly rates and provisional items 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>	C39012719-A0613-7220
<b>Account Description</b>	Sixth Line Nassagaweya Culverts (Structures 113 and 118)
<b>Project Total Budget</b>	\$316,905
<b>Contract Budget</b>	\$ 168,524
<b>Actual</b> (Net of HST Rebate)	\$ 31,235
<b>Variance</b> (Note 2)	\$ 137,289 (F)
<b>Funding Source</b>	Project Variance Account

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

Note 2: Staff is requesting that the favourable variance remain in the project in order to accommodate external agency permit and site remediation requirements.

## CORS-076-18 - Schedule C

## COUNCIL AUTHORITY FOR CONTRACT AWARDS

<b>Project Award</b>	Contract Increase with Aecom for the Stormwater Management Infrastructure Condition Assessment Study.
<b>Recommendation</b>	<b>Staff is recommending the contract increase be awarded to Aecom for the Stormwater Management Infrastructure Condition Assessment Study in the total amount of \$5,506 (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>Engineering is conducting a condition assessment study to evaluate the Town's stormwater pond asset conditions, determine levels of service, and develop a maintenance and rehabilitation program.</p> <p>The current contract awarded to Aecom for the Stormwater Management Infrastructure Condition Assessment Study is \$160,154 (exclusive of HST) (Original award of \$147,490 plus \$12,664 in change orders to date).</p> <p>This contract increase of \$5,506 (exclusive of HST) is for two additional stormwater management ponds that were not included in the original scope of inventory.</p> <p>The new contract total will be \$165,660 (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>	C43000519 – N0821 – 7255
<b>Account Description</b>	Stormwater Management Pond Condition Assessment
<b>Project Total Budget</b>	\$178,948
<b>Contract Budget</b>	\$162,973
<b>Actual</b> (Net of HST Rebate)	\$168,576
<b>Variance</b>	\$ 5,603 (U)
<b>Funding Source</b>	Contingency

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



## CORS-076-19 - Schedule D

<b>COUNCIL AUTHORITY FOR CONTRACT AWARDS</b>	
<b>Project Award</b>	Proposal Award for a cooperative proposal award for the supply and delivery of janitorial supplies.
<b>Recommendation</b>	<b>Staff is recommending the cooperative proposal award for the supply and delivery of janitorial supplies be awarded to Wood Wyant Canada Inc. in the total amount of \$140,089 (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>The Town of Milton issued a Request for Proposal on behalf of the Halton Cooperative Purchasing Group (HCPG) for the supply and delivery of janitorial supplies.</p> <p>The following HCPG agencies will be participating in this contract:</p> <ul style="list-style-type: none"> <li>• City of Burlington</li> <li>• Region of Halton</li> <li>• Town of Halton Hills</li> <li>• Town of Oakville</li> <li>• Town of Milton</li> <li>• Conservation Halton</li> <li>• Sheridan College</li> </ul>
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	October 11, 2019
<b>Advertisements</b>	OPBA and Town of Milton website
<b>Closing Date</b>	November 4, 2019
<b># of Plan takers</b>	Seven (7)
<b>Proposal Submissions received</b>	<p>Proposals were received from the following companies:</p> <ul style="list-style-type: none"> <li>• Superior Solutions</li> <li>• Glen Martin Ltd.</li> <li>• Mister Chemical Ltd.</li> <li>• Corporate Express Canada, operating as Staples Advantage Canada</li> <li>• Wood Wyant Canada Inc.</li> <li>• Domclean Ltd.</li> </ul>
<b>Evaluation Criteria</b>	<p>The proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"> <li>• Qualifications, Expertise and References (10%)</li> <li>• Product Quality (15%)</li> <li>• Certified Green Products &amp; Related Initiatives (10%)</li> </ul>

**CORS-076-19 - Schedule D**

	<ul style="list-style-type: none"> <li>• Range of Products/Services (15%)</li> <li>• Service Level (15%)</li> <li>• Financial Offer (15%)</li> <li>• Reports (10%)</li> <li>• Training (5%)</li> <li>• Value-added Services (5%)</li> </ul> <p>The following two high scoring proponents were shortlisted and interviewed by six (6) evaluators: Corporate Express Canada Inc. operating as Staples, and Wood Wyant Canada Inc.</p> <p>Wood Wyant Canada Inc. received the highest score and is therefore recommended as the successful proponent for the supply and delivery of janitorial supplies for the participating agencies of the Halton Co-operative Purchasing Group for a period of one (1) year period, ending November 30, 2020 with the option to renew for four (4) additional one (1) year terms. The estimated annual value of the contract for the Town is \$140,089 (exclusive of HST).</p>
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<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	Various Facility Accounts -1320-3400
<b>Account Description</b>	Materials and Supplies
<b>Project Total Budget</b>	N/A
<b>Contract Budget</b>	\$142,744
<b>Actual</b> (Net of HST Rebate) (Note 2)	\$142,555
<b>Variance</b>	\$189 (F)
<b>Funding Source</b>	Operating Budget

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

Note 2: Contract actuals are an estimate only. The resulting costs will be managed by Program Area staff and reviewed with Financial Planning with any variances being reported through the Variance process.

## CORS-076-19 - Schedule E

## COUNCIL AUTHORITY FOR CONTRACT AWARDS

<b>Project Award</b>	Metrolinx Master Agreement for participation in the TPI (Transit Procurement Initiative) program for various transit buses and related goods and services.
<b>Recommendation</b>	<b>Staff is recommending that the Town continue to participate in the Metrolinx TPI program for the next five year term (2019-2024).</b>
<b>Purpose of Report</b>	As per Section 8 of Purchasing By-law No. 061-2018, Council approval is not required to enter into this agreement, however for transparency it is being brought forward to Council.
<b>Background information</b>	<p>As per ENG- 033-19, Metrolinx continues to coordinate joint procurement initiatives for transit goods and services on behalf of participating municipalities. The purpose of Metrolinx TPI is to achieve quality products/services, favourable pricing and timely delivery/implementation. TPI coordinates the development of performance-based specifications for bulk purchasing, while permitting customized specifications for unique municipal needs.</p> <p>Municipalities confirm participation by executing a Governance Agreement (GA), which sets out the relationship between Metrolinx and potential purchasers in the joint procurement process, and describes the roles and responsibilities of each party.</p> <p>Since 2009, Milton has participated in eleven (11) Metrolinx TPIs, including the procurement of:</p> <ul style="list-style-type: none"> <li>• 12 metre, diesel-powered low floor buses</li> <li>• 8 metre, diesel-powered low floor buses</li> <li>• 7 metre, gas-powered, mini-buses</li> <li>• Transit parts/management; Transit Inventory Management System (TIMS)</li> <li>• Automated Vehicle Location/Intelligent Transportation Systems (AVL/ITS)</li> </ul> <p>Staff continue to participate on various TPI evaluation committees, the Strategic Advisory Committee (SAC) and the Technical Steering Committee.</p> <p><u>Updated 2019-2024 Governance Agreement (GA)</u></p> <p>The purpose of a GA is to establish the basic framework for the joint procurement process (i.e. RFP issuance, evaluation, award of contract, etc.). Typical GA terms include:</p> <ul style="list-style-type: none"> <li>• Steering Committee establishment, comprising of municipal representatives authorized to make procurement decisions</li> <li>• Contract evaluation and award</li> </ul>

**CORS-076-19 - Schedule E**

- Supplier exclusivity for goods/services to be procured over the contract term
- “Opt-Out” clause within five (5) days after Steering Committee recommendation
- Inclusion terms for new participants during the contract term; and
- Provisions for transparent and competitive procurement process, compliant with latest Provincial policies

The updated GA term for 2019-2024 incorporates a number of similar terms and conditions to previously Town-executed GAs. However, there are significant changes to the updated GA including:

- Removal of Metrolinx-funded third-party bus inspection services
- Inclusion of a participant administration fee (to be identified and agreed to at the Terms of Reference (TOR) stage
- Tighter defined processes and procedure rules
- Removal of Fairness Commissioner
- Expanded definition of purchasers (e.g. non-profit organizations, Divisions of Metrolinx, such as GO Transit and PRESTO)

Even with the changes noted above, the Metrolinx TPI continues to be advantageous for the following reasons:

- Increased pricing advantage, leveraging purchases with larger participating municipalities; specification standardization
- Increased knowledge-sharing with other municipalities
- Improved product delivery predictability
- Improved support and aftermarket response times
- Added assurance that equipment complies with various legislative requirements
- Increased municipal transparency through a Provincial procurement process
- Savings from contract administrative resources that would be required for a standalone municipal RFP process

Staff are recommending continued participation in the Metrolinx TPI, through the execution of the 2019-2024 Governance Agreement.

**Financial Planning Section: Budget Impact**

There is no budget impact at this time. Commitment to participate in the program is done at the time of each bid call. All awards will follow the Town’s purchasing bylaw and any budget variances will be reported at the time of award.

## CORS-076-19 - Schedule F

## COUNCIL AUTHORITY FOR CONTRACT AWARDS

<b>Project Award</b>	Delegated Authority to award the renewal of the Town's insurance policy portfolio and risk management services.
<b>Recommendation</b>	<b>Staff is requesting delegated authority to proceed with the fourth year renewal of the RFP award for the Town's insurance policy portfolio and risk management services, to Marsh</b>
<b>Purpose of Report</b>	As per Section 6.3.14 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p>The RFP for Insurance and Risk Management Services was awarded to JLT Canada (now Marsh Canada) on CORS-061-16 for a three year period (January 1, 2017-December 31, 2019). There was an option to renew for additional years. Staff is proposing an additional one-year renewal, effective January 1, 2020 to December 31, 2020.</p> <p>Staff are continuing to work with Marsh Canada to complete the negotiations for the 2020 policy portfolio and also as part of these negotiations, have added the excess WSIB coverage, formally single sourced to Chubb Insurance.</p> <p>Staff will report back to Council early in 2020 with the results of the negotiations and coverage for 2020.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	Various Departments – 3798/3799
<b>Account Description</b>	Insurance-WSIB Excess/ Insurance
<b>Project Total Budget</b>	\$N/A
<b>Contract Budget</b>	\$930,962
<b>Actual</b> (Net of HST Rebate)	To be determined upon contract renewal award
<b>Variance</b> (Note 2)	To be determined upon contract renewal award
<b>Funding Source</b>	2020 Operating Budget

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

Note 2: Any resulting financial impact as a result of the contract renewal and inclusion of excess WSIB coverage, will be reflected in the operating variance process in 2020.

## CORS-076-19 - Schedule G

## COUNCIL AUTHORITY FOR CONTRACT AWARDS

<b>Project Award</b>	Single/Sole Source Suppliers for 2020																																												
<b>Recommendation</b>	<b>Staff is recommending the single source requests for 2020 be awarded as per the list of suppliers in the body of this report and attached as Schedule G Attachment – 2020 Single/Sole Source Request Estimates.</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><b>Attached – Schedule G List of 2020 Single/Sole Source Request Estimates</b></p> <p>Staff is requesting a single/sole source designation for these suppliers and the ability to issue purchase orders for any requirements within the approved financial policies and the dollar thresholds identified in the attached schedule. These contracts have been previously approved by Council on a single source or competitive basis and the Schedule G attachment indicates the single/sole source request for 2020. The single/sole source suppliers for 2020 are:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Joe Johnson Equipment</td> <td>Trackless Repairs</td> </tr> <tr> <td>Viking-Cives Ltd.</td> <td>Snow Plow Parts</td> </tr> <tr> <td>The Equipment Specialist</td> <td>Tymco Sweeper Parts &amp; Service</td> </tr> <tr> <td>Toromont/Cat</td> <td>Cat Loader Parts &amp; Service</td> </tr> <tr> <td>Sheehan Equipment Ltd.</td> <td>Volvo Dump Truck Parts &amp; Service</td> </tr> <tr> <td>Bridgestone/Kal Tire</td> <td>Tires (Government Program)</td> </tr> <tr> <td>Michelin North America</td> <td>Tires (Government Program)</td> </tr> <tr> <td>WSP Canada Ltd.</td> <td>Brookville Monitoring</td> </tr> <tr> <td>Econolite Canada Inc.</td> <td>Traffic Controllers</td> </tr> <tr> <td>Tacel Ltd.</td> <td>Accessible Pushbuttons</td> </tr> <tr> <td>Electromega Ltd.</td> <td>Fire Prevention - Opticom</td> </tr> <tr> <td>Stinson/Owl-lite</td> <td>Miovision Equipment</td> </tr> <tr> <td>Consat Telematics</td> <td>Transit Automated Passenger Counters and Automated Vehicle Location Licensing</td> </tr> <tr> <td>Garival</td> <td>Transit Fare Boxes</td> </tr> <tr> <td>Siemens Canada Ltd.</td> <td>BAS, Security, Fire systems maintenance - MNCC</td> </tr> <tr> <td>Lifesaving Society</td> <td>Swim Program Provider</td> </tr> <tr> <td>Bell Canada</td> <td>Landline telephone services &amp; site to site fibre optic network</td> </tr> <tr> <td>Rogers Communications</td> <td>Mobility and cellular services</td> </tr> <tr> <td>Telus</td> <td>Mobility and cellular services</td> </tr> <tr> <td>Consortech Solutions Inc.</td> <td>FME data integration and geospatial data processing</td> </tr> <tr> <td>Compugen</td> <td>Network switches, routers &amp; related services - OECM</td> </tr> <tr> <td>The Active Network</td> <td>Class program registration, facility booking, POS systems</td> </tr> </table>	Joe Johnson Equipment	Trackless Repairs	Viking-Cives Ltd.	Snow Plow Parts	The Equipment Specialist	Tymco Sweeper Parts & Service	Toromont/Cat	Cat Loader Parts & Service	Sheehan Equipment Ltd.	Volvo Dump Truck Parts & Service	Bridgestone/Kal Tire	Tires (Government Program)	Michelin North America	Tires (Government Program)	WSP Canada Ltd.	Brookville Monitoring	Econolite Canada Inc.	Traffic Controllers	Tacel Ltd.	Accessible Pushbuttons	Electromega Ltd.	Fire Prevention - Opticom	Stinson/Owl-lite	Miovision Equipment	Consat Telematics	Transit Automated Passenger Counters and Automated Vehicle Location Licensing	Garival	Transit Fare Boxes	Siemens Canada Ltd.	BAS, Security, Fire systems maintenance - MNCC	Lifesaving Society	Swim Program Provider	Bell Canada	Landline telephone services & site to site fibre optic network	Rogers Communications	Mobility and cellular services	Telus	Mobility and cellular services	Consortech Solutions Inc.	FME data integration and geospatial data processing	Compugen	Network switches, routers & related services - OECM	The Active Network	Class program registration, facility booking, POS systems
Joe Johnson Equipment	Trackless Repairs																																												
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The Active Network	Class program registration, facility booking, POS systems																																												

**CORS-076-19 - Schedule G**

	Computer Methods International Corp. (CMIC)	Financial System
	CSDC Systems Inc.	Building Permit & Business Licenses Support System
	eSolutions Group	Online Services Hosting & Maintenance
	ESRI Canada	GIS System
	FDM Software	Fire Support System
	Introtel Communications	Telephone system
	Oracle Corporation	Database Operating Systems
	Rolta Canada Ltd.	Online Mapping System
	Public Sector Digest	FMW Budget System
	Vailtech	Tax System
	Gibraltar Solutions	Software licensing reseller and maintenance renewal services (VMware, Citrix, Proofpoint, Commvault, Cisco)
	MNP LLP	Firewall & PCI Support Services
	Top Desk Inc.	IT Service Desk Solution
	Acceo Solutions (formerly Gtechna)	Parking Enforcement System
	Dican Digital Instruments	AVL & GPS Tracking System
	D2L Corporation	e-Learning System Maintenance
	Soft Choice	Microsoft/Adobe Licensing
	Clarizen	Project Management Information System
	TixHub Inc.	Ticketing Services – MCA & MNCC
	Teramach	Palo Alto Networks subscriptions/support-OECM
	Salesforce	Contact Management System
	Darch Fire	Truck Repairs

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

Note 1 - The attached Schedule E List of 2020 Single/Sole Source Request Estimates indicates the single source requests for 2020. The estimated spend for each single/sole source request has been included in the proposed 2020 budget (or prior approved capital budgets). The award of single source contracts identified attached that relate to 2020 capital projects is contingent on approval of the 2020 Capital Budget.

Attachment – Schedule E – List of 2020 Single/Sole Source Request Estimates

CORS-076-19 - SCHEDULE G ATTACHMENT

Description	Vendor	Type of Request	Account	2019 Actuals as of November 22, 2019*	Estimate for 2020		
					Operating	Capital**	TOTAL
<b>Engineering Services</b>							
Trackless repairs	Joe Johnson Equipment	Compatibility/ Proprietary	3600-4530/3600-4535	\$ 48,636	\$ 29,276		\$ 29,276
Snow Plow Parts	Viking-Cives Ltd.	Compatibility/ Proprietary	3600-4530/3600-4535	\$ 47,554	\$ 30,225		\$ 30,225
Tymco Sweeper Parts & Service	The Equipment Specialist	Compatibility/ Proprietary	3600-4530/3600-4535	\$ 15,615	\$ 27,289		\$ 27,289
Cat Loader Parts & Service	Toromont/Cat	Compatibility/ Proprietary	3600-4530/3600-4535	\$ 42,824	\$ 64,372		\$ 64,372
Volvo Dump Truck Parts & Service	Sheehan Equipment Ltd.	Compatibility/ Proprietary	3600-4530/3600-4535	\$ 85,682	\$ 65,732		\$ 65,732
Tires (Government Program)	Bridgestone/Kal Tire	Govt Agreement	3600-4535	\$ 19,801	\$ 24,967		\$ 24,967
Tires (Government Program)	Michelin North America	Govt Agreement	3600-4535	\$ 27,661	\$ 43,484		\$ 43,484
Brookville Groundwater Monitoring	WSP Canada Ltd.	Single Source	F1620-1320-3740	\$ 9,880	\$ 27,000		\$ 27,000
Traffic Controller	Econolite Canada Inc.	Single Source	C40010220-A0614-7130/C340021/C340037	\$ 164,905		\$125,494	\$ 125,494
Accessible Pushbuttons	Tacel Ltd.	Compatibility/ Proprietary	C40010220-A0614-7130/C340021/C340037	\$ 102,260		\$ 28,067	\$ 28,067
Fire Prevention- Opticom	Electromega	Single Source	C40011420-A0614-7130/C340021/C340037	\$ 67,050		\$ 73,539	\$ 73,539
Miovision Equipment	Stinson/Owl-lite	Single Source	C40011519-A0614-7130/C340021/C340037	\$ 218,151		\$146,703	\$ 146,703
Transit Automated Passenger Counters (APC's) and Automated Vehicle Location (AVL) Licensing	Consat Telematics	EAS	2340-3740 2340-4555 C560120-A0631-7130 C560122-A0632-7130	\$ 43,389	\$ 44,858	\$ 24,000	\$ 68,858
Transit Fareboxes	Garival	Compatibility/ Proprietary	2340-3740 2340-4555 C560120-A0631-7130 C560122-A0632-7130	\$ 5,364	\$ 27,883	\$ 88,304	\$ 116,187
<b>Community Services</b>							
BAS, Security, Fire Systems maintenance - MNCC	Siemens Canada Ltd.	Compatibility/ Proprietary	F1025-1320-3740	\$ 30,681	\$ 37,668		\$ 37,668
Swim Program Provider	Lifesaving Society	Single Source	P1520-45005-3400, P1526-45005-3400, P1526-45020-3400, P1540-45005-3400, P1540-45015-3400	\$ 55,188	\$ 58,000		\$ 58,000
<b>Corporate Services - IT</b>							



CORS-076-19 - SCHEDULE G ATTACHMENT

Description	Vendor	Type of Request	Account	2019 Actuals as of November 22, 2019*	Estimate for 2020		
					Operating	Capital**	TOTAL
Landline telephone services & site to site fibre optic network	Bell	Govt Agreement	2216-3706, C24002718/20	\$ 399,716	\$322,955	\$ 99,725	<b>\$ 422,680</b>
Mobility and cellular services	Rogers	Govt Agreement	2216-3706, 2216-3707, C24110020, C24000420, C24000419	\$ 56,715	\$ 90,991	\$109,168	<b>\$ 200,159</b>
Mobility and cellular services	Telus	Govt Agreement	2216-3706, 2216-3707	\$ 36,747	\$ 37,351		<b>\$ 37,351</b>
FME data integration and geospatial data processing	Consortech	Compatibility/ Proprietary	C24001120, C24002720	\$ -		\$ 30,834	<b>\$ 30,834</b>
Network switches, routers & related services - OEMC	Compugen	Compatibility/ Proprietary	C24200118	\$ 43,114		\$132,288	<b>\$ 132,288</b>
Program Registration, Facility Booking, POS Systems	The Active Network (Class)	EAS	2216-3445, C24110420, C24110017	\$ 115,073	\$158,450	\$ 17,299	<b>\$ 175,749</b>
Financial System	Computer Methods (CMIC)	EAS	2216-3445, C24110420, C24110014/15/16/17/18/19	\$ 254,132	\$188,000	\$585,498	<b>\$ 773,498</b>
Building Permit & Business Licenses Support System	CSDC Systems	EAS	2216-3445, C24000915, C24110014/15/16/17/18, C24000915	\$ 51,354	\$ 54,600	\$352,911	<b>\$ 407,511</b>
Online Services Hosting & Maintenance	eSolutions Group	EAS	2216-3945, C240006, C24000914/17/18/19/20, C24110014/16	\$ 171,890	\$ 60,018	\$364,227	<b>\$ 424,245</b>
GIS System	ESRI Canada	EAS	2216-3445, C24000915, C24001118, C24001120	\$ 122,793	\$ 55,756	\$ 84,031	<b>\$ 139,787</b>
Fire Support System	FDM Software	EAS	2216-3445, C24002720, C24110016/17/18/19	\$ 56,054	\$ 41,100	\$234,182	<b>\$ 275,282</b>
Telephone System	Introtel Communications	EAS	2216-3945, C24000517/18/19/20, C24200218, C24200318/19/20	\$ 34,959	\$ 52,000	\$178,042	<b>\$ 230,042</b>
Database Operating Systems	Oracle Corporation	EAS	2216-3445, C24110018	\$ 180,654	\$204,485	\$ 5,159	<b>\$ 209,644</b>
Online Mapping System	Rolta Canada	EAS	2216-3445, C24001118	\$ 15,000	\$ 15,300	\$ 25,440	<b>\$ 40,740</b>
Budget System	Public Sector Digest (RAC)	EAS	2216-3445, 2216-3945, C24110420, C24110014/15/16	\$ 39,803	\$ 40,400	\$ 45,766	<b>\$ 86,166</b>
Tax System	Vailtech	EAS	2216-3445, C24110014/15/17/18	\$ 18,136	\$ 17,700	\$ 52,559	<b>\$ 70,259</b>
Software licensing reseller and maintenance renewal services (VMware, Citrix, Proofpoint, Commvault, Cisco)	Gibraltar Solutions	EAS	2216-3445, 2216-3945, C24001120, C24200320, C24110016/17/18, C24200217, C24200318, C24200319	\$ 268,412	\$178,112	\$453,597	<b>\$ 631,709</b>

CORS-076-19 - SCHEDULE G ATTACHMENT

Description	Vendor	Type of Request	Account	2019 Actuals as of November 22, 2019*	Estimate for 2020		
					Operating	Capital**	TOTAL
Firewall & PCI Support Services	MNP (formerly Netcyclops)	EAS	2216-3445, 2216-3945, C24200118, C24200218, C24200319	\$ 893	\$ 13,400	\$ 121,705	\$ 135,105
IT Service Desk Solution	TopDesk Inc.	Single Source	2216-3445, C24001420, C24001417	\$ 34,585	\$ 16,000	\$ 59,253	\$ 75,253
Parking Enforcement System	ACCEO Solutions	EAS	2216-3445, 3025-3945	\$ 50,852	\$ 52,000	\$ 51,620	\$ 103,620
AVL and GPS System	Dican Digital Instruments	EAS	3600-3945, C24001118	\$ 113,848	\$ 39,182	\$ 19,174	\$ 58,356
eLearning System Maintenance	D2L Corporation	EAS	2216-3445, C24000920, C24000916	\$ 15,137	\$ 18,500	\$ 37,142	\$ 55,642
Microsoft / Adobe Licensing	Soft Choice	EAS	2216-3445, 2216-3945, C24001416/17/18/19/20, C24110016/18/19, C24200316/17/18/19/20	\$ 214,975	\$ 141,725	\$ 486,962	\$ 628,687
Project Management Information System	Clarizen	EAS	2216-3445, C24001420, C24110017/18	\$ 23,633	\$ 26,000	\$ 59,171	\$ 85,171
Ticketing Services - MCA & MNCC	Tixhub Inc.	EAS	2216-3445, F1020-1365-3945, F1025-1365-3945	\$ 45,458	\$ 35,000		\$ 35,000
Palo Alto Networks - subscriptions and support - OEM	Teramach	EAS	2216-3445	\$ 36,003	\$ 104,500		\$ 104,500
Contact Management System	Salesforce	EAS	2216-3945, C24012019, C24110017	\$ 17,935	\$ 19,000	\$ 24,985	\$ 43,985
<b>Fire</b>							
Truck Repairs - Fire	Darch Fire	Single Source	7800-4530/7800-4535	\$ 63,289	\$ 98,380		\$ 98,380

\*Note: The 2019 Actuals and the 2020 Estimates include the non-rebatable portion of HST.

\*\* Includes work to be funded from both the 2020 and prior approved capital budgets.

**Type of Request Legend:**

**EAS** - Enterprise application systems are large-scale application software systems designed to support the Town's core business processes such as Financials, Purchasing, Facilities, Building Management, Engineering, Operations, etc. These systems are normally integrated and share common information flows, reporting systems and data analytics. As such, they tend to be robust complex systems that require significant planning and strategy across the entire EAS platform before replacing any single system.

**Government Agreement** - a Government program/agreement for discounted pricing for Government agencies

**Single Source** - Supply of goods or services that can generically be purchased from multiple suppliers, but due to its specialized or unique characteristics, only one source of supply is being recommended.

**Compatibility/Proprietary Equipment** - An investment has been made into propriety equipment that replacement/maintenance parts and /or licensed services are only supplied through the manufacturer or licensed distributor.