



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer/Treasurer

Date: March 2, 2020

Report No: CORS-009-20

Subject: Purchasing Various – March 2, 2020

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

AND THAT the emergency contract award to Greenspace Construction Inc. for Reid Side Road Culvert Replacement in the total amount of \$26,982 (exclusive of HST) as outlined on Schedule B be received for information;

AND THAT Council approve the contract increase to Wood Environmental & Infrastructure for a Peer Review, SIS Area 5A (Broccolini) in the total amount of \$31,500 (exclusive of HST) as outlined on Schedule C;

AND THAT Council approve the contract increase to Garda Canada Security Corp. for Overnight Parking Enforcement Services for the second year term which includes adding an additional shift in the total amount of \$66,493 (exclusive of HST) as outlined on Schedule D;

AND THAT Council approve the contract increase to AECOM for a Stormwater Management Pond Infrastructure Condition Assessment Study in the total amount of \$5,506 (exclusive of HST) as outlined on Schedule E;

AND THAT Council approve a budget increase in amount of \$40,000 for the Stormwater Management Pond Infrastructure Condition Assessment study project (C43000519) as outlined on Schedule E;



AND THAT Council approve the contract increase to S. Spera & Associates for Property Negotiation Services in the total amount of \$71,500 (exclusive of HST) as outlined on Schedule F;

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 F) attached.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules B to F. The resulting funding adjustments are presented on Schedule A, and result in a net overall increase in approved capital budgets of \$63,464.

Respectfully submitted,

Troy McHarg
Commissioner, Corporate Services



The Corporation of the Town of Milton

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For questions, please contact: Michelle Rasiulis, CSCMP, 905-878-7252, x2143
CPPB

For questions, please contact: Deanne Peter, MBA 905-878-7252, x2316

Attachments

Schedule A - Summary of Changes in Project Budgets and Funding

Schedule B – Emergency Contract Award for Reid Side Road Culvert Replacement

Schedule C – Contract Increase for a Peer Review – SIS Area 5A (Broccolini)

Schedule D – Contract Renewal and Increase for Overnight Parking Services

Schedule E – Contract Increase for Stormwater Management Pond Infrastructure
Condition Assessment Study

Schedule F – Contract Increase for Property Negotiation Services

CAO Approval
Andrew M. Siltala
Chief Administrative Officer

Summary of Changes in Capital Project Budgets and Funding

Schedule	B	E	Total Change in Funding Sources Increase / (Decrease)
Project Number	C39012919	C43000519	
Project Description	Reid Side Road Culvert Replacement -	SWM Pond Condition Assessment Study	
Total Approved Project Budget	\$ 328,002	\$ 178,948	
Recommended Budget Change			
Project Variance Account	23,464	40,000	63,464
Total Increase/(Decrease) in Funding	23,464	40,000	\$ 63,464
Total Revised Project Budget	\$ 351,466	\$ 218,948	

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
EMERGENCY CONTRACT AWARD**

Project Award	Emergency Contract Award for Reid Side Road Culvert Replacement
Recommendation	Staff proceeded with the contract award for the emergency work for guiderail reinstatement to Greenspace Construction Inc., in the total amount of \$26,982 (exclusive of HST). This award is being received for information.
Purpose of Report	As per Section 11.1 of Purchasing By-law No. 061-2018, emergency expenditures shall be reported to Council for information.
Background information	<p>The current contract awarded to Greenspace Construction Inc. for the replacement of the Reid Side Road Culvert is \$237,020 (original award of \$230,284 awarded on PDA-041-19 plus \$6,736 in change orders to-date, exclusive of HST).</p> <p>This contract increase of \$26,982 (exclusive of HST) is for the work to complete the permanent line painting, guiderail reinstatement and replacement of wooden posts that were determined to be unsuitable for re-use. All other work on the project (culvert removal and replacement, landscaping, and paving) was completed in the Fall of 2019. This remaining work will bring the project to final completion.</p> <p>Staff proceeded with the work not to incur any delay claim costs. The new contract total will be \$264,002 (exclusive of HST).</p>
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C39012919
Account Description	Reid Side Road Culvert Replacement
Project Total Budget	\$ 328,002
Contract Budget	\$ 3,993
Actual (Net of HST Rebate)	\$ 27,457
Variance	\$ 23,464 (U)
Funding Source	Project Variance Account

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract Increase with Wood Environment and Infrastructure for Peer Review – SIS Area 5A (Broccolini)
Recommendation	Staff is recommending the contract increase be awarded to Wood Environment & Infrastructure for the Peer Review – SIS Area 5A (Broccolini) in the total amount of \$31,550 (exclusive of HST).
Purpose of Report	As per Section 7.1.2 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>The current contract awarded to Wood Environment & Infrastructure for Peer Review Services is \$52,140 (exclusive of HST). There have been no change orders to-date.</p> <p>This contract increase of \$31,500 (exclusive of HST) is for additional effort of the Town's peer review team to address issues relating to wetland creation requirements for the Derry Green Subwatershed Impact Study (SIS) Area 5A Addendum. The additional effort includes multi-discipline attendance at meetings, review of submissions and response to supplemental correspondence supplied by the SIS Addendum team.</p> <p>The new contract total will be \$83,640 (exclusive of HST). The hourly rates and the hours identified and the staffing proposed have been reviewed and validated by Engineering Services – Development staff.</p>
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	6350-3736
Account Description	Consultants – Recoverable/Developer Contributions
Contract Budget	\$203,520
Actual (Net of HST Rebate)	\$32,054
Variance (Note 2)	\$171,466 (F)
Funding Source	Developer Recovery

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

Note 2: The remaining budget variance will continue to be used for other required peer reviews in 2020.

COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE

Project Award	Contract Increase for overnight Parking Enforcement Services for a new shift to cover the period 1:00 a.m.-6:00 a.m., five (5) days per week.
Recommendation	Staff is seeking approval to proceed with a contract increase for a new shift in the total amount of \$66,493 (exclusive of HST).
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>The current contract awarded to Garda Canada Security Corp. for Parking Enforcement Services in the amount of \$107,877 (exclusive of HST) for seven day a week service. No formal change orders have been issued.</p> <p>This contract increase of \$66,493 (exclusive of HST) is for the new shift (1:00 a.m.-6:00 a.m.) five days a week and statutory holiday hours in the amount of \$66,493 (exclusive of HST).</p> <p>The new contract total will be in the amount of \$174,370 (exclusive of HST).</p> <p>The new shift is being funded with compensation savings from a Parking Control Officer position that will be held vacant through the term of this contract.</p>
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	3025-3740
Account Description	Parking Enforcement - Contracts
Project Total Budget	N/A
Contract Budget (Note 2)	\$200,502
Actual (Net of HST Rebate)	\$177,439
Variance (Note 3)	\$ 23,063 (F)
Funding Source	Operating Budget

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

Note 2: The funding for this contract renewal is a combination of contract budget and savings from a Parking Control Officer position that will be held vacant through the term of this contract.

Note 3: Although there is an anticipated favourable variance to budget with this contract renewal, costs for court proceedings are unknown at this time. Parking services will monitored throughout the year and any variances will be addressed through a future operating variance report.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract increase for AECOM for the Stormwater Management Pond Infrastructure Condition Assessment Study
Recommendation	<p>Staff is recommending a contract increase for AECOM in the amount of \$5,506 (exclusive of HST).</p> <p>Staff is recommending a budget increase on this project in the amount of \$40,000.</p>
Purpose of Report	<p>As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.</p> <p>As per Budget Amendment Policy No. 113 Section 4.7.2 iii Council approval is required.</p>
Background information	<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><u>Contract Increase</u> The current contract awarded to Aecom for the Stormwater Management Infrastructure Condition Assessment Study is in the amount of \$160,154 (exclusive of HST). This amount includes the original award of \$147,490 (exclusive of HST) plus \$12,664 (exclusive of HST) in change orders to date.</p> <p>This contract increase in the amount of \$5,506 (exclusive of HST) is for two (2) additional stormwater management ponds that were not included in the original scope of inventory.</p> <p>The new contract total will be in the amount of \$165,660 (exclusive of HST).</p> <p><u>Budget Amendment</u> The original budget for this project was \$87,975. The award of the project required a budget amendment in the amount of \$78,086 that was approved through CAO delegated authority and reported to Council through CORS-028-19 Schedule B. A later change order on the project in the amount of \$12,887 was made through CAO delegated authority in accordance with Budget Management Policy No. 113 resulting in a revised budget of \$178,948.</p> <p>Staff are requesting a further \$40,000 budget amendment funded from the Project Variance Account in order to complete the project. This budget amendment is required to fund the internal staff management costs associated with the project. This would bring the overall project budget to \$218,948.</p>

Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C43000519
Account Description	SWM Pond Condition Assessment Study
Project Total Budget	\$178,948
Contract Budget	\$162,973
Actual (Net of HST Rebate)	\$168,576
Variance	\$ 5,603 (U)
Funding Source	Contingency
Budget Increase Requested	\$40,000
Funding Source	Project Variance Account

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract Increase for S. Spera & Associates for Property Negotiation Services as initially award through RFP 18-204.
Recommendation	Staff is seeking approval to proceed with a contract increase for S. Spera & Associates Ltd. in the total amount of \$71,500 (exclusive of HST).
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>The current contract awarded to S. Spera & Associates Ltd. is for property negotiation services in the amount of \$34,375 (exclusive of HST). Changes orders to-date for additional property negotiation services are in the amount of \$97,625 (exclusive of HST) under PDA 054-19.</p> <p>This current contract increase in the amount of \$71,500 (exclusive of HST) is for property negotiation services for seven additional partial property takings in the area of Fifth Line and Derry Road as part of the Fifth Line from Hwy. 401 to Derry Road project.</p> <p>The new contract total will be \$203,500 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C34004618
Account Description	Fifth Line (Hwy 401 to Derry Road)
Project Total Budget	\$13,302,821
Contract Budget	\$0
Actual (Net of HST Rebate)	\$72,758
Variance	\$72,758 (U)
Funding Source	Contingency

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