



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: March 21, 2022

Report No: CORS-017-22

Subject: Purchasing Various

Recommendation:

THAT Council approve a contract increase for Wood Environmental & Infrastructure Solutions for additional investigations required for the Storm Sewer Rehabilitation project, in the total amount of \$10,343 (exclusive of HST), as outlined in Schedule A;

THAT Council approve the single source award to Heale Contracting Ltd, in the amount of \$62,600 (excluding HST), to provide consulting services for the design and contract administration for the replacement UPS system within the Town Hall data centre, as outlined in Schedule B;

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 required paperwork.

EXECUTVE SUMMARY

This report is being submitted to obtain 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.



The Corporation of the Town of Milton

Report #:
CORS-017-22
Page 2 of 2

Discussion

Information pertaining to the recommended purchasing awards is included on the corresponding Schedules (A to B) attached.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules A to B and result in no required funding adjustments or changes to approved capital budgets.

Respectfully submitted,

Glen Cowan
Chief Financial Officer/ Treasurer

For questions, please contact: Jennifer Ahern, CPPB 905-878-7252, x2361
For questions, please contact: Deanne Peter, B.Comm., MBA 905-878-7252, x2316

Attachments

Schedule A – Contract increase for Wood Environmental
Schedule B – Single Source award to Heale Contracting Ltd.

CAO Approval
Andrew M. Siltala
Chief Administrative Officer

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Storm Sewer Rehabilitation Project – Detailed Design
Recommendation	Staff is recommending approval to proceed with a contract increase for Wood Environment & Infrastructure Solutions in the total amount of \$10,343.00 (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 Wood Environment & Infrastructure Solutions for design work in the amount of \$64,156 (exclusive of HST) on PO# C-19-43 Release 12. The original award was for \$64,156 (exclusive of HST). To-date, a change order has been issued to re-key line items in the P.O for internal accounting purposes only.</p> <p>The contract increase, in the amount of \$10,343 (exclusive of HST) is for the additional investigation identified through the detailed design component of the project. The unit rates are in line with the overall roster unit rates for Wood Environment & Infrastructure (ref RFP 18-051). Unit rates from sub-contractors have been reviewed and are consistent with those applied to this project (\$/m of pipe inspection and \$/structure inspection), with a separate allowance made for confined space entry, required to facilitate a portion of the additional CCTV investigation.</p> <p>The original amount was awarded via PDA-CRAN 21-051-18, and CORS-072-18.</p> <p>The new contract total will be \$ 74,499 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C43000321
Account Description	Storm Sewer Rehabilitation Project
Project Total Budget	\$ 203,694
Contract Budget	\$ 85,012
Actual (Net of HST Rebate)	\$ 10,525
Variance (Note 2)	\$ 74,487 (F)
Funding Source	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 as unknown findings from additional CCTV investigations may impact the budget.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
SINGLE SOURCE AWARD**

Project Award	Single Source award to Heale Consulting and Management Inc.
Recommendation	Staff is recommending the single source award to Heale Consulting and Management Inc. for consulting services for the design and contract administration for a replacement UPS system within the Town Hall data centre in the total amount of \$62,600 (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 Town of Milton Information Technology (IT) division maintains a Corporate data centre located within Town Hall. The equipment installed and maintained within this room serves as the backbone of the Corporate IT network that extends out to all Town-owned facilities. Critical information technology and telecommunications equipment such as phone controllers, network switches, firewalls, servers, storage and backup appliances provide reliable 24/7 IT services to staff and residents in a secure, power and temperature-controlled environment. Critical to the continuous operation and longevity of the power-sensitive equipment in this room is the reliable operation of the primary uninterruptable power supply (UPS) system that supplies temporary backup/emergency power to systems during power outages. The current 80kW APC UPS system within this datacenter was originally installed in 2008, has been considered end of life by the manufacturer and requires replacement in order to continue reliably serving the needs of the Town.</p> <p>Heale Consulting Management Inc. (HCMI) was contracted for the initial design and contract administration of the Town Hall data center in 2006 through CS-086-06. Scope of work included the initial installation of critical IT infrastructure and equipment (including the existing 80kW UPS system) within the data centre during the Town Hall expansion project completed in 2009. HCMI is also the successful proponent awarded multi-year contracts for data centre preventative maintenance services in 2015 under tender 15-262 and again in 2018 under 18-262. This most recent preventative maintenance contract is currently in the last year of a tendered 1+3 year extension. Since 2015, HCMI has been the designated contractor performing regular maintenance, repairs and testing on the current UPS system. HCMI has significant knowledge of the Town's current data centre operations including a documented history of all UPS repairs, engineering drawings for mechanical systems, electrical, fire suppression and HVAC systems within the data centre.</p>

CORS-017-22 - Schedule B

	Staff have reviewed HCMI's work plan, associated costs and rates, and are requesting Council approval to proceed with award of the specification design and contract administration for a replacement UPS system within the Town Hall data centre that will continue to support the needs of a growing municipality. HCMI will not be submitting a bid to perform the replacement; rather, they will be assisting Town staff with the design of the UPS specifications (including electrical drawings), issuance of the tender documents, contract administration and Project Management oversight during installation by the successful proponent.
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Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C24200122-A0260-7130
Account Description	Facilities Infrastructure and Networking
Project Total Budget	\$ 1,024,662
Contract Budget	\$ 320,544
Actual (Net of HST Rebate)	\$ 63,702
Variance (Note 2)	\$ 256,842 (F)
Funding Source	Project Variance Account, Building Stabilization Reserve

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 design and hardware installation for the data centre. Variances will be monitored by staff and reported through the variance process.