



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: March 27, 2023

Report No: [Report Number]

Subject: Purchasing Various - March 27, 2023

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

THAT the tender award for the 2023 Asphalt Overlay Program in the total amount of \$7,115,685 (exclusive of HST and including provisional items) to Gazzola Paving Limited be approved as outlined on Schedule B;

THAT the tender award for Appleby Line Phases 1 and 2 Reconstruction in the total amount of \$2,679,048 (exclusive of HST) to Rankin Construction Inc. be approved as outlined on Schedule C.

THAT the contract for the supply and delivery of two (2) 6 metre minibuses in the total amount of \$309,278 (exclusive of HST) be awarded to Creative Carriage Ltd. as outlined on Schedule D.

THAT the award of the proposal for Consulting Services for the development of a Corporate Asset Management Plan to PSD Citywide Inc. in the total amount of \$166,200 (exclusive of HST) be approved as outlined on Schedule E.

THAT the single source award for an Energreen Alpha Tractor Mower to Colvoy Equipment in the total amount of \$573,542 (exclusive of HST) be approved as outlined on Schedule F.

THAT the single source award for a Haul All Refuse Collection Compaction Unit to NEXGEN Municipal Inc. in the total amount of \$254,306 (exclusive of HST) be approved as outlined on Schedule G.

THAT the single source award for the replacement of the Operations Centre Vehicle Wash Entrance Door in the total amount of \$54,896 (exclusive of HST) to NEX Industrial Supplies Inc. be approved as outlined on Schedule H.

THAT the contract increase for consulting services to support the Zero Emissions Vehicle Conversion Pilot in the total amount of \$59,990 (exclusive of HST) be awarded to HDR Corporation as outlined in Schedule I.

THAT the contract increase for additional design and contract administration fees for the Milton Sports Centre parking lot improvements



Report To: Council

in the total amount of \$32,357 (exclusive of HST) to WSP E&I Canada Limited be approved as outlined on Schedule J.

THAT a contract increase for two Transit Fareboxes in the total amount of \$31,648 (exclusive of HST) to Garival S.E.C be approved as outlined on Schedule K.

THAT the contract increase for a non-union compensation review to an upset limit of \$80,000 (exclusive of HST) to Mercer (Canada) Limited be approved as outlined in Schedule L.

THAT the results of the renewal of the Town's insurance policy portfolio and risk management services for an 18 month period in the amount of \$1,842,079 (excluding taxes) to Marsh Canada be received for information as outlined on Schedule M.

THAT the Manager, Purchasing and Supply Chain 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.

EXECUTIVE 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.

Discussion

Information pertaining to the recommended purchasing awards is included on the corresponding Schedules (A to M) attached. Awards include tendered values for the asphalt overlay and Appleby Line road projects, proposals awards including securing the transit buses required for the growth of OnDemand and specialized transit services to



The Corporation of the Town of Milton

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Discussion

Boyne and Derry Green, as well as a variety of contract increases and single source awards based on the reasons outlined in the attached schedules.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through M, and result in an increase in funding to the capital program of \$2,346,211. This budget increase primarily relates to the awarded amounts for the 2023 asphalt overlay program and the Appleby Line reconstruction, and will be funded from a combination of the project variance account, the Canada Community Building Fund (formerly Federal Gas Tax), and development charges. Alleviating a portion of the financial pressure that these budget adjustments would otherwise create are the savings from the 2022 asphalt overlay project budget of \$1,993,272, which are being recommended to return to reserve through the 2022 Year End Capital Variance report that is also on tonight's agenda.

Also included in this report is reporting of the final renewal costs for the Town's insurance coverage and risk services. The annual cost of the premium continues to escalate, with an overall 21% increase in 2023. The 2023 approved budget provided for an increase in cost and as such the variance is minimal, however the Town will continue to explore options to mitigate this pressure in advance of the end of the next 18 month term.

Respectfully submitted,

Glen Cowan
Chief Financial Officer / Treasurer

For questions, please contact: Deanne Peter, Supervisor,
Financial Reporting Phone: Ext. 2316

 Jennifer Ahern, Senior Contract
Specialist Ext. 2361



Attachments

- Schedule A – Summary of Changes in Capital Project Budgets and Funding
- Schedule B – Tender Award for the 2023 Asphalt Overlay Program
- Schedule C – Tender Award No. for the Reconstruction of Appleby Line
- Schedule D – Proposal award for conventional and specialized transit buses
- Schedule E - Consulting Services for a Corporate Asset Management Plan
- Schedule F – Single Source Award for Tractor Mower
- Schedule G – Single Source Award for a Haul All Refuse Collection Compaction Unit
- Schedule H - Single Source Award for the Vehicle Wash Entrance Door
- Schedule I - Consulting Services to support the Zero Emissions Vehicle Conversion Pilot
- Schedule J - Contract Increase for Consulting Services for the Milton Sports Centre Parking Lot Improvements
- Schedule K - Contract Increase for the procurement of Transit Fareboxes
- Schedule L - Contract Increase for a Non-Union Compensation Review
- Schedule M - Renewal of the Town’s Insurance Policy Portfolio and Risk Services

Approved by CAO
Andrew M. Siltala
Chief Administrative Officer

Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.

Summary of Changes in Capital Project Budgets and Funding

Schedule	B	C	F	G	H	Total Change in Funding Sources Increase / (Decrease)
Project Number	C33900023	C35000523	C46010423	C46014623	C58410523	
Project Description	2023 Asphalt Overlay Program	Appleby Line	Tractors, Loaders & Back Hoes - Growth	Haul All/Packer	Civic Operations Centre Facility Improvement s	
Total Approved Project Budget	\$ 7,972,965	\$ 1,936,942	\$ 639,149	\$ 274,506	\$ 90,940	
Recommended Budget Change						
Project Variance Account		1,465,315			(16,250)	1,449,065
Development Charges:						
Roads DC	72,595	162,813				235,408
Public Works DC			5,964	(501)		5,463
External Funding Sources:						
Canada Community Building Fund	656,275					656,275
Total Increase/(Decrease) in Funding	728,870	1,628,128	5,964	(501)	(16,250)	\$ 2,346,211
Total Revised Project Budget	\$ 8,701,835	\$ 3,565,070	\$ 645,113	\$ 274,005	\$ 74,690	

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
TENDER AWARD**

Project Award	Tender Award No. 23-01-00097 for the 2023 Asphalt Overlay Program												
Recommendation	<p>Staff are recommending the Tender Award for the 2023 Asphalt Overlay Program to Gazzola Paving Limited in the total amount of \$7,115,685 (exclusive of HST) for the base bid and provisional items noted below, being the lowest compliant bid received;</p> <p><u>Total Amount Breakdown</u></p> <table> <tr> <td>Base Bid</td> <td>\$6,298,415</td> </tr> <tr> <td colspan="2">Provisional Roads</td> </tr> <tr> <td>Part 10 Eden Estates</td> <td>\$177,479</td> </tr> <tr> <td>Part 12 Elliot Crescent</td> <td>\$411,323</td> </tr> <tr> <td>Part 31 Retreats</td> <td>\$228,468</td> </tr> <tr> <td>Total Award Amount</td> <td>\$7,115,685</td> </tr> </table>	Base Bid	\$6,298,415	Provisional Roads		Part 10 Eden Estates	\$177,479	Part 12 Elliot Crescent	\$411,323	Part 31 Retreats	\$228,468	Total Award Amount	\$7,115,685
Base Bid	\$6,298,415												
Provisional Roads													
Part 10 Eden Estates	\$177,479												
Part 12 Elliot Crescent	\$411,323												
Part 31 Retreats	\$228,468												
Total Award Amount	\$7,115,685												
	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for tender awards over \$1,000,000.												
Background information	<p>This annual program is required to rehabilitate the asphalt surface on roads before they deteriorate to the point where major road rehabilitation or reconstruction is required. This program is an important component in maintaining the Town of Milton Road Network. The identification of the roads is dictated by the 2018 State of Infrastructure –Roads Study, Engineer roads assessments, the results of the geotechnical investigation, the CCTV inspection report, coordination with utilities agencies and the Region.</p> <p>Due to the overall size of the contract, staff are recommending award of the provisional items noted above only at this time. If, as the contract progresses, it is evident that it is feasible to complete all of the provisional roads, then these items and/or roads may be added to the contract via change order, with any budget amendments required proceeding in accordance with the Town's financial policies.</p>												
Purchasing Section: Bid Award Information													
Date bid issued	Feb 10,2023												
Advertisements	Town of Milton website												
Closing Date	March 7, 2023												
# of Plan takers	Five (5) Prequalified Contractors from RFPQ 22-01-00097A-Renewed for the 2023 program												

List of bid submissions inclusive of HST	Gazzola Paving Limited	\$7,117,208.54
	Associated Paving & Materials Ltd.	\$7,551,562.59
	PAVE-AL LIMITED	\$7,696,333.00
	D. Crupi & Sons Limited	\$9,206,781.59
Median bid value	The average tender received was \$ 7,892,971.43. The tender submitted by Gazzola Paving Limited is approximately 10% less than the average bid.	
COR™ Requirement	On Council Report CORS-013-18, the Town adopted the Certificate of Recognition (COR™) program as a requirement for projects valued over \$500,000. As such, only Bid submissions from Bidders that were COR™ Certified were accepted for this Tender request. All four (4) bid submissions received were from COR™ Certified companies.	

Financial Planning Section: Budget Impact (Note 1)

Base Bid Award:

Account Number(s)	C33900023
Account Description	2023 Asphalt Overlay Program - Construction
Project Total Budget (Note 2)	\$ 7,972,965
Contract Budget	\$ 6,512,051
Actual (Net of HST Rebate)	\$ 6,409,267
Variance	\$102,784 (F)
Funding Source	Tax Supported Debt/Federal Gas Tax/ Project Variance Account/Development Charges

Provisional Items Award:

Account Number(s)	C33900023
Account Description	2023 Asphalt Overlay Program - Construction
Project Total Budget	\$7,972,965
Contract Budget	\$102,784
Actual (Net of HST Rebate)	\$831,654
Variance	\$728,870 (U)
Funding Source	Federal Gas Tax/Development Charges

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

Note 2: Savings in the amount of \$1,993,272 from the 2022 Asphalt Overlay Program will be returned through CORS-011-23 - 2022 Year-End Capital Variances. Of that total, it is requested that \$728,870 will be utilized for the award being approved herein. A budget increase is included for approval in Schedule A.

COUNCIL AUTHORITY FOR CONTRACT AWARDS TENDER AWARD

Project Award	Tender Award No. 23-01-00507 for the Reconstruction of Appleby Line
Recommendation	Staff are recommending the Tender Award for Appleby Line Phases 1 and 2 Reconstruction to Rankin Construction Inc. in the total amount of \$2,679,048 (exclusive of HST) being the lowest compliant bid received.
	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for tender awards over \$1,000,000.
Background information	<p>Appleby Line has been rated the highest priority for reconstruction in the most recent State of the Infrastructure – Roads Study due to deficient structural adequacy, drainage concerns and deficient geometry, including alignment concerns through the hairpin curve. In addition, the need for traffic signage improvements has been identified.</p> <p>The project is divided into three phases:</p> <p>Phase 1: Construction of high priority work related to traffic safety, including improved traffic signage and pavement markings.</p> <p>Phase 2: Construction of high priority work consisting of road geometric improvements at the critical location at the hairpin curve approximately 600m north of Derry Road. For this phase, property acquisition was required in order to implement the geometric improvements.</p> <p>Phase 3: Design and completion of medium priority works that includes remaining road geometric improvements beyond phase 2. Phase 3 design commenced in 2021 and scheduled to be completed in 2024.</p> <p>This tender award is specifically for Appleby Line Phases 1 and 2.</p> <p>The Design project Phases 1 and 2 started in 2017. Since then, the Town has invested in land acquisition, permits, studies and design, totaling \$380,913 (exclusive of HST).</p> <p>The tender closed on March 7th, 2023. The tender pricing was significantly higher than the budget and engineering estimate. The engineering estimate was based on recent tender prices for similar projects, including an escarpment access project with retaining walls in another municipality in 2021, as well as inflation. After evaluating the bid analysis it was concluded that some items are 50% plus higher than the estimate (asphalt, structural items, sewers).</p>

Schedule C

	Delegated authority for staff to award the tender for this project was approved by Council on March 6, 2022. Given the degree of variance outlined above, Council approval of the final tendered amount is instead being requested at this time.						
Purchasing Section: Bid Award Information							
Date bid issued	February 8, 2023						
Advertisements	Town of Milton website						
Closing Date	March 7, 2023						
# of Plan takers	Three (3) Prequalified Contractors from RFPQ 22-01-00507						
List of bid submissions inclusive of HST	<table> <tr> <td>Rankin Construction Inc.</td> <td align="right">\$3,027,323.90</td> </tr> <tr> <td>Graham Bros. Construction Ltd.</td> <td align="right">\$3,070,667.92</td> </tr> <tr> <td>Aecon Construction and Materials Ltd.</td> <td align="right">\$3,538,022.39</td> </tr> </table>	Rankin Construction Inc.	\$3,027,323.90	Graham Bros. Construction Ltd.	\$3,070,667.92	Aecon Construction and Materials Ltd.	\$3,538,022.39
Rankin Construction Inc.	\$3,027,323.90						
Graham Bros. Construction Ltd.	\$3,070,667.92						
Aecon Construction and Materials Ltd.	\$3,538,022.39						
Median bid value	The average tender received was \$3,212,004.74. The tender submitted by Rankin Construction Inc. is approximately 6% less than the average bid.						
COR™ Requirement	<p>On Council Report CORS-013-18, the Town adopted the Certificate of Recognition (COR™) program as a requirement for projects valued over \$500,000. As such, only Bid submissions from Bidders that were COR™ Certified were accepted for this Tender request.</p> <p>All three (3) bid submissions received were from COR™ Certified companies.</p>						
Financial Planning Section: Budget Impact (Note 1)							
Account Number(s)	C35000523-A0611-7670						
Account Description	Appleby Line Improvements Phases 1 and 2						
Project Total Budget (Note 2)	\$ 1,936,942						
Contract Budget	\$1,369,426						
Actual (Net of HST Rebate)	\$2,726,199						
Variance	\$1,356,773 (U)						
Funding Source	Project Variance Account / Development Charges						
Additional Budget Requested	271,355 (Note 2)						
Funding Source	Project Variance Account / Development Charges						

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

Note 2: Due the complexity and environmental sensitivity of the project, additional contingency is being requested.

COUNCIL AUTHORITY FOR CONTRACT AWARDS

Project Award	Metrolinx Transit Procurement Initiative (TPI) for the purchase of conventional and specialized transit buses.
Recommendation	Staff is recommending the 6 metre specialized transit bus contract be awarded to Creative Carriage Ltd., for the supply and delivery of two (2) 6 metre minibuses in the total amount of \$309,278 (exclusive of HST).
Purpose of Report	As per Section 6.3.14 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>In 2019, Council approved the continued participation in the Metrolinx Transit Procurement Initiative (TPI), with the execution of a Multi-Year Governance Agreement for a five (5) year term (2019-2024) on Report CORS-076-19. The intent of Metrolinx TPI is to collaborate with participating municipalities to solicit and obtain quality goods and services, favourable pricing, timely delivery, ongoing customer support and contract administration/ management through a transparent joint procurement process. TPI coordinates the development of performance-based specifications for bulk purchasing, while permitting customizations for unique municipal needs. Milton has participated in numerous joint procurement initiatives over the past several years for both conventional and specialized transit buses.</p> <p>Metrolinx issued a Request for Proposal (RFP) on MERX in April 2021 for the purchase of 6 metre minibuses. Evaluation and project steering committees for the RFP process included staff from participating transit agencies. Upon completion of the evaluation and steering committee approval process, the Metrolinx TPI contract for the supply and delivery of 6 metre minibuses was awarded to Creative Carriage Ltd.</p> <p>The 2023 Capital Budget includes transit bus purchases to support the growth of OnDemand and specialized transit services to Boyne and Derry Green. Buses procured in this project will be gasoline-powered. However, future consideration for changes in vehicle propulsion (e.g. battery electric) will be considered as part of the Transit Fleet Electrification Feasibility Strategy and Fleet Transition Road Map, which is currently in development. The strategy will provide business case analysis, feasibility, supportive infrastructure requirements and road map planning for the conversion to battery-electric fleet.</p> <p>Through this award, the Town is to procure:</p> <ul style="list-style-type: none"> • Two (2) 6 metre mini-buses from Creative Carriage at a cost of \$154,639 per unit

All prices are exclusive of HST and associated vehicle equipment.

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C57011323-A0632-7110
Account Description	Non-Fixed Route Bus (6M) – Growth
Project Total Budget	\$402,540
Contract Budget	\$338,647
Actual (Net of HST Rebate)	\$314,721
Variance (Note 2)	\$23,926 (F)
Funding Source	Development Charges and Project Variance Account

Note 1: Financial impact includes any non-refundable portion of HST
 Note 2: Favourable variance shall be retained for outfitting of additional equipment and/or customizations required during vehicle preproduction.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 23-520 – Consulting Services for the Development of a Corporate Asset Management Plan
Recommendation	Staff is recommending the award of the proposal for Consulting Services for the Development of a Corporate Asset Management Plan to PSD Citywide Inc. in the total amount of \$166,200 (exclusive of HST).
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.
Background information	<p>In December 2017, Ontario Regulation 588/17 (O.Reg.588/17), known as the <i>Asset Management Planning for Municipal Infrastructure</i> regulation was adopted by the provincial government to promote standardization and consistency in municipal asset management. As of July 2021, the Town has completed the Asset Management Plan (AMP) for core municipal infrastructure (transportation and stormwater) assets satisfying the regulatory milestone in 2022.</p> <p>This project's objective is to implement the next regulatory requirement by updating the Town's 2021 AMP to include all Town assets, analyze the municipality's risks, asset performance, lifecycle management, and financial strategy to achieve the municipality's current & proposed levels of service for all assets.</p> <p>The AMP will be developed over two phases. Phase 1 incorporates all remaining Town assets to the 2021 AMP and updates all information to the most current year. It is planned for completion before the July 1, 2024 regulatory milestone. Phase 2 adds on to the AMP by developing the proposed levels of service and assessing its financial feasibility. This is planned for completion before the July 1, 2025 regulatory milestone.</p> <p>The award is to authorize the Phase 1 and Phase 2 scope of work. Phase 1 will be awarded to PSD Citywide Inc. upon Council approval, and Phase 2 will be awarded to PSD Citywide Inc. in Q1 2024 subject to satisfactory performance in Phase 1.</p> <p>An evaluation team with representation from Financial Planning and Policy, Development Services Infrastructure and Community Services Facilities/Parks evaluated the proposals against the established criteria and three proponents were invited to an interview. The proposal submission from PSD Citywide Inc. was the highest ranking proposal.</p>
Purchasing Section: Bid Award Information	
Date bid issued	January 24, 2023
Advertisements	Town of Milton website

Closing Date	February 15, 2023
# of Plan takers	Ten
Proposal Submissions received	Proposals were received from the following companies: AECOM Canada Ltd. GM BluePlan Engineering Limited PSD Citywide Inc. SLBC INC.
Evaluation Criteria	The proposals were evaluated based on the following criteria: <ul style="list-style-type: none"> • Description of the Firm, Project Team and Structure • Project Team Experience and References • Understanding of the Project • Project Methods, Work Program, Tasks and Deliverables • Project Scheduling • Proposal Costs
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C20010121-N0250-7290
Account Description	Asset Management Plan
Project Total Budget	\$180,250
Contract Budget	\$175,000
Actual (Net of HST Rebate)	\$169,125
Variance	\$5,875 (F) (Note 2)
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 for contingency and other unanticipated costs.

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

Project Award	Single Source Award for Tractor Mower
Recommendation	Staff are recommending the Single Source Award for an Energreen Alpha Tractor Mower to Colvoy Equipment in the total amount of \$573,542 (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 acquisition of this Energreen Alpha Tractor Mower will be a new unit to the current Fleet. This tractor mower is required due to a change in service by using our own forces to mow and brush rural roads. This unit will reduce in-house manpower needed to perform various duties like mowing, hand trimming and brushing. This unit is capable of perform various functions at the same time such as cutting grass under guard rails and mowing or brushing in the ditch areas. There is no other vehicle on the market that allows the cab to rotate so the operator has better visibility for safe operation, speed of work, flexibility from various attachments and a long arm to reach far enough from the road to clear site lines.</p> <p>The Town is seeking the purchase of one (1) Energreen Alpha Tractor Mower and the following attachments:</p> <ul style="list-style-type: none"> • Forestry Head 1m • Hydraulic System and Din Plate for Mounting Raiber Barrier Mower • Raiber Discovery 840, Barrier Mower with Hydraulic Opening <p>Colvoy Equipment is the Ontario Distributor for the Energreen Alpha Tractor Mower.</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C46010423-A0611-7110
Account Description	Tractors, Loaders & Back Hoes – Growth
Project Total Budget	\$639,149
Contract Budget	\$577,672
Actual (Net of HST Rebate)	\$583,636
Variance	\$5,964 (U)
Funding Source	Development Charges

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

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

Project Award	Single Source Award for a Haul All Refuse Collection Compaction Unit
Recommendation	Staff are recommending the Single Source Award for a Haul All Refuse Collection Compaction Unit to NEXGEN Municipal Inc. in the total amount of \$254,306 (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 Haul All unit is a specialized garbage truck where the side of the box lowers down to the ground and then is raised to dump the garbage into the hopper box. This unit also has a rear gate that opens up to allow dumping at the Landfill quickly and safely. The unit is fitted with a crane that lifts up the garbage from the new in-ground garbage containers that are being installed at Town parks. The side of the Haul All, when lowered, is large enough to hold one of these bags. Presently, staff are using a loader to lift up the garbage bag and placing it in a 1-ton dump truck. This operation currently requires two staff member to complete. The Haul All will only require one staff member to perform this operation.</p> <p>The Haul All Depot System is patented and often procured by municipalities due to the unit offering unique service and operating cost advantages. NEXGEN Municipal Inc. is the sole authorized dealer for sale and servicing in Ontario.</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C46014623-A1610-7110
Account Description	Multifunction Tractor
Project Total Budget	\$274,506
Contract Budget	\$266,511
Actual (Net of HST Rebate)	\$258,782
Variance (Note 2)	\$7,729 (F)
Funding Source	Development Charges

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

Note 2: Favourable variance of \$7,228 to be retained in the capital project for decals, mobile radio, GPS and rust proofing, with \$501 being returned.

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

Project Award	Single Source Award to NEX Industrial Supplies Inc. for the replacement of the Operations Centre Vehicle Wash Entrance Door
Recommendation	Staff are recommending the Single Source Award for the replacement of the Operations Centre Vehicle Wash Entrance Door to NEX Industrial Supplies Inc. in the total amount of \$54,896 (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>In 2022, Staff issued a request for tender to replace the vehicle wash exit door which was damaged and non-operational. The SDI model door was selected because the type of motor and system it uses. The vehicle wash environment is very harsh due to the moisture from the water and the SDI model uses a worm gear that is enclosed to raise and lower the door. This type of door mechanism is used in vehicle washes. NEX Industrial Supplies Inc. was the lowest compliant bidder and awarded the contract. During the installation of the vehicle wash exit door, the vehicle wash entrance door was inspected and deemed to be replaced. There was no allocated budget for the replacement of the entrance door in the 2022 budget and was therefore added to the 2023 budget.</p> <p>Staff are recommending the single source award for the replacement of the vehicle wash entrance door to NEX Industrial Supplies Inc. as they recently successfully completed the supply and installation of the exit door. They are familiar with the vehicle wash site and experienced installers of SDI door systems which will expedite the replacement of the entrance door.</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C58410523
Account Description	Civic Operations Centre Facility Improvements
Project Total Budget	\$ 90,940
Contract Budget	\$ 65,000
Actual (Net of HST Rebate)	\$ 55,862
Variance (Note 2) (Note3)	\$ 9,138 (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 to accommodate additional costs associated with installation.

Note 3: The approved budget includes \$16,250 in design and internal project management costs. These are not necessary to complete the project and can be returned.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Consulting Services to support the Zero Emissions Vehicle Conversion Pilot Program
Recommendation	Staff is recommending approval to proceed with a contract increase for HDR Corporation in the total amount of \$59,990 (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>Through PDA-068-22, HDR Corporation were retained to provide Consulting Services for a Battery Electric Bus Feasibility Study and Fleet Transition Plan. HDR was selected as they were the successful vendor as part of a Metrolinx Transit Procurement Initiative (RQQ-2021-PROC-562). The value of the award was \$129,600 (excluding HST), no change orders have been issued to date.</p> <p>Separately, through report CORS-003-23 the Town awarded contract for the supply of the Zero Emissions Vehicle (ZEV) Clean Power technology to implement the Transit Battery Electric Bus (BEB) Pilot Project, including all vehicle components, charging infrastructure, warranty and training. The award was made to MTB Transit Solutions in the value of \$882,000 (excluding HST).</p> <p>As noted in that staff report, the ZEV implementation project is meant to complement the Town's BEB Feasibility Study and Fleet Transition Plan that is being developed by HDR, by exploring and evaluating technology capabilities, limitations, service delivery implications, maintenance and lifecycle costing.</p> <p>Town staff have identified the need and benefits from retaining third party consulting support for the ZEV implementation project. Specifically, the third party's responsibilities will include:</p> <ul style="list-style-type: none"> • Specification review and input for the vehicle conversion • Project management services over the course of the 12 month pilot including program development, monitoring, risk management and stakeholder engagement • Vehicle commissioning support, data system orientation and reporting, issues resolution • Quarterly performance reporting and a Final Pilot Program report <p>Given the synergies with the existing scope of work being undertaken by HDR as part of the feasibility study process, staff requested a proposal for the required services. HDR has provided a work plan for the ZEV procurement phase as well as the 12 month pilot. The rates utilized in the proposal are consistent with those submitted through RQQ-2021-PROC-562, and the work plan has been reviewed and validated by Town staff.</p>

Schedule I

	As such, a contract increase of \$59,990 (exclusive of HST) is being recommended for HDR Corporation. The new contract total will be \$189,590 (exclusive of HST).
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Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C56011023-A0631-7110
Account Description	Transit Bus Non Growth: Refurbishment
Project Total Budget	\$1,131,875
Contract Budget	\$0
Actual (Net of HST Rebate)	\$60,954
Variance	\$60,594 (U)
Funding Source (Note 2) (Note 3)	Project Variance Account

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

Note 2: As noted in CORS-003-23 Schedule B, staff continue to pursue external grant funding for this initiative, but at this time it is premature to indicate whether such funding will be secured.

Note 3: The unfavourable variance will be managed through the reallocation of other expenditure lines within the capital project.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract Increase for Consulting Services for the Milton Sports Centre Parking Lot Improvements
Recommendation	Staff are recommending approval to proceed with a contract increase for additional design and contract administration fees to WSP E&I Canada Limited (formerly Wood Environment & Infrastructure Solutions) in the total amount of \$32,357 (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>Through PDA-CRAN-22-051-06, Staff awarded the design and contract administration for improvements to the Milton Sports Centre Parking Lot to WSP E&I Canada Limited in the amount of \$73,758 (exclusive of HST). There have been no change orders to-date.</p> <p>During the design phase of the project it was determined that a sub-surface drainage system is required to alleviate existing drainage issues. Additional fees are requested to complete the following items, as detailed:</p> <ol style="list-style-type: none"> 1. Horizontal and vertical utilities verification (Increase design fees (7220) in the amount of: \$16,549). <p>This work includes further site investigation including additional field verification of existing utilities. This utilities investigation is required to review for underground (unknown) utility locations in advance of construction.</p> <ol style="list-style-type: none"> 2. Contract administration and inspection fees (Increase contract administration fees (7210) in the amount of: \$12,280). <p>This work includes contract administration and inspection fees based on a phased construction approach in lieu of a single phase approach to construction per the original proposal. The phased approach to construction will ensure adequate available parking for various large scale Sports Centre and Community Park events.</p> <ol style="list-style-type: none"> 3. Additional structural design fees (increase design fees (7220) in the amount of: \$3,528). <p>This work includes detailed structural design/certification for removal and replacement of stair wells and concrete pad for the purpose of permit approval.</p> <p>Total additional (design & contract administration) fees in the</p>

Schedule J

	<p>amount of: \$32,357 (exclusive of HST).</p> <p>These requested amounts were validated by staff to be in compliance with the Council approved award of WSP E&I Canada Limited (formerly Wood Environment & Infrastructure Solutions) on the Professional Consulting Services Roster as per the terms of RFP 21-051 (CORS-063-21).</p> <p>The hourly rates, as established through the Competitive Assignment Score Card evaluation RFP process, have been reviewed and validated as being of good value by Parks & Facilities staff (PDA-CRAN-22-051-06).</p> <p>The new contract total will be \$106,115 (exclusive of HST).</p>
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Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C58214820-A1634-7210/7220
Account Description	Milton Sports Centre Facility Improvements
Project Total Budget	\$ 1,387,968
Contract Budget	\$ 18,078
Actual	\$ 32,357
Variance (Note 2)	\$ 14,279 (U)
Funding Source	Reallocation of line items within the project

Note 1: This project is eligible for input tax credits, therefore costs do not include HST.

Note 2: The unfavourable variance will be managed through the reallocation of other line items within the project.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract Increase for the procurement of Transit Fareboxes
Recommendation	Staff is recommending approval to proceed with a contract increase for Garival S.E.C. in the total amount of \$31,648 (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 2023 Capital Budget includes transit bus purchases to support the growth of OnDemand and specialized transit services to Boyne and Derry Green. As a result, compatible onboard fare collection equipment will be required to support transit operations.</p> <p>Electronic fareboxes are used to accurately and securely collect ridership, revenue and fare media information. Upon boarding, passengers deposit the required fare into the farebox via cash or ticket, or by visual display of a valid monthly pass or Token Transit e-tickets (mobile fare payment). All revenue and passenger data is deposited/recorded daily via the transit revenue collection system. Fareboxes maintain data for passenger reporting and revenue reconciliation.</p> <p>To ensure compliance with existing fare revenue collection equipment, published fare media (adult, youth, senior tickets) and overall system application, fareboxes must be of the same make, model and specification as those currently in operation. The make and model used on Milton Transit is the Genfare Cents-A-Bill farebox, distributed by Garival S.E.C. from Laval, Quebec. Garival S.E.C. is the sole Canadian distributor of Genfare products.</p> <p>Staff have obtained an estimate from Garival S.E.C. and have compared costing relative to previous year farebox purchases. Upon review, 2023 estimates are within expected inflationary escalation (CPI) and represent appropriate value.</p> <p>The current contract awarded to Garival S.E.C. through CORS-073-22 is for Warranty and System Support Licensing as well as the implementation of an Annual System Audit, in the amount of \$23,950 (exclusive of HST). Staff are recommending a contract increase of \$31,648 (exclusive of HST) to Garival S.E.C for the purchase of two (2) Genfare Cents-A-Bill for the two (2) Transit Buses approved in the 2023 Capital Budget.</p> <p>The new contract total will be \$55,598 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C57011323-A0632-7130
Account Description	Non-Fixed Route Bus (6M) - Growth
Project Total Budget	\$402,540
Contract Budget	\$33,842
Actual (Net of HST Rebate)	\$31,648
Variance (Note 2)	\$2,194
Funding Source	Development Charges and Project Variance Account

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

Note 2: Favourable variance shall be retained for outfitting of additional equipment and/or customizations required during vehicle preproduction.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract Increase for a Non-Union Compensation Review
Recommendation	Staff is recommending approval to proceed with a contract increase for a non-union compensation review to Mercer (Canada) Limited to an upset limit of \$80,000 (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 undertakes regular reviews of its non-union compensation structure to assess and ensure internal equity, external competitiveness and pay equity compliance. The last review of this nature took place in 2017. The scope of this project includes:</p> <ul style="list-style-type: none"> • Market benchmarking and analysis of non-union full-time, part-time and seasonal positions; • Recommendations for compensation strategies to enhance market competitiveness while maintaining internal pay equity; • Review and benchmarking of Town's compensation related policies; • Payline analysis and pay structure review; • Identify and recommend any corrective action to maintain pay equity compliance. <p>The Town has an existing agreement in place with Mercer to provide ongoing compensation related services and support. This, along with their role in undertaking the most recent compensation study for the Town in 2017, provides them with knowledge and familiarity that will lead to savings in the time and effort required at the onset of the 2023 study. This is important as broader labour market challenges have impacted the Town's recruitment efforts in various areas. Expediting timelines where possible may help to mitigate recruitment challenges by ensuring that the Town remains competitive with the external market. Timely completion of the study will also help inform the Town's next budget process.</p> <p>Following study completion, the Town will also be provided with ongoing access to Mercer's benchmarking tools and resources which can be utilized over multiple years.</p> <p>Mercer has provided the Town with a proposal to undertake the required scope of work. The hourly rates utilized are consistent with the Town's current agreement with Mercer and the work plan has been reviewed and validated by Town staff. A cost range of \$68,000 to \$80,000 was provided for in the proposal based on the</p>

Schedule L

	<p>final project team selected for the project. Council approval of the upper limit has been requested to ensure a timely award within the authorized limit, noting that the actual figure awarded may be lower as determined at project initiation.</p> <p>Mercer's in-year services are currently utilized through the Town's low value award authority as provided in the purchasing by-law. In 2022, for example, \$18,024 in assignments were awarded through various purchase orders, and \$700 has been awarded to date in 2023. The total value of work assigned to Mercer in 2023 will be dependent on any further assignments required, but will include the Compensation Review as outlined above (subject to Council approval).</p>
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Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C22010622 – N0260 - 7290
Account Description	Compensation Plan
Project Total Budget	\$123,600
Contract Budget	\$120,000
Actual (Net of HST Rebate)	\$81,408
Variance	\$38,592 (F)
Funding Source	Operating

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

Note 2: The favourable variance has been requested to remain in the budget until completion of the project pending any potential additional review or analysis that may be required.

INFORMATION REPORT FOR CONTRACT AWARDED WITH DELEGATED AUTHORITY

Project Award	Renewal of the Town's insurance policy portfolio and risk management services.														
Recommendation	The results of the renewal of the Town's insurance policy portfolio and risk management services to Marsh Canada for an 18 month period in the amount of \$1,842,079 (excluding taxes) are being reported for information.														
Purpose of Report	As per Schedule G of CORS-073-22, an information report to Council is required.														
Background information	<p>The RFP for Insurance and Risk Management Services was awarded to JLT Canada (now Marsh Canada) on CORS-061-16 for a three (3) year period (January 1, 2017-December 31, 2019). There was an option to renew for additional years. The contract was renewed for a fifth (5) year in 2021 and sixth (6) in 2022.</p> <p>The following outlines the premiums over the five (6) year contract period:</p> <table border="1" data-bbox="662 947 1523 1209"> <thead> <tr> <th colspan="2">5 Year Total Premium Comparison (incl. taxes and fees)</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>\$728,785</td> </tr> <tr> <td>2018</td> <td>\$771,667</td> </tr> <tr> <td>2019</td> <td>\$796,109</td> </tr> <tr> <td>2020</td> <td>\$844,900</td> </tr> <tr> <td>2021</td> <td>\$806,681</td> </tr> <tr> <td>2022</td> <td>\$1,090,926</td> </tr> </tbody> </table> <p>Included within the changes above is consideration for the growth of the community and the Town's assets and services, including the addition of new facilities (such as the Sherwood Community Centre) as well as additional lane kilometers of roadways that are either constructed or assumed. The decrease in premium for the 2021 term is as a result of the discontinuation of the Excess WSIB Insurance Policy as outlined in Report CORS-048-21. The results of the 2022 renewal process were outlined in report CORS-004-22.</p> <p>Delegated authority to renew for a period of up to 2 years was approved by Council in December 2022. Since that time the renewal was finalized. As was anticipated, the final terms and pricing associated with the Town's renewal reflect continued pressure on the Town. Other Ontario municipalities also experienced significant increases for 2023 renewals as well as limitations on coverage. The increases being experienced relate, in part, to current conditions in the insurance industry, that being a hardened market. The following table presents the premium by policy line, noting that the 2023</p>	5 Year Total Premium Comparison (incl. taxes and fees)		2017	\$728,785	2018	\$771,667	2019	\$796,109	2020	\$844,900	2021	\$806,681	2022	\$1,090,926
5 Year Total Premium Comparison (incl. taxes and fees)															
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2021	\$806,681														
2022	\$1,090,926														

Schedule M

renewal is for an 18-month period compared to 2022's 12-month timeframe. The longer timeframe offered better overall pricing in the latest renewal, and provides the Town with additional time to consider next steps as discussed below.

Policy Type	2022 Premiums (12 Month)	2023 Premiums (18 Month)	Difference
Primary Liability	\$359,450	\$754,845	\$395,395
Environmental Liability	\$9,371	\$14,900	\$5,529
Umbrella Liability	\$80,028	\$135,347	\$55,319
Property	\$268,815	\$441,932	\$173,117
Automobile	\$95,729	\$177,143	\$81,414
Crime Primary	\$8,000	\$12,000	\$4,000
Crime Excess	\$5,100	\$7,646	\$2,546
Cyber	\$107,600	\$168,750	\$61,150
Councillor's Accident	\$1,507	\$1,507	\$0
Vol. Firefighters Accident	\$6,552	\$6,552	\$0
Facility Users' Liability	\$25,000	\$56,250	\$31,250

Note: Policy comparison presented excludes PST, broker and other fees that are also included in the total cost to the Town. Total cost to the Town is presented below in the Budget Impact section.

During the 18 month period staff will monitor various aspects of the risk and insurance program and markets, including the hard market cycle, the volume of insurers that are underwriting municipal clients, strategies employed by municipal peers, and alternate structures and coverages available. An update to Council is expected by early 2024 with respect to next steps that are recommended.

Financial Planning Section: Budget Impact (Note 1 & 2)

Account Number(s)	Various Departments – 3799
Account Description	Insurance
Project Total Budget	N/A
Contract Budget	\$1,315,237
Actual	\$1,324,494 (12 months)
Variance	\$9,257 (U)
Funding Source	2023 Operating Budget

Note 1: Financial impact includes the applicable non-rebatable Ontario insurance tax of 8%.

Note 2: Any resulting financial impact as a result of the contract renewal will be reflected in the operating variance process in 2023.