



# The Corporation of the Town of Milton

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**Report To:** Council

**From:** Glen Cowan, Chief Financial Officer / Treasurer

**Date:** September 11, 2023

**Report No:** CORS-045-23

**Subject:** Purchasing Various - September 2023

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

THAT the contract renewals for winter control services for the 2023/2024 season be approved in the estimated amounts (excluding HST) shown below and as outlined in Appendix B:

- AG Jones Services Limited - \$270,600
- Associated Paving - \$31,700
- Blue Chip Building Restoration Ltd. - \$1,281,775
- Duff Contracting - \$83,000

THAT the contract extensions for winter control services for the 2023/2024 season be approved in the estimated amounts (excluding HST) shown below and as outlined in Appendix B:

- Jones Ag Services Limited - \$45,100
- Blue Chip Building Restoration Ltd. - \$423,800

THAT the contract renewal for Road Salt to Compass Minerals Canada Corp. for the one year period from October 1, 2023 to September 30, 2024 be approved in the estimated amount of \$1,664,000 (exclusive of HST) as outlined on Schedule C.

THAT the delegated authority to award each of the three (3) remaining one-year optional contract renewal terms for years three to five in the total estimated amount of \$5,300,000 (exclusive of HST) be approved as outlined on Schedule C.

THAT the delegated authority to award the tender for the Campbellville Road Guiderail Replacement in the estimated amount of \$1,148,010 (including HST rebate) be approved as outlined on Schedule D.



# The Corporation of the Town of Milton

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Report To: Council

THAT the three (3) year contract increase for GIS Services to ESRI Inc. in the amount of \$323,400 (exclusive of HST) be approved as outlined on Schedule E.

THAT a new five (5) year contract increase for a Point of Sale Solution (excluding concessions) to Xplor Recreation in the amount of \$336,700 (exclusive of HST) be approved as outlined on Schedule F.

THAT the contract awards for emergency site fuel clean-up to Accuworx Inc. and Edgar Howden and Sons Ltd., and for consulting services to GM BluePlan Engineering Ltd. in the total amount of \$173,618.60 (exclusive of HST) be received for information as outlined on Schedule G.

THAT the contract increase for additional consulting services in relation to the Peru Road Bridge Removal and Cul-de-Sac to GM BluePlan Limited in the amount of \$9,080 (excl. HST) be received for information as outlined on Schedule H.

THAT the proposal for the Environmental Assessment for the Construction of Main Street East, Fifth Line to Trafalgar Road be awarded to CIMA Canada Inc. in the total amount of \$792,800 (exclusive of HST) as outlined on Schedule I.

THAT the contract increase to Consat Canada Inc. for telematics for Milton Transit in the estimated amount of \$110,000 (exclusive of HST) be approved as outlined on Schedule J.

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 J) attached.

Awards include the renewal and extension of existing contracts for the Town's winter control program for Town and Regional roads. These contracts are awarded for periods up to five years, with annual renewal during that period subject to satisfactory performance and terms. The recommended renewals encompass 33 units (example - tandems, loaders, graders, tractors, etc.). Also recommended are contract extensions for 9 units that have reached their five-year term. The Town intends to consolidate requirements for tender in 2024 following a further evaluation of alternatives to ensure efficiency and best value. Similarly a renewal of the Town's road salt supply contract is recommended, along with delegated authority for the balance of the remaining 5-year period envisioned in the original award.

Also included in this report is an award to initiate the environmental assessment process for the Main Street construction (5th Line to Trafalgar), as well as increases in relation to the Town's GIS, telematics and point of sale software solutions, amongst other awards for either information or delegated authority.

## Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through J, and result in a net increase in funding to the capital program of \$1,079,631 with funding from the Project Variance Account and Development Charges. The development charge portion of the increase represents an acceleration of funds from the forecast period for the reasons outlined in Schedule I. These funding sources will continue to be monitored closely for the reasons outlined in reports CORS-044-23 and CORS-034-23.

With respect to the awards for winter control and winter salt, the amounts presented are estimated totals at this time as they will fluctuate with the weather conditions through the winter months. The resulting costs will be managed by program area staff with updates provided to Council through the variance process.

Respectfully submitted,

Glen Cowan



Chief Financial Officer / Treasurer

For questions, please contact: Sharon Telfer, Manager,  
Purchasing and Supply Chain  
Management Phone: Ext. 2138  
Shirley Xie, Supervisor, Financial  
Reporting Ext. 2472

### Attachments

- Schedule A – Summary of Changes in Capital Project Budgets and Funding
- Schedule B – Renewal and Extension of Winter Control Contracts
- Schedule C – Renewal for Supply and Delivery of Road Salt
- Schedule D – Delegated Authority for Campbellville Road Guiderails
- Schedule E – Contract Increase for GIS Services
- Schedule F – Contract Increase for Point of Sale System (excluding concessions)
- Schedule G – Emergency Award for Fuel Clean-up
- Schedule H – Contract Increase for Consulting Services for Peru Road
- Schedule I – Environmental Assessment for Main Street East
- Schedule J – Contract Increase for Telematics for Milton Transit

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	D	I	Total Change in Funding Sources Increase / (Decrease)
Project Number	C35013723	C3400523	
Project Description	Campbellville Road – Guiderail Replacement	Main Street (Fifth line to Sixth Line)	
<b>Total Approved Project Budget</b>	<b>\$ 778,242</b>	<b>\$ 591,282</b>	
<b>Recommended Budget Change</b>			
Project Variance Account	668,215		668,215
<b>Development Charges:</b>			
Roads DC		411,416	411,416
<b>Total Increase/(Decrease) in Funding</b>	<b>668,215</b>	<b>411,416</b>	<b>\$ 1,079,631</b>
<b>Total Revised Project Budget</b>	<b>\$ 1,446,457</b>	<b>\$ 1,002,698</b>	

**813 COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT RENEWALS AND EXTENSIONS**

<b>Project Award</b>	Contract Renewals and Contract Extensions for the 2023/2024 Winter Control Program – Equipment and Operator												
<b>Recommendation</b>	<p>Staff are recommending the award of the contract renewals for winter control services for a combination of various contracts for years two to five for the 2023/2024 winter season, in the estimated total amount of \$1,667,075 (excluding tax) as noted below:</p> <table border="1" data-bbox="623 537 1563 732"> <tr> <td>Associated Paving</td> <td>\$31,700</td> </tr> <tr> <td>Blue Chip Building Restoration Ltd.</td> <td>\$1,281,775</td> </tr> <tr> <td>Duff Contracting</td> <td>\$83,000</td> </tr> <tr> <td>Jones Ag Services Limited</td> <td>\$270,600</td> </tr> </table> <p>Staff are recommending the award of various contract extensions to existing contracts for winter control services for the 2023/2024 winter season, in the estimated total amount of \$468,900 (excluding tax) as noted below:</p> <table border="1" data-bbox="623 947 1563 1045"> <tr> <td>Blue Chip Building Restoration Ltd.</td> <td>\$423,800</td> </tr> <tr> <td>Jones Ag Services Limited</td> <td>\$45,100</td> </tr> </table>	Associated Paving	\$31,700	Blue Chip Building Restoration Ltd.	\$1,281,775	Duff Contracting	\$83,000	Jones Ag Services Limited	\$270,600	Blue Chip Building Restoration Ltd.	\$423,800	Jones Ag Services Limited	\$45,100
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Blue Chip Building Restoration Ltd.	\$423,800												
Jones Ag Services Limited	\$45,100												
<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 Town of Milton requires contracted equipment and operators to provide winter maintenance on both Town and Regional roads (as part of the Regional Maintenance Agreement). These contracts supplement the services provided by Town staff.</p> <p><b><u>Contract Renewals</u></b></p> <p>The Town has issued winter control tenders on an annual basis for a portion of the requirements, for a potential contract term of up to five years. This has ensured that the Town will potentially have a 20% turnover in contractors, ensuring that services can be delivered effectively and efficiently. This renewal encompasses thirty-three (33) units of various types of equipment including Tandems, Single Axles, Loaders, Graders and Tractors.</p> <p>These contracts include a MTO fuel index calculation, which are reconciled monthly. The index is used by the Province and many municipalities to manage fluctuating fuel costs through the term of the contract. This ensures that the contractors don't carry the risk of higher fuel costs and the Town benefits by not having to pay</p>												

higher rates to cover the risk.

The estimated cost of the contract renewals includes a combination of the standby rate and hourly call out rates. The MTO fuel index changes have not been included in the estimates.

The total estimated contract renewal amount for all thirty-three (33) units is \$1,667,075 for the 2023/2024 winter season. The total overall cost increase for the contract renewals is 0.44%. The contract renewal amount is an estimate, the cost to be incurred will be based on the actual call out hours required during the contract term.

**Contract Extensions**  
 There are nine (9) units of various types of equipment including Tandems, Single Axles and Graders, where the contracts have reached the end of the five year term. Staff are recommending the extension of existing contracts for a one-year period for the 2023/2024 winter season.

Staff will be reviewing the winter control contracts to update requirements for the scope of work, conduct benchmarking and consolidate requirements for tender in 2024.

The total estimated contract extension amount for nine (9) units is \$468,900 for the 2023/2024 winter season. The total overall cost increase for the contract extensions is 14.9%. The increase aligns the hourly rates more closely with more recent tender results and is a reflection of the higher operating costs that are currently being incurred. The contract extension amount is an estimate, the cost to be incurred will be based on the actual call out hours required during the contract term.

**Total Overall Cost**  
 The total estimated cost of the contract renewals and contracts extensions for all forty-two (42) units is \$2,135,975 (exclusive of HST) for the 2023/2024 winter season. This represents a total overall estimated price increase of 3.3% over the previous winter season.

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

<b>Account Number(s)</b>	0600-0605-3740	0600-0665-3740	0900-0605-3740	0900-0665-3740
<b>Account Description</b>	Winter Control	Winter Control Standby	Regional Roads	Regional Roads Standby
<b>Contract Budget</b>	\$916,924	\$387,217	\$611,282	\$258,145
<b>Actual</b> (Net of HST Rebate) (Note 2)	\$916,924	\$387,217	\$611,282	\$258,145

**CORS-045-23 – Schedule B**

<b>Variance Funding Source</b>	\$0	\$0	\$0	\$0
	Operating Budget	Operating Budget	Regional Recovery (Note 3)	Regional Recovery (Note 3)

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

Note 2: Contract costs will vary with utilization and will be monitored by program area staff. Any variances will be reported through the variance process.

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT RENEWAL**

<b>Project Award</b>	Contract No. 22-019 Supply and Delivery of Sodium Chloride (Road Salt), Contract Renewal for the second year of a five year contract term
<b>Recommendation</b>	<p><b>Staff are recommending the award of the contract renewal for Road Salt to Compass Minerals Canada Corp. for the one-year period from October 1, 2023 to September 30, 2024 in the estimated amount of \$1,664,000 (exclusive of HST).</b></p> <p><b>Staff are also recommending delegated approval to award each of the three (3) remaining one-year optional contract renewal terms for years three to five, up to a total contract term of five years. The total estimated cost for the three remaining optional renewal terms combined is \$5,300,000 (exclusive of HST).</b></p>
<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 Town of Milton issued a Request for Proposal in 2022 on behalf of the Halton Co-operative Purchasing Group (HCPG) for the Supply and Delivery of Sodium Chloride (Road Salt).</p> <p>The contract was awarded to Compass Minerals Canada Corp. The term of the contract was for a one-year period from October 1, 2022 to September 30, 2023, and the Town has the option to renew the contract for four additional one-year periods.</p> <p>The first term of the contract was awarded through CORS-054-22. The contract renewal for the second year term is for a total estimated amount of \$1,664,000 (exclusive of HST) for the period of October 1, 2023 to September 30, 2024. The contract renewal amount is based on 20,000 tonnes which aligns with estimates considered through the tender process. The cost to be incurred will be based on the actual quantities required during the contract term. The unit price for the second year term has decreased by 3.5% as a result of a change in the fuel price index for the contract.</p> <p>The new contract total for years 1 and 2 will be in the estimated amount of \$3,280,900 (exclusive of HST).</p> <p>As provided for in the proposal submission, the contract allows for three (3) remaining optional contract renewal terms, up to a total contract term of five (5) years. Staff are seeking delegated approval to award each of the three (3) remaining one-year optional contract renewal terms, for years three to five, through a</p>

	PDA report. The total estimated cost for the three remaining optional renewal terms combined is \$5,300,000 (exclusive of HST).
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<b>Financial Planning Section: Budget Impact</b> (Note 1)			
<b>Account Number(s)</b>	0600 0645 3400	0830 0645 3400	0900 0645 3400
<b>Account Description</b>	Winter Control	Puslinch Townline	Region Roads
<b>Contract Budget</b>	\$652,790	\$217	\$435,193
<b>Actual</b> (Net of HST Rebate) (Note 2)	\$652,790	\$217	\$435,193
<b>Variance</b>	\$0	\$0	\$0
<b>Funding Source</b>	Operating Budget	Operating Budget	Regional Recovery (Note 3)

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

Note 2: Contract actuals are an estimate only based on 12,000 tonnes which aligns with recent experience. The resulting costs will be managed by Program Area staff and reviewed with Financial Planning with any variances being reported through the Variance process.

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
DELEGATED AUTHORITY**

<b>Project Award</b>	Delegated Authority - Tender Award No. 23-01-00505 for Campbellville Road Guiderail Replacement
<b>Recommendation</b>	<b>Staff are recommending delegated authority to award the tender for the Campbellville Road Guide Rail Upgrades in the estimated amount of \$1,148,010 (including HST rebate). Staff will report the results back to Council for information.</b>
<b>Purpose of Report</b>	As per Section 10.01 of Purchasing By-law No. 061-2018, Council approval is required for tender awards over \$1,000,000.
<b>Background information</b>	<p>The Campbellville Road Guide Rail Upgrades project includes the removal and replacement of deficient and outdated guiderail to meet the current roadway standards and protect public safety.</p> <p>Through the detailed design and review of the existing conditions on Campbellville Road, it was discovered that the quantity of guiderail required to be replaced was greater than originally anticipated (from Tremaine Road to Guelph Line). Due to the potential public safety risk of outdated infrastructure, the best practice is to bring all guiderail within the project limits up to the current standard.</p> <p>In order to meet current standards/guidelines and protect public safety, Staff are also requesting additional funding. Based on the consultant's estimate, approximately \$668,215 (including HST rebate) of additional funds are required to complete the guiderail replacement.</p> <p>The tender has an anticipated closing date of September 25, 2023.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C35013723-A0614-7655
<b>Account Description</b>	Campbellville Road – Guiderail Replacement
<b>Project Total Budget</b>	\$ 778,242
<b>Contract Budget</b>	\$ 500,000
<b>Project Actual</b> (Note 2)	\$ 1,168,215
<b>Variance</b>	\$ 668,215 (U)
<b>Funding Source</b>	Project Variance Account

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

Note 2: The current engineering estimate indicates an increase in construction costs that could lead to an unfavourable variance to budget (\$668,215). Actual costs will be

confirmed once the construction tender is closed, but a budget adjustment is being recommended at this time in order to help facilitate the contract award under delegated authority.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Contract Increase for GIS Services
<b>Recommendation</b>	<b>Staff are recommending approval to proceed with a new three (3) year contract increase for ESRI Inc. in the amount of \$323,400 (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 Town of Milton relies on specialized Geographic Information Systems (GIS) to provide a wide range of geospatial and mapping services both within the organization and to the community as a whole. GIS software tools, provided by Environmental Systems Research Institute (ESRI) are the leading industry standard in the GIS sector worldwide and these same software tools provided by ESRI have become embedded into daily operational processes, software systems and core datasets within the organization. The Town’s road network (including road allowances, easements and right-of-way details), land parcel and addressing data (including property, neighbourhood, ward and municipal boundaries), facilities, parks, and key development information on ongoing development areas reside in databases running within ESRI’s software environment at the Town. The data provided by the Town’s GIS plays a key role in everything from current and future development planning to emergency response and road patrol operations. ESRI’s software products also run the Town’s Discover Milton Geohub along with a wide range of specialized community mapping applications purpose-built for sharing information within the community. Over the past few years, the organization has seen tremendous growth in the Town’s reliance on GIS processes and software tools used for maintaining existing service levels and completing routine operational tasks, as well as an increase in the skillsets and willingness of staff to continue doing more within GIS to further streamline and enhance service to the community. In order to embrace and facilitate this continued growth, the organization must continue to invest in and expand access to a wider number of GIS software products in use at the Town as well as the number of ongoing user licenses that allow staff to interact with these tools.</p> <p>Through 2024, it is expected that the Town will need to make a substantial investment in additional GIS software tools and licenses to accommodate existing workplans and planned initiatives. At a high level, the Town expects to replace its existing internal GIS mapping tool, introduce new road patrol software in the Operations division as well as enhance the current automated vehicle location</p>

(AVL) reporting capabilities through the expansion of GIS software products and licenses currently supplied by ESRI.

ESRI offers a Small Local Government Enterprise Agreement (SLGEA) that is purpose built for small-to-medium sized local governments to help them continue to leverage ESRI software products in a fiscally-conscious manner. The SLGEA provides unlimited access to core ESRI software (required by staff working with and manipulating geospatial data within the organization) and expanded user licensing that can immediately be used across the organization based on current and planned GIS initiatives. This SLGEA is priced according to population tier, of which Milton currently falls within the 100,000 to 150,000 tier. The SLGEA provides vastly expanded licenses and access to ESRI products at a single annual cost as opposed to the Town's status quo method of ad-hoc software and license acquisition with an immediate capital outlay and direct corresponding increase to annual operating costs. Through ESRI's SLGEA, the Town will be able to meet the consistently increasing demand for access to GIS tools across all departments, create a modernized and improved internal mapping portal for staff and ultimately enhance the level of service provided to our community by expanding on and leveraging GIS capabilities organization wide.

At present, the Town allocates \$92,485 annually for GIS Software licensing and annual maintenance. Based on current workplans and planned initiatives for 2024, the Town expects to add approximately \$50,000 of annual licensing and software costs to this total. Therefore, the Town can expect to pay \$142,485 (+ HST) for GIS software licensing in 2024 and beyond if it continues with its status quo ad-hoc software licensing model. By comparison, the organization's Year 1 SLGEA cost for 2024 would be \$104,630. The SLGEA includes all the licensing the Town requires for planned initiatives in 2024 within its base subscription cost/offering. The Town can expect a minimum savings of \$37,855 in 2024 should it proceed with its planned software licenses acquisitions as detailed in current workplans.

Year 2 and Year 3 of the agreement would cost \$107,770 and \$111,000 respectively, for a total 3 year contract obligation of \$323,400.

No additional funding is being requested at this time. The Town expects a partial credit back for 2023 software licensing that was paid inclusive to January 31, 2024. In addition to this, previously approved capital funds exist for expanded ESRI licensing that will be used to cover the SLGEA licensing cost for Year 1. Year 2 and

	Year 3 increases will be requested as part of the 2024 and 2025 budget process.
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<b>Financial Planning Section: Budget Impact</b> (Note 1-3)		
<b>Account Number(s)</b>	2216-3445	C24001121-A0260-7140
<b>Account Description</b>	Software Annual Maintenance	GIS Service Delivery
<b>Project Total Budget</b>	N/A	\$ 159,829
<b>Contract Budget</b>	\$ 16,882	\$ 5,078
<b>Actual</b> (Net of HST Rebate)	\$ 15,240	\$ 5,078
<b>Variance</b>	\$ 1,642 (F)	\$ 0
<b>Funding Source</b>	Operating	Capital

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

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

Note 3: This contract commits the Town to a three-year annual subscription expense of \$323,400. The first 3 months of Year 1 (October – December) will be paid through operating and a small portion through capital as indicated above with the remainder of Year 1 and subsequent Year 2 and 3 being booked to the operating budget.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Contract Increase for Point of Sale Solution (excluding concessions)
<b>Recommendation</b>	<b>Staff are recommending the approval to proceed with a new five (5) year contract increase for Xplor Recreation in the amount of \$336,700 (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>Xplor Recreation (formally PerfectMind) is the current software provider for the Town’s Recreation Management solution that went live within the organization in August 2020. Awarded through competitive RFP and an initial five (5) year term (January 2017 through January 2022) via CORS-53-16, this agreement was subsequently extended through a full ten year term to January 2027 via CORS-015-20 and a total contract value of \$666,417. Xplor Recreation is a web-based solution that provides a full suite of software modules that allows the Town to offer and run a wide variety of recreation-related services. As part of the solution, this product employs a point-of-sale software module that is used by the Town to process recreation-related transactions within the organization (memberships, camps, drop-in classes, etc.).</p> <p>The Town of Milton also utilizes a secondary point-of-sale solution (Payment Manager by Active Network) at various customer service counters across facilities to process non-recreation transactions such as property tax billing, licensing and permitting and other miscellaneous sale items. This solution is an on-premise product installed on systems within the Town’s primary datacenter and relies on the Information Technology team to provide day-to-day software support. Operating a point-of-sale product as an on-premise product (opposed to a vendor-maintained cloud product) places additional security constraints and compliance considerations on the organization to ensure end-to-end protection of all financial transactions. The Town is required to adhere to Payment Card Industry Data Security Standards (PCIDSS) requirements in order to safeguard and protect cardholder data. Unique and independent processes and software integrations exist for exporting data from each of the two current point-of-sale solutions into the Town’s financial management system.</p> <p>A one-time capital expenditure of \$131,340 (exclusive of HST) is being requested to allow staff to move all non-recreation financial transactions (save and except Concessions purchases) into the Xplor product and consolidate the organization to a single point-of-sale system. Moving all transactions into a single point-of-sale</p>

**CORS-045-23 Schedule F**

	<p>system will result in a reduction in the number of hours spent by staff supporting a second point-of-sale solution, will simplify existing system configurations and constraints currently in place to adhere to and maintain ongoing PCIDSS compliance and streamline transaction integration and reporting within the Town’s financial management solution. This aforementioned expenditure will cover the cost of the one-time development required to build the necessary integrations from this point-of-sale solution into other Town applications as well as cover the first year subscription fee related to ongoing maintenance and support of these integrations. Following year 1 costs, the use of Xplor point-of-sale will result in an annual operating impact of \$51,340 per year. This annual cost will be partially reduced by eliminating the annual fee associated with the Town’s outgoing point-of-sale solution (currently \$9000 per year). Staff are recommending a 5 year term commitment for this point-of-sale software product, which will exist simultaneously alongside the existing Xplor Recreation contract. The Town may opt to negotiate a new multiyear contact with the vendor following expiry of this new contract or go out to competitive bid for a new point-of-sale software solution, with the former option being the more likely outcome.</p> <p>The new 5 year contract for Xplor point-of sale will total \$336,700 (exclusive of HST) and will be paid in addition to the existing 10 year contract total contract value for Xplor Recreation (CORS-015-20).</p>
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<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C24110423-A0260-7172
<b>Account Description</b>	Financial Enterprise Systems
<b>Project Total Budget</b>	\$ 220,829
<b>Contract Budget</b>	\$ 127,352
<b>Actual</b> (Net of HST Rebate)	\$ 133,652
<b>Variance</b>	\$ 6,300 (U)
<b>Funding Source</b>	Capital

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

Note 2: This contract commits the Town to a five year annual subscription expense of \$51,340. Year 1 will be capitalized as indicated above with the remaining four years being booked to the operating budget beginning in 2025.

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

<b>Project Award</b>	Emergency Contract Award for Sunny Mount Park Fuel Clean-up
<b>Recommendation</b>	<b>Staff proceeded with contract awards for emergency site fuel clean-up to Accuworx Inc. and Edgar Howden and Sons Ltd., and for consulting services to GM BluePlan Engineering Ltd. in the total amount of \$173,618.60 (exclusive of HST). This award is being received for information.</b>
<b>Purpose of Report</b>	As per Section 11.1 of Purchasing By-law No. 061-2018, emergency expenditures shall be reported to Council for information.
<b>Background information</b>	<p>In February of 2023, the Milton District Horticultural Society informed Town staff of a fuel-like odour within the fenced area of the newest community garden located at Sunny Mount Park.</p> <p>Minor works were initially completed by Howden until it was determined that staff who specialize in contamination clean-up were required. GM BluePlan Engineering were hired as consultants to help determine the source of the spill, coordinate testing and recommend remedial works. The consultant originally believed the source to be from a fuel spill from a piece of equipment, however further investigation revealed it to be more substantial, coming from an underground channel on the adjacent private property. The contaminated soil and fuel were removed by Accuworx and the channel was dammed to prevent any further contamination onto park property. Testing was completed as the trench was being excavated throughout May, June and July. Final testing coordinated through GM Blueplan confirmed that all excavated trenches were clean and could be backfilled to match existing conditions.</p>

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

<b>Account Number(s)</b>	3900 - 0327 - 3740
<b>Account Description</b>	Sunny Mount Park Emergency Fuel Clean-up
<b>Project Total Budget</b>	N/A
<b>Contract Budget</b>	\$ 0
<b>Actual</b> (Net of HST Rebate)	\$176,674
<b>Variance</b>	\$176,674 (U)
<b>Funding Source</b>	Operating Budget

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

**REPORT TO COUNCIL FOR INFORMATION - CONTRACT INCREASE**

<b>Project Award</b>	Contract Increase to GM BluePlan Engineering Limited for Consulting Services for the Peru Road Bridge Removal and Cul-de-Sac implementation
<b>Recommendation</b>	<b>That the contract increase for additional consulting services to GM BluePlan Limited in the amount of \$9,080 (excl. HST) be received for information.</b>
<b>Purpose of Report</b>	Staff are reporting back to Council for a contract award that was executed under Section 4.2.1 of Purchasing By-law No. 061-2018.
<b>Background information</b>	<p>The contract for the Municipal Class Environmental Assessment of the Peru Road Bridge removal and cul-de-sac implementation was originally awarded through RFP 22-051-12 in the amount of \$118,435 (exclusive of HST). There has been one change order to-date in the amount of \$8,820 (exclusive of HST) for a scoped Environmental Impact Study. The total current contract award to GM Blue Plan is \$127,255 (exclusive of HST).</p> <p>As part of the Environmental Assessment, a Cultural Heritage report was prepared by the consultant to screen the potential adverse impacts at 52 Peru Road. The Town will be purchasing lands from 52 Peru Road in order to construct the southerly cul-de-sac. The report identified that there are direct adverse impacts at 52 Peru Road. As a result, this change order in the amount of \$9,080 (exclusive of HST) is for GM BluePlan to prepare an additional detailed cultural report that is required to be completed, which not originally anticipated.</p> <p><b>Staff processed PDA-074-23 utilizing Section 4.2.1 of the Purchasing By-law to award the contract increase. This allowed for timely continuation of the Cultural Heritage Review. The new contract total is \$136,335 (excl. HST).</b></p>

**Financial Planning Section: Budget Impact** (includes non-refundable HST)

<b>Account Number(s)</b>	C34009122-A0611-7240
<b>Account Description</b>	Peru Road (Bridge Removal and Cul-de-Sac)
<b>Project Total Budget</b>	\$692,933
<b>Contract Budget</b>	\$20,505
<b>Actual</b>	\$9,240
<b>Variance</b>	\$11,266 (F)
<b>Funding Source</b>	Development Charges and Project Variance Account

Note 1: As per Section 4.2.1 of the Purchasing By-law:

Despite any other provisions of this By-law, during any period that regular Council meetings are suspended either during the summer period or for any other reason, or during the period that the acts of Council are restricted under Section 275 of the Municipal Act, the CAO shall

**CORS-045-23 Schedule H**

be authorized to Award any Contract through a PDA Report so long as the value of the Contract can be accommodated within the approved budget for that project.

Note 2: Staff are requesting the favourable variance remain in the project pending completion of the Environment Assessment, the property acquisition process and until all environmental permits are in place in order to accommodate any scope or resourcing changes that could impact overall project timelines or deliverables.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
PROPOSAL AWARD**

<b>Project Award</b>	Proposal Award No. 23-051-15 – Environmental Assessment for the Construction of Main Street East, Fifth Line to Trafalgar Road
<b>Recommendation</b>	<b>Staff are recommending the award of the proposal for Consulting Services for the Environmental Assessment for the Construction of Main Street East, Fifth Line to Trafalgar Road be awarded to CIMA Canada Inc. in the total amount of \$792,800 (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>Through CORS-063-21 Council approved the award of CIMA Canada Inc. on the Professional Consulting Services Roster as per the terms of RFP 21-051. The hourly rates were established through the RFP process and the hours identified and the proposed staffing have been reviewed and validated by Purchasing and Development Services staff.</p> <p>This contract award is for Consulting Services for the Environmental Assessment for the Construction of Main Street East, Fifth Line to Trafalgar Road.</p> <p>A request for proposal was issued to the approved list of consulting firms on the professional consulting services roster for the Civil Engineering discipline. Two (2) submissions were received and evaluated against the evaluation criteria outlined in the RFP resulting in CIMA Canada Inc. being the highest scoring proponent.</p> <p><u>Award for Environmental Assessment</u></p> <p>Upon completion of the Environmental Assessment, a separate request for proposal will be issued to the consulting Services roster (as per RFP 21-051) for the Detailed Design and Contract Administration, Material testing and Inspection.</p> <p>The design and construction for Main Street will be completed in 2 segments</p> <p>Segment 1, Fifth Line to Sixth Line</p> <ul style="list-style-type: none"> <li>- Design anticipated in 2024</li> <li>- Construction anticipated in 2026</li> </ul> <p>Segment 2, Sixth Line to Trafalgar Road</p> <ul style="list-style-type: none"> <li>- Design anticipated in 2029</li> <li>- Construction anticipated in 2031</li> </ul>

**CORS-045-23 - Schedule I**

	<p>Staff will bring recommendations for council approval for each of the above mentioned segments.</p> <p>The EA segment for Main Street (6th Line to Trafalgar) was brought forward to be included in this assignment as it is imperative to have continuity with the overall alignment of Main Street and to capture environment needs within this corridor in one project.</p>
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**Purchasing Section: Bid Award Information**

<b>Date bid issued</b>	July 14, 0223
<b>Advertisements</b>	Town of Milton Website
<b>Closing Date</b>	August 29, 2023
<b># of Plan takers</b>	Three (3)
<b>Proposal Submissions received</b>	<p>Proposals were received from the following companies:</p> <ul style="list-style-type: none"> <li>• WSP Canada Inc.</li> <li>• CIMA Canada Inc.</li> </ul>
<b>Evaluation Criteria</b>	<p>The proposals were evaluated based on the following criteria and weighting:</p> <ol style="list-style-type: none"> <li>1. Schedule - 25 points</li> <li>2. Project Management – 25 points</li> <li>3. Identification of project risks, approach to project – 10 points</li> <li>4. Fee proposal – 40 points</li> </ol> <p>Proposals were evaluated by Development Services Staff. Based on the weighted final scoring for each proponent, the recommendation is that CIMA Canada Inc. be awarded this proposal as the highest scoring proponent.</p>

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

<b>Bid Award:</b>	
<b>Account Number(s)</b>	C34005423-A0611-7240 (Note 2)
<b>Account Description</b>	Main Street (Fifth line to Sixth Line)
<b>Project Total Budget</b>	\$ 591,282
<b>Contract Budget</b>	\$395,337
<b>Actual</b> (Net of HST Rebate)	\$806,753
<b>Variance</b>	\$411,416(U)
<b>Funding Source</b>	Development Charges

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

Note2: The 2023 project will be used to track the Environmental Assessment cost for Main St E (Fifth Line to Sixth Line) and Main St E (Sixth Line to Trafalgar Road). The unfavourable variance shown above is in large part due to the acceleration of the

funding required for the second component of the works. The design and construction for the 2 road segments will be monitored in two separate projects.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Contract Increase for Telematics for Milton Transit
<b>Recommendation</b>	<b>Staff is recommending approval to proceed with a contract increase for telematics for Milton Transit in the estimated amount of \$110,000 (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 Consat Canada Inc. was approved on Council Report CORS-073-22 as a limited tendering supplier in the estimated amount of \$70,350 (exclusive of HST).</p> <p>Consat Canada Inc. provides telematics for Milton Transit buses for automated passenger counters and automated vehicle location technology. This includes hosting fees, service level agreement, scheduling and support licensing, transit information technology systems and equipment.</p> <p>The contract was previously increased by \$29,621.55 (exclusive of HST), and an additional estimated amount of \$110,000 (exclusive of HST) is being requested for the anticipated spend required until December 31, 2023.</p> <p>The new contract total will be an estimated amount of \$209,981.55 (exclusive of HST).</p> <p>The increase is required as a result of additional costs related to new capital equipment required for additional buses added to the transit fleet, replacement of automatic passenger counters on existing buses, and telematics required for the new electric bus conversion project. The increase includes an estimated amount for the telematics for the new electric bus, actual cost is to be determined.</p>

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

<b>Account Number(s)</b>	Various
<b>Account Description</b>	Automatic Vehicle Location System
<b>Project Total Budget</b>	N/A
<b>Contract Budget</b>	\$111,936
<b>Actual</b> (Net of HST Rebate) (Note 2)	\$111,936
<b>Variance</b>	\$0
<b>Funding Source</b>	Operating and capital

**CORS-045-23 - Schedule J**

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

Note 2: Contract actuals are an estimate and will vary based on volume of activity. It will be monitored by program area staff. Any variances will be reported through the variance process.