



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: February 12, 2024

Report No: CORS-003-24

Subject: Purchasing Various - February 2024

Recommendation: **THAT the proposal for Electric Ice Resurfacers be awarded to Zamboni Company Ltd. in the total amount of \$196,149 (exclusive of HST), plus the cost of shipping to be determined at time of shipping, as outlined on Schedule A.**

THAT the proposal for Janitorial Services for Various Locations be awarded to SQM Janitorial Services Inc. in the total amount of \$283,958.40 (exclusive of HST) as outlined on Schedule B.

THAT staff be delegated the authority to award up to three (3) one-year optional terms with SQM Janitorial Services Inc., for up to a total five year contract in the estimated total amount of \$709,896 (exclusive of HST), as outlined in Schedule B.

THAT a single source award to Ventin Group for contract administration consulting services for Heritage Property Restoration at Milton Town Hall West and Hugh Foster Hall in the amount of \$68,200 (excl. HST) be approved as outlined in Schedule C.

THAT a single source award to Zero Hour Risk Consulting for Emergency Management Program, Hazard Identification and Risk Assessment and Critical Infrastructure Reporting for Milton Fire and Rescue Services in the amount of \$48,000 (excl. HST) be approved as outlined in Schedule D.

THAT a single source award to Yazaki Energy Systems for Supply and Delivery of Absorption Chiller at Milton Sports Centre in the amount of \$135,000 (excl. HST) be approved as outlined in Schedule E.

THAT a single source award to DBS for Installation of Absorption Chiller at Milton Sports Centre in the amount of



Report To: Council

\$39,800 (excl. HST), plus any unforeseen parts and/or service as needed, be approved as outlined in Schedule F. Any additional work awarded will be subject to budget availability and the confirmation of the Senior Director, Facilities, Operations and Environment.

THAT an increase in contingency from 10% to 13% for the Construction of Appleby Line Improvements to Rankin Construction be approved as outlined on Schedule G.

THAT the contract increase for Consulting Services for Appleby Line Improvements to WSP in the amount of \$6,785 (excl. HST) be approved as outlined on Schedule H.

THAT the contract award made under delegated authority for additional services required for the 2023 Concrete Sidewalk Curb Reconstruction Program to Pennate Concrete Time 616 Inc. in the amount of \$143,386 (excl. HST) be received as outlined in Schedule I.

THAT Council approve the Master Agreement for Transit Procurement Initiative (TPI) to Metrolinx as outlined in Schedule J.

THAT the Manager, Purchasing and Supply Chain Management be authorized to execute 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 items in the attached schedules. Requests are being made as per the guidelines outlined in the Purchasing By-law No. 061-2018.

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



Background

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 purchase of a new electric ice resurfacer for Milton Sports Centre where the Town leveraged cooperative purchasing group Canoe for sourcing this new equipment, and the award of a proposal for janitorial services for various Town facilities. Also included are single source awards based on the reasons outlined in the attached schedules, as well as contract increases that are required in relation to on-going project needs.

This report also includes a request for council to approve the Master Agreement for Transit Procurement Initiative (TPI) to Metrolinx for a five year term. Similar to past practice, individual awards made in the future through the Master Agreement will be subject to Council approval based on the thresholds outlined in the Town's purchasing by-law.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through J. As any unfavourable variances are being managed from other line items within the same project or cost centre, and the favourable variances are being retained in order to address the additional requirements for each project that remain, there are no funding adjustments required to the Town's budget at this time as a result of this report.

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	Phone: Ext. 2472



Attachments

- Schedule A – Electric Ice Resurfacer
- Schedule B - Janitorial Services
- Schedule C - Heritage Consulting Services
- Schedule D - Emergency Management Program Support
- Schedule E - Absorption Chiller Equipment
- Schedule F - Absorption Chiller Installation Services
- Schedule G - Appleby Line Phase 1 Contingency
- Schedule H - Appleby Line Phase 1 Contract Administration
- Schedule I - Concrete Sidewalk Program
- Schedule J - Metrolinx Master Agreement

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.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 23 – 516 – Supply and Delivery of one (1) Electric Ice Resurfacer
Recommendation	Staff is recommending the award of the cooperative request for proposal for the supply of an electric ice resurfacer to Zamboni Company Ltd. in the amount of \$196,149 (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>The Canoe Procurement Group of Canada, in association with LAS (AMO), offers group buying opportunities to municipalities for a variety of goods and services that are utilized in the delivery of public services. Canoe currently offers municipalities the opportunity to acquire electric ice resurfacers using the competitive request for proposal process that was undertaken in 2020 through Sourcewell (RFP 120320). Sourcewell, a separate entity that undertakes competitive procurement processes for government entities in the US and Canada, entered into a contract with Zamboni Company Ltd. based on their RFP process. That contract extends to 2025, and allows municipalities to place orders on the basis of the pricing received through the RFP process. In the case of Zamboni, a 3% discount is provided to municipalities relative to the manufacturer's suggested retail price.</p> <p>In 2023, the Town utilized this group buying opportunity with The Canoe Procurement Group to purchase a Zamboni Ice Resurfacer, awarded through Council Report CORS-003-23, File No. 23-516. The Town's staff have reviewed Zamboni's 2024 quotation and pricing has not increased since the 2023 acquisition.</p> <p>The current delivery lead-time is 330 days or sooner from receipt of order. The Town hopes to have the new unit available during the fall season in 2024.</p>
Purchasing Section: Bid Award Information	
Request for Proposal Overview	RFP #120320 was undertaken by Sourcewell in late 2020 for the provision of Ice Rink and Arena Equipment with Related Supplies and Services. Bids were received from 11 firms with 9 of those firms being evaluated, noting that vendors could bid on all or just portions of the total scope of the RFP.
Evaluation Criteria	<p>The proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"> Conformance to RFP Requirements (5%) Pricing (40%) Financial Viability and Marketplace Success (7.5%) Ability to Sell and Deliver Services (10%) Marketing Plan (5%) Value Added Attributes (7.5%)

	<p>Warranty (5%) Depth and Breadth of Offered Equipment, Products or Services (20%)</p> <p>Based on the results of the evaluation, contract 120320-FZC was executed between Sourcewell and Zamboni Company Ltd. on January 6, 2021.</p>
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Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C45011124 – A1634 - 7110
Account Description	Ice Resurfacers – Replacement
Project Total Budget	\$221,275
Contract Budget	\$214,830
Actual (Net of HST Rebate)	\$199,601
Variance (Note 2)	\$15,229 (F)
Funding Source	Project Various Account

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

Note 2: Staff is requesting that favorable variance of \$15,229 remain in the capital project for purchase of additional items.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 23-113 for Janitorial Services for Various Locations
Recommendation	<p>Staff are recommending the award of the Request for Proposal for Janitorial Services for Various Locations to SQM Janitorial Services Inc. in the total amount of \$283,958.40 (exclusive of HST) for the initial two (2) year term.</p> <p>Staff are also requesting the delegated authority to award up to three (3) one-year optional renewal terms through an internal staff award report, for up to a total five-year contract. If all renewal options are required, the total amount of a five-year contract is estimated to be \$709,896 (exclusive of HST).</p>
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>The Town issued a Request for Proposal for Janitorial Services for Various Locations. The scope of work includes janitorial services at the following locations:</p> <ul style="list-style-type: none"> • Town Hall East Tower • Milton Public Library – Main Library • Milton Public Library – Beaty Branch • Milton Public Library – Sherwood Branch • Milton Civic Operations Centre <p>An evaluation team with representation from Facilities Services evaluated the proposals against the established criteria and the proposal submission from SQM Janitorial Services Inc. was the highest ranking proposal.</p> <p>The initial term of the contract will be for a two (2) year period, from on or about April 1, 2024 to March 31, 2026. All prices are firm for this term. The Town has the option to renew the contract for up to three (3) additional one-year terms beyond the initial two-year term.</p>
Purchasing Section: Bid Award Information	
Date bid issued	November 27, 2023
Advertisements	Town of Milton website
Closing Date	December 21, 2023
# of Plan takers	Thirty-one (31)

<p>Proposal Submissions received</p>	<p>Twenty five (25) proposals were received from the following companies:</p> <ul style="list-style-type: none"> • 1000720264 Ontario Inc. • 2529493 Ontario Inc. • 2781203 Ontario Inc. • Ambassador Building Maintenance Limited • ANK Maintenance Services • Cheema Cleaning Services Limited • Connect Building Services • Corporate Mirror Inc. • Dexterra Group Inc. • EcoSweep Green Cleaning Solutions • GDI Services (Canada) LP • Golden Building Maintenance Limited • GRD Building Maintenance Inc. • Green Maples Environmental Inc. • Hollywood Cleaning Services Inc. • In-Pro Cleaning Systems Limited • Intergroup Facility Services Inc. • JDI Cleaning Systems Inc. • Serv-U-Clean Inc. • Shinol Inc. • SkyBlue Services Corporation • SQM Janitorial Services Inc. • Sunshine Building Maintenance Inc. • Super Clean Services Inc. • The New Canadian Cleaning Company Inc.
<p>Evaluation Criteria</p>	<p>The proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"> • Company Profile and Experience • Team, Qualifications and Experience • Methodology and Approach • Reference Projects • Proposal Costs
<p>Financial Planning Section: Budget Impact (Note 1)</p>	
<p>Account Number(s) Account Description Project Total Budget</p>	<p>Various-1320-3740 Facility Maintenance Contracts N/A</p>
<p>Contract Budget (Note 2) Actual (Net of HST Rebate) (Note 2) Variance Funding Source</p>	<p>\$111,354 \$108,304 \$3,051(F) Operating Budget</p>

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

Note 2: The budget and actual cost represent amounts for 9 months of the year 1 contract. The remaining portion of the contract will be included in the 2025 and 2026 operating budget.

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

Project Award	Single Source award to The Ventin Group for contract administration consulting services for Heritage Property Restoration.
Recommendation	<p>Staff is recommending the single source award to The Ventin Group to undertake consulting services for phase 2 of the Heritage Property Restoration for Milton Town Hall West and Hugh Foster Hall in the amount of \$26,600 (exclusive of HST).</p> <p>Staff are also requesting the delegated authority to proceed with the single source award for phase 3 of the Heritage Property Restoration for Milton Town Hall West and Hugh Foster Hall in the estimated amount of \$41,600 (exclusive of HST) through an internal staff award report, pending Council approval of the 2025 budget.</p>
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>Milton Town Hall West, formerly known as Halton County Court House, and Hugh Foster Hall, formerly known as Halton County Land Registry Office, are protected by a conservation easement agreement made in 2008 between the Ontario Heritage Trust (OHT) and the Town of Milton. The site is located at 150 Mary Street, Milton, ON. A Conservation Plan was prepared in 2011 containing recommendations to maintain the historical features protected by the agreement. All items identified in the 2011 Conservation Plan were completed over the course of the last 10 years. In 2020, a Baseline Documentation Report (BDR) was prepared by OHT including recently observed site conditions.</p> <p>In 2022 the Town issued a Request for Proposal (22-516) to retain the services of a Professional Heritage Consultant to interpret the BDR report, perform a Condition Assessment, prioritize items to be addressed within the next 10 years, produce design drawings and specifications and provide contract administration services for phase one of the project. The Ventin Group was the highest scoring proponent and was awarded the project per BARR-010-22.</p> <p>The Ventin Group is a designated member of the Canadian Association of Heritage Professionals and has expertise in heritage restoration projects and condition assessments. In</p>

Schedule C

	<p>addition, The Ventin Group completed project design in 2022 and administration of phase one of the contract in 2023.</p> <p>Based on The Ventin Group’s familiarity with the project it will be beneficial to have them also administer subsequent phases of the Heritage Property Restoration for Milton Town Hall West and Hugh Foster Hall. Staff is recommending the award of contract administration services for phase 2 (approved in 2024) and phase 3 (provisional pending Council approval of the 2025 capital budget) for the Heritage Property Restoration project to The Ventin Group.</p>
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Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C58113024-A0260-7210
Account Description	Heritage Property Restoration
Project Total Budget	\$1,605,544
Contract Budget	\$42,600
Actual (Net of HST Rebate)	\$27,068
Variance (Note 2)	\$16,282 (F)
Funding Source	Project Variance Account

Provisional Items (Note 3)

Account Number(s)	C58113025-A0260-7210
Account Description	Heritage Property Restoration
Contract Budget	\$42,332
Actual	\$42,332
Variance	\$0

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

Note 2: Staff is requesting that \$2,707 of the favourable variance remain in the project to accommodate potential change orders. The remaining favourable variance in the amount of \$13,575 will be returned.

Note 3: Provisional item of the contract award is not being issued at this time. The work will be awarded based on project status and pending the finalization of the 2025 budget.

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

Project Award	Single Source award to Zero Hour Risk Consulting for the Emergency Management Program, Hazard Identification and Risk Assessment and Critical Infrastructure Reporting for Milton Fire and Rescue Services.
Recommendation	That staff be delegated the authority to make a single source award to Zero Hour Risk Consulting for the Emergency Management, Hazard Identification and Risk Assessment and Critical Infrastructure Reporting in the total amount of \$43,000 (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>Fire and Rescue Services are currently utilizing Zero Hour Risk Consulting for the annual Emergency Management Program, including annual reporting, annual emergency management exercises and emergency response plan updates. Staff have chosen Zero Hour Risk Consulting as the advisor due to their extensive experience and knowledge of the emergency management program with The Town of Milton, demonstrated through their successful contribution in training staff and expanding the emergency preparedness program.</p> <p>Under the Ontario Emergency Management and Civil Protection Act “every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies”. 2002, c. 14, s 4. As a result, Staff would like to award a contract to Zero Hour Risk Consulting to complete the Hazard Identification and Risk Assessment and Critical Infrastructure Reporting based on their knowledge and experience with the current Emergency Management Program.</p> <p>The cost for the Emergency Management Program is \$23,000, exclusive of HST, and the cost for the Hazard Identification and Risk Assessment and Critical Infrastructure Reporting is \$20,000, exclusive of HST.</p>

Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	7100-3743
Account Description	Emergency Planning Contracts
Project Total Budget	N/A
Contract Budget	\$25,000
Actual (Net of HST Rebate)	\$23,405
Variance	\$1,595 (F)
Funding Source	Operating Budget
Account Number(s)	
C74010824-N0410-7290	
Account Description	
Emergency Management Reports	
Project Total Budget	
\$51,500	
Contract Budget	
\$50,000	
Actual (Net of HST Rebate)	
\$20,352	
Variance (Note 2)	
\$29,648 (F)	
Funding Source	
Project Variance Account	

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

Note 2: Staff has requested to keep the favorable variance in the project budget for additional work that may be required.

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

Project Award	Single Source award for the supply and deliver of one (1) Yazaki Hot Water-Fired Single-Effect Absorption Chiller to the Milton Sports Centre
Recommendation	Staff is recommending the single source award to Yazaki Energy Systems for the supply and delivery of one (1) Yazaki Hot Water-Fired Single-Effect Absorption Chiller to the Milton Sports Centre in the total amount of \$135,000 (US Dollars)
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>An absorption chiller that works in conjunction with the Combined Heat and Power (CHP) system to supply the rooftop air conditioning units for the pool, fitness, and gymnasium at the Milton Sports Centre experienced a catastrophic failure in 2023. The request for a replacement chiller was approved as part of the 2024 capital budget. This is connected to the CHP system (on behalf of Milton Hydro). These systems are interdependent and require significant coordination to mitigate potential failures to either system. The Yazaki chiller is being recommended to seamlessly integrate with the existing system.</p> <p>Staff has negotiated with a local authorized Yazaki service agent, DBS Mechanical, for the removal of the existing chiller and the installation of the new chiller. A single source award for DBS Mechanical to perform this work is being recommended in a subsequent Purchasing Various Schedule.</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C58214824-A1634-7550
Account Description	Milton Sports Centre Facility Improvements
Project Total Budget	\$ 3,266,432
Contract Budget	\$ 316,000
Actual	\$ 178,200
Variance (Note 2)	\$ 137,800 (F)
Funding Source	Project Variance Account

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

Note 2: Staff is requesting the favourable variance remain in account to accommodate cost associated with removal of existing chiller and installation of the new chiller.

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

Project Award	Single Source award to DBS Mechanical (DBS) for the removal and installation of one (1) Yazaki Hot Water-Fired Single-Effect Absorption Chiller for the Milton Sports Centre
Recommendation	<p>Staff is recommending the single source award to DBS Mechanical for the removal and installation of one (1) Yazaki Hot Water-Fired Single-Effect Absorption Chiller for the Milton Sports Centre in the estimated amount of \$39,800 (exclusive of HST).</p> <p>Staff is also recommending a contingency increase beyond 10% to proceed with any additional work required to complete the installation of the new chiller, subject to budget availability and that the award of any additional work be at the discretion of the Senior Director, Facilities, Operations & Environment</p>
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>As noted on the previous Purchasing Various Schedule, the Milton Sports Centre Yazaki absorption chiller supplies chilled water to the rooftop air conditioning units associated with the pool, fitness, and gymnasium areas of the facility. The unit broke down in the Spring of 2023. Upon investigation, it was determined to be a catastrophic failure and deemed unrepairable.</p> <p>As a condition of the factory warranty, an authorized Yazaki service agent must perform the installation of the new unit. DBS Mechanical is an authorized service agent for Yazaki equipment and has successfully performed work for the Town in the past. Based on negotiated pricing, familiarity with the complex environment of the Milton Sports Centre and availability, Staff is recommending the single source award to remove and dispose of the existing chiller as well as the installation of the new Yazaki chiller to DBS Mechanical.</p> <p>Once the current chiller is removed, DBS will conduct a full diagnosis of the existing site. The results of this diagnosis may require additional parts or material not currently included in the quotation of \$39,800 (exclusive of HST). As such, Staff is recommending a contingency increase beyond 10% to proceed with any additional work required to complete the installation of the new chiller, subject to budget availability, and that the award of any additional work be at the discretion of the Senior Director, Facilities, Operations & Environment.</p>

Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C58214824-A1634-7550
Account Description	Milton Sports Centre Facility Improvements
Project Total Budget	\$ 3,266,432
Contract Budget	\$ 137,800
Actual	\$ 39,800
Variance (Note 2)	\$ 98,000 (F)
Funding Source	Project Variance Account

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

Note 2: Staff is requesting the favourable variance remain in account to accommodate cost associated with removal of existing chiller.

COUNCIL AUTHORITY FOR CONTINGENCY INCREASE

Project Award	Contingency Increase to Contract 23-01-00507 – Appleby Line Reconstruction
Recommendation	Staff is recommending a contingency increase from 10% to 13% for the Appleby Line Reconstruction project.
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>Through CORS-016-23, Council approved the award of Tender 23-01-00507 for the Reconstruction of Appleby Line, Phases 1 and 2 to Rankin Construction Inc. The original award amount was \$2,679,048 (exclusive of HST). To-date there have been change orders issued in the total amount of \$222,614 (exclusive of HST). The current contract total is \$2,901,662 (exclusive of HST).</p> <p>Staff are recommending a contingency increase from 10% to 13% to cover additional work required to complete the project. The contractor submitted a claim for additional costs for the removal and disposal of excess contaminated material, of which the estimate to the Town is approximately \$40,000. In addition to this increase, additional roadwork will be completed this Spring. At this time, the anticipated value of the remaining work is approximately \$41,000 (exclusive of HST). The increased contingency will allow Staff to proceed with the completion of this project in a timely manner and cover any additional change orders not currently anticipated.</p>
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C35000523-A0611-7670
Account Description	Appleby Line Ph1-2
Project Total Budget	\$3,565,070
Contract Budget	\$ 0
Actual (Net of HST Rebate)	\$ 40,704
Variance (Note 2)	\$ 40,704 (U)
Funding Source	Reallocation of line items within the project

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

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

COUNCIL AUTHORITY FOR CONTRACT AWARDS

Project Award	Contract Increase for WSP E & I and Infrastructure Solutions for the Contract Administration of Appleby Line
Recommendation	Staff is recommending the contract increase to WSP E & I for Contract Administration of Appleby Line in the total amount of \$6,785 (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>This contract was originally awarded as a result of a previous roster process. Through CORS-052-23, Council approved a contract increase for additional contract administration services, making the new contract total \$202,850 (exclusive of HST). An additional change order was issued in the amount of \$19,000 (exclusive of HST). The current contract total is \$221,850 (exclusive of HST).</p> <p>This contract increase, in the amount of \$6,785 (exclusive of HST), is for additional fees due to changes in the construction schedule. Completion date for construction extended to September 13, 2023; project completion achieved on September 29, 2023. Twelve additional working days were required due to:</p> <ul style="list-style-type: none"> • The contractor was requested to complete additional work which required project management and inspection • Repair of deterioration asphalt south of the contract limits, subsequent base repairs • Granular sealing <p>WSP E& I has been supporting the Town in resolution of the excess material disposal claim, which includes the review of documentation by WSP's QP professional expert in the field and his attendance to the claim meeting. Additional efforts, evaluations and communications to resolve the claim are required. The anticipated work required on site includes removing and reinstalling deficient wall caps.</p> <p>Staff have satisfied themselves that the rates used are consistent with previous rates charged under this contract and further, are consistent with those in the initial request for proposal.</p> <p>The new contract total will be \$ 228,635 (exclusive of HST).</p>
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C35000523-A0611-7210
Account Description	Appleby Line Ph1-2

Project Total Budget	\$3,565,070
Contract Budget	\$ 0
Actual (Net of HST Rebate)	\$6,904
Variance (Note 2)	\$6,904 (U)
Funding Source	Reallocation of line items within the project

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

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

REPORT TO COUNCIL FOR INFORMATION - CONTRACT INCREASE

Project Award	Reporting back to Council on the Delegated Authority to award the contract increase to Pennate Concrete Time 616 Inc. in the amount of \$143,386 (exclusive of HST) for additional services required for the 2023 Concrete Sidewalk Curb Reconstruction Program.
Purpose of Report	As per Section 7.2.2 of the Purchasing By-law, a report to Council for information is required when the delegated authority provided in that section is utilized.
Background information	<p>The original award resulted from a competitive Request for Tender No. 23-076 for Concrete Sidewalk Curb Reconstruction Program and was awarded to Pennate Concrete Time 616 Inc. (Pennate) in the total estimated amount of \$249,985 (excl. HST) being the lowest compliant bidder, and was approved through CORS-024-23.</p> <p>The first term of the contract was for an eight (8) month period from May 1, 2023 to December 31, 2023. All prices are firm for the first term. An option exists to renew the contract for four (4) additional nine (9) month terms. Each subsequent term will be from April to December of the same year.</p> <p>No change orders have been issued to-date. The awarded amount of \$249,985 was based on an estimated quantity of concrete sidewalk curb reconstruction needs for 2023.</p> <p>This contract is shared among multiple business units (i.e. Transit and Operations) and staff from the various business units authorized additional work to proceed as required. The additional work primarily resulted from the Town needing to rectify unsatisfactory work that had been completed by the previous contractor. The previous contract was secured through Tender No. 22-076 for the 2022-2023 term, with the intent to renew the contract for future terms. However, due to incomplete and faulty work, the contract with the previous vendor was not renewed and the Town went back out to tender, resulting in the contract award to Pennate. The additional work was required for safety-related capital job linked to Park Improvements. All these tasks were imperative for completion in 2023.</p> <p>The unit rates for all additional work match the unit rates obtained through the competitive tender process that facilitated the contract award to Pennate.</p> <p>This contract increase of \$143,386 (excl. of HST) was to facilitate payment for work related to the work orders issued to Pennate, to complete the 2023 Concrete Sidewalk Curb Reconstruction Program needs.</p>

Schedule I

	<p>Staff processed PDA-001-24 utilizing Section 7.2.2 of the Purchasing By-law to award the contract increase. This contract increase of \$143,386 (exclusive of HST) was to facilitate payment for work related to the work orders issued to the contractor, to complete the 2023 concrete sidewalk program needs. The new contract total is \$393,371 (exclusive of HST).</p>
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Financial Planning Section: Budget Impact (Note 1)		
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Account Number(s)	0300-0380-3740 0460-0430-3740	C55010422-A0631-7734
Account Description	Road Maintenance/Urban Storm Sewer System	Transit Bus Pads
Project Total Budget	N/A	\$56,553
Contract Budget	\$150,045	\$49,631
Actual (Net of HST Rebate)	\$197,190	\$35,336
Variance (Note 2)	\$47,145 (U)	\$14,295 (F)
Funding Source	Operating	Development Charge

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

Note 2: The unfavourable variance in the operating program was accommodated through a reallocation of spending and was managed within the overall department budget. The favourable variance in the capital program was requested to remain in the capital project to accommodate additional future work.

COUNCIL AUTHORITY FOR CONTRACT AWARDS

Project Award	2024-2029 for Multi-Year Governance Agreement for Joint Transit Procurements Facilitated by Metrolinx Transit Procurement Initiative (TPI) for the purchase of transit buses and related goods and services.
Recommendation	Staff is recommending the continued participation in the Metrolinx TPI program for the next five year term (April 1, 2024 – March 31, 2029).
Purpose of Report	As per Section 8 of Purchasing By-law No. 061-2018, Council approval is not required to enter into this agreement from a purchasing by-law perspective, however for transparency it is being brought forward to Council. Future awards made through this agreement will abide by the authorities provided in the Town's purchasing by-law, and may require Council approval.
Background information	<p>The Metrolinx Act (2006) includes the mandate to coordinate joint procurement initiatives on behalf of participating municipalities to acquire quality products, services, favourable pricing and timely deliveries. Metrolinx TPI continues to offer competitive procurement options that promote bulk purchasing through standardized specifications, while permitting customized solutions for unique municipal needs.</p> <p>Since 2009, the Town has participated in a number of joint procurements through the Metrolinx TPI, including:</p> <ul style="list-style-type: none"> • 12 metre, diesel-powered buses • 8 metre, gas-powered buses • 6 metre, gas-powered, mini-buses • Automated Vehicle Location and Intelligent Transportation Systems (AVL/ITS) • Onboard Vehicle Surveillance System (OBVSS) <p>Future procurements that are currently under consideration include battery-electric buses and associated charging infrastructure. Staff continue to participate on various TPI evaluation committees, the Strategic Advisory Committee (SAC) and the Technical Steering Committee, where applicable.</p> <p><u>Updated 2024-2029 Governance Agreement (GA)</u></p> <p>Municipalities confirm participation by executing a Multi-Year GA which sets out the relationship between Metrolinx and purchasers in the joint procurement process, and describes the roles and responsibilities of each party. Additionally, the GA establishes the basic framework for the procurement process, including details for RFP issuance, evaluation, award and contract execution. GA terms for 2024-2029 include:</p> <ul style="list-style-type: none"> • Establishment of a Steering Committee, comprised of municipal representatives • Evaluation and award of contract • Provisions for transparent and competitive procurement

- process, compliant with latest Provincial policies
- Supplier exclusivity for goods/services to be procured over the contract term
- Inclusion of an opt-out clause that permits procurement withdrawal without penalty within five (5) days after Steering Committee recommendation for award
- Inclusion of a participation fee to support program recovery and development
- Updated inflationary index (WPU1413) to more accurately reflect transit market conditions for multi-year bus contracts

Participation in the Metrolinx TPI continues to be advantageous for the following reasons:

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

As such, staff are recommending the continued participation in the Metrolinx TPI, through the execution of the 2024-2029 Governance Agreement.

Financial Planning Section: Budget Impact (Note 1)

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