



# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: December 9, 2024

Report No: ES-038-24

Subject: Purchasing Various - December 2024

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

THAT the contract award for Consulting Services for a Development Charges Background Study and Community Benefits Charge Study to Watson & Associates Economists Ltd. in the amount of \$169,900 (exclusive of HST) be approved as outlined on Schedule B.

THAT the contract award for Professional Consulting Services Roster for Landscape Architecture - Design and Construction Contract Administration to Baker Turner Inc., NAK Design Strategies, Shift Landscape Architecture and The MBTW Group be approved as outlined on Schedule C.

THAT the contract award for Professional Consulting Services Roster for Architecture, Engineering & Building Envelope Specialists for Facilities Redevelopment - Design and Construction Contract Administration to ATA Architects Inc., Moffet & Duncan Architects Inc., Chisholm Fleming & Associates, GEI Consultants, Building Innovation Inc., CK Engineering Inc., Accent Building Sciences Inc. and Sense Engineering Ltd. be approved as outlined on Schedule D.

THAT the contract award for Professional Consulting Services Roster for Civil Engineering Capital Infrastructure Project - Design, Contract Administration and Ad Hoc Services to CIMA Canada, GEI Consultants, Tatham Engineering Ltd. And WSP Canada Inc. be approved as outlined on Schedule E.

THAT the contract award for Design, Supply and Installation of Play Equipment for Various Parks in 2025 to Openspace Solutions Inc. in the amount of \$138,860.00 (exclusive of HST), Park N Water Ltd. in the amount of \$119,212.24 (exclusive of HST) and Openspace



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Council

Solutions Inc. in the amount of \$209,915.00 be approved as outlined on Schedule F.

THAT the contract award for Design, Supply and Installation of Spray Pad Equipment for Bowes Neighbourhood Park in 2025 to ABC Recreation Ltd. in the total amount of \$139,972.32 (exclusive of HST) be approved as outlined on Schedule G.

THAT the contract award for Payment Recovery and Advisory Services to Deloitte LLP be approved as outlined on Schedule H.

THAT the contract increase for Next Generation 911 Communication Links to Rogers Communications in the amount of \$261,500 (exclusive of HST) and to Bell Canada in the amount of \$235,520 be approved as outlined on Schedule I.

THAT delegated authority be provided to the Town's Fire Chief to approve change orders (if required) up to an aggregate value of 20% of the value of the award to Rogers Communications and Bell Canada as outlined on Schedule I.

THAT staff be delegated the authority to renew the initial 60-month terms with each provider for a subsequent term of equal or lesser length, provided the total value of the renewed term is equal to or less than the value of the initial contract term price as outlined on Schedule I.

THAT the contract increase for Feasibility Study for the Milton Transit Garage to WSP Canada Limited in the amount of \$1,168,750 (exclusive of HST) be approved as outlined on Schedule J.

THAT the contract increase to Hunt Chrysler for the provision of one (1) Truck Chassis in the amount of \$96,648 (exclusive of HST) be approved as outlined on Schedule K.

THAT Council approve the Limited Tendering awards for 2025 as per the list of suppliers provided on Schedule L;

THAT Council authorize the Town to enter into the updated Master Adoption Agreements with Rogers Communication Inc., Bell Canada



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and Telus Communications as part of the Province of Ontario's Vendor of Record program for a period of up to 10 years as outlined in Schedule L.

THAT Council authorize the Town to enter into any Master Agreements that may be necessary with PPE Solutions Inc. as part of the Canoe Purchasing Group of Canada's RFP program for a period of up to 4 years as outlined in Schedule L.

THAT the delegated authority for a contract increase for the Watermain Gate Valve Replacement at Lions Park to Wm. Groves Limited in the amount of \$12,295 be received for information as outlined on Schedule M.

THAT the emergency contract award for the repair of one (1) Transit bus to PWTransit Canada in the total amount of \$80,527 (exclusive of HST), be received for information as outlined in Schedule N;

THAT the emergency contract award for the Supply and Delivery of two (2) Salt Spreaders to Green Tractors Inc. in the total amount of \$40,000 (exclusive of HST), be received for information as outlined in Schedule O;

THAT the contract increase to Bothwell-Accurate Co. Inc. for additional roof repairs in the amount of \$314,460 (exclusive of HST) be approved as outlined in Schedule P.

THAT the Manager, Procurement 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. It also includes the reporting of a number of awards that have been made under delegated authority for either emergency purposes or during the period between

## **EXECUTIVE SUMMARY**

regular meetings of Town Council. 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 P) attached. The awards included in this report can be categorized into several broad themes:

#### **New awards (Schedule B to Schedule H)**

This category of awards represent approvals requested by Council for services or goods required. It includes the results of request for proposal processes for the purchase of consulting services for a development charges background study and community benefits charge study, the design, supply and installation of play equipment for various parks, the design, supply and installation of spray pad equipment for Bowes neighbourhood park, payment recovery and advisory services and for the award of the landscape architecture, facilities consulting and civil engineering rosters.

#### **Contract increases (Schedule I to Schedule K and Schedule P)**

This category represents approvals requested for contract increases to existing agreements. It includes an increase for the provision of dedicated communication links with Rogers and Bell, consulting services to conduct an EA/TRPAP, background studies, and functional building program for the Milton Transit garage and an increase for the provision of a truck chassis. Additional roof repairs at the Milton Sports Centre have also been identified and are recommended at this time before the existing contractor demobilizes from the site.

#### **Limited Tendering Awards (Schedule L)**

## Discussion

The limited tendering category, as defined within the Canadian Free Trade Agreement (CFTA) and Comprehensive Economic and Trade Agreement (CETA), captures a variety of award types including contract renewals, extensions, single or sole source and competitively bid. The awards are recommended to the vendors identified for reasons such as compatibility, existing enterprise application software, joint government procurement initiatives and specialized/unique services or products.

Staff are requesting the ability to issue purchase orders to these suppliers for requirements within the approved budgets, and the awards recommended herein allow for both operating and capital needs to proceed in 2025. The goods and services being acquired include items such as :

- Parts and services for vehicles and equipment;
- Building Automations System (BAS) and HVAC System maintenance; and
- A variety of licenses, support and service related to the Towns' Information Technology software and hardware.

Annual approvals of these items are requested in order to allow continuity of services and provide transparency in the awards. The amounts presented for each supplier are estimates and align with existing budget approvals and expected budget requirements for 2025.

## Reporting for information (Schedule M to Schedule O)

The purchasing by-law includes several areas where staff have the delegated authority to proceed with awards where reporting to Council is required following the award. Those authorities generally relate to times when Council may not hold regular meetings, where an emergency award is required, or contract increases that could not have been reasonably anticipated at the time of the original award require approval in order to avoid the disruption of service or additional cost. Reporting back on awards where specific delegated authority was provided to staff via Council resolution also occurs.

The schedules within this list (M to O) provide reporting on such instances, and include the final awarded amounts for items such as a watermain gate valve replacement at Lions Park, as well as final reporting on the costs incurred for emergency purchases related to a Transit bus repair and the purchase of two salt spreaders needed for the 2024-2025 winter season.



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## Financial Impact

Schedule A presents the capital budget adjustments that are required at this time to support the items that are recommended for approval. A net increase to the capital budget of \$283,172 is identified, consisting of a transfer of \$335,457 from the Project Variance Account and return of \$52,285 to the Administration Development Charge Reserve Fund.

The limited tendering awards outlined in Schedule L capture \$6.3 million of approvals related to the operating budget and \$8.8 million of approvals related to the capital program. 69% of these amounts relate to the information technology solutions, and almost all awards relate to services that were in place in 2023. The management of the resulting purchase orders for 2025 will occur in accordance with the Town's financial policies and authorities.

Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer

For questions, please contact:	Sharon Telfer, Manager, Procurement	Phone: Ext. 2138
	Shirley Xie, Supervisor, Financial Reporting	Phone: Ext. 2472



## Attachments

- Schedule A - Reserve and Reserve Fund Transfers
- Schedule B - Proposal award for DC and CBC study
- Schedule C - Proposal award for Landscape Architecture Roster
- Schedule D - Proposal award for Facilities Consulting Roster
- Schedule E - Proposal award for Civil Engineering Roster
- Schedule F - Proposal award for Play Equipment at various parks
- Schedule G - Proposal award for Spray Pad Equipment at Bowes Neighbourhood Park
- Schedule H - Proposal award for Payment Recovery Services
- Schedule I - Contract increase for NG911 Communication Lines
- Schedule J - Contract increase for Feasibility Study for the Milton Transit Garage
- Schedule K - Contract increase for Truck Chassis
- Schedule L - Limited tendering awards for 2025
- Schedule M - Reporting Back Contract Increase Valve Replacement at Lions Park
- Schedule N - Reporting Back Emergency Event for Transit Bud Repair
- Schedule O - Reporting Back Emergency Event for Salt Spreaders
- Schedule P - Contract Increase for Roof Repairs at the Milton Sports Centre

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



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## Recognition of Traditional Lands

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	K	N	O	Total Change in Funding Sources Increase / (Decrease)
Project Number	C20010024	C45014921	C56011024	C45015324	
Project Description	Development Charges Study	Sign Truck	Transit Bus Non-Growth: Refurbishment	Tractor Attachments	
<b>Total Approved Project Budget</b>	<b>\$ 435,149</b>	<b>\$ 357,924</b>	<b>\$ 466,899</b>	<b>\$ 39,377</b>	
<b>Recommended Budget Change</b>					
Project Variance Account		98,349	81,944	40,704	220,997
<b>Development Charges:</b>					
Administration DC	(52,285)				(52,285)
<b>Total Increase/(Decrease) in Funding</b>	<b>(52,285)</b>	<b>98,349</b>	<b>81,944</b>	<b>40,704</b>	<b>\$ 168,712</b>
<b>Total Revised Project Budget</b>	<b>\$ 382,864</b>	<b>\$ 456,273</b>	<b>\$ 548,843</b>	<b>\$ 80,081</b>	

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
PROPOSAL AWARD**

<b>Project Award</b>	Proposal Award No. 24 – 554 for Consulting Services for a Development Charges Background Study and Community Benefits Charge Study
<b>Recommendation</b>	<b>Staff is recommending the award of the proposal for Consulting Services for a Development Charges Background Study and Community Benefits Charge Strategy to Watson &amp; Associates Economists Ltd. in the total amount of \$169,900 (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 for proposal awards over \$100,000.
<b>Background information</b>	<p>As per the Development Charges Act, 1997, the Council of a municipality must approve a by-law to impose development charges (DC) against land to pay for increased capital costs related to increased needs for services. The Town's most recent Development Charges By-law, 045-2021, was passed by Council and came into effect on June 26, 2021 and will expire on June 26, 2026 and before adopting a new by-law, a DC Background Study that identifies the amount, type and location of growth, servicing needs to accommodate growth and capital costs to provide services to meet the needs must be completed. Additionally, through Bill 108: More Homes, More Choice Act, 2019, a new Community Benefits Charge (CBC) was introduced to replace the bonusing provisions of Section 37 of the Planning Act. This legislation requires the development of a CBC Strategy to be completed prior to the consideration of a CBC By-law. As many of the component of a CBC Strategy are similar to the requirements of a DC Background Study, these two projects will be undertaken simultaneously.</p> <p>The DC Background Study and CBC Strategy will be prepared in accordance with the governing legislation and will be used as the basis for preparing the corresponding by-laws to ensure funding is available for capital infrastructure to extend services to the growth areas in Milton. Council approved the advancement of the capital budget for the works through report ES-024-24.</p>
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	October 10, 2024
<b>Advertisements</b>	Town of Milton website
<b>Closing Date</b>	October 31, 2024
<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>• Hemson Consulting Ltd.</li> <li>• Watson &amp; Associates Economist Ltd.</li> </ul>

<p><b>Evaluation Criteria</b></p>	<p>The proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"> <li>• Description of the Firm, Project Team and Structure (5 points)</li> <li>• Project Team Experience and References (20 points)</li> <li>• Understanding of the Project (10 points)</li> <li>• Project Methods, Work Program, Tasks and Deliverables (25 points)</li> <li>• Project Scheduling (20 points)</li> <li>• Proposal Costs (20 points)</li> </ul> <p>An evaluation team with representation from Development Services, Community Services and Finance evaluated the proposals against the established criteria and the two (2) proponents were invited to an interview. Watson &amp; Associates Economist Ltd. is the highest ranking overall proponent and is being recommended for this award.</p>
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<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<p><b>Account Number(s)</b>  <b>Account Description</b>  <b>Project Total Budget</b></p>	<p>C20010024-N0250-7290          Development Charges Study          \$435,149</p>
<p><b>Contract Budget</b>  <b>Actual</b> (Net of HST Rebate)  <b>Variance</b>  <b>Funding Source</b></p>	<p>\$225,175          \$172,890          \$52,285 (F)          Development Charges</p>

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
PROPOSAL AWARD**

<b>Project Award</b>	Proposal Award No. 24-051A – Professional Consulting Services Roster for Landscape Architecture – Design and Construction Contract Administration
<b>Recommendation</b>	<p>Staff are recommending the award of the proposal for <b>Professional Consulting Services Roster for Landscape Architecture – Design and Construction Contract Administration to the four (4) highest scoring proponents as follows:</b></p> <ul style="list-style-type: none"> <li>• <b>Baker Turner Inc.</b></li> <li>• <b>NAK Design Strategies</b></li> <li>• <b>Shift Landscape Architecture</b></li> <li>• <b>The MBTW Group</b></li> </ul> <p><b>The Consulting Roster for Landscape Architecture will be for a three (3) year term, from January 1, 2025 to December 31, 2027, with pricing held firm for the duration of the term.</b></p>
<b>Purpose of Report</b>	As per Section 6.4 of Purchasing By-law No. 061-2018, Council approval is required for award of the Professional Services Roster.
<b>Background information</b>	<p>The Town undertook a Request for Proposal process to seek qualified professionals for consulting services to provide technical design and construction contract administration services for park development and/or redevelopment projects over the term of the roster. Consulting services may include any combination of design, tender preparation, construction contract administration and inspection, warranty and close-out, based on the specific project requirements.</p> <p>The use of the Professional Consulting Services roster will be in accordance with Section 6.4 of Purchasing By-law No. 061-2018.</p> <p>The consulting requirements will be based on the annual approved budgets and on an as and when required basis. The process for selection from the consultant roster will be determined on a project by project basis. The selection will be made upon review of proposed pricing, availability and consultant qualifications and experience.</p> <p>Contracts may be awarded on a direct award basis as shown in the table below. Council approval will be required for the award of any professional consulting services roster assignment over \$500,000 (exclusive of HST). At any time, the Town may issue a separate bid to the open market for any consulting services, in accordance with the guidelines of the Purchasing By-law.</p>

<b>Purchasing Section: Bid Award Information</b>													
<b>Date bid issued</b>	September 17, 2024												
<b>Advertisements</b>	Town of Milton website												
<b>Closing Date</b>	October 22, 2024												
<b># of Plan takers</b>	Twenty-six (26)												
<b>Proposal Submissions received</b>	<p>Sixteen (16) proposals were received from the following firms:</p> <ul style="list-style-type: none"> <li>• Baker Turner Inc.</li> <li>• Cosburn Giberson Landscape Architects Inc.</li> <li>• E. Lees &amp; Associates Consulting Limited</li> <li>• Elias+ Inc.</li> <li>• Forrec Limited</li> <li>• G. O'Connor Consultants Inc.</li> <li>• GSP Group Inc.</li> <li>• Henry Kortekaas &amp; Associates Inc.</li> <li>• Landscape Planning Limited</li> <li>• MacNaughton Hermsen Britton Clarkson Planning Limited</li> <li>• NAK Design Strategies</li> <li>• RK &amp; Associates Consulting Inc.</li> <li>• Shift Landscape Architecture</li> <li>• The MBTW Group</li> <li>• Tocher Heyblom Design Inc.</li> <li>• Whitehouse Urban Design Inc</li> </ul>												
<b>Evaluation Criteria</b>	<p>Proposals that met the mandatory requirements were further evaluated based on the following evaluation criteria:</p> <table border="1"> <tbody> <tr> <td>Description of the Firm, Corporate Structure, Scope of Services &amp; Professional Development of Staff</td> <td>5 points</td> </tr> <tr> <td>Qualifications, Composition and Special Expertise of the Project Team Relevant to Professional Practice in Ontario</td> <td>20 points</td> </tr> <tr> <td>Relevant Experience in the Provision of Prime Consulting Services in the Municipal Sector in Ontario</td> <td>25 points</td> </tr> <tr> <td>Project Approach and Methodology</td> <td>15 points</td> </tr> <tr> <td>Health and Safety Plan</td> <td>5 points</td> </tr> <tr> <td>Costing (Hourly Rates)</td> <td>30 points</td> </tr> </tbody> </table> <p>An evaluation team with representation from Community Services evaluated the proposals and conducted interviews as required, with short-listed firms.</p> <p>Staff have selected the following four (4) highest scoring proponents to be assigned to the consulting roster for landscape architecture park development and/or redevelopment projects:</p>	Description of the Firm, Corporate Structure, Scope of Services & Professional Development of Staff	5 points	Qualifications, Composition and Special Expertise of the Project Team Relevant to Professional Practice in Ontario	20 points	Relevant Experience in the Provision of Prime Consulting Services in the Municipal Sector in Ontario	25 points	Project Approach and Methodology	15 points	Health and Safety Plan	5 points	Costing (Hourly Rates)	30 points
Description of the Firm, Corporate Structure, Scope of Services & Professional Development of Staff	5 points												
Qualifications, Composition and Special Expertise of the Project Team Relevant to Professional Practice in Ontario	20 points												
Relevant Experience in the Provision of Prime Consulting Services in the Municipal Sector in Ontario	25 points												
Project Approach and Methodology	15 points												
Health and Safety Plan	5 points												
Costing (Hourly Rates)	30 points												

- Baker Turner Inc.
- NAK Design Strategies
- Shift Landscape Architecture
- The MBTW Group

**Financial Planning Section: Budget Impact**

There is no financial impact directly from this award. Projects will be awarded in accordance with Section 6.4 of the Purchasing By-law (as amended). The section currently reads as follows for awarding assignments to firms on the Professional Consulting Services Roster for Park Landscape Architecture:

<b>Procurement Value</b>	<b>Approval Authority</b>	<b>Award Details</b>
Up to \$150,000	Manager, Procurement or LMT Member	The Manager, Procurement will make a Direct Award from the Roster using a PDA-CRAN Report.
Greater than \$150,000 but not exceeding \$500,000	Manager, Procurement or LMT Member	The Manager, Procurement, in consultation with the LMT Member, will request proposals from the approved firms on the Roster for that specific specialty. Award will occur via PDA-CRAN Report.
Greater than \$500,000	Council Approval	The Manager, Procurement, in consultation with the LMT Member, will request proposals from the approved firms on the Roster for that specific specialty. Award will occur via Council approval.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
PROPOSAL AWARD**

<b>Project Award</b>	Proposal Award No. 24-051B – Professional Consulting Services Roster for Architecture, Engineering & Building Envelope Specialists for Facilities Redevelopment – Design and Construction Contract Administration
<b>Recommendation</b>	<p>Staff are recommending the award of the proposal for Professional Consulting Services Roster for Architecture, Engineering &amp; Building Envelope Specialists for Facilities Redevelopment – Design and Construction Contract Administration to the two (2) highest scoring proponents for each category as follows:</p> <p><b><u>Category A – Architects:</u></b></p> <ul style="list-style-type: none"> <li>• ATA Architects Inc.</li> <li>• Moffet &amp; Duncan Architects Inc.</li> </ul> <p><b><u>Category B – Civil Engineers:</u></b></p> <ul style="list-style-type: none"> <li>• Chisholm Fleming &amp; Associates</li> <li>• GEI Consultants</li> </ul> <p><b><u>Category C – Mechanical and Electrical Engineers:</u></b></p> <ul style="list-style-type: none"> <li>• Building Innovation Inc.</li> <li>• CK Engineering Inc.</li> </ul> <p><b><u>Category D – Building Envelope Consultants:</u></b></p> <ul style="list-style-type: none"> <li>• Accent Building Sciences Inc.</li> <li>• Sense Engineering Ltd.</li> </ul> <p>The Consulting Roster for Facilities Redevelopment will be for a three (3) year term, from January 1, 2025 to December 31, 2027, with pricing held firm for the duration of the term.</p>
<b>Purpose of Report</b>	As per Section 6.4 of Purchasing By-law No. 061-2018, Council approval is required for award of the Professional Services Roster.
<b>Background information</b>	<p>The Town undertook a Request for Proposal process to seek qualified professionals for consulting services to provide technical design and construction contract administration services for facilities redevelopment projects over the term of the roster. Proponents were able to submit a proposal for one or more category. Each category was independently evaluated.</p> <p>Consulting services may include any combination of design, tender preparation, construction contract administration and inspection, warranty and close-out, based on the specific project requirements.</p>

**Schedule D**

	<p>The use of the Professional Consulting Services roster will be in accordance with Section 6.4 of Purchasing By-law No. 061-2018.</p> <p>The consulting requirements will be based on the annual approved budgets and on an as and when required basis. The process for selection from the consultant roster will be determined on a project by project basis. The selection will be made upon review of proposed pricing, availability and consultant qualifications and experience.</p> <p>Contracts may be awarded on a direct award basis as shown in the table below. Council approval will be required for the award of any professional consulting services roster assignment over \$500,000 (exclusive of HST). At any time, the Town may issue a separate bid to the open market for any consulting services, in accordance with the guidelines of the Purchasing By-law.</p>
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**Purchasing Section: Bid Award Information**

<b>Date bid issued</b>	September 17, 2024
<b>Advertisements</b>	Town of Milton website
<b>Closing Date</b>	October 16, 2024
<b># of Plan takers</b>	Forty-six (46)
<b>Proposal Submissions received</b>	<p>Thirty-one (31) proposals were received from the following firms:</p> <ul style="list-style-type: none"> <li>• 2MK Architects</li> <li>• Accent Building Sciences Inc.</li> <li>• ATA Architects Inc.</li> <li>• BMI Engineering Inc.</li> <li>• Building Innovation Inc.</li> <li>• Building Bio</li> <li>• C.E.S. Engineering Limited</li> <li>• Chisholm Fleming &amp; Associates</li> <li>• CIMA Canada Inc.</li> <li>• CK Engineering Inc.</li> <li>• Egis</li> <li>• Engineering Link Inc.</li> <li>• Fishburn Sheridan &amp; Associates Limited</li> <li>• G architects</li> <li>• GEI Consultants</li> <li>• Metropolitan Consulting Inc.</li> <li>• Moffet &amp; Duncan Architects Inc.</li> <li>• Moon-Matz Limited</li> <li>• OH Environmental Inc.</li> <li>• Read Jones Christoffersen</li> <li>• Remy Consulting Engineers Limited</li> <li>• Rimkus Consulting Group Canada Inc.</li> <li>• Salter Pilon Architecture Inc.</li> <li>• Sense Engineering Limited</li> </ul>



- Smith + Andersen
- Stephenson Engineering Limited
- Tatham Engineering Limited
- The Ventin Group Ltd. (+VG Architects)
- TSS Building Science Inc.
- TWD Technologies Limited
- Vanderwesten & Rutherford Associates Inc.

Eight (8) proposals were received for Category A: Architects.

Ten (10) proposals were received for Category B: Civil Engineers.

Fourteen (14) proposals were received for Category C: Mechanical and Electrical Engineers.

Thirteen (13) proposals were received for Category D: Building Envelope Consultants.

**Evaluation Criteria**

Proposals that met the mandatory requirements were further evaluated based on the following evaluation criteria:

Description of the Firm, Corporate Structure, Scope of Services & Professional Development of Staff	5 points
Qualifications, Composition and Special Expertise of the Project Team Relevant to Professional Practice in Ontario	20 points
Relevant Experience in the Provision of Prime Consulting Services in the Municipal Sector in Ontario	25 points
Project Approach and Methodology	15 points
Health and Safety Plan	5 points
Costing (Hourly Rates)	30 points

An evaluation team with representation from Community Services evaluated the proposals and conducted interviews as required, with short-listed firms.

Staff have selected the following two (2) highest scoring proponents for each category to be assigned to the consulting roster for facilities redevelopment projects:

Category A – Architects:

- ATA Architects Inc.
- Moffet & Duncan Architects Inc.

Category B – Civil Engineers:

- Chisholm Fleming & Associates
- GEI Consultants

Category C – Mechanical and Electrical Engineers:

- Building Innovation Inc.
- CK Engineering Inc.

Category D – Building Envelope Consultants:

- Accent Building Sciences Inc.
- Sense Engineering Ltd.

**Financial Planning Section: Budget Impact**

There is no financial impact directly from this award. Projects will be awarded in accordance with Section 6.4 of the Purchasing By-law (as amended). The section currently reads as follows for awarding assignments to firms on the Professional Consulting Services Roster for Facilities Redevelopment:

<b>Procurement Value</b>	<b>Approval Authority</b>	<b>Award Details</b>
Up to \$150,000	Manager, Procurement or LMT Member	The Manager, Procurement will make a Direct Award from the Roster using a PDA-CRAN Report.
Greater than \$150,000 but not exceeding \$500,000	Manager, Procurement or LMT Member	The Manager, Procurement, in consultation with the LMT Member, will request proposals from the approved firms on the Roster for that specific specialty. Award will occur via PDA-CRAN Report.
Greater than \$500,000	Council Approval	The Manager, Procurement, in consultation with the LMT Member, will request proposals from the approved firms on the Roster for that specific specialty. Award will occur via Council approval.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
PROPOSAL AWARD**

<b>Project Award</b>	Proposal Award No. 24-051C – Professional Consulting Services Roster for Civil Engineering Capital Infrastructure Project - Design, Contract Administration and Ad Hoc Services
<b>Recommendation</b>	<p><b>Staff are recommending the award of the proposal for Professional Consulting Services Roster for Civil Engineering Capital Infrastructure Project - Design, Contract Administration and Ad Hoc Services to the four (4) highest scoring proponents as follows:</b></p> <ul style="list-style-type: none"> <li>• <b>CIMA Canada</b></li> <li>• <b>GEI Consultants</b></li> <li>• <b>Tatham Engineering Ltd.</b></li> <li>• <b>WSP Canada Inc.</b></li> </ul> <p><b>The Consulting Roster for Civil Engineering will be for a three (3) year term, from January 1, 2025 to December 31, 2027, with pricing held firm for the duration of the term.</b></p>
<b>Purpose of Report</b>	As per Section 6.4 of Purchasing By-law No. 061-2018, Council approval is required for award of the Professional Services Roster.
<b>Background information</b>	<p>The Town undertook a Request for Proposal process to seek qualified professionals for consulting services to provide design, contract administration and ad hoc services for civil engineering projects over the term of the roster. Consulting services may include any combination of design, tender preparation, construction contract administration and inspection, warranty and close-out, or ad hoc services based on the specific project requirements.</p> <p>The use of the Professional Consulting Services roster will be in accordance with Section 6.4 of Purchasing By-law No. 061-2018.</p> <p>The consulting requirements will be based on the annual approved budgets and on an as and when required basis. The process for selection from the consultant roster will be determined on a project by project basis. The selection will be made upon review of proposed pricing, availability and consultant qualifications and experience.</p> <p>Contracts may be awarded on a direct award basis as shown in the table below. Council approval will be required for the award of any professional consulting services roster assignment over \$500,000 (exclusive of HST). At any time, the Town may issue a separate bid to the open market for any consulting services, in accordance with the guidelines of the Purchasing By-law.</p>

<b>Purchasing Section: Bid Award Information</b>													
<b>Date bid issued</b>	September 12, 2024												
<b>Advertisements</b>	Town of Milton website												
<b>Closing Date</b>	October 23, 2024												
<b># of Plan takers</b>	Thirteen (13)												
<b>Proposal Submissions received</b>	<p>Ten (10) proposals were received from the following firms:</p> <ul style="list-style-type: none"> <li>• Aplin &amp; Martin Consultants Ltd.</li> <li>• Chisholm Fleming &amp; Associates</li> <li>• CIMA Canada Inc.</li> <li>• ConceptDash Inc.</li> <li>• EXP Services Inc.</li> <li>• GEI Consultants</li> <li>• HDR Corporation</li> <li>• Metropolitan Consulting Inc.</li> <li>• Tatham Engineering Limited</li> <li>• WSP Canada Inc.</li> </ul>												
<b>Evaluation Criteria</b>	<p>Proposals that met the mandatory requirements were further evaluated based on the following evaluation criteria:</p> <table border="1"> <tbody> <tr> <td>Description of the Firm, Corporate Structure, Scope of Services &amp; Professional Development of Staff</td> <td>5 points</td> </tr> <tr> <td>Qualifications, Composition and Special Expertise of the Project Team Relevant to Professional Practice in Ontario</td> <td>15 points</td> </tr> <tr> <td>Relevant Experience in the Provision of Prime Consulting Services in the Municipal Sector in Ontario</td> <td>20 points</td> </tr> <tr> <td>Project Approach and Methodology</td> <td>25 points</td> </tr> <tr> <td>Health and Safety Plan</td> <td>5 points</td> </tr> <tr> <td>Costing (Hourly Rates)</td> <td>30 points</td> </tr> </tbody> </table> <p>An evaluation team with representation from Community Services evaluated the proposals and conducted interviews as required, with short-listed firms.</p> <p>Staff have selected the following four (4) highest scoring proponents to be assigned to the consulting roster for civil engineering capital infrastructure project - design, contract administration and ad hoc services:</p> <ul style="list-style-type: none"> <li>• CIMA Canada</li> <li>• GEI Consultants</li> <li>• Tatham Engineering Ltd.</li> <li>• WSP Canada Inc.</li> </ul>	Description of the Firm, Corporate Structure, Scope of Services & Professional Development of Staff	5 points	Qualifications, Composition and Special Expertise of the Project Team Relevant to Professional Practice in Ontario	15 points	Relevant Experience in the Provision of Prime Consulting Services in the Municipal Sector in Ontario	20 points	Project Approach and Methodology	25 points	Health and Safety Plan	5 points	Costing (Hourly Rates)	30 points
Description of the Firm, Corporate Structure, Scope of Services & Professional Development of Staff	5 points												
Qualifications, Composition and Special Expertise of the Project Team Relevant to Professional Practice in Ontario	15 points												
Relevant Experience in the Provision of Prime Consulting Services in the Municipal Sector in Ontario	20 points												
Project Approach and Methodology	25 points												
Health and Safety Plan	5 points												
Costing (Hourly Rates)	30 points												

## Financial Planning Section: Budget Impact

There is no financial impact directly from this award. Projects will be awarded in accordance with Section 6.4 of the Purchasing By-law (as amended). The section currently reads as follows for awarding assignments to firms on the Professional Consulting Services Roster for Civil Engineering:

Procurement Value	Approval Authority	Award Details
Up to \$350,000	Manager, Procurement or LMT Member	The Manager, Procurement will make a Direct Award from the Roster using a PDA-CRAN Report.
Greater than \$350,000 but not exceeding \$500,000	Manager, Procurement or LMT Member	The Manager, Procurement, in consultation with the LMT Member, will request proposals from the approved firms on the Roster for that specific specialty. Award will occur via PDA-CRAN Report.
Greater than \$500,000	Council Approval	The Manager, Procurement, in consultation with the LMT Member, will request proposals from the approved firms on the Roster for that specific specialty. Award will occur via Council approval.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
PROPOSAL AWARD**

<b>Project Award</b>	Proposal Award No. 24-165 – Design, Supply and Installation of Play Equipment for Various Parks in 2025
<b>Recommendation</b>	<p><b>Staff are recommending the award of the proposal for the Design, Supply and Installation of Play Equipment for Various Parks in 2025 to the highest scoring proponent for each park location as follows:</b></p> <p><b>Melanie Park to Openspace Solutions Inc. in the amount of \$138,860.00 (exclusive of HST).</b></p> <p><b>Watson Park to Park N Water Ltd. in the amount of \$119,212.24 (exclusive of HST).</b></p> <p><b>Bowes Neighbourhood Park to Openspace Solutions Inc. in the amount of \$209,915.00 (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 for proposal awards over \$100,000.
<b>Background information</b>	<p>The Town undertook a Request for Proposal process to seek qualified play equipment suppliers for the design, supply and installation of play equipment at Melanie Park, Watson Park and Bowes Neighbourhood Park in 2025.</p> <p>This Request for Proposal process allows for competitive proposals from suppliers, a range of products for the Town to review, and provides a better understanding of key personnel, company profile and experience. The process also provides an opportunity to review new products, themes and trends in playground design. In the end, the Town receives a better product, a design tailored to a specific site and unique play experiences for the parks and the neighbourhood in relation to other parks in the Town.</p> <p>The successful proponents will work as a direct sub-contractor to the General Landscape Contractor for the various parks. The playground installations are scheduled for completion in 2025, subject to finalization of the 2025 budget.</p>
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	September 20, 2024
<b>Advertisements</b>	Town of Milton website
<b>Closing Date</b>	October 16, 2024
<b># of Plan takers</b>	Five (5)

<b>Proposal Submissions received</b>	Proposals were received from the following companies: <ul style="list-style-type: none"> <li>• ABC Recreation Ltd.</li> <li>• New World Park Solutions Inc.</li> <li>• Openspace Solutions Inc.</li> <li>• Park N Water Ltd.</li> <li>• Play Power LT Canada Inc.</li> </ul>
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<b>Evaluation Criteria</b>	Proposals that met the mandatory requirements were further evaluated based on the following evaluation criteria: <table border="1" data-bbox="623 415 1560 898"> <tr> <td>Compliance with Preferred Specifications listed in Section 8.0 and Additional Preferred Specifications listed in Section 9.0 and ability to meet Schedule</td> <td align="right">25 points</td> </tr> <tr> <td>Maintenance, durability, warranty and service, including timely availability of parts for future repairs and retrofitting</td> <td align="right">25 points</td> </tr> <tr> <td>Demonstrated play value of the proposed equipment and unique or creative theme and appearance of equipment</td> <td align="right">20 points</td> </tr> <tr> <td>Design quality including layout and circulation and integration of inclusive and accessible aspects of the proposed equipment and within play area</td> <td align="right">20 points</td> </tr> <tr> <td>Experience of key personnel, including area representative and installer and demonstrated similar past project experience</td> <td align="right">5 points</td> </tr> <tr> <td>Value for money/value added services</td> <td align="right">5 points</td> </tr> </table> <p>An evaluation team with representation from Community Services evaluated the proposals against the established evaluation criteria.</p> <p>Openspace Solutions Inc. was the highest scoring proponent for Melanie Park and Bowes Neighbourhood Park.</p> <p>Park N Water Ltd. was the highest scoring proponent for Watson Park.</p>	Compliance with Preferred Specifications listed in Section 8.0 and Additional Preferred Specifications listed in Section 9.0 and ability to meet Schedule	25 points	Maintenance, durability, warranty and service, including timely availability of parts for future repairs and retrofitting	25 points	Demonstrated play value of the proposed equipment and unique or creative theme and appearance of equipment	20 points	Design quality including layout and circulation and integration of inclusive and accessible aspects of the proposed equipment and within play area	20 points	Experience of key personnel, including area representative and installer and demonstrated similar past project experience	5 points	Value for money/value added services	5 points
Compliance with Preferred Specifications listed in Section 8.0 and Additional Preferred Specifications listed in Section 9.0 and ability to meet Schedule	25 points												
Maintenance, durability, warranty and service, including timely availability of parts for future repairs and retrofitting	25 points												
Demonstrated play value of the proposed equipment and unique or creative theme and appearance of equipment	20 points												
Design quality including layout and circulation and integration of inclusive and accessible aspects of the proposed equipment and within play area	20 points												
Experience of key personnel, including area representative and installer and demonstrated similar past project experience	5 points												
Value for money/value added services	5 points												

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

<b>Account Number(s)</b>	C51015725-A1610-7731	C51016925-A1610-7731	C52400425-A1610-7731
<b>Account Description</b>	Melanie Park	Watson Park	Bowes Neighbourhood Park
<b>Project Total Budget</b>	\$816,166	\$517,958	\$3,347,601
<b>Contract Budget</b>	\$163,320	\$150,500	\$224,392
<b>Actual</b> (Note 2)	\$141,304	\$121,310	\$213,610
<b>Variance</b> (Note 3)	\$22,016 (F)	\$29,190 (F)	\$10,782 (F)
<b>Funding Source</b>	Project Variance Account	Project Variance Account	Development Charges

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

Note 2: The above award is subject to the finalization of the 2025 Capital Budget. The playground equipment will be included as a cash allowance in the park construction contract.

Note3: Staff requested that the favorable variance remain in the project to accommodate additional costs that may arise during the design and construction award process.



**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
PROPOSAL AWARD**

<b>Project Award</b>	Proposal Award No. 24-171 – Design, Supply and Installation of Spray Pad Equipment for Bowes Neighbourhood Park in 2025
<b>Recommendation</b>	<b>Staff are recommending the award of the proposal for the Design, Supply and Installation of Spray Pad Equipment for Bowes Neighbourhood Park in 2025 to the highest scoring proponent, ABC Recreation Ltd. in the total amount of \$139,972.32 (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 for proposal awards over \$100,000.
<b>Background information</b>	<p>The Town undertook a Request for Proposal process to seek qualified spray pad equipment suppliers for the design, supply and installation of a spray pad at Bowes Neighbourhood Park in 2025.</p> <p>This Request for Proposal process allows for competitive proposals from suppliers, a range of products for the Town to review, and provides a better understanding of key personnel, company profile and experience. The process also provides an opportunity to review new products, themes and trends in spray pad design. In the end, the Town receives a better product, a design tailored to a specific site and unique play experiences for the parks and the neighbourhood in relation to other parks in the Town.</p> <p>The successful proponent will work as a direct sub-contractor to the General Landscape Contractor for the park. The spray pad installation is scheduled for completion in 2025, subject to finalization of the 2025 budget.</p>
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	October 4, 2024
<b>Advertisements</b>	Town of Milton website
<b>Closing Date</b>	October 25, 2024
<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>• ABC Recreation Ltd.</li> <li>• Burl-Oak Landscaping</li> <li>• Park N Water Ltd</li> </ul>
<b>Evaluation Criteria</b>	Proposals were evaluated based on the following evaluation criteria:

**Schedule G**

	Demonstrated compliance with Ontario guidelines, RFP specifications and requirements. Proven safety of the system with a good track record for the successful operation of the spray pad system and its individual components.	20 points
	Design/layout quality and function. Suitability of spray pad system to the park and neighbourhood. Overall visual attractiveness. Unique and/or special aspects of the design or individual components that make this spray pad an exciting addition to the park and community.	15 points
	Demonstrated installation experience with coordinated projects, working as a subcontractor within a general contract. Presentation of understanding of typical construction sequencing, scheduling, timelines and site safety. Level of expertise shown based on past performance and success of similar projects. Submitted references for projects of a similar scope and size.	20 points
	Proven quality of components. Warranty on parts and overall system, including timely availability of parts for future repairs and retrofitting. Ability to meet replacement of parts/repair timelines. Completeness of submission (itemized parts and pricing list/graphic depictions).	25 points
	Demonstrated play value of the proposed equipment. Integration of inclusive, interactive and on-trend features. Creative aspects of the play system that will attract and maintain interests of a wide variety of ages and interests.	15 points
	Value for money and value added services including environmental benefits, after-sale service offerings or benefits.	5 points
	<p>An evaluation team with representation from Community Services evaluated the proposals against the established evaluation criteria.</p> <p>ABC Recreation Ltd. was the highest scoring proponent.</p>	

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

<b>Account Number(s)</b>	C52400425-A1610-7740
<b>Account Description</b>	Bowes Neighbourhood Park
<b>Project Total Budget</b>	\$3,347,601
<b>Contract Budget</b>	\$138,062
<b>Actual</b> (Note 2)	\$142,436
<b>Variance</b> (Note 3)	\$4,374 (U)
<b>Funding Source</b>	Reallocation of line items within the project

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

Note 2: The above award is subject to the finalization of the 2025 Capital Budget. The playground equipment will be included as a cash allowance in the park construction contract.

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

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

<b>Project Award</b>	Single Source Award from OECM Standing Agreement for Payment Recovery and Advisory Services
<b>Recommendation</b>	<b>Staff are recommending a contract award to Deloitte LLP for Payment Recovery and Advisory Services utilizing OECM Standing Agreement #2024-453 for the period ending no later than September 2, 2030</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 Ontario Education Collaborative Marketplace (OECM) undertook a competitive RFP process for Payment Recovery and Advisory Services, through which Deloitte LLP, Stratos Solutions Inc. and BGI Benchmark Group International Inc. were the successful providers selected. Payment recovery services includes:</p> <ul style="list-style-type: none"> <li>- Identifying opportunities for payment recovery and savings, as well as support in the recovery process</li> <li>- Efficiency improvements on payment processes</li> <li>- Advisory services</li> </ul> <p>Terms and pricing for the firms were established through the OECM process. The OECM arrangement extends to September 2, 2030. Municipalities that utilize the services of the successful vendor(s) are required to execute a Client-Supplier agreement with the firm under the Master Agreement for those services.</p> <p>The Town intends to utilize the OECM agreement for reviews in the area of Commodity Tax Payment Recoveries. The scope will include annual reviews of historical payment transactions to identify recovery opportunities. It will also include the review of commercial activity to support annual submission of the related rebates.</p> <p>The payments for these types of reviews is determined on a contingency basis, where the amount paid is determined as a % of the recovery value identified through the review and recovered by the Town. The agreement does also include hourly fees which are only applied should the Town request additional services outside of the contingency-based scope.</p> <p>Deloitte has been recommended as the vendor with which the Town will proceed on a single source basis (from the OECM shortlisted firms) based on the success that the Town has achieved to date working with the firm (through the awards made in reports CORS-057-20 and CORS-003-18), the efficiencies that can be attained in having continuity between review processes, as well as the pricing and terms that were established through OECM's most recent RFP process. Deloitte's bid included a fixed recovery of 18% of the total annual amount recovered.</p>

<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	April 29, 2024
<b>Advertisements</b>	OECM
<b>Closing Date</b>	May 31, 2024
<b>Proposal Submissions received</b>	Proposals were received from the following companies: <ul style="list-style-type: none"> <li>- BGI Benchmark Group International Inc.</li> <li>- Deloitte LLP</li> <li>- National Credit Recovery Inc.</li> <li>- Stratos Solutions Inc.</li> </ul>
<b>Evaluation Criteria</b>	<p>The proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"> <li>- Proponent's Skills, Experience and Qualifications 210 Points</li> <li>- Proponent's Proposed Methodology and Services 180 Points</li> <li>- Knowledge Transfer 50 Points</li> <li>- Account Management and Customer Support 100 Points</li> <li>- Environmental, Social and Governance (ESG) Considerations 60 Points</li> </ul> <p>Minimum thresholds were applied to the Technical responses. Three proponents passed the Technical minimum thresholds and proceeded to have their Commercial response evaluated. Master agreements were finalized and executed, effective September 3, 2024, with BGI Benchmark Group International Inc., Deloitte LLP and National Credit Recovery Inc.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	2230-3735
<b>Account Description</b>	Accounting - Consultants
<b>Total Budget</b>	N/A
<b>Contract Budget</b>	\$38,000 (Note 2)
<b>Actual</b> (Net of HST Rebate)	Note 2
<b>Variance</b>	\$0
<b>Funding Source</b>	Recoveries (Note 2)

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

Note 2: As noted above, the value of the scope of work is contingency based, where the amount payable will be based on recoveries/savings identified by the supplier and recovered. The budget amount presented reflects the estimated annual cost, which over the entire 6 year potential contract term could total approximately \$228,000.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Contract Increase – Next Generation 911 Communication Links
<b>Recommendation</b>	<p>Staff is recommending approval to proceed with a contract increase to Rogers Communications for the provision of dedicated communication links, for a 60-month term in the amount of \$261,500 (exclusive of HST).</p> <p>Staff are also recommending approval to proceed with a contract increase to Bell Canada for the provision of dedicated communication links for a 60-month term in the amount of \$235,520 (exclusive of HST).</p> <p>Staff are also recommending that delegated authority be provided to the Town’s Fire Chief to approve change orders (if required) up to an aggregate value of 20% of the value of the award to Rogers Communications and Bell Canada.</p> <p>Further, staff are seeking delegated authority to renew the initial 60-month terms with each provider for a subsequent term of equal or lesser length, provided the total value of the renewed term is equal to or less than the value of the initial contract term price.</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>Milton Fire Rescue Service (MFRS) is undergoing significant technological modernization to enhance its communication capabilities in order to continue to support the needs of a growing municipality and ensure Next Generation 911 (NG911) compliance by March 2025 as mandated by the Canadian Radio-television and Telecommunications Commission (CRTC). As part of NG911 requirements, the Town awarded a 10-year contract to the Halton Regional Police Service for the purchase and support of a Solacom Guardian Next Generation 911-capable Call Handling Solution (CHS), as per ES-014-24 &amp; ES-022-24.</p> <p>To facilitate the installation of the CHS, The Town requires dedicated fiber optic connectivity between its primary and backup emergency call taking locations and HRPS’ primary and backup locations that house the main components of the Solacom CHS. To ensure a reliable, secure, redundant system, the Town is opting for carrier and pathway diversity in the overall design and implementation of the communication links. This design will require the Town to balance its communication links across two service providers as well as ensure the pathways the</p>

**Schedule I**

	<p>communication lines take to arrive at and enter into the facilities are diverse and unique.</p> <p>The Town has received proposals and pricing from two of its incumbent communications carriers (Rogers Communications &amp; Bell Canada) that currently facilitate communication links at various Town facilities. Both of these carriers have existing contracts for communication services. To procure the necessary services, Rogers Communications would require a one-time expense of \$33,500, followed by a \$3,800 per month ongoing operational expense for 60 months. Bell Canada would require one-time expense of \$5,000 followed by \$3,842 per month ongoing operational expense for 60 months. Town staff are confident the service offerings from these providers meet the technical and physical requirements necessary for the CHS and are recommending contract increases be approved for Rogers Communications in the amount of \$261,500 (excl. HST) and Bell Canada in the amount of \$235,520 (excl. HST). Both of these contract increases represent a 60 month term to provide dedicated communication links for the aforementioned NG911 CHS.</p>
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<b>Financial Planning Section: Budget Impact</b> (Note 1)		
<b>Account Number(s)</b>	C24002723-A0410-7130	2216-3706
<b>Account Description</b>	Radio Communications	Communications – All
<b>Project Total Budget</b>	\$1,659,403	N/A
<b>Contract Budget</b>	\$39,178	\$120,000
<b>Actual</b> (Net of HST Rebate)	\$39,178	\$93,318
<b>Variance</b> (Note 2)	\$0	\$26,682 (F)
<b>Funding Source</b>	Project Variance Account	Operating Budget

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

Note 2: This award will result in ongoing operating costs for five years. The annual operating costs will be \$93,318 (inclusive of HST) for 2025 and the favourable variance will be managed within the overall IT Communications budget and will be monitored through the operating variance process in 2025.

Note 3: The Town will initially fund this purchase but intend to apply for reimbursement to offset a portion of the costs through grant funding opportunities, similar to the previous phases of the NG911 initiative.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Contract Increase – Feasibility Study for the Milton Transit Garage
<b>Recommendation</b>	<b>Staff is recommending approval to proceed with a contract increase to WSP Canada Limited (WSP) to conduct a EA/TRPAP, background studies, and functional building program for the Milton Transit Garage, in the estimated amount of \$1,168,750 (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 council approval CORS-056-23, WSP was awarded a single source contract to conduct a feasibility study for the Milton Transit Garage.</p> <p>Following completion of the feasibility study, the next step required is to complete an EA/TRPAP and associated background studies needs to be undertaken. This work is required to complete legislated processes, policies regarding land development and to inform subsequent in the design process for the construction of the transit facility. This includes;</p> <ul style="list-style-type: none"> <li>• Hydrogeological Evaluation</li> <li>• Environmental Site Assessment</li> <li>• Environmental Impact Assessment</li> <li>• Traffic Impact Study</li> <li>• Geotechnical Report</li> <li>• Land Use Compatibility</li> <li>• Stormwater Management Report</li> <li>• Traffic Impact Study</li> <li>• Noise Impact Study</li> <li>• Functional Servicing Report</li> <li>• Top of Bank Survey</li> <li>• Archeological Assessment</li> <li>• Air Quality Study</li> <li>• Soil Study</li> <li>• Groundwater Study</li> <li>• Topographic Survey</li> </ul> <p>Funding has been approved for the design and construction of the new Milton Transit Garage, and includes a contribution from other levels of government that is available within a defined period of time. Due to timing constraints with this particular project (both operationally and financially), it is considered most effective that the EA/TRPAP and background studies work be awarded to WSP. The previously approved contract total for WSP was \$66,710 (exclusive of HST). Following approval of this</p>

**Schedule J**

	additional work, the estimated total approved contract total will be \$1,235,460 (exclusive of HST).
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**Financial Planning Section: Budget Impact** (Note 1)

<b>Account Number(s)</b>	C59500120-A0631-7290
<b>Account Description</b>	Transit Operations Centre
<b>Project Total Budget</b>	\$13,044,545
<b>Contract Budget</b>	\$1,692,606
<b>Actual</b> (Net of HST Rebate)	\$1,189,320
<b>Variance</b>	\$503,286 (F) (Note 2)
<b>Funding Source</b>	Development Charges, Reserves

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

Note 2: Staff are recommending that the favourable variance be retained within the project for future design and project costs.



**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Contract Increase – Supply and Delivery of Truck Chassis
<b>Recommendation</b>	<b>Staff is recommending approval to proceed with a contract increase to Hunt Chrysler for the provision of one (1) Truck Chassis in the amount of \$96,648 (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>Tender 22-564 for the Supply and Delivery of Two (2) Dodge Ram 5500 Regular Cab Chassis Trucks Equipped with a 16 foot Van Aluminum Body was awarded through PDA-015-22 in the amount of \$341,968 (exclusive of HST) for the purpose of a Sign Truck to maintain existing signs and installing new signs throughout the Town. This total consisted of \$76,538 for the truck chassis and \$265,420 for the aluminum body, ladder and crane that were to be manufactured by a third-party company and then assembled onto the truck chassis. The Tender was for the purchase of two (2) trucks, however the Town only awarded the purchase of one (1) truck based on budget availability. There have been no change orders to date.</p> <p>During the construction of the aluminum body, ladder and crane system it became evident that the original specified truck chassis does not meet the required rear axle legal weight specifications because the van body, ladder and crane were heavier than their original estimate. To ensure compliance to the Ministry of Transportation legal axle weight requirement a heavier truck chassis is required.</p> <p>This procurement involves purchasing a heavier truck chassis from a vehicle manufacturer to accommodate the required the aluminum body, ladder and crane that are manufactured by a third-party company and assembled onto the truck chassis.</p> <p>Staff are evaluating the potential for repurposing the original chassis for integration into a 2025 growth truck, ensuring alignment with operational needs and cost-effectiveness.</p> <p>The contract increase in the amount of \$96,648 (exclusive of HST) is for the purchase of one (1) new truck chassis.</p> <p>The new total award amount for this tender will be \$438,816 (exclusive of HST).</p>

<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C45014921-A0614-7110
<b>Account Description</b>	Sign Truck
<b>Project Total Budget</b>	\$357,924
<b>Contract Budget</b>	\$0
<b>Actual</b> (Net of HST Rebate)	\$98,349
<b>Variance</b> (Note 2)	\$98,349 (U)
<b>Funding Source</b>	Project Variance Account

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

Note 2: Staff are evaluating the feasibility of repurposing the original chassis for integration into a 2025 growth truck which may result in future budget reduction within this project that would be reported back through a future Capital Variance report anticipated in 2025.

**SCHEDULE L - ATTACHMENT**

Description	Vendor	Type of Request	2023 Actuals	2024 YTD Actuals (Jan 1 - Sept 30)	Estimate for 2025		
					Operating	Capital	TOTAL
<b>Fleet - Community Services</b>							
Trackless repairs/equipment	Joe Johnson Equipment	Compatibility/ Proprietary	\$ 603,708	\$ 457,724	\$ 33,669	\$ -	\$ 33,669
Snow Plow Parts	Viking-Cives Ltd.	Compatibility/ Proprietary	\$ 72,164	\$ 30,957	\$ 34,307	\$ -	\$ 34,307
Tymco Sweeper Parts & Service	The Equipment Specialist	Compatibility/ Proprietary	\$ -	\$ -	\$ 31,150	\$ -	\$ 31,150
Cat Loader Parts & Service	Toromont/Cat	Compatibility/ Proprietary	\$ 27,255	\$ 2,180	\$ 37,943	\$ -	\$ 37,943
Volvo Dump Truck Parts & Service	Sheehan Equipment Ltd.	Compatibility/ Proprietary	\$ 347,316	\$ 70,094	\$ 83,749	\$ -	\$ 83,749
Tires (Government Program)	Bridgestone/Kal Tire	Govt Agreement	\$ 47,959	\$ 12,309	\$ 26,487	\$ -	\$ 26,487
Tires (Government Program)	Michelin North America	Govt Agreement	\$ 76,420	\$ 71,016	\$ 46,131	\$ -	\$ 46,131
Construction and forestry equipment dealer	Nortrax Canada Inc	Compatibility/ Proprietary			\$ 54,173	\$ -	\$ 54,173
<b>Operations and Facility Operation - Community Services</b>							
Asphalt for Hot Patch Maintenance/Regional Roads/Surface Treatment Program	Capital Paving Inc./Halton Asphalt Supply	Single Source	\$ 118,036	\$ 63,770	\$ 38,252	\$ 430,302	\$ 468,554
Brookville Groundwater Monitoring	WSP Canada Ltd.	Single Source	\$ 34,345	\$ -	\$ 37,571	\$ -	\$ 37,571

**SCHEDULE L - ATTACHMENT**

Description	Vendor	Type of Request	2023 Actuals	2024 YTD Actuals (Jan 1 - Sept 30)	Estimate for 2025		
					Operating	Capital	TOTAL
<b>Traffic - Community Services</b>							
Traffic Controller	Econolite Canada Inc.	Single Source	\$ 28,089	\$ 58,202	\$ -	\$ 131,102	\$ 131,102
Accessible Pushbuttons	Tacel Ltd.	Compatibility/ Proprietary	\$ 9,857	\$ 2,322	\$ -	\$ 43,543	\$ 43,543
Fire Prevention- Opticom Miovision Equipment	Innovative Traffic Solutions	Single Source	\$ -	\$ 74,142	\$ -	\$ 167,590	\$ 167,590
School Zone Flasher	Electromega	Single Source	\$ 175,151	\$ 45,236	\$ -	\$ 45,843	\$ 45,843
Singal Interconnet Equipment/RRFB/Smart Watch	Ramudden Digital (Formerly Stinson ITS)	Single Source	\$ 150,533	\$ 148,149	\$ -	\$ 109,417	\$ 109,417
Miovision Equipment Maintenance	Miovision	Compatibility/Proprietary Equipment	\$ 121,931	\$ 112,238	\$ 135,001	\$ -	\$ 135,001
<b>Transit - Corporate Services</b>							
Hosting Fee, Service Level Agreement, Scheduling and Support Licensing, Transit Information Technology Systems (ITS) Equipment and Project	Consat Telematics	EAS/Compatibility/ Proprietary	\$ 159,013	\$ 92,181	\$ 86,390	\$ -	\$ 86,390
Onboard vehicle camera system equipment, subscription/licensing	Safe Fleet	EAS/Compatibility/ Proprietary	\$ 12,319	\$ -	\$ 23,270	\$ -	\$ 23,270
Specailized-OnDemand Scheduling Software Licensing/Service Fees	Spare Labs Inc.	EAS/Compatibility/ Proprietary	\$ 78,842	\$ 102,769	\$ 116,300	\$ -	\$ 116,300

**SCHEDULE L - ATTACHMENT**

Description	Vendor	Type of Request	2023 Actuals	2024 YTD Actuals (Jan 1 - Sept 30)	Estimate for 2025		
					Operating	Capital	TOTAL
Warranty and System Support Licensing Annual System Audit GFI Fareboxes	Garival	EAS/Compatibility/ Proprietary	\$ 26,264	\$ 20,352	\$ 26,000	\$ 137,982	\$ 163,982
<b>Recreation &amp; Facilities - Community Services</b>							
BAS, Security, Fire Systems maintenance - MNCC	Siemens Canada Ltd.	Compatibility/ Proprietary	\$ 61,554	\$ 57,495	\$ 59,297	\$ -	\$ 59,297
Swim Program Provider	Lifesaving Society	Single Source	\$ 89,399	\$ 65,880	\$ 84,374	\$ -	\$ 84,374
<b>Information Technology - Corporate Services</b>							
Landline telephone services, internet & site to site fibre optic network	Bell Canada	Govt Agreement	\$ 349,513	\$ 302,816	\$ 427,000	\$ 65,000	\$ 492,000
Mobility, cellular and internet connectivity services	Rogers Communications Inc.***	Govt Agreement	\$ 100,692	\$ 119,360	\$ 231,850	\$ 191,113	\$ 422,963
Mobility and cellular services	Telus	Govt Agreement	\$ 30,722	\$ 51,617	\$ 28,750	\$ 47,616	\$ 76,366
Financial System Software Licensing and Support	Computer Methods International Corporation (CMIC)	EAS	\$ 231,655	\$ 242,626	\$ 255,700	\$ -	\$ 255,700
Online Web Services Hosting & Support	GHD Group	EAS	\$ 63,539	\$ 62,368	\$ 59,600	\$ -	\$ 59,600
GIS System Software Licensing & Support	ESRI Canada***	EAS/Gov't Agreement	\$ 98,258	\$ 92,330	\$ 113,000	\$ 78,933	\$ 191,933
Fire Records Management, CAD & Taxation System Software Licensing & Support	CentralSquare Technologies LLC***	EAS	\$ 189,842	\$ 43,733	\$ 240,900	\$ 550,000	\$ 790,900

**SCHEDULE L - ATTACHMENT**

Description	Vendor	Type of Request	2023 Actuals	2024 YTD Actuals (Jan 1 - Sept 30)	Estimate for 2025		
					Operating	Capital	TOTAL
Telephone System Licensing & Support	Introtel Communications	EAS	\$ 92,424	\$ 79,217	\$ 80,000	\$ 262,976	\$ 342,976
Database Software Licensing & Support	Oracle Corporation	EAS	\$ 212,564	\$ 243,404	\$ 248,000	\$ -	\$ 248,000
Budget System Software Licensing & Support	PSD Citywide (formally Public Sector Digest)	EAS	\$ 104,516	\$ 88,176	\$ 50,050	\$ 56,637	\$ 106,687
Taxation System Software Licensing & Support	Vailtech Inc.	EAS	\$ 19,584	\$ 22,105	\$ 20,800	\$ 34,263	\$ 55,063
Software licensing reseller and maintenance renewal services (VMware, Citrix, Aruba, Proofpoint, Commvault, Cisco)	Gibraltar Solutions***	EAS	\$ 322,800	\$ 476,572	\$ 621,000	\$ 261,275	\$ 882,275
Software licensing reseller and maintenance renewal services (RSA, Antivirus, Security Scanning) & PCI Compliance/Auditing Services	MNP LLP	EAS	\$ 76,410	\$ 105,545	\$ 81,700	\$ 297,908	\$ 379,608
Parking Enforcement System Licensing & Support	ACCEO Solutions Inc.***	EAS	\$ 65,500	\$ 228,889	\$ 65,900	\$ 144,520	\$ 210,420
Data Centre Preventative Maintenance Services (inc. Fire System, Minor/Major Electrical and HVAC repairs)	Heale Consulting and Management Inc.***	Compatibility/ Proprietary	\$ 229,350	\$ 97,450	\$ 100,000	\$ 343,608	\$ 443,608
Digital Records Management Solution Licensing & Support	Shinydocs Corporation***	Compatibility/ Proprietary	\$ 150,503	\$ 153,513	\$ 156,500	\$ -	\$ 156,500

**SCHEDULE L - ATTACHMENT**

Description	Vendor	Type of Request	2023 Actuals	2024 YTD Actuals (Jan 1 - Sept 30)	Estimate for 2025		
					Operating	Capital	TOTAL
Supplier of copiers, printers and other office equipment	Ricoh Canada Corporation	Compatibility/ Proprietary	\$ 9,115	\$ 54,285	\$ -	\$ 75,377	\$ 75,377
Adobe Software Licensing Reseller	Soft Choice	EAS/Gov't Agreement	\$ 46,124	\$ 31,483	\$ 40,000	\$ 49,874	\$ 89,874
Project Management Information System Software Licensing & Support	Planview AdaptiveWork (formerly BLS Clarizen)	EAS	\$ 26,206	\$ 28,668	\$ 25,000	\$ 21,932	\$ 46,932
Firewall software licensing, maintenance/subscription renewal	Computacenter (formally Teramach)	EAS/Gov't Agreement	\$ 3,809	\$ 112,780	\$ 153,000	\$ -	\$ 153,000
Claim Management Software Licensing & Support	Clearrisk Inc.***	EAS	\$ 30,483	\$ 33,143	\$ 33,000	\$ 10,000	\$ 43,000
Building Permit & Business Licenses + Community Engagement Software licensing, subscription and support	Granicus	EAS	\$ 265,712	\$ 108,247	\$ 116,000	\$ 215,280	\$ 331,280
Financial investement tool licensing	Bloomberg Software Company	EAS	\$ 42,085	\$ 32,090	\$ 50,000	\$ -	\$ 50,000
Parcel agreement, lien searches and delivery of registered easement data	Teranet Inc.	Compatibility/ Proprietary	\$ 18,518	\$ 17,903	\$ 28,200	\$ -	\$ 28,200
Videotelephony and peer-to-peer messaging Software Licensing & Support	Zoom Video Communications Software Company	EAS	\$ 39,083	\$ 38,488	\$ 50,000	\$ 9,673	\$ 59,673
Software licensing reseller and maintenance renewal services (Bluebeam, AutoCAD)	Solid CadGroup Inc	EAS	\$ -	\$ 2,060	\$ 16,500	\$ 28,758	\$ 45,258

**SCHEDULE L - ATTACHMENT**

Description	Vendor	Type of Request	2023 Actuals	2024 YTD Actuals (Jan 1 - Sept 30)	Estimate for 2025		
					Operating	Capital	TOTAL
Microsoft licensing provider	Compugen Inc***	EAS	\$ 400,123	\$ 78,251	\$ 782,463	\$ 587,818	\$ 1,370,281
website accessibility, analytics, compliance and performance monitoring annual licensing and support	Sitelmpove Inc.	EAS	\$ 34,922	\$ 30,991	\$ 32,000	\$ -	\$ 32,000
IT service management software annual licensing and support	TopDesk Canada Inc.	EAS	\$ 18,197	\$ 25,626	\$ 42,000	\$ -	\$ 42,000
Financial management, human capital management information system software vendor (licensing & support)	Workday Ltd.***	EAS	\$ 593,792	\$ 998,511	\$ 579,000	\$ 1,173,773	\$ 1,752,773
Software licensing reseller and maintenance renewal services (Nagios network monitoring)	Access 2 Network Inc.	EAS	\$ 40,022	\$ 11,158	\$ 30,000	\$ -	\$ 30,000
Backup storage device licensing and hardware support	Dell Canada Inc.	EAS /Compatibility/ Proprietary	\$ 73,449	\$ 112,651		\$ 101,760	\$ 101,760
Recreation Management and Payment Processing annual licensing and support	Xplor Technologies***	EAS	\$ 82,222	\$ 155,948	\$ 149,000	\$ 187,648	\$ 336,648
Council meeting management software licensing & support	eScribe Software Ltd.***	EAS	\$ 39,350	\$ 27,895	\$ 44,500	\$ -	\$ 44,500
Software services & cloud storage licensing	Microsoft Corporation	Compatibility/ Proprietary	\$ 10,993	\$ 39,088	\$ 150,000	\$ -	\$ 150,000
Commercial real estate information system annual software licensing	CoStar Group	Compatibility/ Proprietary			\$ 25,500	\$ -	\$ 25,500



**SCHEDULE L - ATTACHMENT**

Description	Vendor	Type of Request	2023 Actuals	2024 YTD Actuals (Jan 1 - Sept 30)	Estimate for 2025		
					Operating	Capital	TOTAL
Council Meeting AV System Integration & Support	Global Unified Solution Services Inc.	EAS /Compatibility/ Proprietary	\$ 20,960	\$ 21,267	\$ 6,200	\$ 100,000	\$ 106,200
<b>Fire - Corporate Services</b>							
Safety equipment supplier	Starfield LION	RFP	\$ 6,538	\$ 5,481	\$ -	\$ 318,000	\$ 318,000
Air cylinders, struts and other fire accessories	AJ Stone	Single Source	\$ 155,995	\$ 58,741	\$ 24,000	\$ 79,203	\$ 103,203
Specializes in sale of parts and service for fire vehicles	1200 Degrees Ontario	Single Source	\$ 90,349	\$ 8,815	\$ 30,000	\$ -	\$ 30,000
Provider of materials and supplies for repair and maintenance of fire vehicles	City View Specialty Vehicles	Single Source	\$ 15,705	\$ 13,601	\$ 30,000	\$ -	\$ 30,000
Personal protective equipment and accessory provider	SafeDesign Apparel Ltd.	Single Source	\$ 114,279	\$ 71,379	\$ 22,000	\$ 38,000	\$ 60,000
Safety equipment supplier	M & L Supply Fire & Safety	Single Source	\$ 26,258	\$ 23,141	\$ -	\$ 38,989	\$ 38,989
Online Fire Service Training and Operational Scheduling Software licensing & support	Vector Solutions***	Compatibility/ Proprietary	\$ -	\$ -	\$ 47,000	\$ -	\$ 47,000
Emergency Call Recording Software Licensing & Support	Wilmac Co.	EAS	\$ 57,078	\$ 23,781	\$ 26,000	\$ 375,736	\$ 401,736
Fire Station Alerting solution licensing and support	Locution Systems Inc.	EAS	\$ -	\$ -	\$ -	\$ 928,912	\$ 928,912

**SCHEDULE L - ATTACHMENT**

Description	Vendor	Type of Request	2023 Actuals	2024 YTD Actuals (Jan 1 - Sept 30)	Estimate for 2025		
					Operating	Capital	TOTAL
Consulting expertise for Fire services	Behr Integrated Solutions	Single Source	\$ -	\$ 12,516	\$ -	\$ 57,000	\$ 57,000
<b>Town-Wide</b>							
The supply of radio equipment for the Transit buses and Fire vehicles	Motorola	Govt Agreement	\$ 175,867	\$ 43,093	\$ 21,611	\$ 645,758	\$ 667,369
Software licensing reseller and maintenance renewal services (Geotab AVL)	DiCAN Inc.	EAS	\$ 130,794	\$ 125,743	\$ 50,400	\$ 349,170	\$ 399,570

\*Note: The Actuals and the Estimates include the non-refundable portion of HST.

\*\* Includes work to be funded from both the 2024 and prior approved capital budgets.

\*\*\* Total estimate for 2025 is inclusive of amounts previously approved via standalone Council reports as outlined in the table on the following page.

**Legend:**

**EAS** - Enterprise application systems are large-scale application software systems designed to support the Town's core business processes such as Financials, Purchasing, Facilities, Building

**Government Agreement** - a Government program/agreement for discounted pricing for Government agencies

**Single Source** - Supply of goods or services that can generically be purchased from multiple suppliers, but due to its specialized or unique characteristics, only one source of supply is being

**Compatibility/Proprietary Equipment** - An investment has been made into propriety equipment that replacement/maintenance parts and /or licensed services are only supplied through the

Schedule L: Identification of previously awarded contracts for Information Technology goods and services

<b>Vendor</b>	<b>Previously Approved Contract Total</b>	<b>Authority</b>	<b>Existing Contract Expiry</b>	<b>Description</b>
Rogers	\$265,109	CORS-056-23 CORS-060-23	2026 2028	Absolute Software Secure Access software licenses Dedicated internet connections at Town facilities
ESRI Canada	\$323,000	CORS-045-23	2026	Small Local Government Enterprise Agreement (SLGEA)
CentralSquare (formerly FDM Software)	\$1,531,577	CORS-035-23	2029	Property Tax Management system implementation and software licensing
Compugen Inc	\$1,141,195	CORS-073-22	2025	Microsoft Enterprise Agreement
Workday Ltd.	\$4,207,678	ES-011-24	2029	Human Resource Information System / Financial Management System
Xplor Technologies (formally PerfectMind Inc)	\$599,117	CORS-015-20 CORS-045-23	2027 2029	Xplor Recreation System Xplor Point of Sale System
eScribe Software Ltd.	\$166,175	ES-011-24	2027	Council Meeting Management Software System
Heale Consulting Services	\$76,534	PDA-101-23	2026	Data Centre Preventative Maintenance
Shinydocs Corporation	\$777,219	CORS-003-22	2027	Digital Records Management Solution
Vector	\$45,567	ES-027-24	2025	Fire Department Learning Management and Crew Shift Scheduling Solution
Clearisk	\$65,867	ES-018-24	2027	Claim Management Software Licensing & Support
Vayle	\$75,170	ES-030-24	2027	Freedom of Information Access and Privacy software compliance solution
Halton Regional Police Service	\$952,894	ES-014-24 ES-022-24	2034	Solacom Guardian Call Handling Solution
Locution	\$529,946	ES-027-24	2030	Fire Station Alerting System Implementation
Kelcom Radio Solutions	\$131,383	ES-027-24	2025	Fire Station Alerting System Implementation
Heale Consulting & Management Inc	\$270,765	PDA-101-23 ES-034-24	2026 2025	Data Centre Preventative Maintenance Services Fire Station Backup Power Supply Installation
Acceo	\$225,000	CORS-012-24	2029	License Plate Recognition (LPR) Technology Implementation
Gibraltar Solutions	\$179,400	PDA-012-22	2026	Enterprise Backup Solution Services

## COUNCIL AUTHORITY FOR CONTRACT AWARDS

<b>Project Award</b>	Limited Tendering Suppliers for 2025																																				
<b>Recommendation</b>	<b>Staff are recommending the limited tendering requests for 2025 be awarded as per the list of suppliers in the body of this report and attached as Schedule L Attachment – 2025 Limited Tendering Request Estimates</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 limited tendering category as defined within the Canadian Free Trade Agreement (CFTA) and Comprehensive Economic and Trade Agreement (CETA), captures a variety of award types including contract renewals, extensions, single or sole source and competitively bid. The awards are recommended to the vendors identified for reasons such as compatibility, existing enterprise application software's, joint government procurement initiatives and specialized/unique services or products. These awards are utilized mostly in areas such as information technology, fleet, traffic, transit or facilities systems.</p> <p>Staff are requesting a limited tendering designation for these suppliers and the ability to issue purchase orders for any requirements within the approved financial policies and the dollar thresholds identified in the attached schedule. These contracts are still being negotiated by staff and have been previously approved by Council on a limited tendering or competitive basis and the Schedule L attachment indicates the limited tendering request for 2025. The limited tendering suppliers for 2025 are as follows:</p> <table border="1" data-bbox="621 1213 1555 1965"> <thead> <tr> <th data-bbox="621 1213 982 1255"><b>Vendor</b></th> <th data-bbox="982 1213 1555 1255"><b>Description of Service:</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="621 1255 982 1297">Joe Johnson Equipment</td> <td data-bbox="982 1255 1555 1297">Trackless repairs/equipment</td> </tr> <tr> <td data-bbox="621 1297 982 1339">Viking-Cives Ltd.</td> <td data-bbox="982 1297 1555 1339">Snow Plow Parts</td> </tr> <tr> <td data-bbox="621 1339 982 1381">The Equipment Specialist</td> <td data-bbox="982 1339 1555 1381">Tymco Sweeper Parts &amp; Service</td> </tr> <tr> <td data-bbox="621 1381 982 1423">Toromont/Cat</td> <td data-bbox="982 1381 1555 1423">Cat Loader Parts &amp; Service</td> </tr> <tr> <td data-bbox="621 1423 982 1465">Sheehan Equipment Ltd.</td> <td data-bbox="982 1423 1555 1465">Volvo Dump Truck Parts &amp; Service</td> </tr> <tr> <td data-bbox="621 1465 982 1507">Bridgestone/Kal Tire</td> <td data-bbox="982 1465 1555 1507">Tires (Government Program)</td> </tr> <tr> <td data-bbox="621 1507 982 1549">Michelin North America</td> <td data-bbox="982 1507 1555 1549">Tires (Government Program)</td> </tr> <tr> <td data-bbox="621 1549 982 1591">Nortrax Canada Inc</td> <td data-bbox="982 1549 1555 1591">Construction and forestry equipment dealer</td> </tr> <tr> <td data-bbox="621 1591 982 1633">Capital Paving Inc./ Halton Asphalt Supply</td> <td data-bbox="982 1591 1555 1633">Asphalt for Hot Patch Maintenance/Regional Roads/Surface Treatment Program</td> </tr> <tr> <td data-bbox="621 1633 982 1675">WSP Canada Ltd.</td> <td data-bbox="982 1633 1555 1675">Brookville Groundwater Monitoring</td> </tr> <tr> <td data-bbox="621 1675 982 1717">Econolite Canada Inc.</td> <td data-bbox="982 1675 1555 1717">Traffic Controller</td> </tr> <tr> <td data-bbox="621 1717 982 1759">TaceI Ltd.</td> <td data-bbox="982 1717 1555 1759">Accessible Pushbuttons</td> </tr> <tr> <td data-bbox="621 1759 982 1801">Innovative Traffic Solutions</td> <td data-bbox="982 1759 1555 1801">Fire Prevention – Opticom Miovision Equipment</td> </tr> <tr> <td data-bbox="621 1801 982 1843">Electromega</td> <td data-bbox="982 1801 1555 1843">School Zone Flasher</td> </tr> <tr> <td data-bbox="621 1843 982 1885">Ramudden Digital (Formerly Stinson ITS)</td> <td data-bbox="982 1843 1555 1885">Signal Interconnect Equipment/RRFB/Smart Watch</td> </tr> <tr> <td data-bbox="621 1885 982 1927">Miovision</td> <td data-bbox="982 1885 1555 1927">Miovision Equipment Maintenance</td> </tr> <tr> <td data-bbox="621 1927 982 1965">Consat Telematics</td> <td data-bbox="982 1927 1555 1965">Hosting Fee, Service Level Agreement, Scheduling and Support Licensing, Transit Information</td> </tr> </tbody> </table>	<b>Vendor</b>	<b>Description of Service:</b>	Joe Johnson Equipment	Trackless repairs/equipment	Viking-Cives Ltd.	Snow Plow Parts	The Equipment Specialist	Tymco Sweeper Parts & Service	Toromont/Cat	Cat Loader Parts & Service	Sheehan Equipment Ltd.	Volvo Dump Truck Parts & Service	Bridgestone/Kal Tire	Tires (Government Program)	Michelin North America	Tires (Government Program)	Nortrax Canada Inc	Construction and forestry equipment dealer	Capital Paving Inc./ Halton Asphalt Supply	Asphalt for Hot Patch Maintenance/Regional Roads/Surface Treatment Program	WSP Canada Ltd.	Brookville Groundwater Monitoring	Econolite Canada Inc.	Traffic Controller	TaceI Ltd.	Accessible Pushbuttons	Innovative Traffic Solutions	Fire Prevention – Opticom Miovision Equipment	Electromega	School Zone Flasher	Ramudden Digital (Formerly Stinson ITS)	Signal Interconnect Equipment/RRFB/Smart Watch	Miovision	Miovision Equipment Maintenance	Consat Telematics	Hosting Fee, Service Level Agreement, Scheduling and Support Licensing, Transit Information
<b>Vendor</b>	<b>Description of Service:</b>																																				
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Consat Telematics	Hosting Fee, Service Level Agreement, Scheduling and Support Licensing, Transit Information																																				

## Schedule L

	Technology Systems (ITS) Equipment and Project
Safe Fleet	Onboard vehicle camera system equipment, subscription/licensing
Spare Labs Inc.	Specialized-OnDemand Scheduling Software Licensing/Service Fees
Garival	Warranty and System Support Licensing Annual System Audit GFI Fareboxes
Siemens Canada Ltd.	BAS, Security, Fire Systems maintenance - MNCC
Lifesaving Society	Swim Program Provider
Bell Canada	Landline telephone services, internet & site to site fibre optic network
*Rogers Communications Inc.	Mobility, cellular and internet connectivity services
Telus	Mobility and cellular services
Computer Methods International Corporation (CMIC)	Financial System Software Licensing and Support
GHD Group	Online Web Services Hosting & Support
ESRI Canada	GIS System Software Licensing & Support
CentralSquare Technologies LLC	Fire Records Management, CAD & Taxation System Software Licensing & Support
Introtel Communications	Telephone System Licensing & Support
Oracle Corporation	Database Software Licensing & Support
PSD Citywide (formerly Public Sector Digest)	Budget System Software Licensing & Support
Vailtech Inc.	Taxation System Software Licensing & Support
Gibraltar Solutions	Software licensing reseller and maintenance renewal services (VMware, Citrix, Aruba, Proofpoint, Commvault, Cisco)
MNP LLP	Software licensing reseller and maintenance renewal services (RSA, Antivirus, Security Scanning) & PCI Compliance/Auditing Services
ACCEO Solutions Inc.	Parking Enforcement System Licensing & Support
Heale Consulting and Management Inc.	Data Centre Preventative Maintenance Services (inc. Fire System, Minor/Major Electrical and HVAC repairs)
Shinydocs Corporation	Digital Records Management Solution Licensing & Support
Ricoh Canada Corporation	Supplier of copiers, printers and other office equipment
Soft Choice	Adobe Software Licensing Reseller
Planview AdaptiveWork (formerly BLS Clarizen)	Project Management Information System Software Licensing & Support
Computacenter (formally Teramach)	Firewall software licensing, maintenance/subscription renewal
Clearrisk Inc.	Claim Management Software Licensing & Support
Granicus	Building Permit & Business Licenses + Community Engagement Software licensing, subscription and support
Bloomberg Software Company	Financial investment tool licensing
Teranet Inc.	Parcel agreement, lien searches and delivery of registered easement data
Zoom Video Communications Software Company	Videotelephony and peer-to-peer messaging Software Licensing & Support
Solid CadGroup Inc	Software licensing reseller and maintenance renewal services (Bluebeam, AutoCAD)
Compugen Inc	Microsoft licensing provider
SitelImprove Inc.	Website accessibility, analytics, compliance and performance monitoring annual licensing and support
TopDesk Canada Inc.	IT service management software annual licensing and support

## Schedule L

Workday Ltd.	Financial management, human capital management information system software vendor (licensing & support)
Access 2 Network Inc.	Software licensing reseller and maintenance renewal services (Nagios network monitoring)
Dell Canada Inc.	Backup storage device licensing and hardware support
Xplor Technologies	Recreation Management and Payment Processing annual licensing and support
eScribe Software Ltd.	Council meeting management software licensing & support
Microsoft Corporation	Software services & cloud storage licensing
CoStar Group	Commercial real estate information system annual software licensing
Global Unified Solution Services Inc	Council Meeting AV System Integration & Support
**PPE Solutions Inc./Starfield Lion	Safety equipment/bunker gear supplier
AJ Stone	Air cylinders, struts and other fire accessories
1200 Degrees Ontario	Specializes in sale of parts and service for fire vehicles
City View Specialty Vehicles	Provider of materials and supplies for repair and maintenance of fire vehicles
SafeDesign Apparel Ltd.	Personal protective equipment and accessory provider
M & L Supply Fire & Safety	Safety equipment supplier
Wilmac Co.	Emergency Call Recording Software Licensing & Support
Behr Integrated Solutions	Consulting expertise for Fire services
Motorola	The supply of radio equipment for the Transit buses and Fire vehicles
DiCAN Inc.	Software licensing reseller and maintenance renewal services (Geotab AVL)

\*The Town is utilizing the Ministry of Ontario Vendor of Record (VOR) agreement (Tender-18677 - Mobile Devices and Services) with Rogers Communications Inc. awarded primary vendor status for procurement of Mobile Devices and Services. This agreement was established through a competitive bid process led by Supply Ontario and is set for an initial six-year term (2024 – 2030) with options existing to extend the agreement for 2 additional terms of 2 years each (4 additional years). The monthly pricing under this new agreement is more favorable than the Town's existing VOR contract (OSS-00415819) with Rogers. As existing cellular devices reach their renewal dates, they will automatically transition to the new agreement and the Town will benefit from the lower prices. Therefore, staff are seeking authority to sign an updated Master Adoption Agreement with Rogers Communications Inc. for the ongoing procurement of Mobile Devices and Services for an initial period of 6 years with the option to extend an additional 4 years, contingent upon Supply Ontario doing the same.

Further, staff are seeking authority to sign updated Master Agreements with Bell Canada and Telus Communications as required to fulfil obligations of secondary and tertiary ranked positions (within the VOR) where it is determined service coverage from the primary ranked vendor (Rogers Communications) is insufficient for ongoing Town needs.

## Schedule L

Rogers, Bell and Telus will continue to be included on annual limited tendering reports identifying estimated subsequent year annual spend amounts and be subject to ongoing Council approval.

\*\*Staff recommends utilizing Canoe Purchasing Group of Canada (Canoe) for the provision of Fire safety equipment and gear. Canoe issued a competitive RFP, which resulted in an award to PPE Solutions Inc. (PPE) for a 4-year term ending March 27, 2028. The master agreement between Canoe and PPE provides a 10% to 35% discount off list price. The Town was successful in negotiating a 40.5% discount off list price directly with PPE. By leveraging the pricing under the Canoe master agreement the Town will benefit from the better discount.

\*\*\*The Town has an agreement with Wilmac Co. for providing ongoing call recording software licensing and support for emergency fire dispatch operations. The average annual operating cost for this contract has been \$26,000. In 2025, the Town will need to perform a number of software and hardware upgrades to this system in support of establishing a fully equipped, redundant emergency communications and dispatching location for Milton Fire and Rescue Services. This is being done to ensure seamless integration with and operation alongside the required Next Generation 911 call handling solution implementation. These upgrades will result in a one-time (2025) increase in capital costs of \$375,736. Starting in 2026, the ongoing licensing and support costs is expected to revert to the standard operating expenses only.

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

Note 1: The attached Schedule L List of 2025 Limited Tendering Request Estimates indicates the requests for 2025. The estimated spend for each limited tendering request has been included in the proposed 2025 budget (or prior approved capital budgets) and is subject to budget approval.

Attachment – Schedule L – List of 2025 Limited Tendering Request Estimates

## COUNCIL AUTHORITY FOR CONTRACT AWARDS DELEGATED AUTHORITY

<b>Project Award</b>	Reporting back to Council on the Delegated Authority for a contract increase for the Watermain Gate Valve Replacement at Lions Park - 99 Thompson Road, Milton.
<b>Purpose of Report</b>	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.
<b>Background information</b>	<p>In accordance with Purchasing By-law #61-2018, section 6.1, staff authorized a minor purchase to Wm. Groves Limited for the excavation and replacement of an underground watermain gate valve in the amount of \$22,075. During the excavation process, it was discovered that a large hydro structure is prohibiting access to the valve and that the watermain has a bend. As a result, Wm. Groves Limited needed to excavate and install a second trench box on the opposite side of the hydro structure to complete the valve replacement. This additional work required an increase to the contract in the amount of \$12,295 (exclusive of HST). It is essential that the work proceeded promptly to ensure the valve is replaced and the excavation is properly closed.</p> <p>Staff processed PDA-107-24 to award this contract increase for the Watermain Gate Valve Replacement at Lions Park, in the amount of \$12,295 (exclusive of HST).</p>

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

<b>Account Number(s)</b>	C47000124-N1610-7710
<b>Account Description</b>	Water Valve replacement
<b>Project Total Budget</b>	\$89,813
<b>Contract Budget</b>	\$28,227
<b>Actual</b> <small>(Net of HST)</small>	\$34,975
<b>Variance</b> <small>(Note 1)</small>	\$6,748 (U)
<b>Funding Source</b>	Project Variance Account

Note 1: A required budget increase in an amount of \$6,748 was addressed through PDA-107-24 and therefore not included as part of Schedule A to this purchasing various report.



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

<b>Project Award</b>	Emergency Contract Award for the repair of one (1) Transit bus
<b>Recommendation</b>	<b>Staff proceeded with the contract award for the emergency repair of one (1) Transit bus to PWTransit Canada in the total amount of \$80,527 (exclusive of HST). This report 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>Ridership demand from the launch of post-secondary programs precipitated the need to temporarily extend the useful life of some buses. During regularly scheduled maintenance on transit bus 1002, extensive wear-and-tear of critical propulsion components (e.g. damaged lines, valve guides, etc.) was observed, causing engine failure. Upon further technical diagnosis, a full engine replacement was required.</p> <p>This bus was out-of-service, impacting the transit fleet complement. In order to continue to provide the necessary capacity for observed ridership demand, staff proceeded with the emergency repair.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C56011024 - A0631 - 7110
<b>Account Description</b>	Transit Bus Non-Growth: Refurbishment
<b>Project Total Budget</b>	\$466,899
<b>Contract Budget</b>	\$0
<b>Actual</b>	\$81,944
<b>Variance</b>	\$81,944 (U)
<b>Funding Source</b>	Project Variance Account

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

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

<b>Project Award</b>	Emergency Contract Award for the Supply and Delivery of two (2) Salt Spreaders
<b>Recommendation</b>	<b>Staff proceeded with the contract award for the emergency purchase of two (2) salt spreaders to Green Tractors Inc. in the total amount of \$40,000 (exclusive of HST). This report 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>The typical lifecycle and planned year of replacement of two of the Town's tailgate salter units, #2142 and #2143, is 2026. However, while outfitting the Town's 1-ton trucks with these two existing salter attachments for the winter season, it was discovered that they were in very poor condition after last winter and are not expected to last through the 2024-2025 winter season. Consequently, their replacements were expedited as an emergency purchase since these units are critical for spot salting on roadways during winter events.</p> <p>Both units in question are tailgate salters, and the new replacements are slide-in salters to ensure consistency with the Town's third unit #2280. Consistency allows the wiring harness and controller to be mounted in the truck, making it easier to move the salters between vehicles if necessary. Standardizing the units also simplifies operator procedures and helps maintain an efficient parts inventory.</p>

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

<b>Account Number(s)</b>	C45015324 - A1610 - 7110
<b>Account Description</b>	Tractor Attachments
<b>Project Total Budget</b>	\$39,377
<b>Contract Budget</b>	\$0
<b>Actual</b>	\$40,704
<b>Variance</b> (Note 2)	\$40,704 (U)
<b>Funding Source</b>	Project Variance Account

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

Note 2: It is anticipated that the 10 year Capital Forecast will be reduced as these units will no longer be required in 2026. This will be further assessed through the development of the 2026 Budget.

## COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE

<b>Project Award</b>	Contract Increase – File No. 24-01-00505 for the Contract Increase of Milton Sports Centre Roof Repairs and Replacement
<b>Recommendation</b>	<b>Staff is recommending approval to proceed with a contract increase to Bothwell-Accurate Co. Inc. for additional roof repairs in the amount of \$314,460 (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 ES-011-24, staff awarded Tender No. 24-01-00505 for the Milton Sports Centre, Milton Operations Centre and Fire Station No. 4 – Roof Repairs and Replacement to Bothwell-Accurate Co. Inc. in the amount of \$1,936,165 (excl. of HST).</p> <p>Change orders in the amount \$53,842 (excl. HST) have been issued to date for unforeseen extra work.</p> <p>A further contract increase in the amount of \$314,460 (excl. HST) is being requested. Due to deterioration uncovered during exploratory work, full replacement of an additional roof section is required to prevent further leaks in program areas. Staff would like to authorize the contractor to proceed with the additional work before the contractor demobilizes from the site. The requested amount has been reviewed and validated as being of good value by Parks &amp; Facilities staff, and repair to the additional section of roof would be timely.</p> <p>The new contract total will be \$2,304,467 (excl. HST).</p>

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

<b>Account Number(s)</b>	C58214824
<b>Account Description</b>	Milton Sports Centre Facility Improvements
<b>Project Total Budget</b>	\$2,835,211
<b>Contract Budget</b>	\$0
<b>Actual</b> <small>(Net of HST Rebate)</small>	\$314,460
<b>Variance</b> <small>(Note 2)</small>	\$314,460 (U)
<b>Funding Source</b>	Project Variance Account / Existing Approved Budget

Note 1: \$200,000 of the unfavourable variance will be managed through the reallocation of other expenditure lines within the project. Request budget increase in an amount of \$114,460.