



# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: March 17, 2025

Report No: ES-011-25

Subject: Purchasing Various - March 2025

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

THAT the contract award for the purchase of one (1) 6-metre transit bus to Creative Carriage Limited in the estimated amount of \$210,962 (exclusive of HST) be approved, as outlined in Schedule B;

THAT the proposal award for Full Service Printing Requirements to M&T Printing Group in the estimated amount of \$112,522 (exclusive of HST) for a one year term be approved, as outlined in Schedule C;

THAT staff be delegated the authority to award up to four (4) one year optional renewal terms with M&T Printing Group for up to a total five year contract in the estimated total amount of \$562,610 (exclusive of HST), as outlined in Schedule C;

THAT the proposal award for the 2026 Asphalt Overlay Program to WSP Canada Inc. in the total amount of \$574,259 (exclusive of HST) be approved, as outlined in Schedule D;

THAT staff be delegated the authority to award the optional contract administration with WSP Canada Inc. through an internal staff report in the estimated total amount of \$552,853 (exclusive of HST), as outlined in Schedule D;

THAT the delegated authority to award the proposal for a Recreation and Parks Master Plan Update, which has a budgeted amount of \$248,223, be approved, as outlined in Schedule E;

THAT the delegated authority to award the proposal for Rubber Flooring at Milton Sports Centre, which has a budgeted amount of \$277,791, be approved, as outlined in Schedule F;



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Report To:

Council

THAT the contract increase for Telecommunication Links for NG911 to Rogers Communications in the amount of \$49,080 (exclusive of HST) be approved, as outlined in Schedule G;

THAT staff be delegated the authority to renew the initial 60-month term with Rogers Communications 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 G;

THAT the contract increase for Storm Sewer Rehabilitation (construction) to Aqua Tech Solutions in the amount of \$105,000 (exclusive of HST) be approved, as outlined in Schedule H;

THAT staff be delegated authority for up to a 10% contingency award(s) for any remaining construction services costs associated with the Storm Sewer Rehabilitation (construction) that are required to project completion;

THAT the contract increase for Storm Sewer Rehabilitation (consultant) to GEI Consultants in the amount of \$110,420 (exclusive of HST) be approved, as outlined in Schedule I;

THAT staff be delegated authority for up to a 10% contingency award(s) for any remaining consulting services costs associated with the Storm Sewer Rehabilitation (consultant) that are required to project completion;

THAT authority be provided to enter into an amending agreement with Wilfred Laurier University that allows for a Town contribution of up to \$225,000 (inclusive of HST) for HVAC Improvements at 555 Industrial Drive, as outlined in Schedule J;

THAT the Manager, Purchasing and Supply Chain Management be authorized to execute the contract(s), as outlined by the purchasing by-law, and the Mayor and the Town Clerk be authorized to sign any required paperwork.

## EXECUTIVE SUMMARY

This report is being submitted to obtain Council's authorization on the items in the attached schedules. Requests are being made as per the guidelines outlined in the Purchasing By-law No. 061-2018.

## REPORT

### Background

Procurement of goods and services is governed by By-law No. 061-2018. Purchasing activity is undertaken in a manner that is intended to support the Town's mandate to provide effective, responsible government and efficiently deliver services to the residents of Milton.

### Discussion

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

Included within this report are recommendations to award two proposals. The first award is for the purchase of one 6-metre Transit bus leveraging the Metrolinx Transit Procurement Initiative (TPI) to obtain favourable pricing. The second award is for the supply and delivery of full service printing requirements.

Also included are requests for delegated authority to proceed with contract awards for a recreation and parks master plan update and for rubber flooring for the Milton Sports Centre. Both proposals are being evaluated in March, and in order to prepare for the upcoming spring/summer season, it is recommended to award the proposals as soon as possible following identification of the highest scoring proponent. Staff will report back the final amounts once the evaluation and pricing have been confirmed through the competitive request for proposal process.

Staff are also requesting authority to process three contract increases. Telecommunication links for NG911 from Rogers Communications will provide specialized Session Initiation Protocol telephone connectivity links between Milton Fire Rescue Service primary telephone service demarcation point and Halton Regional Police Service so that existing telephone services can be routed into the Call Handling Solution. The Storm Sewer Rehabilitation Project requires two increases for additional CCTV investigation (as the work has been allocated between two vendors based on size of the related mains).

Lastly, staff are requesting authority enter into an amending agreement with Wilfred Laurier University (WLU) wherein the Town will contribute towards the value of HVAC



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## Discussion

improvements at 555 Industrial Drive. The work will be procured and managed by WLU, with a contribution from the Town of up to \$225,000.

## Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through J. As outlined in Schedule A, an increase to the capital program of \$337,263 is being requested, with funding from the Town's Project Variance Account.

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



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## Attachments

- Schedule A - Reserve and Reserve Fund Transfers
- Schedule B - Contract Award for one Transit Bus
- Schedule C - Proposal Award for Full Service Printing Requirements
- Schedule D - Proposal Award for Consulting Services for the Asphalt Overlay Program
- Schedule E - Delegated Authority Proposal Award Recreation & Parks Master Plan
- Schedule F - Delegated Authority Proposal Award Flooring at Milton Sports Centre
- Schedule G - Contract Increase Telecommunication links for NG911
- Schedule H - Contract Increase Storm Sewer Rehabilitation (construction)
- Schedule I - Contract Increase Storm Sewer Rehabilitation (consulting)
- Schedule J - Single Source HVAC Improvements at 555 Industrial Drive

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

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

## Summary of Changes in Capital Project Budgets and Funding

Schedule	I	J	Total Change in Funding Sources Increase / (Decrease)
Project Number	C43000322	C58112725	
Project Description	Storm Sewer Network Program - Design	Civic Facilities Improvements	
Total Approved Project Budget	\$ 381,185	\$ 114,964	337,263
Recommended Budget Change Project Variance Account	112,263	225,000	
Total Increase/(Decrease) in Funding	112,263	225,000	
Total Revised Project Budget	\$ 493,448	\$ 339,964	\$ 337,263

## COUNCIL AUTHORITY FOR CONTRACT AWARDS

<b>Project Award</b>	Metrolinx Transit Procurement Initiative (TPI) for the purchase of 6-metre transit buses.
<b>Recommendation</b>	<b>Staff is recommending the 6-metre transit bus contract be awarded to Creative Carriage Limited through the Metrolinx Transit Procurement Initiative (TPI), for the supply and delivery of one (1) 6-metre transit bus in the total amount of \$210,962 (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>Council approved the continued participation in the Metrolinx Transit Procurement Initiative (TPI) with the execution of a Multi-Year Governance Agreement (CORS-076-19; CORS-003-24). The Town has benefitted from participating in the Metrolinx TPI by collaborating with other transit agencies to obtain favourable pricing and delivery of quality goods and services. Past procurements with Metrolinx TPI include:</p> <ul style="list-style-type: none"> <li>• Transit buses of varying sizes</li> <li>• Intelligent Transportation Systems (ITS)</li> <li>• Onboard Vehicle Surveillance Systems (OBVSS)</li> <li>• Consulting services for Fleet Electrification Strategy</li> </ul> <p>Metrolinx released a Request for Proposal (RFP) for the purchase of 6-metre transit buses on May 30, 2024, closing on August 23, 2024. Upon completion and steering committee review and approval process, a three-year contract was awarded to Creative Carriage on October 2024.</p> <p>The 2025 Capital Budget includes one (1) 6-metre transit bus purchase to facilitate anticipated growth in trip demand on specialized (paratransit) and on-demand (microtransit) services, with implementation starting in September 2026.</p> <p>Given current vehicle production and delivery timelines spanning 12-18 months, it remains beneficial to advance this procurement in order to facilitate services in a timely matter. The vehicle propulsion system will be gasoline-powered and will have an estimated useful life of seven (7) years.</p> <p>Through this contract, the Town is to procure:</p> <ul style="list-style-type: none"> <li>• One (1) 6-metre transit bus from Creative Carriage Limited at a cost of \$210,962 per unit</li> </ul> <p>All prices are exclusive of HST and associated vehicle equipment.</p>

<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C57011325 – A0632 – 7110/7130
<b>Account Description</b>	Non-Fixed Route Bus (6m) - Growth
<b>Project Total Budget</b>	\$225,027
<b>Contract Budget</b>	\$218,473
<b>Actual</b> (Net of HST Rebate)	\$214,675
<b>Variance</b> (Note 2)	\$3,798 (F)
<b>Funding Source</b>	Project Variance Account/Development Charges/Post Period DC

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

Note 2: Staff is requesting that the favorable variance remain in the project to accommodate Metrolinx Contract and bus specification changes during the preproduction process.



## COUNCIL AUTHORITY FOR CONTRACT AWARDS PROPOSAL AWARD

<b>Project Award</b>	Proposal Award No. 24-061 for the Supply and Delivery of Full Service Printing Requirements
<b>Recommendation</b>	<p>Staff are recommending the award of the proposal for the Supply and Delivery of Full Service Printing Requirements to M&amp;T Printing Group as the highest scoring proponent. The total estimated amount for the core list items specified in the RFP is \$52,758 (exclusive of HST). However, the estimated total annual spend, inclusive of both core and non-core items, is anticipated to be \$112,522 (exclusive of HST).</p> <p>Staff are also requesting the delegated authority to award up to four (4) one-year optional renewal terms through an internal staff award report, for up to a total five-year contract. If all renewal options are required, the total amount of a five-year contract is estimated to be \$562,610 (exclusive of HST).</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 issued a Request for Proposal for the Supply and Delivery of Full Service Printing Requirements. The scope of work includes the production of a large amount of printed media for both internal and external customers. This media includes, but is not limited to, colour brochures, postcards, staff business cards, transit maps, largescale vinyl, newsletters, information books, large copy material, and drawings/maps, etc., on an as-required basis.</p> <p>The proposals were evaluated against the established criteria, and the proposal submission from M&amp;T Printing Group was the highest ranking proposal selected for award.</p> <p>The initial term of the contract will be for one (1) year period from March 18, 2025 to February 28, 2026. Prices are to remain firm for the first year period. An option exists to renew this contract for four (4) additional one (1) year terms ending on February 28, 2030.</p>
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	December 13, 2024
<b>Advertisements</b>	Town of Milton website
<b>Closing Date</b>	January 30, 2025
<b># of Plan takers</b>	Eight (8)

<b>Proposal Submissions received</b>	Proposals were received from the following companies: <table border="1" data-bbox="669 149 1378 407"> <tr> <td>M&amp;T Printing Group</td><td>\$59,616.31</td></tr> <tr> <td>Hall Imaging</td><td>\$71,748.73</td></tr> <tr> <td>Lowe-Martin Company Inc.</td><td>\$72,379.25</td></tr> <tr> <td>ION Facility Services Inc.</td><td>\$73,958.50</td></tr> <tr> <td>Artista Design and Print Inc.</td><td>\$88,809.30</td></tr> <tr> <td>Verde Fastframe</td><td>\$229,414.27</td></tr> </table>	M&T Printing Group	\$59,616.31	Hall Imaging	\$71,748.73	Lowe-Martin Company Inc.	\$72,379.25	ION Facility Services Inc.	\$73,958.50	Artista Design and Print Inc.	\$88,809.30	Verde Fastframe	\$229,414.27
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Verde Fastframe	\$229,414.27												
<b>Evaluation Criteria</b>	The proposal submissions were reviewed and scored against the following evaluation criteria: <table border="1" data-bbox="669 554 1459 768"> <tr> <td>Range of Products Offered</td><td>20%</td></tr> <tr> <td>Customer Service</td><td>30%</td></tr> <tr> <td>Quality of Print Material</td><td>15%</td></tr> <tr> <td>Expertise, Qualifications and Experience</td><td>15%</td></tr> <tr> <td>Financial Offer</td><td>20%</td></tr> </table>	Range of Products Offered	20%	Customer Service	30%	Quality of Print Material	15%	Expertise, Qualifications and Experience	15%	Financial Offer	20%		
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<b>Financial Planning Section: Budget Impact</b> (Note 1)													
<b>Account Number(s)</b>	Various department - 3900 2340-3400/3610 Various Capital Projects												
<b>Account Description</b>	External printing for marketing products, signage, stationary (business cards)												
<b>Project Total Budget</b>	N/A												
<b>Contract Budget</b> (Note 2&3)	\$114,502												
<b>Actual (Net of HST Rebate)</b> (Note 2&3)	\$114,502												
<b>Variance</b>	\$0												
<b>Funding Source</b>	Capital and Operating Budget												

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

Note 2: Contract budget and actual represents planned spending for one year.

Note 3: Contract actuals are an estimate only. Contracts against the approved budgets will be managed by the Program Area staff and will be reviewed with Financial Planning and any variances will be reported through the variance process.

## COUNCIL AUTHORITY FOR CONTRACT AWARDS PROPOSAL AWARD

<b>Project Award</b>	Proposal Award No. 25-051-08 – Design, Contract Administration and Inspection of the 2026 Asphalt Overlay Program						
<b>Recommendation</b>	<p>Staff is recommending the award of the proposal for Consulting Services for the Design of the 2026 Asphalt Overlay Program be awarded to WSP Canada Inc. in the total amount of \$574,259 (exclusive of HST).</p> <p>Staff is also requesting the delegated authority to proceed with the award of the Contract Administration of the 2026 Asphalt Overlay Program, in the estimated amount of \$552,853 (exclusive of HST), through an internal award report and pending Council approval of 2026 Budget.</p>						
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for roster assignments over \$500,000.						
<b>Background information</b>	<p>Through ES-038-24, Council approved the award of WSP Canada Inc. on the Professional Consulting Services Roster as per the terms of RFP 24-051C. The hourly rates were established through the RFP process and the hours identified and the proposed staffing have been reviewed and validated by Community Services staff.</p> <p>This contract award is for Consulting Services for the 2026 Asphalt Overlay Program Design (2025) and Contract Administration (2026), pending budget approval.</p> <p>A request for proposal was issued to the approved list of consulting firms on the professional consulting services roster for the Civil Engineering discipline. Two (2) submissions were received and evaluated against the evaluation criteria outlined in the RFP resulting in WSP Canada Inc. being the highest scoring proponent.</p> <p><u>Award for Design</u></p> <table> <tr> <td>Phase 1-Design Section 1</td><td style="text-align: right;">\$ 435,473.61</td></tr> <tr> <td>Phase 1-Design Section 2 – Provisional</td><td style="text-align: right;"><u>\$ 138,758.36</u></td></tr> <tr> <td>Total Design Section 1+2 (excl. HST)</td><td style="text-align: right;"><b>\$ 574,258.97</b></td></tr> </table> <p><u>Estimate for Contract Administration</u></p> <p>Phase 2-Contract Administration-the estimate includes Material testing and Inspection. <b>\$ 552,853.00</b></p> <p>Upon completion of the detailed design, a revised estimate for contract administration, inspection, and material testing will be provided by the consultant. Pending Council approval of the 2026 budget, the final contract administration will be awarded through delegated authority in 2026 via an internal award report.</p>	Phase 1-Design Section 1	\$ 435,473.61	Phase 1-Design Section 2 – Provisional	<u>\$ 138,758.36</u>	Total Design Section 1+2 (excl. HST)	<b>\$ 574,258.97</b>
Phase 1-Design Section 1	\$ 435,473.61						
Phase 1-Design Section 2 – Provisional	<u>\$ 138,758.36</u>						
Total Design Section 1+2 (excl. HST)	<b>\$ 574,258.97</b>						

	<p>The term of this contract will be for up to three years. The first year will be the 2026 program (Design in 2025 and Contract Administration in 2026). The Town reserves the right to renew the contract for up to two (2) one-year periods based on satisfactory price negotiations, performance and budget approvals. Staff will report back to Council if the optional renewal years are recommended.</p> <p>Not all roads initially identified for Asphalt Overlay are suitable for this treatment. The feasibility and determination of the final asphalt overlay program is based on the results of the visual road assessment, Geotechnical and CCTV investigations, and coordination with external agencies. Some road segments may have to be deferred or eliminated, and others added, once a full assessment is completed.</p>
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	February 6, 2025
<b>Advertisements</b>	Town of Milton website
<b>Closing Date</b>	February 27, 2025
<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>• Tatham Engineering Limited</li> <li>• WSP Canada Inc.</li> </ul>
<b>Evaluation Criteria</b>	<p>The proposals were evaluated based on the following criteria and weighting:</p> <ol style="list-style-type: none"> <li>1. Technical and Project Experience - 25%</li> <li>2. Schedule – 20%</li> <li>3. Identification of Project Risks, Approach to Project - 15%</li> <li>4. Fee Proposal - 40%</li> </ol> <p>Proposals were evaluated by Development Services Staff. Based on the weighted final scoring for each proponent, the recommendation is that WSP Canada Inc. be awarded this proposal as the highest scoring proponent.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Base Bid Award:</b>	
<b>Account Number(s)</b> <b>Account Description</b> <b>Project Total Budget</b>	C33900125-A0611-7220 Asphalt Overlay Program Design \$1,076,280
<b>Contract Budget</b> <b>Actual</b> (Net of HST Rebate) <b>Variance</b> <b>Funding Source</b>	\$478,811 \$443,138 \$35,673 (F) Project Variance Account / Development Charges

Provisional Item Award:	
<b>Account Number(s)</b>	C33900125-A0611-7220
<b>Account Description</b>	Asphalt Overlay Program Design
<b>Project Total Budget</b>	\$1,076,280
<b>Contract Budget</b>	\$35,673
<b>Actual</b> (Net of HST Rebate)	\$141,201
<b>Variance</b>	\$105,527 (U)
<b>Funding Source</b>	Reallocation of line items within the project

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

## COUNCIL AUTHORITY FOR PROPOSAL AWARDS DELEGATED AUTHORITY

<b>Project Award</b>	Delegated Authority to award Proposal No. 25-530 for the Recreation and Parks Master Plan Update.
<b>Recommendation</b>	<b>Staff are recommending delegated authority to award the proposal for the Recreation and Parks Master Plan Update and will report the results back to Council for information.</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>To assist in preparing for the Town's future growth, the Community Services Department is undertaking an update of its Recreation and Parks Master Plan, including specific direction and actionable steps for the initial five-year period. The department's current Master Plan, approved in 2015, has since guided service delivery and facility development.</p> <p>The Recreation and Parks Master Plan will inform a balanced investment strategy in the spectrum of municipally supported leisure services considering the current and future Milton demographics. The Plan will ensure fair and equitable community access across diverse interests, needs and abilities. The final document must provide a clear and concise action plan that includes estimated capital and operating impacts for all recommendations that also gives consideration to the lifecycle costing of new capital infrastructure. The results of the master plan are expected to be utilized in, amongst other items, the Town's annual budget process, the development charge study and by-law, and future asset management plans.</p> <p>An open public request for proposal (RFP) was issued on January 28, 2025. Staff are evaluating the proposal submissions received. The project start date is identified as April 7, 2025. Delegated Authority to award this proposal is required as the overall cost of the work is anticipated to be greater than \$100,000, and to ensure timely award of the project once evaluations are complete. It is anticipated that evaluations will be complete by the end of March, and that the award will be formally issued in time to facilitate the April 7, 2025 project start date. Staff anticipate that the award will be within the approved budget for the project.</p>

<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C50010623-N1610-7290
<b>Account Description</b>	Recreation Master Plan (DC)
<b>Project Total Budget</b>	\$ 289,755
<b>Contract Budget</b>	\$ 252,592
<b>Actual</b> (Net of HST Rebate)	(Note 2)
<b>Variance</b>	(Note 2)
<b>Funding Source</b>	Development Charges/Project Variance Account

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

Note 2: The actual cost will be determined through the RFP process, however, staff anticipate that the award will be within the approved budget. The actual variance will be identified to Council when staff report back on this award.

## COUNCIL AUTHORITY FOR PROPOSAL AWARDS DELEGATED AUTHORITY

<b>Project Award</b>	Delegated Authority to award Proposal No. 25-531 for Removal and Replacement of Rubber Flooring at Milton Sports Centre, Rinks A & B
<b>Recommendation</b>	<b>Staff are recommending delegated authority to award the proposal for the Removal and Replacement of Rubber Flooring at Milton Sports Centre, Rinks A &amp; B in the estimated amount of \$277,791 (exclusive of HST). Staff will report the results back to Council for information.</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>This project involves the removal of the existing rubber flooring in rinks A and B of the Milton Sports Centre and replacement with new flooring. Replacement includes common areas, all change rooms and the referee rooms.</p> <p>An open public request for proposal (RFP) was issued on February 7, 2025 and closed on March 3, 2025. The proposal submissions are currently under evaluation by Town Staff, and the project start date is identified as July, 2025. Delegated Authority to award this proposal is required as the overall cost of the work is anticipated to be greater than \$100,000, and to ensure timely award of the project once evaluations are complete. It is anticipated that evaluations will be complete by the end of March, and that the award will be formally issued in time to allow for the ordering of long lead time materials needed for the project.</p> <p>Based on the RFP submissions, staff anticipate that the award will be within the approved budget for the project.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C58214825-A1634-7545/C58214823-A1634-7220
<b>Account Description</b>	Milton Sports Centre Facility Improvements
<b>Project Total Budget</b>	\$ 1,563,336
<b>Contract Budget</b>	\$ 277,791
<b>Actual</b>	(Note 2)
<b>Variance</b>	(Note 2)
<b>Funding Source</b>	Project Variance Account

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

Note 2: The actual cost will be determined through the RFP process, however, staff anticipate that the award will be within the approved budget. The actual variance will be identified to Council when staff report back on this award.



## COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE

<b>Project Award</b>	Contract Increase – Telecommunication links for NG911
<b>Recommendation</b>	<p>Staff is recommending approval to proceed with a contract increase to Rogers Communications for the provision of Telecommunication links, for a 60-month term in the amount of \$49,080 (exclusive of HST).</p> <p>Further, staff are seeking delegated authority to renew the initial 60-month terms with the 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 as mandated by the Canadian Radio-television and Telecommunications Commission (CRTC).</p> <p>In its capacity as a Public Safety Answering Point (PSAP) for Fire-related 911 emergency services in Milton, MFRS also answers non-911 related emergency calls and interacts with various partner agencies within the Municipality (EMS, Alarm activations, etc). Through ES-014-24, an award was made to Halton Regional Police Service (HRPS) for the purchase of a Solacom Guardian Next Generation 911-capable Call Handling Solution (CHS). Milton will act as a tenant on this CHS which is physically located within an HRPS facility. In order to provide streamlined and efficient call answering services within Milton, all incoming calls to MFRS (911 <b>and</b> non-911 emergency calls) must be routed into the primary NG911 CHS. In order to achieve this, MFRS requires specialized Session Initiation Protocol (SIP) telephone connectivity links between MFRS' primary telephone service demarcation point and HRPS so that existing telephone services can be routed into the CHS.</p> <p>Town staff have received and reviewed multiple proposals and are confident the service offering from its recommended provider meets the technical and physical requirements necessary for integrating existing non-911 emergency telephone services into the CHS. Pricing submitted represents a 60-month contract term of \$818 per month for the length of the term. Therefore, staff are recommending a contract increase to the telecommunication links</p>

**Schedule G**

	contract with Rogers Communications be approved in the amount of \$49,080 (excl. HST).
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	2216-3706
<b>Account Description</b>	Communications - All
<b>Project Total Budget</b>	N/A
<b>Contract Budget</b>	\$26,682
<b>Actual</b> (Net of HST Rebate)	\$9,989
<b>Variance</b> (Note 2)	\$16,693 (F)
<b>Funding Source</b>	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 associated with the contract increase will be \$9,989 (inclusive of HST) and the favourable variance will be managed within the overall IT Communications budget and will be monitored through the operating variance process.

## COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE

<b>Project Award</b>	Contract Increase for the 2023 Storm Sewer Rehabilitation Project - Construction
<b>Recommendation</b>	<p><b>Staff is recommending approval to proceed with a contract increase to Aqua Tech Solutions for additional CCTV investigation in the total amount of \$105,000 (exclusive of HST).</b></p> <p><b>Staff are also recommending that delegated authority be provided to approve change orders (if required) up to an aggregate value of 10% of the revised value of the award to Aqua Tech Solutions.</b></p>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p>Through ES-018-24, Council approved that Staff have the delegated authority to award contract 24-01-00509 for the Storm Sewer Rehabilitation Project, later reported back through ES-034-24. The contract was awarded to Aqua Tech Solutions Inc. in the amount of \$1,043,888 (exclusive of HST). To date, no change orders have been issued.</p> <p>This contract increase of \$105,000 (exclusive of HST) is required for additional CCTV investigation and rehabilitation recommendations for large diameter storm service lateral and large diameter blind sewer connections not identified in the original scope of work.</p> <p>During detailed design the initial main line sewer investigation identified 743 tap locations. 268 of these tap locations represent larger diameter sewer pipe which intersect pipes in our investigation. As part of this contract increase, the condition of these pipes will be investigated, and recommendations for rehabilitation put forward where required. Any storm sewer pipes that require rehabilitation will be included in this construction project via change order.</p> <p>The rates used are consistent with provisional pricing obtained through contract 24-01-00509, under Part C – Provisional, Item 1e. but have been further developed based on actual pipe diameter and length. Staff have reviewed and validated the work identified.</p> <p>The new contract total for the Storm Sewer Rehabilitation Project - Construction will be \$ 1,148,888 (exclusive of HST).</p>

<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C43000423-A0821-7650
<b>Account Description</b>	Storm Sewer Network Program - Construction
<b>Project Total Budget</b>	\$3,633,480
<b>Contract Budget</b>	\$ 0
<b>Actual</b> (Net of HST Rebate)	\$ 106,848
<b>Variance</b> (Note 2)	\$ 106,848 (U)
<b>Funding Source</b>	Reallocation of line items within the project

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

## COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE

<b>Project Award</b>	Contract Increase for the 2022 Storm Sewer Rehabilitation Project - Consulting
<b>Recommendation</b>	<p><b>Staff is recommending approval to proceed with a contract increase to GEI Consultants Canada (Formerly GM Blue Plan Engineering Ltd.) for additional CCTV investigation in the total amount of \$110,420 (exclusive of HST).</b></p> <p><b>Staff are also recommending that delegated authority be provided to approve change orders (if required) up to an aggregate value of 10% of the revised value of the award to GEI Consultants Canada.</b></p>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p>Through internal staff report PDA-CRAN-23-051-01, staff awarded RFP 22-051-20 for the design of the 2022 Storm Sewer Rehabilitation Project in the amount of \$299,625 (exclusive of HST). One change order has been issued for the design work in the amount of \$10,000 (exclusive of HST). Through internal staff report PDA-CRAN- 24-051-18, staff then awarded the contract administration of the project in the amount of \$114,574 (exclusive of HST). The current contract total is \$424,199 (exclusive of HST).</p> <p>This contract increase of \$110,420 (exclusive of HST) is required for additional CCTV investigation and rehabilitation recommendations for storm service lateral and small diameter blind sewer connections not identified in the original scope of work.</p> <p>During detailed design the initial main line sewer investigation identified 743 tap locations. 475 of these taps represent storm service lateral connections to residential properties for which the Town had no historical information. As part of this contract increase, the condition of these service laterals will be investigated, and recommendations for rehabilitation put forward where required. Any lateral connections that require rehabilitation will be included in 2025 Storm Sewer Rehabilitation Project, or Future years of the Asphalt Overlay Contracts.</p> <p>The rates used are consistent with previous rates charged under this contract, and are consistent with those in the initial request for proposal. Staff have reviewed and validated the work identified.</p> <p>The new contract total for the 2022 Storm Sewer Rehabilitation Project - Consulting will be \$534,619 (exclusive of HST).</p>

<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C43000322
<b>Account Description</b>	Storm Sewer Network Program - Design
<b>Project Total Budget</b>	\$381,185
<b>Contract Budget</b>	\$ 0
<b>Actual</b> (Net of HST Rebate)	\$ 112,263
<b>Variance</b>	\$ 112,263 (U)
<b>Funding Source</b>	Project Variance Account

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

## COUNCIL AUTHORITY FOR AGREEMENT EXECUTION

<b>Project Award</b>	Agreement with Wilfred Laurier University for HVAC improvements at 555 Industrial Drive, Milton
<b>Recommendation</b>	<b>Staff is requesting authority to enter an agreement with Wilfred Laurier University for HVAC improvements at 555 Industrial Drive, Milton in the total amount of \$225,000 (inclusive of HST) for the Town's contribution.</b>
<b>Purpose of Report</b>	Obtain Council authority for the execution of an agreement.
<b>Background information</b>	<p>The Town has entered into a lease agreement with Wilfred Laurier University for space at 555 Industrial Drive. The agreement covers a total of 15,000 square feet designated as the "first premises," along with an additional 5,000 square feet referred to as the "second premises." Wilfred Laurier University has requested access to this additional 5,000 square feet of space.</p> <p>Under the lease agreement, the Town of Milton, as the landlord, is responsible for the ongoing maintenance of the base building systems, which includes ensuring that the HVAC system remains in good working condition.</p> <p>As part of Wilfred Laurier University leaseholder improvement phase, they are proposing enhancements to the HVAC system to regulate temperatures in each room across the entire 20,000 square feet of the main floor. The total estimated cost for the HVAC upgrade is \$500,000, which includes equipment, labor and other services.</p> <p>The HVAC equipment that would be installed and remain after the lease expires has an estimated value of \$225,000 in base building enhancements. Therefore, staff are proposing that Milton contribute up to \$225,000 toward this HVAC upgrade, pending Council approval. Laurier will provide documentation of the costs associated with this project, and the Town would make its one-time contribution on or before August 1, 2025.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C58112725
<b>Account Description</b>	Civic Facilities Improvements
<b>Project Total Budget</b>	\$ 114,964
<b>Contract Budget</b>	\$ 0
<b>Actual</b> (Net of HST Rebate)	\$ 225,000
<b>Variance</b>	\$ 225,000 (U)
<b>Funding Source</b>	Project Variance Account / Donations

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