



# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: April 28, 2025

Report No: ES-022-25

Subject: Purchasing Various - April 2025

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

THAT the tender award for the purchase of the 2025 Asphalt Overlay Program to Associated Paving & Materials Ltd. in the estimated amount of \$4,999,134 (exclusive of HST) be approved, as outlined in Schedule B;

THAT the provisional item of storm sewer flushing to Associated Paving & Materials Ltd. in the estimated amount of \$22,281 (exclusive of HST) be approved, as outlined in Schedule B;

THAT the tender award for the purchase of the 2025 Expanded Asphalt Program to Associated Paving & Materials Ltd. in the estimated amount of \$2,176,031 (exclusive of HST) be approved, as outlined in Schedule C;

THAT the contingency allowance be increased to 20% due to additional coordination efforts that may be required in relation to Kelso Road, as outlined in Schedule C;

THAT the tender award for the purchase of Structure 112 Replacement, Fourth Line Nassagaweya to Graham Bros. Construction Limited in the total amount of \$1,294,284 (exclusive of HST) be approved, as outlined in Schedule D;

THAT the proposal award for the purchase of Insurance and Risk Management Services to Marsh Canada Limited in the estimated amount of \$1,302,400 (exclusive of taxes) be approved, as outlined in Schedule E;

THAT the delegated authority to award the purchase of three (3) Fire Apparatus Vehicles, which have a budgeted amount of \$5,700,000, be approved as outlined in Schedule F;



# The Corporation of the Town of Milton

Report #:  
ES-022-25  
Page 2 of 4

Report To:

Council

THAT the emergency contract award for the repair of two (2) dehumidifiers at Sherwood Community Centre to Moore Environmental Systems Limited in the amount of \$59,717 (exclusive of HST) be received for information, as outlined in Schedule G;

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.



# The Corporation of the Town of Milton

Report #:  
ES-022-25  
Page 3 of 4

## Discussion

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

Included within this report are recommendations to award the 2025 Asphalt Overlay Program, the 2025 Expanded Asphalt Program, the Fourth Line Structure Replacement and the Insurance and Risk Management Services contracts. As shown in the schedules attached, in each case the low bid or highest ranking bidder is being recommended for award, and each of these processes resulted in favourable variances relative to the approved budget for the works.

Also included is a request for delegated authority to proceed with a contract award for the purchase of three (3) Fire Apparatus vehicles. Staff will report back the final amounts once the evaluation and pricing have been confirmed through the competitive process that will utilize firms that have been prequalified through the Canoe Purchasing Group of Canada. This approach is being recommended due to the supply chain challenges that have been witnessed in the industry, as it will allow the Town to proceed quickly once a preferred unit has been identified.

Lastly, staff are reporting back to council on the utilization of an emergency purchase to repair dehumidifier equipment at the Sherwood Community Centre. This reporting ensures transparency on the related activity, while ensuring a prompt response in the situation to ensure continuity of service.

## Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through G. As outlined in Schedule A, as a result of the tender processes for the road and bridge related contracts, a total budget reduction of \$4.06 million will occur. These reductions will result in the return of funding to the project variance account, development charge reserve funds and the Canada Community Building Fund, as well as a reduction in future debenture issuances by \$1.0 million.

Similarly, as a result of the request for proposal process for insurance and risk services, savings in the operating budget of approximately \$0.15 (once fully annualized) can be expected.

Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer



# The Corporation of the Town of Milton

Report #:  
ES-022-25  
Page 4 of 4

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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 - Tender Award for 2025 Asphalt Overlay Program  
Schedule C - Tender Award for 2025 Expanded Asphalt Program  
Schedule D - Tender Award for Fourth Line Nassagaweya Bridge  
Schedule E - Proposal Award for Insurance and Risk Management Services  
Schedule F - Delegated Authority Award for three Fire Apparatus Vehicles  
Schedule G - Emergency Purchase dehumidifier repairs at Sherwood CC

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

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

## Summary of Changes in Capital Project Budgets and Funding

Schedule	B	C	D	Total Change in Funding Sources Increase / (Decrease)
Project Number	C33900025	C35012825	C39013425	
Project Description	Asphalt Overlay Program - Construction	Expanded Asphalt Program - Construction	Fourth Line Nassagaweya Bridge Replacement (Structure 112)	
<b>Total Approved Project Budget</b>	<b>\$ 10,316,574</b>	<b>\$ 3,741,962</b>	<b>\$ 2,170,931</b>	
Capital Variance Reserve	(809,848)	(726,220)	(307,586)	(1,843,654)
<b>Development Charges:</b>				
Roads DC	(296,524)			(296,524)
<b>External Funding Sources:</b>				
Canada Community Building	(860,000)	(54,914)		(914,914)
Tax Supported Debt	(1,000,000)			(1,000,000)
<b>Total Increase/(Decrease) in Funding</b>	<b>(2,966,372)</b>	<b>(781,134)</b>	<b>(307,586)</b>	<b>\$ (4,055,092)</b>
<b>Total Revised Project Budget</b>	<b>\$ 7,350,202</b>	<b>\$ 2,960,828</b>	<b>\$ 1,863,345</b>	

## COUNCIL AUTHORITY FOR CONTRACT AWARDS TENDER AWARD

Project Award	Tender Award No. 25-01-00097 – 2025 Asphalt Overlay Program									
Recommendation	<p>Staff is recommending that the tender for the 2025 Asphalt Overlay Program be awarded to Associated Paving &amp; Materials Ltd. in the base bid amount of \$4,999,134 (exclusive of HST), being the lowest compliant submission received.</p> <p>Staff is further recommending the award for provisional item Part 25 for storm sewer flushing, in the total amount of \$22,281 (exclusive of HST).</p>									
	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for tender awards over \$1,000,000.									
Background information	This annual program is required to rehabilitate the asphalt surface on roads before they deteriorate to the point where major road rehabilitation or reconstruction is required. This program is an important component in maintaining the Town of Milton Road Network. The identification of the roads is dictated by the 2023 State of Infrastructure – Roads Study, Engineer roads assessments, the results of the geotechnical investigation, the CCTV inspection report, coordination with utilities agencies and the Region.									
Purchasing Section: Bid Award Information										
Date bid issued	February 20, 2025									
Advertisements	Town of Milton website									
Closing Date	March 17, 2025									
# of Plan takers	Four (4) Prequalified Contractors from RFPQ 25-01-00097A Year one with the option to renew the RFPQ for up to four (4) additional one-year terms.									
List of bid submissions inclusive of HST	<table><tr><td>Associated Paving &amp; Materials Ltd.</td><td>\$5,649,021.38</td></tr><tr><td>Gazzola Paving Ltd.</td><td>\$5,792,564.38</td></tr><tr><td>Pave-All Ltd.</td><td>\$5,944,128.20</td></tr><tr><td>D. Crupi &amp; Sons Ltd.</td><td>\$7,773,674.12</td></tr></table>		Associated Paving & Materials Ltd.	\$5,649,021.38	Gazzola Paving Ltd.	\$5,792,564.38	Pave-All Ltd.	\$5,944,128.20	D. Crupi & Sons Ltd.	\$7,773,674.12
Associated Paving & Materials Ltd.	\$5,649,021.38									
Gazzola Paving Ltd.	\$5,792,564.38									
Pave-All Ltd.	\$5,944,128.20									
D. Crupi & Sons Ltd.	\$7,773,674.12									
Median bid value	The average bid received was \$6,289,847.02. The bid submitted by Associated Paving & Materials Ltd is approximately 11% less than the average bid.									

<b>Health and Safety Requirement</b>	On Council Report CORS-013-18, the Town adopted the Certificate of Recognition (COR™) program as a requirement for projects valued over \$500,000. The Town will also accept ISO 45001 as an equivalent program. As such, only Bid submissions from Bidders that were COR™ or ISO 45001 Certified were accepted for this Tender request.  <b>All four (4) bid submissions received were from COR™ or ISO 45001 Certified companies.</b>		
<b>Financial Planning Section: Budget Impact</b> (Note 1)			
<b>Base Bid Award:</b>			
<b>Account Number(s)</b>	C33900025	C40012624/25	C40013125
<b>Account Description</b>	Asphalt Overlay Program – Construction	Traffic Calming	40 KM/H Neighbourhoods/Raised Crosswalks
<b>Project Total Budget</b>	\$10,316,574	\$364,354	\$96,696
<b>Contract Budget</b>	\$7,641,740	\$153,548	\$52,315
<b>Actual</b> (Net of HST Rebate)	\$5,001,030	\$86,089	
<b>Variance</b>	\$2,640,710 (F)	\$119,774 (F) (Note 2)	
<b>Funding Source</b>	Development Charges/Canada Community Building Fund/Project Variance Reserve/Tax Supported Debt	Project Variance Reserve	
<b>Provisional Items Award:</b>			
<b>Account Number(s)</b>	C33900025-A0611-7650		
<b>Account Description</b>	Asphalt Overlay Program – Construction		
<b>Project Total Budget</b>	\$10,316,574		
<b>Contract Budget</b>	\$348,334		
<b>Actual</b> (Net of HST Rebate)	\$22,673		
<b>Variance</b>	\$325,661 (F)		
<b>Funding Source</b>	Development Charges/Canada Community Building Fund/Project Variance Reserve/Tax Supported Debt		

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

Note 2: Staff recommend retaining the favourable variance within the Traffic Calming and 40 KM/HR Neighbourhoods/Raised Crosswalks capital projects as the remaining funds will be used to complete other initiatives within these projects.

Note 3: Staff recommend retaining a contingency of 25% within the Asphalt Overlay Program to allow for additional road works and storm sewer related work as necessary throughout this project.

## COUNCIL AUTHORITY FOR CONTRACT AWARDS TENDER AWARD

<b>Project Award</b>	Tender Award No. 25-01-00050 – 2025 Expanded Asphalt Program
<b>Recommendation</b>	<b>Staff is recommending that the tender for the 2025 Expanded Asphalt Program be awarded to Associated Paving &amp; Materials Ltd. in the total amount of \$2,176,031 (exclusive of HST), being the lowest compliant bid received.</b>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for tender awards over \$1,000,000.
<b>Background information</b>	<p>This annual program is required to rehabilitate the asphalt surface on rural roads before they deteriorate to the point where full reconstruction is required. This program is an important component in maintaining the Town of Milton Road System. The identification of the roads is dictated by the 2013 State of Infrastructure – Roads Study, Final determination of the 2025 Expanded Asphalt program was based on the results the road assessment, geotechnical investigation, as well and coordination with other stakeholders. The Geotechnical investigation was completed in 2024, design and tender documents were completed in February 2025. There are three roads segments included in the 2025 Expanded Asphalt Program:</p> <ul style="list-style-type: none"> <li>• Section 1: Kelso Road from Park Entrance to RR22-Tremaine Road.</li> <li>• Section 2: No 15 Side Road from RR 1 Guelph Line to Fourth Line Nassagaweya</li> <li>• Section 3: Sixth Line from 1.8Km North of Lower Base Line to RR 6 -Britania Rd.</li> </ul> <p>This program includes the following within the scope of work: culvert replacements only where required, roadwork as per the recommendations in the geotechnical investigation and associated shouldering and driveway transitions. All the work is to remain within existing property limits.</p> <ul style="list-style-type: none"> <li>• External agencies were contacted in the fall 2024, CH informed in early 2025 that CH permit was required for a culvert replacement on 15 Side Rd and for Kelso Rd.</li> <li>• Permit applications were submitted to CH January and early February., currently waiting for permits which are anticipated to be issued prior to construction.</li> <li>• NEC confirmed that a was not required for Kelso Road.</li> </ul> <p>It is recommended that a contingency of 20% be retained in the project to manage any additional costs related to increased coordination efforts that may be required to minimize disturbance at Kelso Road.</p>
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	February 28, 2025



**Schedule C**

Advertisements	Town of Milton website															
Closing Date	March 24, 2025															
# of Plan takers	Ten (10)															
List of bid submissions inclusive of HST	<table><tr><td>Associated Paving &amp; Materials Ltd.</td><td>\$ 2,458,914.63</td></tr><tr><td>Gazzola Paving Ltd.</td><td>\$ 2,796,982.92</td></tr><tr><td>Cox Construction Ltd.</td><td>\$ 2,928,594.06</td></tr><tr><td>Four Seasons Site Development Ltd.</td><td>\$ 2,932,143.39</td></tr><tr><td>Pave-All Ltd.</td><td>\$ 2,996,345.24</td></tr><tr><td>Capital Paving Inc.</td><td>\$ 3,218,016.61</td></tr><tr><td>Dig-Con International Ltd.</td><td>\$ 3,914,813.36</td></tr></table>		Associated Paving & Materials Ltd.	\$ 2,458,914.63	Gazzola Paving Ltd.	\$ 2,796,982.92	Cox Construction Ltd.	\$ 2,928,594.06	Four Seasons Site Development Ltd.	\$ 2,932,143.39	Pave-All Ltd.	\$ 2,996,345.24	Capital Paving Inc.	\$ 3,218,016.61	Dig-Con International Ltd.	\$ 3,914,813.36
Associated Paving & Materials Ltd.	\$ 2,458,914.63															
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Four Seasons Site Development Ltd.	\$ 2,932,143.39															
Pave-All Ltd.	\$ 2,996,345.24															
Capital Paving Inc.	\$ 3,218,016.61															
Dig-Con International Ltd.	\$ 3,914,813.36															
Median bid value	The average bid received was \$3,035,114.74. The bid submitted by Associate Paving & Materials Inc. is approximately 21% less than the average bid.															
Health and Safety Requirement	<p>On Council Report CORS-013-18, the Town adopted the Certificate of Recognition (COR™) program as a requirement for projects valued over \$500,000. The Town will also accept ISO 45001 as an equivalent program. As such, only Bid submissions from Bidders that were COR™ or ISO 45001 Certified were accepted for this Tender request.</p> <p><b>All seven (7) bid submissions received were from COR™ or ISO 45001 Certified companies.</b></p>															
Financial Planning Section: Budget Impact (Note 1)																
Account Number(s)	C35012825-A0611-7670															
Account Description	Expanded Asphalt Program - Construction															
Project Total Budget	\$3,741,962															
Contract Budget	\$3,137,163															
Actual (Net of HST Rebate)	\$2,214,329															
Variance	\$922,834 (F) (Note 2)															
Funding Source	Project Variance Reserve /Canada Community Building Fund															

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

Note 2: Staff recommend retaining \$141,700 of the favourable variance to allow for a contingency of 20% in the project due to additional coordination efforts that may be required in relation to Kelso Road.

## COUNCIL AUTHORITY FOR CONTRACT AWARDS TENDER AWARD

<b>Project Award</b>	Tender Award No. 25-01-00514 – Structure 112 Replacement, Fourth Line Nassagaweya Bridge													
<b>Recommendation</b>	<b>Staff is recommending that the tender for the Structure 112 Replacement – Fourth Line Nassagaweya Bridge be awarded to Graham Bros. Construction Limited in the total amount of \$1,294,284 (exclusive of HST) being the lowest compliant bid received.</b>													
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for tender awards over \$1,000,000.													
<b>Background information</b>	<p>This capital project is for the replacement of Structure 112, Fourth Line Nassagaweya Bridge. This bridge was identified in the 2021 and subsequent 2023 Bridge needs study for replacement. According to the reports, Structure 112 exhibits a visual sag along the length of the soffit with a large transverse crack at midspan. This Structure also has undergone significant settlement as each of the four corners of the structure varies in elevation. The 2021 Bridge report identified this as a 1–5-year priority. As such, this capital project was identified in the Town’s capital’s forecast for design works to commence in 2023 for a 2-year design with construction to commence in 2025.</p> <p>Construction will consist of removal and replacement of the concrete structure, installation of deep footings to support the structure, removal and replacement of guiderail, removal and replacement of the asphalt wearing surface over the structure and associated grading and landscaping.</p>													
<b>Purchasing Section: Bid Award Information</b>														
<b>Date bid issued</b>	March 10, 2025													
<b>Advertisements</b>	Town of Milton website and Bids & Tenders website													
<b>Closing Date</b>	April 3, 2024													
<b># of Plan takers</b>	Fourteen (14)													
<b>List of bid submissions inclusive of HST</b>	<table><tr><td>Graham Bros. Construction Limited</td><td>\$ 1,462,541.18</td></tr><tr><td>Decew Construction Inc.</td><td>\$ 1,488,728.67</td></tr><tr><td>GMP Contracting Ltd.</td><td>\$ 1,804,249.17</td></tr><tr><td>Dufferin Construction Company Inc.</td><td>\$ 1,937,882.20</td></tr><tr><td>Capital Paving Inc</td><td>\$ 1,977,000.00</td></tr><tr><td>Varcon Construction Corporation</td><td>\$ 2,176,380.00</td></tr></table>		Graham Bros. Construction Limited	\$ 1,462,541.18	Decew Construction Inc.	\$ 1,488,728.67	GMP Contracting Ltd.	\$ 1,804,249.17	Dufferin Construction Company Inc.	\$ 1,937,882.20	Capital Paving Inc	\$ 1,977,000.00	Varcon Construction Corporation	\$ 2,176,380.00
Graham Bros. Construction Limited	\$ 1,462,541.18													
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Dufferin Construction Company Inc.	\$ 1,937,882.20													
Capital Paving Inc	\$ 1,977,000.00													
Varcon Construction Corporation	\$ 2,176,380.00													
<b>Median bid value</b>	The average bid received was \$1,871,065.68. The bid submitted by Graham Bros. Construction Limited is approximately 22% less than the average bid.													
<b>Health and Safety Requirement</b>	On Council Report CORS-013-18, the Town adopted the Certificate of Recognition (COR™) program as a requirement for projects valued over \$500,000. The Town will also accept ISO 45001 as an equivalent program. As such, only Bid submissions													

**Schedule D**

from Bidders that were COR™ or ISO 45001 Certified were accepted for this Tender request.

All six (6) bid submissions received were from COR™ or ISO 45001 Certified companies.

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

<b>Account Number(s)</b>	C39013425-A0613-7665
<b>Account Description</b>	Fourth Line Nassagaweya Bridge Replacement (Structure 112)
<b>Project Total Budget</b>	\$ 2,170,931
<b>Contract Budget</b>	\$ 1,624,650
<b>Actual</b> (Net of HST Rebate)	\$ 1,317,064
<b>Variance</b>	\$ 307,586 (F)
<b>Funding Source</b>	Project Variance Reserve

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. 25-055 for Insurance and Risk Management Services
<b>Recommendation</b>	<b>Staff are recommending the award of the proposal for Insurance and Risk Management Services to Marsh Canada Limited in the total amount of \$1,302,400 (exclusive of taxes).</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 of Milton has a successful general insurance program that is managed and operated within the Risk Management Business Unit. Through this RFP, the Town will gain an experienced and knowledgeable team to provide consistent and value-added risk management solutions to assist Town staff in continuing to appropriately identify and manage its risks. Coverage policies that are being provided for through this award include the following:</p> <ul style="list-style-type: none"> <li>• Commercial General Liability</li> <li>• Property</li> <li>• Boiler and Machinery</li> <li>• Automobile</li> <li>• Cyber</li> <li>• Comprehensive Crime</li> <li>• Excess Crime</li> <li>• Low Risk Events</li> <li>• Volunteer Fire Fighter</li> <li>• Council Accident</li> </ul> <p>This contract will be in effect for a 3 year period, from July 1, 2025 to June 30, 2028. The contract may be renewed for a renewal term, at the sole discretion of the Town, for two (2) additional one (1) year periods.</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>	March 17, 2025
<b># of Plan takers</b>	Six (6)
<b>Proposal Submissions received</b>	<p>Three (3) proposal submissions were received from the following companies:</p> <ul style="list-style-type: none"> <li>• BFL CANADA Risk and Insurance Services Inc.</li> <li>• Intact Public Entities</li> <li>• Marsh Canada Limited</li> </ul>

<b>Evaluation Criteria</b>	<p>One of the three proposals received was compliant and evaluated based on the following criteria:</p> <ul style="list-style-type: none"> <li>• Company Profile (10 points)</li> <li>• Proponents Experience and Qualifications of Key Team Members (15 points)</li> <li>• Policies and Coverages (20 points)</li> <li>• Risk Management and Claims Management Services (15 points)</li> <li>• Proposal Cost (40 points)</li> </ul> <p>An evaluation team with representation from Risk Management and Community Services evaluated the proposal against the established criteria and Marsh Canada Limited was the highest ranking proposal selected for award.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b> <b>Account Description</b> <b>Project Total Budget</b>	Various Departments – 3799 Insurance N/A
<b>Contract Budget</b> (Note 2) <b>Actual</b> (Net of HST Rebate) (Note 2) <b>Variance</b> <b>Funding Source</b>	\$778,218 (6 months) \$703,296 (6 months) \$74,922 (F) 2025 Operating Budget

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

Note 2: Represents budget and actuals for July 1, 2025 to December 31, 2025. Insurance services for the period of January 1, 2025 to June 30, 2025 was prepaid in 2024. Approved annual budget for insurance services amounts to \$1,549,562, relative to the awarded amount.

## COUNCIL AUTHORITY FOR CONTRACT AWARDS DELEGATED AUTHORITY

<b>Project Award</b>	Delegated Authority to award the purchase of three (3) Fire Apparatus Vehicles.
<b>Recommendation</b>	<b>Staff are recommending delegated authority to award the purchase of three (3) Fire Apparatus Vehicles in the total estimated amount of \$5,700,000.00 (exclusive of HST). Staff will report the actual 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 awards over \$1,000,000.
<b>Background information</b>	<p>The Town of Milton Fire Department requires one (1) Aerial apparatus, one (1) Pumper apparatus and one (1) Pumper/Rescue apparatus in order to replace existing fleet which have reached the end of their lifecycle.</p> <p>Canoe Purchasing Group of Canada (Canoe) issued a competitive RFP for Firefighting Apparatus and Fire Service Vehicles, which resulted in a prequalified list of nine (9) suppliers for a 4-year term ending February 2026. The master agreement between Canoe and the prequalified suppliers provides discounts off list price.</p> <p>Staff are recommending that the Town leverage the Canoe master agreement, to issue a Request for Quotation (RFQ) for the purchase of three (3) Fire Apparatus Vehicles to the nine (9) prequalified suppliers.</p> <p>The Town will be well-positioned to award the RFQ immediately after the bid process, allowing us to secure the purchase quickly. The landscape for purchasing fire vehicles has changed with the industry managing high demand which is resulting in extremely long build times. As a result of the high demand, the fastest delivery times are associated with buying stock vehicles, which have a shorter lead time compared to custom vehicles. However, manufacturers of stock vehicles indicate that they will only produce a limited number of these vehicles each year, and they are sold on a first-come, first-served basis.</p> <p>Although staff are cognizant of the current tariff volatility and potential price impacts, proceeding with the purchase of three fire apparatus is considered to be crucial for the fire department's operational readiness, reliability, and community safety. Furthermore, continuing with the apparatus procurement will ensure frontline apparatus operate within NFPA recommended lifecycles. For these reasons staff are seeking Council delegated approval to proceed with the purchase and report back the actual results.</p> <p>Delegated Authority to award this purchase is required in order to</p>

**Schedule F**

	meet the vehicle ordering deadlines once negotiations are complete.	
Financial Planning Section: Budget Impact (Note 1)		
Account Number(s)	C70011125-A0410-7110	C70011525-A0410-7110
Account Description	Pumper Rescue Units Replacement	Aerial Replacement
Contract Budget	\$3,200,000	\$2,600,000
Estimated Actual (Note 2)	To be determined	To be determined
Variance (Note 2)	To be determined	To be determined
Funding Source	Project Variance Reserve	Project Variance Reserve

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

Note 2: The actual cost will be determined through the RFQ 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 EMERGENCY CONTRACT AWARD

<b>Project Award</b>	Emergency Contract Award for the repair of two dehumidifiers at Sherwood Community Centre
<b>Recommendation</b>	<p><b>Staff proceeded with the contract award for the emergency repairs of two dehumidifiers to Moore Environmental Systems Limited in the total amount of \$59,717 (exclusive of HST).</b></p> <p><b>This report is being received for information.</b></p>
<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>	On September 25, 2024, the rink one dehumidifier located on the rooftop at Sherwood Community Centre experienced a critical failure and was no longer operational. Upon further inspection it was determined the rink two dehumidifier also experienced critical failure. Without repairs, the facility's ability to maintain the dehumidifiers to operational standards is compromised, potentially affecting user satisfaction and facility functionality. Program area staff proceeded with the works on an emergency basis in order to ensure continuity of Town services.

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

<b>Account Number(s)</b>	F1325 1320 3740
<b>Account Description</b>	Sherwood Community Centre – Facility Maintenance Contracts
<b>Budget Remaining in 2024</b>	\$ 132,784
<b>Actual Cost</b>	\$ 60,768
<b>Variance</b> (Note 2)	\$ 72,016 (F)
<b>Funding Source</b>	Operating Budget

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

Note 2: Program area staff worked towards managing the cost of the emergency repairs within the overall facilities budget.