



# The Corporation of the Town of Milton

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Report To: Council  
From: Glen Cowan, Chief Financial Officer / Treasurer  
Date: June 23, 2025  
Report No: ES-034-25  
Subject: Purchasing Various - June 2025  
Recommendation: THAT Council approve the budget amendments and related funding sources, as outlined on Schedule A;

THAT staff be delegated the authority to award the tender award(s) for the Stormwater Management Pond Rehabilitation to an aggregate upset limit of \$2,600,000 (exclusive of taxes), as outlined in Schedule B;

THAT the proposal award for Apparel and Related Products and Services to Mark's Commercial, a division of Mark's Work Wearhouse Ltd. in the amount of \$150,000 (exclusive of taxes) be approved, as outlined in Schedule C;

THAT the single source award for a Road & Winter Road Patrol software solution to R.J. Burnside & Associates Limited in the amount of \$58,500 (exclusive of taxes), be approved as outlined in Schedule D;

THAT the single source award for consulting services to replace the Fire Communication Computer Aided Dispatch and Fire Record Management systems to Federal Engineering for in the amount of \$136,734 (exclusive of taxes), be approved as outlined in Schedule E;

THAT the contract increase award for Microsoft Enterprise Licenses to Compugen Inc. in the estimated 3-year amount of \$2,073,360 (exclusive of HST), be approved as outlined in Schedule F;

THAT the contract increase for Bronte Street Multi-Use Path Contract - Construction to Royal Ready Construction Ltd. in the amount of \$19,030 (exclusive of HST) be approved as outlined in Schedule G;

THAT staff be delegated authority for up to a 10% contingency award(s) for any remaining costs associated with the Bronte Street



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Council

Multi-Use Path Contract that are required to project completion, as outlined in Schedule G;

THAT the contract award for Contract Administration & Inspection Services - Reconstruction of Nipissing Road and Childs Drive to WSP Canada Inc. in the amount of \$1,019,918 (exclusive of HST) be approved as outlined in Schedule H;

THAT the contract extension for Wildlife Response Services on Public Property to Omega Canine Control in the estimated amount of \$90,000 (exclusive of HST) be approved as outlined in Schedule I;

THAT the contract increase made under delegated authority for the Agerton Employment and Trafalgar Corridor Secondary Plan programs to WSP Inc. in the amount of \$188,643 (exclusive of HST) be received for information as outlined in Schedule J;

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 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 the Stormwater Management Pond Rehabilitation and to award the corporate contract for Apparel and Related Products and Services following competitive bid processes. In the case of the Stormwater Pond Rehabilitations, delegated authority is being requested to ensure timely initiation of the work as the tender results are still be assessed at the time of writing this report. Based on the review to date, significant cost savings are anticipated in the award relative to the approved budget for the works.

Also included are two requests for single source awards.

- The first award to provide a Road & Winter Road Patrol software solution for a 3-year term is being recommended to efficiently track and manage deficiencies, monitor road conditions for winter and ensure accuracy with data collection and reporting processes. The R.J Burnside Road Patrol solution was piloted in 2025 and has proven to be very successful in reducing staff time spent on road patrol operations, while at the same time drastically increasing the availability and integrity of collected data. This solution is a purpose-built mobile software package that adheres to provincial standards and regulations and is used within numerous Municipalities surrounding Milton, including the Region of Halton, Town of Oakville, Town of Halton Hills and the City of Burlington.
- The second award for consulting services to replace Milton Fire & Rescue Service (MFRS) legacy Computer Aided Dispatch (CAD) system and Record Management System (RMS) is being recommended because the current systems are no longer meeting the operational needs of MFRS. These systems need to be replaced in a timely manner to ensure proper integration with the Town's fire station alerting (FAS) and next-generation 911 (NG911) required call handling solution (CHS) and an overall ability to continue to provide efficient and timely emergency response to a rapidly growing community. Federal Engineering has been actively involved in the MFRS' NG911 project and related technology enhancements since April 2022.

Also included are three requests for contract increases and one request for a contract extension. These awards ensure continuity with prior phases (such the award of contract administration services to the firm that understood the related detailed design), or continuity of existing service in the Town's operations.

Finally, staff are reporting back to council on the utilization of delegated authority for the contract increase for the Agerton Employment and Trafalgar Corridor Secondary Plan programs. This reporting ensures transparency on the procurement activity while ensuring the timely initiation of the related service.



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## Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through J. As outlined in Schedule A, a net budget decrease of \$29,843 will proceed immediately within the capital program, with funds being returned to both the Project Variance Reserve as well as the Roads Development Charge Reserve Fund.

As indicated in schedule B, further project savings of at least \$1.25 million are expected to be realized as part of the award of the Stormwater Management Pond Rehabilitation tender. The exact amount will be determined when the award is finalized, with a related transfer to the Project Variance Reserve expected.

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 - Tender Award for Stormwater Management Pond Rehabilitation

Schedule C - Proposal Award for Apparel and Related Products and Services

Schedule D - Single Source Award for Road & Winter Road Patrol software solution

Schedule E - Single Source Award for Fire Communication Computer Aided Dispatch and Fire Record Management systems

Schedule F - Contract Increase for Microsoft Enterprise Licenses

Schedule G - Contract Increase for Bronte Street Multi-Use Path Contract - Construction

Schedule H - Contract Increase for Contract Administration & Inspection Services - Reconstruction of Nipissing Road and Childs Drive

Schedule I - Contract Extension for Wildlife Response Services on Public Property

Schedule J - Reporting Back Agerton Employment and Trafalgar Corridor Secondary Plan programs

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	E	F	Total Change in Funding Sources Increase / (Decrease)
<b>Project Number</b>	C24110623	C34009223	
<b>Project Description</b>	Fire Department Emergency Systems	Boulevard Works	
<b>Total Approved Project Budget</b>	\$ 476,272	\$ 901,236	
<b>Recommended Budget Change</b>			
Project Variance Reserve	(50,073)		(50,073)
<b>Development Charges:</b>			
Roads DC		(27,714)	(27,714)
<b>External Funding Sources:</b>			
Provincial Grants/ Subsidies		47,944	47,944
<b>Total Increase/(Decrease) in Funding</b>	<b>(50,073)</b>	<b>20,230</b>	<b>\$ (29,843)</b>
<b>Total Revised Project Budget</b>	<b>\$ 426,199</b>	<b>\$ 921,466</b>	

## DELEGATED AUTHORITY FOR CONTRACT AWARDS TENDER AWARD

<b>Project Award</b>	Tender Award No. RFT25-01-00516 - Stormwater Management Pond Rehabilitation Part A - Pond #2, Part B - Pond #4 and Part C - Pond #8
<b>Recommendation</b>	<b>Staff is requesting delegated authority to award of the tender for the Stormwater Management Pond Rehabilitation up to the estimated upset limit of \$2,600,000 (exclusive of HST);</b>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for tender awards over \$1,000,000.
<b>Background information</b>	<p>The scope of this project includes rehabilitation of Stormwater Ponds #2, 4 &amp; 8 including sediment removal, and rectification of miscellaneous deficiencies including concrete repairs to inlet/outlet structures, removal of excess vegetation/felled trees, pond and access trail grading.</p> <p>The Bid document contained an award provision which permits the Town to award the contract to the lowest complaint bidder for each Part.</p> <p>At the time of finalization of this staff report, staff continue to work through the review of the bid submissions received. In order to ensure timely initiation of the project, delegated authority has been requested from Council. As shown below, savings are anticipated on the award, and funding will be returned to reserve at the time the tender award is finalized.</p>
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	May 15, 2025
<b>Advertisements</b>	Town of Milton website
<b>Closing Date</b>	June 9, 2025
<b># of Plan takers</b>	Seven (7)
<b>List of bid submissions</b>	<p>Bids were submitted by the following firms:</p> <ul style="list-style-type: none"> <li>• Oakridge Group Inc.</li> <li>• Greenspace Construction Inc.</li> <li>• Green Infrastructure Partners Inc.</li> <li>• Mianco Group Inc.</li> <li>• York1 Remediation LP</li> </ul> <p>As per the terms of tender, separate award of each of the three components (Pond #2, Pond #4 and Pond #8) will be permitted based on the bids received.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C43000125-A0821-7710
<b>Account Description</b>	Stormwater Pond Maintenance - Construction
<b>Project Total Budget</b>	\$4,738,524
<b>Contract Budget</b>	\$3,850,750

**Actual** (Net of HST Rebate) (Note 2)

\$2,600,000

**Variance** (Note 2)

\$1,250,750 (F)

**Funding Source**

Project Variance Reserve

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

Note 2: Actual and variance represent an estimate, and are subject to finalization of the tender award process. Based on preliminary review, savings are expected through this tender award process and as such funding is expected to be returned to reserve. The final amount of those savings has been excluded from Schedule A of this report, and will be finalized at the time of tender award.



**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
PROPOSAL AWARD**

<b>Project Award</b>	Proposal Award No. 2023-441 – OECM – Apparel and Related Products and Services
<b>Recommendation</b>	<b>Staff is recommending the award of the cooperative Request for Proposal for Apparel and Related Products and Services to Mark's Commercial, a division of Mark's Work Wearhouse Ltd. in the total estimated amount of \$150,000 (exclusive of HST).</b>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.
<b>Background information</b>	<p>The Ontario Education Collaborative Marketplace (OECM) offers group buying opportunities to municipalities for a variety of goods and services that are utilized in the delivery of public services.</p> <p>OECM conducted a competitive procurement process under RFP #2023-441 in accordance with the Broader Public Sector (BPS) Procurement Directive and applicable trade agreements. The procurement process was guided by a multi-phase evaluation model to ensure best value and supplier capability. The RFP was awarded to Mark's Commercial and commenced on May 6, 2024 and runs through to May 5, 2030. The agreement includes guaranteed percentage discounts.</p> <p>Leveraging OECM's agreement allows the Town to benefit from bulk procurement discounts and streamlined administration. Utilization of Mark's commercial provides continuity and efficiency as they are a current provider to the Town. The Town's term of agreement will be for the period commencing upon award up to May 5, 2030, in the estimated annual amount of \$30,000, for a total 5 year estimated amount of \$150,000.</p>
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	January 23, 2024
<b>Advertisements</b>	Ontario Tenders Portal (Jaggaer)
<b>Closing Date</b>	February 22, 2024
<b># of Plan takers</b>	N/A – Public Posting
<b>Proposal Submissions received</b>	Proposals were received from the following fourteen (14) companies:

## Schedule C

Category Suppliers	Category A Workwear	Category B Sportswear	Category C Spirit-wear	Category D Safety Footwear	Category E School Uniforms
Entripy Custom Clothing		✓	✓		
Incredible Incentives			✓		
LS Brand Exposure (LSBE)		✓	✓		
Marchant's School Sport Ltd.	✓	✓	✓		
Mark's Commercial	✓			✓	
McCarthy Uniforms Inc.	✓	✓	✓	✓	✓
Mister Safety Shoes Inc.				✓	
OneTEAM Sports Group		✓	✓		
Outdoor Outfits Ltd.	✓		✓		
Pegasus School Images		✓	✓		
Schooltee Inc.			✓		
Shoes for Crews				✓	
T. Litzen Sports Ltd.		✓	✓		
Talbot Marketing		✓	✓		

### Evaluation Criteria

The proposals were evaluated based on a 500-point scale:

1. Technical Response – 300 points (minimum threshold: 150):
  - Experience and Qualifications (60 points)
  - Supply Chain, Products, Fulfillment (150 points)
  - Environmental, Social, Governance (40 points)
  - Customer Support & Account Management (20 points)
  - Value-added Services (30 points)
2. Commercial Response – 200 points:
  - Product pricing and discounts
  - Related service rates

An evaluation committee, from the following organizations, was formed to evaluate the proposal submissions:

- CEA FRANCOachat
- Dufferin Peel Catholic District School Board
- Fleming College
- OCAD University
- Trent University

Proponents were awarded based on five (5) categories:

1. Category A: Workwear Products and Services
2. Category B: Sportswear Products and Services
3. Category C: Spirit Wear Products and Services
4. Category D: Safety Footwear
5. Category E: School Uniforms

Mark's Commercial was a successful vendor in Categories A and D.

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

<b>Account Number(s)</b>	Various Operating Accounts
<b>Account Description</b>	Clothing and Safety Supplies
<b>Project Total Budget</b>	N/A

<b>Contract Budget</b> (Note 2&3)	\$30,528
<b>Actual</b> (Net of HST Rebate) (Note 2&3)	\$30,528
<b>Variance</b>	\$0
<b>Funding Source</b>	Operating Budget

Note 1: Financial impact includes any non-refundable portion of HST  
Note 2: Contract budget and actual represent planned spending for one year.  
Note 3: Contract actuals are an estimate only. Spending relative to the approved budgets will be reviewed with Financial Planning and any variances reported through the variance process.

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

<b>Project Award</b>	Single Source award to R.J. Burnside & Associates Limited for a Road & Winter Road Patrol software solution.
<b>Recommendation</b>	<b>Staff are recommending the single source award to R.J. Burnside &amp; Associates Limited to provide a Road &amp; Winter Road Patrol software solution for a 3-year term in the amount of \$58,500 (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>Operations, Roads staff are legislated, via O.Reg. 239/02, to perform regular road patrols all year based on road class to ensure deficiencies are identified, catalogued and repaired within designated timelines. To efficiently track and manage deficiencies, monitor road conditions for winter and ensure accuracy with data collection and reporting processes, a mobile software solution was sought and piloted with R.J. Burnside &amp; Associates in 2025 under the Town's decentralized purchasing provisions within Purchasing and Risk Management Policy No. 112 and Bylaw 061-2018.</p> <p>The Provincial Minimum Maintenance Standards outline schedule requirements for how roads are to be patrolled, and which deficiencies require detection and maintenance, inclusive of additional patrols in the winter. Identified road deficiencies are tracked within the Burnside Mobile software solution, generating follow-up tasks and work orders to be completed. This software solution allows Operations staff to quickly and efficiently maintain compliance with Provincial requirements as well as ensure data is readily available for reporting and analysis during routine operational audits or legal matters. The R.J Burnside Road Patrol solution is a purpose-built mobile software package that adheres to provincial standards and regulations and is used within numerous Municipalities surrounding Milton, including the Region of Halton, Town of Oakville, Town of Halton Hills and the City of Burlington. Due to the nature and purpose of the solution, very few products exist on the market that provide the set of capabilities and reporting functionality that is offered within this platform. As the current pilot has proven very successful throughout 2025 in reducing staff time spent on road patrol operations, while at the same time drastically increasing the availability and integrity of collected data, staff are recommending continued usage of the platform in lieu of attempting to seek out alternative software products via competitive request for proposal (RFP) process.</p> <p>Without this software solution, Operations patrol staff will have to revert to paper-based deficiency tracking processes. These processes lack efficient reporting functionality and introduce the</p>

**Schedule D**

	<p>threat of misplaced documentation and inaccuracy of information, which will increase the Town's risk exposure during claims management processes.</p> <p>The 3-year contract term will be from January 1, 2026 to December 31, 2028.</p>
<p><b>Financial Planning Section: Budget Impact</b> (Note 1)</p>	
<p><b>Account Number(s)</b>  <b>Account Description</b>  <b>Project Total Budget</b></p>	<p>2216-3445  Software Annual Maintenance  N/A</p>
<p><b>Contract Budget</b>  <b>Actual</b> (Net of HST Rebate) (Note 2)  <b>Variance</b> (Note 2)  <b>Funding Source</b></p>	<p>\$ 22,000  \$ 19,843  \$ 2,157 (F)  Operating Budget</p>

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

Note 2: This contract commits the Town to an initial annual operating cost of \$19,500 (exclusive of HST) in 2026, 2027, 2028. Spending relative to the approved budgets will be reviewed with Financial Planning and any variances reported through the variance process.

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

<b>Project Award</b>	Single source award to Federal Engineering for consulting services to replace the Fire Communication Computer Aided Dispatch and Fire Record Management systems.
<b>Recommendation</b>	<b>Staff are recommending the single source award to Federal Engineering in the total amount of \$136,734 (excl. 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>A Computer Aided Dispatch (CAD) system plays a central role in emergency response by helping Milton Fire &amp; Rescue Service (MFRS) manage and coordinate responses to incidents efficiently. Paired with a Record Management System (RMS), these two software tools work hand-in-hand to support the operational requirements of the division and facilitate annual reporting functionality as required by the Office of the Fire Marshall.</p> <p>The Town's existing RMS and CAD systems were originally installed in 1994 and 2007 respectively and have received incremental software updates since that time to allow the solutions to continue to serve the needs of MFRS. At this time, these tools have been deemed legacy products by their vendor and are no longer receiving active product development and updates. This has led to delayed response in receiving timely support when operational issues are encountered or changes are required within the product. Software changes will be required within these platforms to enable integration with the Town's forthcoming automated fire station alerting (FSA) and next-generation 911 (NG911)-required call handling solution (CHS). These legacy CAD/RMS software products are no longer meeting the operational needs of MFRS. These systems need to be replaced in a timely manner to ensure proper integration with the Town's FSA / CHS and an overall ability to continue to provide efficient and timely emergency response to a rapidly growing community. In order to do this, the Town will need to put together a comprehensive list of technical and operational requirements for a replacement CAD/RMS system that can be put to public tender for prospective solution providers to bid on.</p> <p>Federal Engineering, an independent worldwide public safety and public communications consulting firm, has been actively involved in the MFRS' NG911 project and related technology enhancements since April 2022 (tender 21-587). Additionally, the Town has previously engaged in their expertise to direct and guide the organization through NG911 upgrades and implementations (PDA-092-22). Given the critical nature of the CAD/RMS software and the complexities involved in implementing it, it is imperative</p>

**Schedule E**

	<p>that the Town continue to work with a consultant who possesses in-depth knowledge and experience specific to MFRS requirements. Federal Engineering has considerable experience providing public safety consulting services in Canada. Having assisted more than 20 agencies across the country, they continue to bring an in-depth understanding of provincial, regional, and municipal regulations, policies, and operating environments to this project.</p> <p>Staff are recommending a single source award to Federal Engineering Inc. to provide consulting services for Fire CAD and RMS replacement services. Their scope of work will include a CAD/RMS needs assessment and requirements building exercise, request for proposal (RFP) development, vendor evaluation and selection, contract negotiations and implementation oversight and support.</p>
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**Financial Planning Section: Budget Impact** (Note 1)

<b>Account Number(s)</b>	C24110623-A0410-7290
<b>Account Description</b>	Fire Department Emergency Systems
<b>Project Total Budget</b>	\$476,272
<b>Contract Budget</b>	\$ 203,128
<b>Actual</b> (Net of HST Rebate) (Note 1)	\$ 139,141
<b>Variance</b> (Note 2)	\$ 63,987 (F)
<b>Funding Source</b>	Project Variance Reserve

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

Note 2: Staff are requesting favourable variance in an amount of \$13,914 to remain in this account to be used for scope changes or future product changes as required.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Contract Increase – Microsoft Enterprise Licenses
<b>Recommendation</b>	<b>Staff is recommending approval to proceed with a contract increase to Compugen Inc. for the renewal of a new 3-year Microsoft Enterprise Agreement with an annual contract amount of \$691,120 (total contract amount of \$2,073,360).</b>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p>The Town relies on client and server-oriented software products from Microsoft Corporation for a wide range of internal and external technology needs. In order to maximize the benefits of previously acquired (and future-planned) Microsoft products and ensure optimal value for software licensing, the Town has previously enrolled in an Enterprise Agreement (EA) for its Microsoft suite of licensing. An EA, paired with appropriate Software Assurance (SA) rights for owned products, allows the Town the flexibility to continually deploy the latest cloud or on-premises versions of select Microsoft products (ensuring continued vendor support and compliance), provides 24x7 technical support, deployment planning services as well as unique license conversion and upgrade options as the Town continues to grow and software needs evolve.</p> <p>The Town of Milton has had a formal enterprise agreement through an authorized Licensing Solution Provider (LSP) for Microsoft services since 2019, with the most recent term running from July 2022 – July 2025 which was awarded to Compugen Inc. under tender 22-576. Since the start of the Town’s current EA (July 2022) the organization has continued to grow and expand its technology offerings and in turn, its reliance on Microsoft software products, many of which have become critical to the day-to-day operations of the organization. In early 2025, in anticipation of an upcoming EA renewal, the Information Technology division performed an internal audit of existing Microsoft software products in use at the Town to ensure the organization is renewing and/or purchasing a Microsoft software package purpose fit for the organization and its continued needs and growth pattern.</p> <p>The Town’s current 3-year EA expires on July 31, 2025. In order to limit disruption to existing services and retain future version upgrade rights for currently owned Microsoft products, the Town is required to enter into a new EA no more than 30 days after expiry of its outgoing EA. Failure to enter into a new EA prior to August 31<sup>st</sup> may result in a disruption to ongoing technology services and/or the Town losing the ability to renew and extend existing licensing benefits which would require the organization to repurchase</p>



**Schedule F**

	<p>previously-owned licensing rights at additional cost. The Town is opting for a contract increase to its existing LSP in lieu of a competitive tender for a new LSP for this EA renewal. The organization’s current software pricing model is based on a Microsoft-standard government cost tier. Thus, overall EA pricing is not expected to fluctuate much between LSPs (the Town’s previous tender award in 2022 had a 0.65% margin between the winning bid and the second lowest bid, a total difference of \$8,331 on a \$1.3M 3-year contract). Continuation through the existing vendor provides efficiencies and ensures continuity for the Town for this 3 year extension period.</p> <p>As such, the Town is recommending a total contract increase of \$2,073,360 (excluding taxes) be awarded to Compugen Inc. for the renewal of the Town’s 3-year EA.</p>
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<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	2216-3445
<b>Account Description</b>	Software Annual Licensing
<b>Project Total Budget</b>	N/A
<b>Contract Budget</b> (Note 2)	\$782,463
<b>Actual</b> (Net of HST Rebate) (Note 2)	\$703,284
<b>Variance</b> (Note 3)	\$79,179 (F)
<b>Funding Source</b>	Operating Budget

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

Note 2: Contract budget and actual represent annual funding and contract amount.

Note 3: Contract actuals are an estimate only. Spending relative to the approved budgets will be reviewed with Financial Planning and any variances reported through the variance process.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Contract Increase for the Bronte Street Multi-Use Path Contract - Construction
<b>Recommendation</b>	<p><b>Staff is recommending approval to proceed with a contract increase to Royal Ready Construction Ltd for additional construction works in the total amount of \$19,880 (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 Royal Ready Construction Ltd.</b></p>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p>The original contract was awarded to Royal Ready Construction Ltd. as a result from competitive tender 24-01-00515 (PDA-101-24) in the amount of \$285,237 (exclusive of HST). To-date, change orders have been issued in the amount of \$27,235, bringing the current contract total to \$312,472 (exclusive of HST).</p> <p>This contract increase of \$19,880 (exclusive of HST) is required for additional slope stabilization works required to support the multi-use path and utility adjustments.</p> <p>During detailed design the Multi-Use Path was designed to a 3.0m wide standard for the entire length of the project. At the south end of the project (adjacent to the future community park lands), there is a steep slope adjacent to path that is eroding and requires further stabilization as the path will eventually fail at this location. The additional costs requested are to stabilize the slope, reduce the width of the path and sod restorations. Also, 3 utility adjustments are required to be addressed that were not originally anticipated with the tender.</p> <p>The unit price used for the additional sod is consistent with the unit price submitted in the original tender. The estimated quantity of sod restoration is 400m<sup>2</sup>, which will be approximately \$8,400 (\$21 per m<sup>2</sup>).</p> <p>The new contract total will be \$332,353 (exclusive of HST).</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C34009223-A0611-7655
<b>Account Description</b>	Boulevard Works
<b>Project Total Budget</b>	\$901,236

<b>Contract Budget</b>	\$ 0
<b>Actual</b> (Net of HST Rebate)	\$20,230
<b>Variance</b>	\$20,230 (U)
<b>Funding Source</b> (Note 2)	Provincial Grants/Subsidies

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

Note 2: As the cost associated with this contract is eligible for Building Faster Fund (BFF), staff recommend that this contract increase and all change orders previously issued be refinanced as outlined on Schedule A.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT AWARD**

<b>Project Award</b>	Contract Administration & Inspection Services - Reconstruction of Nipissing Road (Thompson Road to Childs Drive) and Childs Drive (Ontario Street to Nipissing Road)
<b>Recommendation</b>	<b>Staff is recommending approval to proceed with a contract award for the Contract Administration and Inspection Services for reconstruction of Nipissing Road (Thompson Road to Childs Drive) and Childs Drive (Ontario Street to Nipissing Road) in the total amount of \$1,019,918 (exclusive of HST).</b>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p>The original preliminary design assignment was awarded under the 2021 Consulting Roster RFP 21-051 via CORS-073-22 in the amount of \$106,580 (exclusive of HST). Upon completion of the preliminary design, the detailed design of the project was awarded to WSP Canada Inc. in November 2023 via CORS-056-23 in the amount of \$660,600 (exclusive of HST). Change orders in the amount of \$130,485 (exclusive of HST) have been issued since November 2023, bringing the current contract amount to \$897,664 (exclusive of HST) (ES-025-25).</p> <p>As noted in CORS-056-23, the preliminary estimate for contract administration and inspection services during the construction phase of the project was \$984,604 (excluding HST). The construction tender is currently open and will be presented for approval at the council meeting on July 14, 2025. After reviewing the estimate at the end of the detailed design stage, staff are providing Council with a revised recommendation for contract administration and inspection services in the amount of \$1,019,918 (exclusive of HST). This updated estimate reflects the current design of the project.</p> <p>The new contract total will be \$1,917,582 (exclusive of HST).</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C330104625-A0611-7210
<b>Account Description</b>	Nipissing Road Reconstruction
<b>Project Total Budget</b>	\$17,972,065
<b>Contract Budget</b>	\$1,095,000
<b>Actual</b> (Net of HST Rebate)	\$1,037,869
<b>Variance</b> (Note 2)	\$ 57,221 (F)
<b>Funding Source</b>	Development Charge/Project Variance Reserve

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

Note 2: Staff is requesting the favourable variance to remain in the project due to the complexities of the work.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT EXTENSION**

<b>Project Award</b>	Contract Extension for Wildlife Response Services on Public Property
<b>Recommendation</b>	<p>Staff are recommending a contract extension for Wildlife Response Services on Public Property in the total estimated amount of \$45,000 (exclusive of HST) for the initial one (1) year term.</p> <p>Staff are also requesting the delegated authority to award up to one (1) one-year optional renewal term through an internal staff award report. If the renewal option is exercised, the combined total amount of the two-year contract is estimated to be \$90,000 (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.
<b>Background information</b>	<p>Council approved the contract award to Omega Canine Control through CORS-040-023 for a 2 year period in the amount of \$63,876 annually.</p> <p>The contract is to provide wildlife response services, on a per-call basis, to attend to wildlife in distress on public property. The Town's Animal Services Officers attend to wildlife in distress and wildlife assistance requests for service on private property, for a recoverable fee.</p> <p>The contract extension is for a one-year period, from August 1, 2025 to July 31, 2026, with the option to renew the contract for a second year from August 1, 2026 to July 31, 2027.</p> <p>Omega Canine Control has performed satisfactorily and agreed to the contract extension term at an increased call out rate of \$250 per call.</p> <p>It is therefore recommended that the contract be extended with Omega Canine Control for wildlife response services for the period of August 1, 2025 to July 31, 2026 at an estimated total annual contract value of \$45,000 (exclusive of HST) with the option to renew the contract for an additional year.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	2322 -3740
<b>Account Description</b>	Operating - Contracts
<b>Contract Budget</b>	\$65,000
<b>Actual</b> (Net of HST Rebate)	\$45,792
<b>Variance</b> (Note 2)	\$19,208(F)

**Funding Source**

Operating Budget

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

Note 2: Contract actuals are an estimate only. Spending relative to the approved budgets will be reviewed with Financial Planning and any variances reported through the variance process.

**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 Agerton Employment and Trafalgar Corridor Secondary Plan programs.
<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>Through PD-049-18, Staff awarded professional services to WSP Inc. to complete the MESP in support of the Agerton Employment and Trafalgar Corridor Secondary Plan programs in the total amount of \$1,136,078 (excluding HST). A subsequent contract increase in the amount of \$261,982 (excluding HST) was approved through DS-057-23 and a change order of \$13,342 (excluding HST) was also issued. This brings the total contract value to \$1,411,402 (excluding HST).</p> <p>A further contract increase in the amount of \$188,643 (excluding HST) was subsequently needed for additional effort related to unforeseen supplemental analysis and documentation arising from Conservation Halton review and comments, including changes in the Conservation Authority mandate. This final contract increase will see the project to completion. The requested amount has been reviewed and validated as being of good value by Planning staff.</p> <p>The contract increase was required immediately in order to allow the consulting team to continue their work uninterrupted. The consultant team had been expending significant and continuous efforts to submit an updated draft report for CH review by mid-April. Finalization of the MESP will support completion of the Trafalgar Tertiary Plan and pave the way for the processing of draft plans of subdivisions within the Trafalgar Secondary Plan area.</p> <p>The new contract total is now be \$1,600,045 (excluding HST).</p> <p>Staff processed PDA-028-25 to award this contract increase for the Agerton Employment and Trafalgar Corridor Secondary Plan programs in the total amount of \$188,643 (excluding HST). Delegated authority was utilized in accordance with the by-law for the purchase of additional services where they could not reasonably have been anticipated at the time of the award of the original contract and/or the purchase of the additional services are required to prevent interruption in service delivery or to avoid incurring extra costs.</p>

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

<b>Account Number(s)</b>	C90015118
<b>Account Description</b>	UR SP PH4 – FSEMS (SWM & Enviro Mgmt Strategy)
<b>Project Total Budget</b>	\$1,667,370
<b>Contract Budget</b>	\$37,212
<b>Actual</b>	\$191,963
<b>Variance</b> (Note 1)	\$154,751 (U)
<b>Funding Source</b>	Development Charges

Note 1: A required budget increase in an amount of \$154,751 was addressed through PDA-028-25 and therefore not included as part of Schedule A to this purchasing various report.