



# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: May 11, 2026

Report No: ES-028-26

Subject: Purchasing Various - May 2026

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

THAT the proposal award for Consulting Services for a Town Wide Parking Strategy survey to CIMA Canada Inc. in the amount of \$160,820 (exclusive of HST), be approved as outlined in Schedule B;

THAT the proposal award for Office Space Furniture and Related Services to Staples Professional Inc. in the estimated amount of \$879,128 (exclusive of HST), be approved as outlined in Schedule C;

THAT the single source award for replacement Ice Resurfacers Battery System to EnerSys in the amount of \$36,985 (exclusive of HST), be approved as outlined in Schedule D;

THAT the contract increase for Ontario Street Rehabilitation project to GEI Consultants in the amount of \$67,500 (exclusive of HST), be approved as outlined in Schedule E;

THAT staff be delegated the authority for up to a 10% contingency award(s) for any remaining consulting services costs associated with the Ontario Street Rehabilitation project that are required to project completion, as outlined in Schedule E;

THAT the contract award made under delegated authority for the Jasper Street Reconstruction project (contractor) to Royal Ready Ltd. in the amount of \$164,218 (exclusive of HST), be received for information as outlined in Schedule F;



Report To: Council

THAT the contract award made under delegated authority for the Jasper Street Reconstruction Project (consultant) to CIMA Canada Inc. in the amount of \$80,311 (exclusive of HST), be received for information as outlined in Schedule F;

THAT the emergency award for Cross Culvert Replacement on 6th Line to Edgar Howden & Sons Ltd. in the amount of \$67,426 (exclusive of HST), be received for information as outlined in Schedule G;

THAT the proposal award for Site-to-Site Connectivity and Business Internet to Hamilton Community Enterprises (HCE) for a period of 5 years, in the total amount of \$727,500 (exclusive of HST) be approved as outlined in Schedule H.

THAT staff be delegated authority to award up to five 1-year renewals for the Site-to-Site Connectivity and Business Internet to Hamilton Community Enterprises, as outlined in Schedule H.

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

## EXECUTIVE SUMMARY

This report is being submitted to obtain Council's authorization on the various items on the attached schedules. Requests are being made as per the guidelines outlined in the Purchasing By-law No. 061-2018 and the Budget Management Policy (Policy No.113).

## REPORT

### Background

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

## Discussion

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

Included within this report are recommendations to award consulting services to conduct a town wide parking strategy study, a contract for the purchase of office furniture and related services for a period of five years, as well as site-to-site connectivity and business internet services for a period of five years (up to ten years should all future renewal options be exercised).

In addition, staff are requesting approval for a single source award for the replacement of the ENGO electric ice resurfacer battery system. EnerSys is the only North American supplier of the battery system used to power the ENGO ice resurfacer.

Staff are also requesting approval for a contract increase for additional contract administration and material testing for the Ontario Street rehabilitation project. The increase is for additional contract administration services (increase in working days) and additional material testing not included in the original scope of work. Plus, staff are seeking delegated authority to approve change orders (if required) up to an aggregate value of 10%

Finally, staff are reporting back to council on the utilization of delegated authority for a contract increase for construction and consulting services for the Jasper Street reconstruction project and an emergency purchase for cross culvert replacement on 6th Line. Both delegated authorities necessitated the timely initiation of the required work in order to ensure continuity of services and/or safe conditions for the public.

## Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through G. The favourable and unfavourable variances to the related capital projects were largely offsetting, with a net transfer of \$633 being returned to the reserve.

As outlined in Schedule H, savings for the operating budget can be expected beginning in the 2027 Budget process as a result of the pricing attained through the request for proposal process for site-to-site connectivity. A current estimate for the favourable variance is \$104,939 per year, effective once the new contract begins in February 2027.

Respectfully submitted,



Glen Cowan  
Chief Financial Officer / Treasurer

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

### Attachments

- Schedule A - Reserve and Reserve Fund Transfers
- Schedule B - Proposal Award Town Wide Parking Strategy Survey
- Schedule C - Proposal Award Office Furniture and Related Services
- Schedule D - Single Source Award Ice Resurfacer Battery Replacement
- Schedule E - Contract Increase Ontario Street Rehabilitation Project
- Schedule F - Reporting Back Contract Increase Jasper Street Reconstruction Project
- Schedule G - Emergency Purchase Cross Culvert Replacement on 6<sup>th</sup> Line
- Schedule H - Site to Site Connectivity and Business Internet

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.



# The Corporation of the Town of Milton

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### Summary of Changes in Capital Project Budgets and Funding

Schedule	B	D	G	Total Change in Funding Sources Increase / (Decrease)
<b>Project Number</b>	C90030325	C45011224	C39100426	
<b>Project Description</b>	Municipal Parking Strategy	Ice Resurfacer - Refurbishment	Cross Culvert Replacement (6th Line)	
<b>Total Approved Project Budget</b>	<b>\$ 362,560</b>	<b>\$ 31,611</b>	<b>\$ -</b>	
<b>Recommended Budget Change</b>				-
Project Variance Reserve	(78,250)	6,946	70,671	(633)
<b>Total Increase/(Decrease) in Funding</b>	<b>(78,250)</b>	<b>6,946</b>	<b>70,671</b>	<b>\$ (633)</b>
<b>Total Revised Project Budget</b>	<b>\$ 284,310</b>	<b>\$ 38,557</b>	<b>\$ 70,671</b>	

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
PROPOSAL AWARD**

<b>Project Award</b>	Proposal Award No. 26-530 – Consulting Services for a Town Wide Parking Strategy
<b>Recommendation</b>	<b>Staff are recommending that the proposal for Consulting Services for a Town Wide Parking Strategy be awarded to CIMA Canada Inc. in the total amount of \$160,820 (exclusive of HST).</b>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.
<b>Background information</b>	<p>The Town's Transportation Master Plan (TMP) (adopted by Council in 2025) recommended that a parking study be initiated to identify and address parking challenges and opportunities throughout the Town. As the Town prepares for significant future population and employment growth to 2051, the parking study addresses the following key TMP principles:</p> <ul style="list-style-type: none"> <li>- Accommodation for future growth and associated travel demands</li> <li>- Support equitable and accessible travel for all ages and abilities</li> <li>- Support mobility for all modes of transportation</li> <li>- Promote sustainability</li> </ul>
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	January 29, 2026
<b>Advertisements</b>	Town of Milton website
<b>Closing Date</b>	March 6, 2026
<b># of Plan takers</b>	Eight (8)
<b>Proposal Submissions received</b>	<p>Proposals were received from the following companies:</p> <ul style="list-style-type: none"> <li>• 30 Forensic Engineering Inc.</li> <li>• BA Consulting Group Ltd.</li> <li>• CIMA Canada Inc.</li> <li>• LEA Consulting Ltd.</li> <li>• Stantec Consulting Ltd.</li> <li>• WSP Canada Inc.</li> </ul>
<b>Evaluation Criteria</b>	<p>The proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"> <li>• Description of the Firm, Project Team and Structure – 5 points</li> <li>• Project Team Experience and References – 20 points</li> <li>• Understanding of the Project – 10 points</li> <li>• Project Methods, Work Program, Tasks and Deliverables – 25 points</li> <li>• Project Scheduling – 20 points</li> <li>• Proposal Costs – 20 points</li> </ul> <p>An evaluation team with representation from Development Services and Community Services evaluated the proposals against the established criteria and three (3) proponents were</p>

	invited to an interview.  CIMA Canada Inc. is recommended for award, being the highest ranked proponent.
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C90030325
<b>Account Description</b>	Municipal Parking Strategy
<b>Project Total Budget</b>	\$362,560
<b>Contract Budget</b>	\$285,000
<b>Actual</b> (Net of HST Rebate)	\$163,500
<b>Variance</b>	\$121,350 (F)
<b>Funding Source</b>	Project Variance Reserve

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

Note 2: Staff is requesting to retain the favorable variance of \$43,100 in the account for potential provisional costs including meetings with various stakeholders.

## COUNCIL AUTHORITY FOR CONTRACT AWARDS PROPOSAL AWARD

<b>Project Award</b>	Proposal Award No. RFP 26-308 – OECM – Office Space Furniture and Related Services – File No. 308																					
<b>Recommendation</b>	<b>Staff is recommending the award of the cooperative Request for Proposal for Office Space Furniture and Related Services to Staples Professional Inc. for a five year period in the total estimated amount of \$879,128 (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 #2025-470 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 commenced on November 13, 2025 and runs through to November 12, 2031. The agreement includes guaranteed percentage discounts. Following the RFP evaluation, Staples Professional Inc. was named an Awarded Supplier Partner.</p> <p>Leveraging OECM's agreement allows the Town to benefit from bulk procurement discounts and streamlined administration. Utilization of Staples Professional Inc. 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 April 30, 2031, in the estimated annual amount as follows:</p> <table border="1" data-bbox="586 1251 1560 1524"> <thead> <tr> <th>Year</th> <th>Contract Period</th> <th>Estimated Amount</th> </tr> </thead> <tbody> <tr> <td>Year 1</td> <td>May 2026 – April 30, 2027</td> <td>\$229,128</td> </tr> <tr> <td>Year 2</td> <td>May 1, 2027 – April 30, 2028</td> <td>\$200,000</td> </tr> <tr> <td>Year 3</td> <td>May 1, 2028 – April 30, 2029</td> <td>\$150,000</td> </tr> <tr> <td>Year 4</td> <td>May 1, 2029 – April 30, 2030</td> <td>\$150,000</td> </tr> <tr> <td>Year 5</td> <td>May 1, 2030 – April 30, 2031</td> <td>\$150,000</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Total 5 Year Estimated Amount</b></td> <td><b>\$879,128</b></td> </tr> </tbody> </table> <p>Orders will be placed on an as needed basis, there will be no guarantee on value or volume of work. Staff will ensure sufficient funds are requested for years 2 to 5 subject to Council approval of the budget each year.</p>	Year	Contract Period	Estimated Amount	Year 1	May 2026 – April 30, 2027	\$229,128	Year 2	May 1, 2027 – April 30, 2028	\$200,000	Year 3	May 1, 2028 – April 30, 2029	\$150,000	Year 4	May 1, 2029 – April 30, 2030	\$150,000	Year 5	May 1, 2030 – April 30, 2031	\$150,000	<b>Total 5 Year Estimated Amount</b>		<b>\$879,128</b>
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Year 1	May 2026 – April 30, 2027	\$229,128																				
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Year 5	May 1, 2030 – April 30, 2031	\$150,000																				
<b>Total 5 Year Estimated Amount</b>		<b>\$879,128</b>																				
<b>Purchasing Section: Bid Award Information</b>																						
<b>Date bid issued</b>	June 6, 2025																					
<b>Advertisements</b>	Ontario Tenders Portal																					
<b>Closing Date</b>	July 21, 2025																					

<b># of Plan takers</b>	N/A – Public Posting
<b>Proposal Submissions received</b>	Proposals were received from thirty six (36) companies.
<b>Evaluation Criteria</b>	<p>The proposals were evaluated based the following 1000 point scale:</p> <ol style="list-style-type: none"> <li>1. Technical Response – 700 points (minimum threshold: 65%): <ul style="list-style-type: none"> <li>- Experience and Capabilities (120 points)</li> <li>- Product Range and Related Services (170 points)</li> <li>- Delivery, Installation and Logistics (115 points)</li> <li>- Product Catalogues, Order Management and Tracking (90 points)</li> <li>- Customer Support &amp; Account Management (70 points)</li> <li>- Environmental, Social, Governance (135 points)</li> </ul> </li> <li>2. Commercial Response – 300 points: <ul style="list-style-type: none"> <li>- Products</li> <li>- Services</li> </ul> </li> </ol> <p>An evaluation committee, from the following organizations, was formed to evaluate the proposal submissions:</p> <ul style="list-style-type: none"> <li>- Ottawa Carleton DSB</li> <li>- Town of Bradford West Gwillimbury</li> <li>- Kawartha Pine Ridge District School Board</li> <li>- Sheridan College</li> <li>- Western University</li> <li>- Toronto Catholic DSB</li> </ul> <p>Proponents were awarded based on four (4) categories:</p> <ol style="list-style-type: none"> <li>1. Category A: Office Furniture and Related Services</li> <li>2. Category B: Education Furniture and Related Services</li> <li>3. Category C: Residence Furniture and Related Services</li> <li>4. Category D: Mattresses, Sleep Accessories and Related Services</li> </ol> <p>Staples Professional Inc. was a successful vendor in Categories A, B, C and D. Staff recommendation is to award Staples Professional Inc. for Category A: Office Furniture and Related Services.</p>

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

<b>Account Number(s)</b>	C58110025/26-A0260-7120
<b>Account Description</b>	Corporate Office Furniture & Equipment
<b>Project Total Budget</b>	\$686,745
<b>Contract Budget</b> (Note 2&3)	\$233,161
<b>Actual</b> (Net of HST Rebate) (Note 2&3)	\$233,161
<b>Variance</b>	\$0
<b>Funding Source</b>	Project Variance Account

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

## **Schedule C**

Note 2: Contract budget and actual represent planned spending for year one. The future years of the contract are included in the 10-year capital forecast and will be adjusted through the 2027 capital budget.

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 EnerSys for the replacement of the ENGO Electric Ice Resurfacer Battery System
<b>Recommendation</b>	<b>Staff are recommending the single source award to EnerSys for the replacement of the ENGO battery system, in the total amount of \$36,985 (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>EnerSys is the only North American supplier of the battery system used to power the ENGO ice resurfacer. The existing battery system has been in service for approximately seven (7) years, which aligns with the manufacturer's expected lifecycle for this equipment. As the battery system has now reached the end of its useful life, it has increased risk of failure. Replacement of the battery system is required to ensure the continued safe and reliable operation of the ice resurfacer.</p> <p>Failure to replace the battery system in a timely manner may result in reduced operating capacity, increased maintenance requirements, or complete equipment downtime. As the ice resurfacer is a critical asset for rink operations, timely battery replacement is essential to maintain service levels and support ice quality standards.</p> <p>The current delivery lead time for the replacement battery system is approximately ninety (90) days from receipt of order. This lead time has been taken into consideration in the project planning to ensure adequate time for delivery and installation. The Town is planning to procure and install the new battery system by Q3 2026, aligning with operational schedules and allowing sufficient contingency to address any supply chain or installation delays.</p>

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

<b>Account Number(s)</b>	C45011224-N1634-7110
<b>Account Description</b>	Ice Resurfacer - Refurbishment
<b>Project Total Budget</b>	\$31,611
<b>Contract Budget</b>	\$30,690
<b>Actual</b> (Net of HST Rebate)	\$37,636
<b>Variance</b>	\$6,946 (U)
<b>Funding Source</b>	Project Variance Reserve

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Contract Increase – Contract Administration of Ontario Street Rehabilitation Project
<b>Recommendation</b>	<p>Staff are recommending the contract increase to GEI Consultants for additional contract administration and material testing for the Ontario Street Rehabilitation Project in the total amount of \$67,500 (exclusive of HST).</p> <p>Staff are also recommending that delegated authority be provided to approve change orders (if required) up to an aggregate value of 10% of the value of the award to the GEI Consultants.</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 Staff Report PDA-086-24, Staff awarded the design of the Ontario Street Rehabilitation Project to GEI Consultants in the amount of \$261,366 (exclusive of HST). Subsequently, Staff awarded the contract administration of the project through Staff Report PDA-CRAN-25-051-28 in the amount of \$203,170 (exclusive of HST). There have been no change orders to-date. The current contract total is \$464,536 (exclusive of HST).</p> <p>This contract increase of \$67,500 (exclusive of HST) is for additional contract administration (increase in working days) and additional material testing not included in the original scope of work.</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 will be \$532,036 (exclusive of HST).</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C33015425-A0821-7210
<b>Account Description</b>	Ontario Street (Main St. to Derry Rd.)
<b>Project Total Budget</b>	\$4,317,019
<b>Contract Budget</b>	\$47,271
<b>Actual</b> (Net of HST Rebate)	\$68,688
<b>Variance</b>	\$21,417 (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  
DELEGATED AUTHORITY**

<b>Project Award</b>	Reporting back to Council on the delegated authority utilized to award a contract increase for the construction and consulting services for the Jasper Street Reconstruction Project.
<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 PDA-057-25, Staff awarded Royal Ready Ltd. to complete the Jasper Street Reconstruction project in the total amount of \$320,780 (exclusive of HST). At that time a further contract increase was required for a scope change due to unforeseen challenges in securing a storm sewer outlet across private property. To address drainage needs for both the school and Jasper Street, a new storm sewer was installed along Jasper Street. Separate from the storm sewer work, additional effort was necessary to complete utility exposure work after it was discovered that the existing gas main was situated at a lower elevation than originally expected. The incremental costs associated with constructing the new storm sewer will be shared with the school board. An additional \$164,218 (excluding HST) was required for this change.</p> <p>The new contract total is \$484,998 (exclusive of HST).</p> <p>Staff processed PDA-023-26 to award the contract increase and in accordance with Purchasing By-law #061-2018, section 7.2.2 staff are reporting back to Council for information.</p> <p>Through PO C-19-40 R2, Staff awarded the Design, Contract Administration and inspection of the Jasper Street reconstruction to CIMA Canada Inc., in the total amount of \$181,353 (exclusive of HST). A contract increase was required due to the expanded storm sewer work added to the project scope, requiring additional contract administration, and inspection services. An intensive underground utility investigation was undertaken to confirm the feasibility of the proposed works and ensure timely project delivery. This investigation, along with the increased scope, necessitated additional funding to properly address the complexities identified in the field. An additional \$80,311 (exclusive of HST) was required for this change.</p> <p>The new contract total is \$262,664 (exclusive of HST).</p> <p>Staff processed PDA-023-26 to award the contract increase and in accordance with Purchasing By-law #061-2018, section 7.2.2 staff are reporting back to Council for information.</p>

<b>Financial Planning Section: Budget Impact</b> (Note 1)		
<b>Account Number(s)</b>	C33014920-A0611-7670	C33014920-A0611-7210
<b>Account Description</b>	Jasper Street Reconstruction	
<b>Project Total Budget</b>	\$816,469	
<b>Contract Budget</b> (Note 2)	\$170,074	\$82,000
<b>Actual</b> (Net of HST Rebate)	\$167,108	\$81,724
<b>Variance</b> (Note 3)	\$2,966 (F)	\$277 (F)
<b>Funding Source</b>	Project Variance Reserve / Other Recoveries	

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

Note 2: The required budget amendment associated with the contract increase was addressed through staff delegation via Budget Amendment Form BA-012-25 and was provided to Council for information through Staff Report ES-015-26.

Note 3: The favorable variance will retain in the project for potential additional work.

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

<b>Project Award</b>	Emergency Contract Award for Cross Culvert Replacement on 6 <sup>th</sup> Line
<b>Recommendation</b>	<p>Staff proceeded with the contract award for the emergency Cross Culvert Replacement to Edgar Howden &amp; Sons Ltd. in the total amount of \$67,426 (exclusive of HST).</p> <p><b>This award is being submitted to Council 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>	<p>The existing cross culvert experienced a sudden structural failure following a significant rainfall event in late March 2026. Condition assessments identified advanced corrosion of the culvert, resulting in the complete loss of the pipe invert. This structural deterioration caused a full section of the pipe to separate at the coupling joint and become displaced into the adjacent ravine. Seasonal snowmelt and elevated spring runoff further contributed to increased water flows through the culvert, accelerating erosion in the surrounding embankment area.</p> <p>The failure resulted in uncontrolled water flow and accelerated erosion on both sides of the roadway. The east embankment, in particular, eroded to a degree that posed an imminent risk to the stability of the road edge and the safe passage of vehicular traffic along 6<sup>th</sup> Line.</p> <p>Road Operations staff implemented immediate temporary measures to stabilize the area and maintain roadway access, however; these measures were not sufficient for long-term remediation. Prompt action was required to prevent further erosion, restore proper drainage, and protect the structural integrity of the roadway.</p> <p>Given the immediate risk to public safety and potential for further roadway failure, the culvert replacement was required to proceed on an emergency basis. The scope of work included full culvert replacement and associated bank stabilization to reinstate roadway integrity and mitigate the risk of future erosion.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C39100426-A0613-7665
<b>Account Description</b>	Cross Culvert Replacement (6th Line)
<b>Project Total Budget</b>	\$0 (Note 2)
<b>Contract Budget</b>	\$0 (Note 2)

<b>Actual</b> (Net of HST Rebate)	\$68,613
<b>Variance</b>	\$68,613 (U)
<b>Funding Source</b>	Project Variance Reserve

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

Note 2: In accordance with section 4.7.2.iii of the Budget Management policy No. 113 a new capital project was established for the cross culvert replacement. The total project budget amounts to \$70,671, which includes the Town's capital surcharge, and is reflected on Schedule A of this report.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
PROPOSAL AWARD**

<b>Project Award</b>	Proposal Award No. RFP-26-527 Site-to-Site Connectivity and Business Internet
<b>Recommendation</b>	<b>Staff is recommending the award of proposal RFP-26-527 for Site-to-Site Connectivity and Business Internet to Hamilton Community Enterprises (HCE) for a period of 5 years, in the total amount of \$727,500 (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 for proposal awards over \$100,000.
<b>Background information</b>	<p>The Town relies on fiber optic connectivity and internet services to facilitate ongoing business operations and provide a secure, reliable, high speed network between all Town-owned buildings. The current contract providing these connectivity services expires in early 2027 and as such, the Town is required to seek a new communications partner for a renewed multi-year contract to provide these services beyond February 2027.</p> <p>The Town issued a Request for Proposal for the provision of site-to-site connectivity and business internet. The scope of work includes the design, implementation and transition to a high-performance site-to-site fiber optic connected network and external business internet connection between the Town Hall facility and 15 additional facilities, to support current and future service delivery needs.</p> <p>The award also includes an initial contract term of five (5) years, with the option to extend the contract for 5 additional 1-year renewal periods beyond the initial 5 year term.</p>
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	January 28, 2026
<b>Advertisements</b>	Town of Milton website
<b>Closing Date</b>	March 26, 2026
<b># of Plan takers</b>	Eight (8)
<b>Proposal Submissions received</b>	<p>Proposals were received from the following vendors:</p> <ul style="list-style-type: none"> <li>• Bell Canada (Disqualified – Non Compliant)</li> <li>• Hamilton Community Enterprises (HCE)</li> <li>• Frontier Networks</li> <li>• Rogers Communications</li> <li>• Zayo Canada</li> </ul>
<b>Evaluation Criteria</b>	<p>The proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"> <li>• Company Profile, Project Team &amp; Experience (15 points)</li> <li>• Solution Design, Work Program, Tasks, Deliverables and</li> </ul>

	<p>Timelines (50 points)</p> <ul style="list-style-type: none"> <li>• Value Add (5 points)</li> <li>• Proposal Costs (30 points)</li> </ul> <p>An evaluation team with representation from Corporate Services evaluated the proposals against the established criteria and the following two (2) proponents were invited to an interview.</p> <ul style="list-style-type: none"> <li>• Bell Canada</li> <li>• Hamilton Community Enterprises (HCE)</li> </ul> <p>During the interview with Bell Canada, staff sought additional clarification regarding a mandatory requirement. Based on the information provided, it was determined that Bell Canada did not meet the mandatory requirement. As a result, Bell Canada's proposal has been deemed non-compliant and removed from further consideration</p> <p>Hamilton Community Enterprises (HCE) is the highest ranking compliant bid and is being recommended for this award.</p>
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**Financial Planning Section: Budget Impact** (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> (Note 2)	\$253,000
<b>Actual</b> (Net of HST Rebate) (Note 2)	\$148,061
<b>Variance</b> (Note 3)	\$104,939 (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: The service fee will commence in 2027. The resulting variance will be reviewed as part of the annual budget development process and monitored through the operating variance reporting process.