



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer/Treasurer

Date: April 27, 2020

Report No: CORS-021-20

Subject: Purchasing Various - April

Recommendation: THAT Council approve the tender award for the 2020 Asphalt Overlay Program to Four Season Site Development Ltd. in the total amount of \$6,673,709 (exclusive of HST) and further approve provisional roads amounting to \$164,519, as outlined on Schedule A;

AND THAT the contract increase to Diamond Tree Care and Consulting Inc. for Tree Pruning Services (Bronte Street) in the total amount of \$96,400 (exclusive of HST) as outlined on Schedule B be received for information;

AND THAT the contract increase to Diamond Tree Care and Consulting Inc. Thompson Road South) for in the total amount of \$25,400 (exclusive of HST) as outlined on Schedule C be received for information;

AND THAT the contract increase to Diamond Tree Care and Consulting Inc. for Tree Clearing requirements for the CN Pedestrian Tunnel Project in the total amount of \$13,725 (exclusive of HST) as outlined on Schedule D be received for information;

AND THAT Council approve the contract increase to Wood Environment & Infrastructure Solutions for Contract Administration and Inspection Extension related to Louis St Laurent (Vickerman to 4th Line) in the total amount of \$136,992 (exclusive of HST) as outlined on Schedule E;



AND THAT Council approve the single source award to Jordair Compressors Inc. for Compressors and Containment System for the Fire Department in the total amount of \$55,000 (exclusive of HST) as outlined in Schedule F;

AND THAT the single source award to MLC for LED Lighting in the total amount of \$50,119 (exclusive of HST) as outlined in Schedule G be received for information;

AND THAT the emergency contract award to Garival for Farebox and Cashbox System Upgrades in the total amount of \$58,385 (exclusive of HST) as outlined on Schedule H be received for information;

AND THAT the emergency contract award to Moore Environment for Dehumidification System for the Aquatics Hall within the Leisure Centre in the total amount of \$32,920 (exclusive of HST) as outlined on Schedule I be received for information;

AND THAT the Manager, Purchasing and Risk 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 other required paperwork.

EXECUTIVE SUMMARY

This report is being submitted to have 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 I) attached.

In response to COVID-19 and through Regulation 82/20, the Province has issued a list of essential services, as well as guidance as to which services or operations can continue during the state of emergency. The Town has established staff team in order to guide the Town's construction program during this period and address any concerns relating to construction contracts and active sites, relative to the Provincial guidelines. The team consults with the Town's contractors, legal counsel, insurer and various construction associations, to ensure compliance. At this time the Town continues to issue and close construction contracts. The award of each contract is reviewed on an individual project basis. The contracts also have a 90 day irrevocable period as part of the contract, meaning that the contract pricing will be held for 90 days.

Schedule A, attached is the award of the 2020 asphalt overlay contract. Staff are seeking Council approval for staff to make an award to the lowest compliant bid. The bid closed on April 2nd with the irrevocable period ending on July 1st. If the recommendations herein are approved by Council, staff will determine when or if this contract will be awarded based on provincial guidelines, the changing construction landscape, and consultation with the various experts and contacts noted above. At the end of the period, if the contract has not been awarded, there would be no contractual obligation for either party. There is also the option, if agreed to by both parties, to extend the irrevocable period. Based on the findings of the Town State of Infrastructure report, it is Town's intention to proceed with the asphalt overlay program for 2020 so long as the program can be delivered in a safe manner and in accordance with Provincial requirements.

With respect to Schedules B, C and D, these projects required tree trimming/removals to be done prior to the start of construction. The projects fall into what is referred to as Zone C, as categorized by the Government of Canada, as it relates to nesting periods. At the time of project commencements, Zone C was from April 1st to July 31st. A change was made to the nesting period in late 2018, changing the timeline from late March to late August. After the 2020 portion of the project had started, the change was recognized and work commenced to ensure that the projects could move forward in 2020.

Due to the recent health concerns involving COVID-19, Town facilities have been closed to the public. During this time, staff have proceeded with the replacement of flooring at the Milton Sports Centre and the purchase and installation of LED lighting at the Leisure and Sports Centres. This will avoid the closure of the facility at a later



time to complete these works, which will allow the continuity of programming and avoid any revenue loss associated with the facility closure.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through I. There are no changes in capital project budgets and funding requiring Council approval. Other budget adjustments, as identified in the attached schedules, have been approved using delegated authority through Budget Management Policy No. 113 and will be reported as a part of the Town's semi-annual capital budget variance reporting.

Respectfully submitted,

Glen Cowan
Chief Financial Officer/ Treasurer

For questions, please contact: Michelle Rasiulis, CSCMP, CPPB 905-878-7252, x2143
For questions, please contact: Deanne Peter, B.Comm., MBA 905-878-7252, x2316

Attachments

- Schedule A – Tender Award for Asphalt Overlay
- Schedule B – PDA-016-20 Contract Increase for Tree Clearing – Bronte Street
- Schedule C – PDA-018-20 Contract Increase for Tree Clearing – Thompson Road S.
- Schedule D – PDA-023-20 Contract Increase for Tree Clearing–CN Pedestrian Tunnel
- Schedule E – Contract Administration Increase for Louis St Laurent (Vickerman Way to 4th Line)
- Schedule F – Single Source for Compressors & Containment System
- Schedule G – PDA-020-20 Single Source for LED Lighting
- Schedule H - Emergency Farebox & Cashbox System Upgrade
- Schedule I – Emergency Dehumidification System at the Leisure Centre



The Corporation of the Town of Milton

Report #:
CORS-021-20
Page 5 of 5

CAO Approval
Andrew M. Siltala
Chief Administrative Officer

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
TENDER AWARD**

Project Award	Tender Award No. 20-097 – 2020 Asphalt Overlay Program
Recommendation	<p>Staff is recommending the award of the tender for the 2020 Asphalt Overlay Program to Four Seasons Site Development Ltd in the total base bid amount of \$6,509,191 (exclusive of HST) being the lowest compliant bid received;</p> <p>Staff is further recommending the tender award to Four Seasons Site Development Ltd. to include the following Provisional roads: Pineview Trail and Rutledge Way in the total amount of \$164,519 (exclusive of HST);</p> <p>For a total contract award of \$6,673,709 (exclusive of HST).</p>
Purpose of Report	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	<p>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 2018 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.</p> <p>There will be an option to renew the contract for up to two (2) additional one (1) year terms based on the existing terms and conditions, mutual agreement between both parties, and contingent upon sufficient budget and/or Council approval.</p> <p>The roads included in the 2020 Asphalt Overlay Program (Note 2):</p> <ul style="list-style-type: none"> • Baldwin Court • Blacklock Street • Boston Church Road • Cameron Drive • Cedarbrae Road • Coxe Boulevard • Harrison Road • MacDonald Crescent • Main Street • Menefy Place • Milne Court • Ontario Street North • Rolph Terrace • Thompson Road

	<ul style="list-style-type: none"> • Asphalt Sealing <p>List of Provisional items included in the tender document:</p> <ul style="list-style-type: none"> • Cabot Trail • Crawford Crescent • Fay Court • Gowland Crescent • Laurier Avenue • Inglis Drive • McPhail Way • Pineview Trail • Ruteledge Way • RAP • Vibration Monitoring
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Purchasing Section: Bid Award Information

Date bid issued	February 26, 2020	
Advertisements	Town of Milton website	
Closing Date	April 2, 2020	
# of Plan takers	Fifteen (15)	
List of bid submissions inclusive of HST	Four Seasons Site Development Ltd. \$7,355,385.62 Gazzola Paving Limited \$7,372,426.01 Forest Contactor Limited \$7,438,877.77 Graham Bros. Construction Ltd. \$9,075,301.41 Fermar Paving Limited \$9,382,299.88	
Median bid value	The average bid received was \$8,124,858.14 The bid submitted by Four Seasons is approximately 10% less than the average bid.	
COR™ Requirement	On Council Report CORS-013-18, the Town adopted the Certificate of Recognition (COR™) program as a requirement for projects valued over \$500,000. As such, only Bid submissions from Bidders that were COR™ Certified were accepted for this Tender request. All five (5) bid submissions received were from COR™ Certified companies.	

Financial Planning Section: Budget Impact (Note 1)




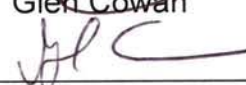
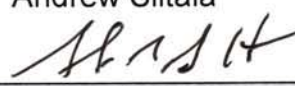
Base Bid:	
Account Number(s)	C33900020-A0611-7670
Account Description	2020 Asphalt Overlay Program - Construction
Project Total Budget	\$8,050,000
Contract Budget	\$6,806,471
Actual	\$6,623,753
Variance	\$182,718 (F)
Funding Source	Grants/Subsidies, Project Variance Account, Development Charges

Provisional Items: Account Number(s) Account Description Project Total Budget	C33900020-A0611-7670 2020 Asphalt Overlay Program - Construction \$8,050,000
Contract Budget Actual Variance (Note 3) Funding Source	\$182,718 \$167,414 \$15,304 (F) Grants/Subsidies, Project Variance Account, Development Charges

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

Note 2: Roads included in the program are subject to change. As the project progresses there may be savings that can be applied to additional work as identified in the provisional items.


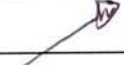

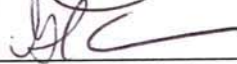

Note 3: Staff are requesting that the favourable variance remains in the project in order to accommodate extra sidewalks, curb removal, and driveway restorations. In addition, provisional sections may be constructed depending on budget availability.

DELEGATED AUTHORITY FOR CONTRACT INCREASE	
Report Number	PDA-016-20
Contract Number and Description	Contract Increase for Advance Tree Clearing – Bronte Street
Report Date	March 10, 2020
Prepared by	Ramie Younan 
Project Lead	Jon Meyer 
Purchasing	Date:
Director of Infrastructure	 Date: 2020 03 16
Chief Financial Officer & Treasurer	Glen Cowan  Date: 2020 03 17
Chief Administrative Officer	Andrew Siltala  Date: 3/17/2020
Purchasing Section:	
RFT Award No.	19-062A
Contractor	Diamond Tree Care
Original Award amount (excl. HST)	\$ 513,245
Total Approved Changes (excl. HST)	\$ 176,165
Total Contract Amount (excl. HST)	\$ 689,410
Amount of Change (excl. HST)	\$ 96,400
Revised Contract Amount (excl. HST)	\$ 785,810
Background Information for Contract Increase	<p>The current contract awarded to Diamond Tree Care and Consulting for Tree Pruning services for multiple locations in accordance with Tender 19-062A \$689,410 (exclusive of HST) – PO C-19-79.</p> <p>This contract increase of \$96,400 (exclusive of HST) is for tree clearing in advance of April 1st Migratory Bird Act requirements in support of advance works on the Bronte Street Phase 2 project.</p> <p>The new contract total will be \$785,810 (exclusive of HST).</p>

Financial Planning Section: Budget Impact	
Supervisor, Financial Planning	<i>[Signature]</i> Date: <i>Mar 12/20</i>
Account Number(s)	C33010818-A0611-7670
Budget	\$ 98,097
Actual (Net of HST Rebate)	\$ 98,097
Variance	\$ 0
Funding Source	Operating Budget

Note 1: Authorization from section 7.2.2 of By-law #61-2018:

7.2.2 Despite any requirements of this By-law, the CAO may authorize the purchase of additional Goods or Services provided that they could not reasonably have been anticipated at the time of the Award of the original Contract or the purchase of additional Goods or Services are required to prevent interruption in service delivery or to avoid incurring extra costs. An informational report shall be submitted to Council by the Manager, Purchasing and Risk Management.

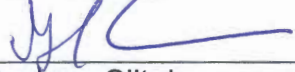
DELEGATED AUTHORITY FOR CONTRACT INCREASE	
Report Number	PDA-018-20
Contract Number and Description	Contract Increase for Advance Tree Clearing – Thompson Road South
Report Date	March 13, 2020
Prepared by	Ramie Younan 
Project Lead	Jon Meyer 
Purchasing	Date:
Director of Infrastructure	 Date: 2020 03 16
Chief Financial Officer & Treasurer	Glen Cowan  Date: 2020 03 17
Chief Administrative Officer	Andrew Siltala  Date: 3/17/2020
Purchasing Section:	
RFT Award No.	19-062A
Contractor	Diamond Tree Care
Original Award amount (excl. HST)	\$ 513,245
Total Approved Changes (excl. HST)	\$ 272,565
Total Contract Amount (excl. HST)	\$ 785,810
Amount of Change (excl. HST)	\$ 28,702
Revised Contract Amount (excl. HST)	\$ 811,210
Background Information for Contract Increase	<p>The current contract awarded to Diamond Tree Care and Consulting for Tree Pruning services for multiple locations in accordance with Tender 19-062A \$689,410 (exclusive of HST) – PO C-19-79.</p> <p>This contract increase of \$25,400 (exclusive of HST) is for tree clearing in advance of April 1st Migratory Bird Act requirements in support of advance works on Thompson Road South.</p> <p>The new contract total will be \$811,210 (exclusive of HST).</p>

Financial Planning Section: Budget Impact	
Supervisor, Financial Planning	<i>Deanne Petu</i> Date: <i>Mar 13/20</i>
Account Number(s)	C34002120-A0611-7655
Budget	\$ 855,000
Actual (Net of HST Rebate)	\$ 25,847
Variance	\$ 829,153 (F)
Funding Source	Operating Budget

Note 1: Authorization from section 7.2.2 of By-law #61-2018:

7.2.2 Despite any requirements of this By-law, the CAO may authorize the purchase of additional Goods or Services provided that they could not reasonably have been anticipated at the time of the Award of the original Contract or the purchase of additional Goods or Services are required to prevent interruption in service delivery or to avoid incurring extra costs. An informational report shall be submitted to Council by the Manager, Purchasing and Risk Management.

Note 2: Staff is requesting that the favourable variance remain in the project in order to accommodate other boulevard works.

DELEGATED AUTHORITY FOR CONTRACT INCREASE		
Report Number	PDA-023-20	
Contract Number and Description	Contract 19-062 (A) request for a contract increase for Diamond Tree Care and Consulting, for work related to the CN pedestrian tunnel project.	
Report Date	March 23, 2020	
Prepared by	Ramie Younan	
Project Lead	Patrick Charron	
Purchasing		Date:
Director of Infrastructure	email approval on file	Date:
Chief Financial Officer & Treasurer	Glen Cowan 	Date: Mar 27, 2020
Chief Administrative Officer	Andrew Siltala	Date:
Purchasing Section:		
RFT Award No.	19-062A	
Contractor	Diamond Tree Care and Consulting	
Original Award amount (excl. HST)	\$513,245	
Total Approved Changes (excl. HST)	\$351,264	
Total Contract Amount (excl. HST)	\$864,509	
Amount of Change (excl. HST)	\$ 13,725	
Revised Contract Amount (excl. HST)	\$878,234	
Background Information for Contract Increase	<p>The current contract awarded to Diamond Tree Care and Consulting for Tree Pruning services for multiple locations in accordance with Tender 19-062A, in the amount of \$513,245 (exclusive of taxes). Three (3) change orders have been issued to date: C/O #1 for \$226,162 (CORS-066-19 – C), C/O #2 for \$96,400 (exclusive of taxes) (PDA-016-20) and C/O #3 for \$28,702 (exclusive of taxes)(PDA-018-20), for a new contract total of \$864,509 (exclusive of taxes).</p> <p>This contract increase of \$13,725 (exclusive of HST) is for tree clearing in advance of April 1st Migratory Bird Act requirements in site preparation of the contract for the pedestrian tunnels at Main Street CN grade separation.</p>	

	The new contract total will be \$878,234 (exclusive of HST).	
Financial Planning Section: Budget Impact		
Supervisor, Financial Planning <small>Reviewed by SX March 24, 2020</small>	Deanne Peter	Date: March 24, 2020
Account Number(s)	C34001215-A0611-7670 Main St (Scott Blvd (incl. CNR Crossing) to Bronte St)	
Budget	\$ 500,000	
Actual (Net of HST Rebate)	\$ 13,967	
Variance	\$ 486,033 (F)	
Funding Source	Project Variance Account and Development Charges	

Note 1: Authorization from section 7.2.2 of By-law #61-2018:

7.2.2 Despite any requirements of this By-law, the CAO may authorize the purchase of additional Goods or Services provided that they could not reasonably have been anticipated at the time of the Award of the original Contract or the purchase of additional Goods or Services are required to prevent interruption in service delivery or to avoid incurring extra costs. An informational report shall be submitted to Council by the Manager, Purchasing and Risk Management.

Note 2: Staff is requesting that the favourable variance remain in the project in order to accommodate other roadworks.

COUNCIL AUTHORITY FOR CONTRACT AWARDS

Project Award	Contract administration increase for Louis St. Laurent (Vickerman Way to 4 th Line).
Recommendation	Staff is seeking approval to proceed with a contract increase for Louis St. Laurent (Vickerman Way to 4th Line) for additional contract administration, inspection and material testing in the total amount of \$136,992 (exclusive of HST).
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>The current contract awarded to Wood Environment & Infrastructure Solutions for detailed design and contract administration of Louis St. Laurent Avenue (Vickerman Way to 4th Line) is \$1,227,779 (exclusive of HST). (Original award of \$893,191 for detailed design to James Snow Parkway plus \$334,588 in a change order for contract administration to 4th Line).</p> <p>The detailed design was awarded on November 15, 2016 under PO C-16-54 R9. The contract administration was awarded on May 7, 2019 under change order #1 to PO C-16-54 R9.</p> <p>This contract increase of \$136,992 (exclusive of HST) is for additional contract administration, inspection and material testing.</p> <p>The new contract total will be \$1,364,771 (exclusive of HST). The additional funds are required due to various delays during construction relating to unforeseen servicing/utility conflicts and inclement weather delays. One of the elements of the project was to extend a 1800mm overflow cross culvert that services a storm pond. We encountered higher than expected groundwater due to a servicing conflict with the Region’s feedermain water service, which ultimately required a redesign of the cross culvert.</p> <p>The delays result in an extension of contract duration by approximately 80 days. This requires additional contract administration and site inspections for this contract.</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C34003619-A0611-7210
Account Description	Louis St. Laurent (Vickerman Way to 4 th Line)
Project Total Budget	\$10,230,179
Contract Budget	\$ 217,142
Actual	\$ 139,403
Variance (Note 2)	\$ 77,739 (F)

Funding Source

Development Charges

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

Note 2: Due to the complexity of the project and the potential for additional delays, staff are requesting that the favourable variance remain in the project.

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

Project Award	Single Source award to Jordair Compressors Inc. for Air Filling Systems for Self Contained Breathing Apparatus
Recommendation	Staff is recommending the single source award to Jordair Compressors Inc. for Air Filling Systems in the total amount of \$55,000 (exclusive of HST)
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>Milton Fire has a breathing air compressor and compressed air storage system at each of the four (4) Fire Halls along with a mobile refilling system mounted in a Rescue apparatus.</p> <p>Each system is used to refill air packs (SCBA – Self Contained Breathing Apparatus) worn by firefighters when working under hazardous conditions. The systems are manufactured and distributed by Jordair Compressors Inc. Milton Fire Department has a Technician on staff who is certified to maintain and service the Jordair systems.</p> <p>Currently, three (3) of the four (4) Fire Halls and the Department's mobile unit, the air pack bottles are filled with lines in an open-air environment. This configuration does not meet the documented CSA Standard Z180.1. Milton Fire has a Jordair fill station currently in place that meets the CSA Z180.1 Standard at one (1) of the four (4) Fire Halls.</p> <p>This request is for approval of the single source procurement of four (4) additional certified Jordair fill stations to outfit the remaining three (3) halls and the mobile unit.</p> <p>Note: the cost of shipping the units has been estimated and is included in the purchase amount shown.</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C72015219/20 A0410 7130
Account Description	Air Filling System Replacement
Project Total Budget	\$82,600
Contract Budget	\$80,000
Actual	\$55,968
Variance (Note 2)	\$24,032 (F)
Funding Source	Project Variance Account

CORS-021-20 - Schedule F

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

Note 2: Staff are requesting that the favourable variance remain in the account to be used for cylinders and piping, with any future savings reported through the variance reporting process.

DELEGATED AUTHORITY FOR SINGLE SOURCE AWARD				
Report Number	PDA-020-20			
Contract Number and Description	Contract Award for Single Source of LED Lighting Replacement at the Milton Leisure Centre and Milton Sports Centre			
Report Date	March 18, 2020			
Prepared by	Jennifer Ahern			
Project Lead	Derrick Neelands			
Purchasing		Date:		
Director, Recreation & Facilities, Community Services	Doug Sampano email approval on file	Date:		
Chief Financial Officer & Treasurer	Glen Cowan email approval on file	Date:		
Chief Administrative Officer	Andrew Siltala	Date:		
Purchasing Section:				
Contractor	Guillevin International Co.			
Background Information for Single Source	<p>Due to the recent health concerns involving COVID-19, Town facilities have been closed to the public until April 5th, 2020. During this time, Staff would like to proceed with a project ahead of schedule to utilize this closure to complete the work. This will avoid Staff from closing the facility at a later time to complete the project which will allow the continuity of programming.</p> <p>Staff are using Purchasing By-law #61-2018, section 7.2.2 (Note 1) to proceed with the supply and delivery of LED Lighting from Guillevin International Co. while the Facilities are closed to the public in the total amount of \$50,119 (excl. HST).</p> <p>Staff will report back this approval at the April 27, 2020 Council Meeting, as part of the Purchasing Various Report.</p>			
Financial Planning Section: Budget Impact				
Supervisor, Financial Planning <small>Reviewed by Yijing Gu March 24, 2020</small>	Deanne Peter		Date: March 24, 2020	
Account Number(s)	C5821481 9-A1634- 7555	C5821482 0-A1634- 7555	C5821051 9-A1634- 7555	C5821052 0-A1634- 7555
Budget	\$64,926	\$57,324	\$70,000	\$115,000
Actual (Net of HST Rebate)	\$11,912		\$39,089	
Variance	\$110,338 (F)		\$145,911 (F)	
Funding Source	Project Variance Account			
Chief Financial Officer and Treasurer Approval:				
<p>Note 1: Authorization from section 7.2.2 of By-law #61-2018:</p> <p>7.2.2 Despite any requirements of this By-law, the CAO may authorize the purchase of additional Goods or Services provided that they could not reasonably have been anticipated at the time of the Award of the original Contract or the purchase of additional Goods or Services are required to prevent interruption in service delivery or to avoid incurring extra costs. An informational report shall be submitted to Council by the Manager, Purchasing and Risk Management.</p> <p>Note 2: Staff is requesting that the favourable variance remain in the project to complete additional LED lighting work, including installation costs and the purchase of additional lighting throughout the buildings.</p>				

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

Project Award	Emergency Contract Award for Emergency Farebox System Upgrade.
Recommendation	Staff proceeded with the contract award for the emergency farebox system upgrade to Garival in the total amount of \$58,385 (exclusive of HST). This award is being received for information.
Purpose of Report	As per Section 11.1 of Purchasing By-law No. 061-2018, emergency expenditures shall be reported to Council for information.
Background information	<p>As a measure to mitigate security exposure when collecting and processing fares, and as a result of a security audit on the existing systems, a farebox system upgrade was implemented. All farebox and cashbox hardware components and associated software security systems were upgraded to the most up-to-date release.</p> <p>A new capital project was set up as per Budget Management Policy 4.7.2.iii.b., All new capital projects require the approval of Council, unless the cost is a result of an Emergency as defined in the Purchasing By-law.</p>
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C55011120 A0631 7130 (Note 2)
Account Description	Transit Farebox Security Update
Project Total Budget	\$0
Contract Budget	\$0
Actual	\$59,413
Variance	\$59,413 (U)
Funding Source	Project Variance Account

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

Note 2: This represents a new capital project that was set up as per Budget Management Policy 4.7.2.iii.b. that allows for new capital projects to be set up as a result of an Emergency as defined in the Purchasing By-law with reporting back to Council afterwards.

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

Project Award	Emergency Contract Award for Emergency Compressor Replacement in the Aquatics Hall at the Milton Leisure Centre
Recommendation	Staff proceeded with the contract award for the emergency Compressor replacement to Moore Environmental in the total amount of \$32,920 (exclusive of HST). This award is being received for information.
Purpose of Report	As per Section 11.1 of Purchasing By-law No. 061-2018, emergency expenditures shall be reported to Council for information.
Background information	<p>The equipment that controls humidity and temperature in the aquatics hall at the Milton Leisure is maintained on a regular basis through a preventative maintenance program.</p> <p>An unexpected failure occurred rendering the equipment inoperable. Emergency repairs were arranged with the Town's mechanical service contractor to return the equipment to proper working order to maintain indoor air quality standards</p>
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C58210520-N1634-7550
Account Description	Leisure Centre Upgrades
Project Total Budget	\$768,881
Contract Budget	\$0
Actual	\$32,920
Variance (Note 2)	\$32,920 (U)
Funding Source	Variance within the project

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

Note 2: This variance can be accommodated through anticipated savings in other work. Staff will continue to monitor costs and report any variances through the variance process.