



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer/Treasurer

Date: December 14, 2020

Report No: CORS-058-20

Subject: Purchasing Various - December

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

THAT Council provide delegated authority to award the renewal of the Town's insurance policy portfolio and risk management services as outlined in Schedule B;

THAT the contract increase to Wood Environment and Infrastructure Solutions for 2021 Asphalt Overlay Design in the total amount of \$84,907 (exclusive of HST) as outlined on Schedule C be received for information;

THAT the emergency contract award to Moore Environmental Systems Limited for an emergency coil replacement at the Sports Centre in the total amount of \$166,864 (exclusive of HST) as outlined on Schedule D be received for information;

THAT Council approve the proposal award for an On-Demand Microtransit Solution to Spare Labs Inc. in the amount of \$95,640 (exclusive of HST) for the initial two-year period, as outlined on Schedule E;

THAT Council approve the proposal award for Play Equipment for Various Parks in 2021 to Kingsleigh Park to ABC Recreation Ltd., Omagh Park to PlayPower Ltd. Canada, Coulson Park to Open Space Solutions Inc., and Benjamin Chee Chee Park to Open Space Solutions Inc. in



the total amount of \$340,334 (exclusive of HST), as outlined on Schedule F;

THAT Council approve the single/sole source awards for 2021 as per the list of suppliers as outlined on Schedule G;

THAT Council approve the proposal award for a pumper apparatus to Metz Fire & Rescue, in the total amount of \$785,375.68 (exclusive of HST), as outlined on Schedule H;

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 H) attached.

This report includes the single source awards to a number of suppliers listed in detail in Appendix G. Staff are requesting the ability to issue purchase orders to these suppliers for requirements within the approved budgets. Contracts for these suppliers have been previously approved by Council on a single source basis, and the awards



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recommended herein allow for both operating and capital needs to proceed in 2021. The goods and services being acquired include items such as :

- Parts and services for vehicles and equipment;
- Building Automations System (BAS) and HVAC System maintenance; and
- A variety of licenses, support and service related to the Towns' Information Technology software and hardware.

Single source awards are being requested in most cases to ensure compatibility with existing systems and assets. Annual approvals are requested in order to allow continuity of services and provide transparency in the awards. The amounts presented for each supplier are estimates and align with existing budget approvals and proposed budget amounts for 2021. Award of any amounts related to the 2021 capital program are subject to approval of the 2021 Capital Budget.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through H. The resulting funding adjustments are presented on Schedule A, and result in a net overall increase in approved capital budgets of \$1,046.

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 - Summary Changes in Project Budgets and Funding
Schedule B – Delegated Authority for renewal of the Town's insurance policy portfolio
Schedule C – Contract Increase for Design of the 2021 Asphalt Overlay Program
Schedule D – Contract Award for an emergency coil replacement at the Sports Centre



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Schedule E – Proposal award for an On-Demand Microtransit Solution

Schedule F – Proposal award for Play Equipment for Various Parks in 2021

Schedule G - 2021 Single Source Requests

Schedule H – Proposal award for a pumper apparatus to Metz Fire & Rescue

CAO Approval
Andrew M. Siltala
Chief Administrative Officer

Summary of Changes in Capital Project Budgets and Funding

Schedule	E	F	F	H	Total Change in Funding Sources Increase / (Decrease)
Project Number	C55011020	C51013521	C51013421	C71010718	
Project Description	Transit Scheduling Software	Kingsleigh Park	Omagh Park	Pumper / Rescue	
Total Approved Project Budget	\$ 154,500	\$ 569,728	\$ 905,367	\$ 884,650	
Recommended Budget Change					
Project Variance Account		854	1,106		1,960
Development Charges:					
Fire DC				26,763	26,763
External Funding Sources:					
Provincial Gas Tax	(27,677)				(27,677)
Total Increase/(Decrease) in Funding	(27,677)	854	1,106	26,763	\$ 1,046
Total Revised Project Budget	\$ 126,823	\$ 570,582	\$ 906,473	\$ 911,413	

COUNCIL AUTHORITY FOR CONTRACT AWARDS

Project Award | Delegated Authority to award the renewal of the Town’s insurance policy portfolio and risk management services.

Recommendation | **Staff are requesting delegated authority to proceed with the fifth (5) year renewal for the Town’s insurance policy portfolio and risk management services to Marsh Canada.**

Purpose of Report | As per Section 6.3.14 of Purchasing By-law No. 061-2018, Council approval is required.

Background information | The Request for Proposal for Insurance and Risk Management Services was awarded to JLT Canada (now Marsh Canada under CORS-061-16 for a three (3) year period (January 1, 2017 through to December 31, 2019). The RFP allowed for optional renewal periods for additional contract terms. The contract was renewed for a fourth (4) year in 2020. Staff is proposing an additional one-year renewal, effective January 1, 2021 to December 31, 2021.

The following outlines the premiums paid over the past four (4) year period:

4 Year Total Premium Comparison (incl. taxes and fees)	
2017	\$728,785.10
2018	\$771,667.08
2019	\$796,108.88
2020	\$844,900.00

Included within the changes above is consideration for the growth of the community and the Town’s assets and services, including the addition of new facilities (such as the Sherwood Community Centre) as well as additional lane kilometers of roadways that are either constructed or assumed.

In discussions with Marsh Canada representatives, Staff have been advised that the insurance industry is in a hard market cycle. This occurs due to many factors, including natural disasters, changes in legislation and societal impacts (pandemic). A hard market results in increased premiums and reduced capacity of coverage available. As such it is expected that the Town will face financial pressure with the contract award.

Staff are continuing to work with Marsh Canada to complete the negotiations for the 2021 policy portfolio and will report back to Council early in 2021 with the results of the negotiations and coverage for 2021.

Financial Planning Section: Budget Impact (Note 1)

Account Number(s) | Various Departments – 3798/3799
Account Description | Insurance - WSIB Excess/ Insurance

Project Total Budget	N/A
Contract Budget	\$899,332
Actual (Note 1)	To be determined upon contract renewal award
Variance (Note 2)	To be determined upon contract renewal award
Funding Source	2021 Operating Budget

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

Note 2: Any resulting financial impact as a result of the contract renewal and inclusion of excess WSIB coverage, will be reflected in the operating variance process in 2021.

COUNCIL AUTHORITY FOR CONTRACT AWARDS

Project Award	Contract Increase for Wood Environment and Infrastructure Solutions for Detailed Design 2021 Asphalt Overlay
Recommendation	The contract increase to Wood Environment and Infrastructure Solutions for 2021 Asphalt Overlay Design in the total amount of \$84,907 (exclusive of HST) be received for information.
Purpose of Report	As per section 7.2.2 of By-law 61-2018, reporting for information to Council is required.
Background information	<p>The current contract awarded to Wood for 2021 Asphalt Overlay Design is in the amount of \$294,849 (exclusive of HST). This contract was awarded as a result of the roster process Request for Proposal No. 18-051. There have been no change orders to-date.</p> <p>The asphalt overlay assessment for the candidate roads that were identified within the RFP were completed by early Fall 2020. After evaluating the results of the geotechnical investigation and the visual assessment during a site visit conducted by Wood's Senior Consultants and Town staff, it was determined that some of the roads identified as experiencing <i>premature deterioration</i> are in fair condition due to the Town proactively implementing the preservative maintenance (crack sealing). As a result, Wood has recommended deferring the asphalt overlay for some of these roads and will continue to monitor them over the next two year period.</p> <p>As not all roads that are preliminarily identified as potential candidates for Asphalt Overlay and are not necessarily suitable for this treatment. The feasibility and determination of the final program is based on the results of the visual road assessment, Geotechnical and CCTV investigations. To replace the deleted and/or deferred roads, the Town added approximately 4.0 km of roadway to this year's design program. It was also decided to include approximately 4.0 km of additional road in the event some of the selected roads fall outside of the AOL scope, which is determined once the investigations are complete. The study of the additional roads selected is scheduled to be completed in late fall of 2020.</p> <p>This contract increase in the amount of \$84,907 (exclusive of HST) is for design services for additional roads to be included within the 2021 Asphalt Overlay Program. The following is included in the scope of work:</p> <ul style="list-style-type: none"> • Pavement Investigation (geotechnical and visual assessment)

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	<ul style="list-style-type: none"> • CCTV investigation • Curb, sidewalk, CBs, sub drain assessment. • Contract package preparation <p>Staff have satisfied themselves that the rates used are consistent with previous rates charged under this contract and further, are consistent with those in the initial request for proposal (18-051).</p> <p>The new contract is in the total amount of \$379,756 (exclusive of HST).</p> <p>This award proceeded under the delegated authority provided for through Section 7.2.2 of the purchasing by-law as the additional need could not have been anticipated at the time of initial award and in order to allow the investigation/design to occur in time for the anticipated tender in early 2021.</p>
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Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C33900120
Account Description	2021 Asphalt Overlay Design
Project Total Budget	\$423,729
Contract Budget	\$0
Actual (Net of HST Rebate)	\$86,401
Variance	\$86,401 (U)
Funding Source	Variance within the 2020 Asphalt Overlay Program

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

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

Project Award	Emergency Contract Award to Moore Environmental Systems for an emergency coil replacement at the Sports Centre.
Recommendation	Staff are presenting the contract award to Moore Environmental Systems Limited for an emergency coil replacement at the Sports Centre in the total amount of \$166,864 (exclusive of HST) for information.
Purpose of Report	As per Section 11 of Purchasing By-law No. 061-2018, an information report to Council is required in the case of emergency purchases.
Background information	<p>During a scheduled maintenance inspection of the pool air / dehumidification unit at the Sports Centre it was discovered that the copper tube aluminum fin coils in the unit air stream deteriorated beyond repair and required a complete replacement.</p> <p>This condition severely impacts the operation of the equipment therefore negatively affecting the indoor air environment and customers. The pool will not be operable if this unit is not functioning. Emergency repairs have been completed to avoid an unplanned shutdown that would disrupt programming and revenue streams in the future.</p> <p>Moore is an existing vendor, determined through a public tender for the Town's preventative and demand HVAC maintenance work. Staff proceeded with the work in the total amount of \$166,864 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	F1315 1320 3740
Account Description	Facility Contracts
Project Total Budget	NA
Contract Budget	\$0
Actual (Net of HST Rebate)	\$169,800
Variance	\$169,800 (U)
Funding Source	Operating Budget

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 20–509 for an On-Demand Microtransit Solution.
Recommendation	Staff are recommending the award of the proposal for an On-Demand Microtransit Solution to Spare Labs Inc. in the total amount of \$95,640 (exclusive of HST).
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.
Background information	<p>As recommended in the 2019-2023 Milton Transit Service Review and Master Plan Update (ENG-021-19), this project solicits a vendor to deliver a Software as a Service (SaaS) platform to implement an on-demand/microtransit solution for Milton Transit services. The solution will accommodate a variety of on-street applications to meet diverse service needs, goals and objectives. The on-demand/microtransit solution will have the capability of providing a number of service programs, including:</p> <p>Specialized Transit Service Integration (scheduling, dispatching, optimizing, online booking functionality) with onboard technology supports (e.g. mobile data units with cellular capability, etc.);</p> <p>Home-to-Hub Service, where an on-demand transitional service is used to connect with the existing Milton Transit network in new growth areas or low density areas that do not yet satisfy minimum fixed-route service requirements;</p> <p>Point-to-Point Service, where an on-demand service is used in any area outside of the existing Milton Transit service span, e.g. late evenings and weekends;</p> <p>Supplementary Service to connect with the GO Transit network;</p> <p>Employer Partnerships in industrial/employment areas (Home-to-Hub service or Point-to-Point service after hours);</p> <p>Rural Home-to-Hub service or Point-to-Point service; and/or;</p> <p>Any combination of the above.</p> <p>Staff anticipate that the solution will be primarily implemented using dedicated transit vehicles, operated by the current service provider.</p> <p>The contract term is two (2) years, with two, one (1) year extension options.</p>

	An evaluation team with representation from Community Services and Corporate Services evaluated the proposals against the established criteria and three (3) proponents were invited to an interview.
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Purchasing Section: Bid Award Information

Date bid issued	Friday, October 16, 2020							
Advertisements	Biddingo, OPBA and Town of Milton website							
Closing Date	Friday, November 13, 2020							
# of Plan takers	Eleven (11)							
Proposal Submissions received	Proposals were received from the following companies: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>RideCo Inc.</td></tr> <tr><td>9139249 CANADA Inc. - Bus.com</td></tr> <tr><td>Spare Labs Inc</td></tr> <tr><td>947465 Ontario Ltd.</td></tr> <tr><td>Shotl Transportation S.L</td></tr> <tr><td>Facedrive Inc.</td></tr> <tr><td>Via Transportation, Inc.</td></tr> </table>	RideCo Inc.	9139249 CANADA Inc. - Bus.com	Spare Labs Inc	947465 Ontario Ltd.	Shotl Transportation S.L	Facedrive Inc.	Via Transportation, Inc.
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Via Transportation, Inc.								

Evaluation Criteria	The proposals were evaluated based on the following criteria:		
	Item	Evaluation Category	Weighting
	1.	Qualifications and Experience	20%
	2.	Understanding and Approach	25%
	3.	Technical Requirements/Specifications	35%
	4.	Pricing	20%
	5.	Overall Score	100%
	6.	References	Pass/Fail

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C55011020
Account Description	Transit Scheduling Software
Project Total Budget	\$154,500
Contract Budget	\$125,000
Actual (Net of HST Rebate)	\$97,323 (Note 2)
Variance	\$27,677 (F)
Funding Source	Provincial Gas Tax

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

Note 2: As part of the proposal assumptions have been made for the length of time that each of the various service solutions would be provided within the 2 year period.

Should changes to the service requirements occur further adjustments to the capital or related operating budget may be required and will be approved and reported within the Town's financial management framework.

COUNCIL AUTHORITY FOR CONTRACT AWARDS

Project Award	Proposal Award No. 20-165 – Design, Supply and Installation of Play Equipment for Various Parks in 2021
Recommendation	<p>Staff are recommending the award of the proposal for the Design, Supply and Installation of Play Equipment in Various Parks for 2021 to the highest ranked firms as follows:</p> <ol style="list-style-type: none"> 1. Kingsleigh Park to ABC Recreation Ltd. 2. Omagh Park to PlayPower Ltd. Canada 3. Coulson Park to Open Space Solutions Inc. 4. Benjamin Chee Chee Park to Open Space Solutions Inc. <p>The award is in the total amount of \$340,334 (exclusive of HST).</p>
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.
Background information	<p>The Town undertook a Request for Proposal process to seek qualified play equipment suppliers for the design, supply and installation of play equipment for various parks in 2021.</p> <p>This Request for Proposal process allows for competitive proposals from suppliers, a greater range of products for the Town to review and provides a better understanding of key personnel, company profile and experience. The process also provides an opportunity to review new products, themes and trends in playground design. In the end, the Town receives a better product, a design tailored to a specific site and unique play experiences for the parks and the neighbourhood in relation to other parks the Town.</p> <p>The successful proponents will work as a direct sub-contractor to the General Landscape Contractor for the various parks. The playground installations are scheduled for completion in 2021, subject to budget approval.</p>
Purchasing Section: Bid Award Information	
Date bid issued	October 1, 2020
Advertisements	Town of Milton website
Closing Date	October 22, 2020
# of Plan takers	Five (5)
Proposal Submissions received	<p>Proposals were received from the following companies:</p> <ol style="list-style-type: none"> 1. PlayPower LT Canada Inc. 2. New World Park Solutions Inc. 3. Openspace Solutions Inc. 4. ABC Recreation Ltd. 5. Park N Play Design Co. Ltd.
Evaluation Criteria	<p>The proposals were reviewed for compliance with the following mandatory criteria:</p> <ol style="list-style-type: none"> 1. IPEMA Certified Play components - IPEMA certificates for each

	<p>and every component proposed;</p> <ol style="list-style-type: none"> 2. Canadian Standards Association CAN/CSA Z614-14 Annex H Compliance - signed confirmation letter stating that the playground design is compliant; 3. Accessibility for Ontarians with Disabilities - Design of Public Spaces Standards (AODA-DOPSS) - signed confirmation letter stating design compliance with the applicable Standard; 4. The resilient safety surfacing will be comprised of an engineered wood fiber (EWF) safety surfacing system, installed per manufacturer's specifications. <p>Proposals meeting the mandatory criteria were further evaluated based on the following criteria:</p> <ol style="list-style-type: none"> 1. Design quality, layout and demonstrated play value of the proposed equipment (45 points). 2. Compliance with Preferred Specifications listed in Section 8.0 and Additional Preferred Specifications listed in Section 9.0 (20 points). 3. Maintenance, warranty and service information, including demonstrated timely availability of parts for future repairs and retrofitting (20 points). 4. Experience of key personnel that will be assigned to our contract (include Resumes) (10 points). 5. Value added services (5 points). 6. References - Pass/Fail. <p>An evaluation team with representation from Community Services evaluated the proposals against the established criteria and three (3) proponents were invited to an interview.</p>
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Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C51013521-A1610-7731	C51013421-A1610-7731	C51014821-A1610-7731	C52508721-A1610-7731
Account Description	Kingsleigh Park	Omagh Park	Coulson Park	Benjamin Chee Chee Park (Boyne VS #3)
Project Total Budget	\$569,728	\$905,367	\$352,110	\$387,827
Contract Budget	\$90,000	\$90,000	\$75,000	\$99,000
Actual (Net of HST Rebate)	\$90,854	\$91,106	\$71,490	\$92,875
Variance (Note 2)	(\$854) U	(\$1,106) U	\$ 3,511 (F)	\$ 6,126 (F)
Funding Source	Project Variance Account	Project Variance Account	Project Variance Account	Development Charges, Project Variance Account

Note 1: Financial impact includes any non-refundable portion of HST. The above award is subject to Council's approval of the 2021 Capital Budget and the playground equipment will be included as a cash allowance in the construction contract.

Note 2: The favourable variance will remain in the project until the construction contract is awarded.

COUNCIL AUTHORITY FOR CONTRACT AWARDS

Project Award	Single/Sole Source Suppliers for 2021																																																
Recommendation	Staff are recommending the single source requests for 2021 be awarded as per the list of suppliers in the body of this report and attached as Schedule G Attachment – 2021 Single/Sole Source Request Estimates.																																																
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.																																																
Background information	<p>Staff are requesting a single/sole source designation for these suppliers and the ability to issue purchase orders for any requirements within the approved financial policies and the dollar thresholds identified in the attached schedule. These contracts have been previously approved by Council on a single source or competitive basis and the Schedule G attachment indicates the single/sole source request for 2021. The single/sole source suppliers for 2021 are as follows:</p> <table border="1"> <thead> <tr> <th><u>Vendors:</u></th> <th><u>Description of Service:</u></th> </tr> </thead> <tbody> <tr> <td>Teranet Inc.</td> <td>Map and supply associated data for all registered lien searches</td> </tr> <tr> <td>Joe Johnson Equipment</td> <td>Trackless repairs</td> </tr> <tr> <td>Viking-Cives Ltd.</td> <td>Snow plow parts</td> </tr> <tr> <td>The Equipment Specialist</td> <td>Tymco sweeper parts and service</td> </tr> <tr> <td>Toromont/Cat</td> <td>Cat loader parts and service</td> </tr> <tr> <td>Sheehan Equipment Ltd.</td> <td>Volvo dump truck parts and service</td> </tr> <tr> <td>Bridgestone/Kal Tire</td> <td>Tires (Government program)</td> </tr> <tr> <td>Michelin North America</td> <td>Tires (Government program)</td> </tr> <tr> <td>Capital Paving Inc./Halton Asphalt Supply</td> <td>Asphalt for hot patch maintenance/regional roads/surface treatment program</td> </tr> <tr> <td>WSP Canada Ltd.</td> <td>Brookville groundwater monitoring</td> </tr> <tr> <td>Econolite Canada Inc.</td> <td>Traffic Controller</td> </tr> <tr> <td>Tacel Ltd.</td> <td>Accessible pushbuttons</td> </tr> <tr> <td>Electromega</td> <td>Fire prevention – Opticom</td> </tr> <tr> <td>Stinson/Owl-lite</td> <td>Miovision Equipment</td> </tr> <tr> <td>Constat Telematics</td> <td>Transit automated passenger counters and automated vehicle location licensing</td> </tr> <tr> <td>Garival</td> <td>Transit fareboxes</td> </tr> <tr> <td>Siemens Canada Ltd.</td> <td>BAS, security, fire system maintenance</td> </tr> <tr> <td>Lifesaving Society</td> <td>Swim program provider</td> </tr> <tr> <td>Bell</td> <td>Landline telephone and site to site fibre optic network</td> </tr> <tr> <td>Rogers</td> <td>Mobility and cellular services</td> </tr> <tr> <td>Telus</td> <td>Mobility and cellular services</td> </tr> <tr> <td>Consortech</td> <td>FME data integration and geospatial data processing</td> </tr> <tr> <td>The Active Network (Class)</td> <td>Program registration, facility booking, POS systems</td> </tr> </tbody> </table>	<u>Vendors:</u>	<u>Description of Service:</u>	Teranet Inc.	Map and supply associated data for all registered lien searches	Joe Johnson Equipment	Trackless repairs	Viking-Cives Ltd.	Snow plow parts	The Equipment Specialist	Tymco sweeper parts and service	Toromont/Cat	Cat loader parts and service	Sheehan Equipment Ltd.	Volvo dump truck parts and service	Bridgestone/Kal Tire	Tires (Government program)	Michelin North America	Tires (Government program)	Capital Paving Inc./Halton Asphalt Supply	Asphalt for hot patch maintenance/regional roads/surface treatment program	WSP Canada Ltd.	Brookville groundwater monitoring	Econolite Canada Inc.	Traffic Controller	Tacel Ltd.	Accessible pushbuttons	Electromega	Fire prevention – Opticom	Stinson/Owl-lite	Miovision Equipment	Constat Telematics	Transit automated passenger counters and automated vehicle location licensing	Garival	Transit fareboxes	Siemens Canada Ltd.	BAS, security, fire system maintenance	Lifesaving Society	Swim program provider	Bell	Landline telephone and site to site fibre optic network	Rogers	Mobility and cellular services	Telus	Mobility and cellular services	Consortech	FME data integration and geospatial data processing	The Active Network (Class)	Program registration, facility booking, POS systems
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CORS-058-20 - Schedule G

	Computer Methods (CMiC)	Financial system
	Calytera (formerly CSDC Systems)	Building permit and business licenses support system
	eSolution Group	Online services hosting and maintenance
	ESRI Canada	GIS system
	CentralSquare (formerly FDM Software)	Fire support system
	Introtel Communications	Telephone system
	Oracle Corporation	Database operating systems
	Public Sector Digest (RAC)	Budget system
	Vailtech	Tax system
	Gibraltar Solutions	Software licensing reseller and maintenance renewal services
	MNP (formerly Netcyclops)	Firewall and PCI support services
	ACCEO Solutions	Parking enforcement system
	Dican Digital Instruments	AVL and GPS system
	D2L Corporation	eLearning system maintenance
	Soft Choice	Microsoft / Adobe licensing
	BLS Clarizen	Project management information system
	Tixhub Inc.	Ticketing services – MCA and MNCC
	Motrola	Radios
	Clearrisk Inc.	Claim management software

Financial Planning Section: Budget Impact (Note 1)

Note 1 - The attached Schedule G List of 2021 Single/Sole Source Request Estimates indicates the single source requests for 2021. The estimated spend for each single/sole source request has been included in the proposed 2021 budget (or prior approved capital budgets). The award of single source contracts identified attached that relate to 2021 capital projects is contingent on approval of the 2021 Capital Budget.

CORS-058-20 - SCHEDULE G - ATTACHMENT

Description	Vendor	Type of Request	Account	Actuals (Nov 1, 2019 to Oct 31, 2020)	Estimate for 2021		
					Operating	Capital**	TOTAL
Legislative & Legal Services -Corporate Services							
Map and supply associated data for all registered easements and lien searches	Teranet Inc.	Compatibility/ Proprietary	C26000921-A0250-7290	\$ 8,778		\$ 69,752	\$ 69,752
Fleet - Community Services							
Trackless repairs	Joe Johnson Equipment	Compatibility/ Proprietary	3600-4530/3600-4535 /C45013221.A1610.7110	\$ 202,699	\$ 30,155	\$ 39,100	\$ 69,255
Snow Plow Parts	Viking-Cives Ltd.	Compatibility/ Proprietary	3600-4530/3600-4535	\$ 62,923	\$ 30,830		\$ 30,830
Tymco Sweeper Parts & Service	The Equipment Specialist	Compatibility/ Proprietary	3600-4530/3600-4535	\$ 23,944	\$ 27,949		\$ 27,949
Cat Loader Parts & Service	Toromont/Cat	Compatibility/ Proprietary	3600-4530/3600-4535	\$ 12,437	\$ 64,372		\$ 64,372
Volvo Dump Truck Parts & Service	Sheehan Equipment Ltd.	Compatibility/ Proprietary	3600-4530/3600-4535	\$ 942,631	\$ 66,927		\$ 66,927
Tires (Government Program)	Bridgestone/Kal Tire	Govt Agreement	3600-4535	\$ 19,221	\$ 24,967		\$ 24,967
Tires (Government Program)	Michelin North America	Govt Agreement	3600-4535	\$ 40,606	\$ 43,483		\$ 43,483
Operations - Community Services							
Asphalt for Hot Patch Maintenance/Regional Roads/Surface Treatment Program	Capital Paving Inc./Halton Asphalt Supply	Single Source	0100-0110-3400/09000110- 3400/C35000820-N0611-7660 /C35000821-n0611-7660	\$ 220,412	\$ 92,713	\$ 317,040	\$ 409,753
Brookville Groundwater Monitoring	WSP Canada Ltd.	Single Source	F1620-1320-3740	\$ 60,617	\$ 53,766		\$ 53,766
Traffic - Development Services							
Traffic Controller	Econolite Canada Inc.	Single Source	C40010221-A0614- 7130/C34002120-A0614- 7635/C34003720-A0614-7635	\$ 170,601		\$ 112,800	\$ 112,800
Accessible Pushbuttons	Tacel Ltd.	Compatibility/ Proprietary	C40010221-A0614- 7130/C40010221-A0614- 7130/C34002120-A0614- 7635/C34003720-A0614-7635	\$ 162,760		\$ 36,000	\$ 36,000
Fire Prevention- Opticom	Electromega	Single Source	C400114-A0614-7130	\$ 50,468		\$ 65,662	\$ 65,662

CORS-058-20 - SCHEDULE G - ATTACHMENT

Description	Vendor	Type of Request	Account	Actuals (Nov 1, 2019 to Oct 31, 2020)	Estimate for 2021		
					Operating	Capital**	TOTAL
Miovision Equipment	Stinson/Owl-lite	Single Source	C400112-A0614-7641/C40011520-A0614-7130/C34002120-A0614-7635/C34003720-A0614-7635	\$ 266,222		\$ 244,789	\$ 244,789
Transit - Community Services							
Transit Automated Passenger Counters (APC's) and Automated Vehicle Location (AVL) Licensing	Consat Telematics	EAS	2340-3740 2340-4555 C560120-A0631-7130 C560122-A0632-7130	\$ 77,459	\$ 34,854		\$ 34,854
Transit Fareboxes	Garival	Compatibility/ Proprietary	2340-3740 2340-4555 C560120-A0631-7130 C560122-A0632-7130	\$ 170,387	\$ 24,283		\$ 24,283
Recreation & Facilities - Community Services							
BAS, Security, Fire Systems maintenance - MNCC	Siemens Canada Ltd.	Compatibility/ Proprietary	F1025-1320-3740	\$ 58,780	\$ 59,956		\$ 59,956
Swim Program Provider	Lifesaving Society	Single Source	P1520-45005-3400, P1520-45010-3400 P1526-45005-3400, P1526-45010-3400 P1540-45005-3400, P1540-45015-3400	\$ 28,570	\$ 45,041		\$ 45,041
Information Technology - Corporate Services							
Landline telephone services & site to site fibre optic network	Bell	Govt Agreement	2216-3445, C24000519-A0260-7130, C24002718-A026-7130, C24002720-A0410-7290	\$ 324,138	\$ 323,521	\$ 25,851	\$ 349,372
Mobility and cellular services	Rogers	Govt Agreement	2216-3445, C24200321-A0260-7140, C24000421-A0260-7140, C24000419-A0260-7140, C24000420-A0260-7140	\$ 86,294	\$ 89,739	\$ 46,619	\$ 136,358
Mobility and cellular services	Telus	Govt Agreement	2216-3445, C24000421-A0260-7140, C24000419-A0260-7140, C24000420-A0260-7140	\$ 33,297	\$ 22,435	\$ 10,605	\$ 33,040
FME data integration and geospatial data processing	Consortech	Compatibility/ Proprietary	C24001120-A0260-7140	\$ 4,579		\$ 48,133	\$ 48,133

CORS-058-20 - SCHEDULE G - ATTACHMENT

Description	Vendor	Type of Request	Account	Actuals (Nov 1, 2019 to Oct 31, 2020)	Estimate for 2021		
					Operating	Capital**	TOTAL
Program Registration, Facility Booking, POS Systems	The Active Network (Class)	EAS	2216-3445, C24110421-A0260-7172, C24110017-A1620-7164, C24110420-A0260-7172	\$ 149,569	\$ 9,000	\$ 40,093	\$ 49,093
Financial System	Computer Methods (CMIC)	EAS	2216-3445, C24110421-A0260-7168, C24110017-A0260-7168, C24110018-A0260-7168, C24110019-A0260-7168, C24110420-A0260-7168, C24110016-A0260-7168	\$ 206,068	\$ 210,000	\$ 449,721	\$ 659,721
Building Permit & Business Licenses Support System	Calytera (formerly CSDC Systems)	EAS	2216-3445, C24110721-A1830-7290, C24110016-A1830-7162, C24110017-A0260-7160, C24110017-A1830-7162, C24110018-A1830-7162	\$ 26,913	\$ 55,500	\$ 313,697	\$ 369,197
Online Services Hosting & Maintenance	eSolutions Group	EAS	2216-3445, C24000921-A0260-7290, C24000915-A0260-7290, C24000917-A0260-7290, C24000918-A0260-7290, C24000919-A0260-7290, C24000920-A0260-7290	\$ 155,085	\$ 58,000	\$ 234,939	\$ 292,939
GIS System	ESRI Canada	EAS	2216-3445, C24001121, A0260-7140, C24001119-A0260-7140, C24001120-A0260-7140	\$ 196,901	\$ 89,710	\$ 101,222	\$ 190,932
Fire Support System	CentralSquare (formerly FDM Software)	EAS	2216-3445, C24110017-A0410-7167, C24110018-A0140-7167, C24110019-A0410-7167, C24000918-A0260-7290, C24002720-A0410-7290	\$ 31,328	\$ 38,000	\$ 263,902	\$ 301,902

CORS-058-20 - SCHEDULE G - ATTACHMENT

Description	Vendor	Type of Request	Account	Actuals (Nov 1, 2019 to Oct 31, 2020)	Estimate for 2021		
					Operating	Capital**	TOTAL
Telephone System	Introtel Communications	EAS	2216-3445, C24200321-A0260-7140, C24000521-A0260-7130, C24000517-A0260-7130, C24000518-A0260-7130, C24000519-A0260-7130, C24000520-A0260-7130, C24200218-A0260-7140, C24200317-A0260-7140, C24200318-A0260-7140, C24200319-A0260-7140, C24200320-A0260-7140	\$ 58,184	\$ 56,500	\$ 305,902	\$ 362,402
Database Operating Systems	Oracle Corporation	EAS	2216-3445, C24110018-A0260-7165, C24110019-A0260-7163, C24200319-A0260-7140	\$ 187,785	\$ 189,300	\$ 154,004	\$ 343,304
Budget System	Public Sector Digest (RAC)	EAS	2216-3445, C24110421-A0260-7163, C24110018-A0260-7163, C24110420-A0260-7163, C24110016-A0260-7163	\$ 48,500	\$ 41,480	\$ 86,147	\$ 127,627
Tax System	Vailtech	EAS	2216-3445, C24110221-A0260-7165/7290, C24110017-A0260-7165, C24110018-A0260-7165	\$ 17,922	\$ 19,000	\$ 68,790	\$ 87,790
Software licensing reseller and maintenance renewal services (VMware, Citrix, Proofpoint, Commvault, Cisco)	Gibraltar Solutions	EAS	2216-3445, C24200321-A0260-7140/7290, C24001421-A0260-7140, C24200218-A0260-7140, C24200317-A0260-7140, C24200318-A0260-7140, C24200319-A0260-7140, C24200320-A0260-7140, C24000918-A0260-7290	\$ 799,167	\$ 191,010	\$ 432,565	\$ 623,575
Firewall & PCI Support Services	MNP (formerly Netcyclops)	EAS	2216-3445, C24200321-A0260-7140, C24200117-A0260-7140, C2420018-A0260-7140, C24200319-A0260-7140	\$ 84,862	\$ 34,000	\$ 157,376	\$ 191,376

CORS-058-20 - SCHEDULE G - ATTACHMENT

Description	Vendor	Type of Request	Account	Actuals (Nov 1, 2019 to Oct 31, 2020)	Estimate for 2021		
					Operating	Capital**	TOTAL
Parking Enforcement System	ACCEO Solutions	EAS	2216-3445, 3025-3945, C24012321-A0640-7140, C24012320-A0640-7140/7290	\$ 36,548	\$ 52,500	\$ 63,091	\$ 115,591
AVL and GPS System	Dican Digital Instruments	EAS	2216-3445, 3600-3945, C24001118-A0260-7140	\$ 124,098	\$ 50,182	\$ 3,969	\$ 54,151
eLearning System Maintenance	D2L Corporation	EAS	2216-3445, C24000921-A0260- 7290, C24000916-A0260-7290	\$ 26,152	\$ 18,500	\$ 31,286	\$ 49,786
Microsoft / Adobe Licensing	Soft Choice	EAS/Gov't Agreement	2216-3445, C24200321-A0260- 7140/7290, C24011921-A0260- 7140, C24001421-A0260- 7140, C24110016-A0260- 7161, C24200317-A0260- 7140, C24200317-A0260- 7140, C24200318-A0260- 7140, C24200319-A0260- 7140, C24200320-A0260- 7140, C24001116-A0260-7140	\$ 300,310	\$ 151,220	\$ 461,116	\$ 612,336
Project Management Information System	BLS Clarizen	EAS	2216-3445, C24000921-A0260- 7290, C24110017-A0260- 7160, C24001420-A0260-7140	\$ 25,569	\$ 30,000	\$ 50,880	\$ 80,880
Ticketing Services - MCA & MNCC	Tixhub Inc.	EAS	2216-3445, C24000921-A0260- 7290, F1020-1365-3945, F1025-1365-3945	\$ 28,533	\$ 34,800	\$ 10,176	\$ 44,976
Palo Alto Networks - subscriptions and support - OECM	Teramach	EAS/Gov't Agreement	2216-3445	\$ 139,461	\$ 138,000		\$ 138,000
Radios	Motorola	Govt Agreement	C24110621-A0410-7140, C24002721-A0410-7130, C24002718-A026-7130, C24002720-A0410-7290	\$ 242,492		\$ 404,634	\$ 404,634
Claim Management Software	Clearrisk Inc.	EAS	2216-3445, C24000921-A0260- 7290	\$ 30,719	\$ 25,000	\$ 10,176	\$ 35,176

*Note: The 2020 Actuals and the 2021 Estimates include the non-rebatable portion of HST.

** Includes work to be funded from both the 2021 and prior approved capital budgets.

Legend:

EAS - Enterprise application systems are large-scale application software systems designed to support the Town's core business processes such as Financials, Purchasing, Facilities, Building Management, Engineering,

Government Agreement - a Government program/agreement for discounted pricing for Government agencies

Single Source - Supply of goods or services that can generically be purchased from multiple suppliers, but due to its specialized or unique characteristics, only one source of supply is being recommended.

Compatibility/Proprietary Equipment - An investment has been made into propriety equipment that replacement/maintenance parts and /or licensed services are only supplied through the manufacturer or licensed distributor.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 20–550 for the supply and delivery of one (1) stock pumper apparatus
Recommendation	Staff are recommending the award of the proposal for a pumper apparatus to Metz Fire & Rescue, in the total amount of \$785,375.68 (exclusive of HST).
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.

Purchasing Section: Bid Award Information

Date bid issued	October 9, 2020
Advertisements	Town of Milton website
Closing Date	December 4, 2020
# of Plan takers	Five (5)
Proposal Submissions received	Proposals were received from the following companies: Resqtech Systems Inc. Dependable Emergency Vehicles / HME Dependable Emergency Vehicles / HME (alternative) Metz Fire & Rescue Commercial Emergency Equipment Commercial Emergency Equipment (alternative)

Evaluation Criteria	The proposals were evaluated based on the following criteria:	
	Item	Evaluation Category
	1.	Specifications and Drawings
	2.	Warranty
	3.	Company information and service ability requirements
	4.	Delivery timeline
	5.	Value add opportunities
	6.	Proposal costs
	Weighting	40%
		10%
		10%
		15%
		5%
		20%
<p>The submissions were reviewed and scored against the evaluation criteria. The top three (3) highest ranked Proponents participated in an interview, the three companies were as follows:</p> <p>Metz Fire & Rescue Dependable Fire & Tank Limited Commercial Emergency Equipment</p> <p>At the completion of the evaluation, Metz Fire & Rescue was the highest ranked Proponent.</p>		

Financial Planning Section: Budget Impact Base Bid (Note 1)	
Account Number(s)	C71010718-A0410-7110
Account Description	Pumper/Rescue
Project Total Budget	\$884,650
Contract Budget	\$772,435
Actual (Net of HST Rebate)	\$799,198
Variance	\$ 26,763 (U) (Note 2)
Funding Source	Development charges

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

Note 2: Includes award of provisional amounts of \$6,614