



# The Corporation of the Town of Milton

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Report To: Council

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From: Glen Cowan, Chief Financial Officer / Treasurer

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Date: February 8, 2021

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Report No: CORS-006-21

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Subject: Purchasing Various

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

**THAT the emergency repairs to Sixth Line Bridge, Structure 23 to Jarlian Construction in the total amount of \$90,321 (exclusive of HST) as outlined on Schedule B be received for information;**

**THAT the emergency repairs to a transit bus to Diversified Transportation Ltd. in the total amount of \$22,551 (exclusive of HST) as outlined on Schedule C be received for information;**

**THAT the emergency repairs of an air conditioner compressor and replacement of UPS battery units within the Town Hall primary data centre to Heale Consulting in the total amount of \$31,103 (exclusive of HST) as outlined on Schedule D be received for information;**

**THAT Council approve the proposal award for an Onboard Vehicle Surveillance System (OBVSS) on all transit vehicles in the amount of \$214,439 (exclusive of HST), as outlined on Schedule E;**

**THAT a new capital project, C80131321 E-Services Implementation, in the amount of \$77,250 be approved, and be funded from Library Capital Works Reserve, as outlined on Schedule F;**

**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.**



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## 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 F) attached.

This report includes a recommendation to set up a new capital project in the amount of \$77,250 for the redevelopment of for the Milton Public Library (MPL) website. An update to the MPL website was anticipated within the next couple of years but the need has been expedited by challenges with the existing hosting platform and the loss of the required in-house expertise. Staff are recommending that a new capital project be approved to facilitate this work that will be funded from the Library Capital Works Reserve and result in a site that is more user friendly, both in the back and front end.

### Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through F. The resulting funding adjustments are presented on Schedule A, and result in a net overall increase in approved capital budgets of \$167,707.

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



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## Attachments

Schedule A - Summary Changes in Project Budgets and Funding

Schedule B – Sixth Line Bridge Structure 23 Emergency Repair

Schedule C – Transit Bus – Unit 901 Emergency Repair

Schedule D – AC & UPS in Town Hall Data Centre Emergency Repair

Schedule E – Proposal award for an Onboard Vehicle Surveillance System

Schedule F – Budget Amendment – Milton Public Library (MPL) – Website Re-  
Development

CAO Approval  
Andrew M. Siltala  
Chief Administrative Officer



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

Schedule	C	E	F	Total Change in Funding Sources Increase / (Decrease)
Project Number	C39013020	C55011221	C80131321	
Project Description	Sixth Line Bridges (Structures 21 and 23)	Onboard Vehicle Surveillance System Equipment	E-services Implementation	
<b>Total Approved Project Budget</b>	<b>\$ 1,104,817</b>	<b>\$ 248,591</b>	<b>\$ -</b>	
<b>Recommended Budget Change</b>				
Project Variance Account	93,093	(2,636)		90,457
<b>Reserves and Reserve Funds:</b>				
Library Capital Works Reserve			77,250	77,250
<b>Total Increase/(Decrease) in Funding</b>	<b>93,093</b>	<b>(2,636)</b>	<b>77,250</b>	<b>\$ 167,707</b>
<b>Total Revised Project Budget</b>	<b>\$ 1,197,910</b>	<b>\$ 245,955</b>	<b>\$ 77,250</b>	



<b>COUNCIL AUTHORITY FOR CONTRACT AWARDS EMERGENCY CONTRACT AWARD</b>	
<b>Project Award</b>	Emergency Contract Award for 20-525 Sixth Line Bridges (Structures 21 and 23)
<b>Recommendation</b>	<b>Staff proceeded with the contract award for the emergency repair for Structure 23 to Jarlian Construction under Contract 20-525 in the total amount of \$91,483 (exclusive of HST). This award is being received for information.</b>
<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>This contract increase was required due to various unforeseen extra concrete works required to complete the contract. Upon the removal of the existing asphalt over structure 23, it was noted that there was deteriorated concrete to the bridge deck which required additional removal and patching that was not anticipated. The depth of the deteriorated concrete was more than anticipated for these repairs. The asphalt restoration area was also more than originally anticipated as the Town needed to remove additional asphalt to address the deteriorated concrete. The works proceeded, as the project could not be delayed, to ensure bridge deficiencies were addressed to the Town's requirements.</p> <p>Staff are proceeding with payment to be in compliance with the timelines set out in the Construction Act relating to Prompt Payment following completion of the work.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C39013020-A0613-7665
<b>Account Description</b>	Sixth Line Bridges (Structures 21 and 23) Construction
<b>Project Total Budget</b>	\$1,104,817
<b>Contract Budget</b>	\$ 0
<b>Actual</b> (Net of HST Rebate)	\$ 93,093
<b>Variance</b>	\$ 93,093 (U)
<b>Funding Source</b>	Project Variance Account, Variance within project

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





<b>COUNCIL AUTHORITY FOR CONTRACT AWARDS EMERGENCY CONTRACT AWARD</b>	
<b>Project Award</b>	Emergency Contract Award for Diversified Transportation Ltd.
<b>Recommendation</b>	<b>Staff proceeded with the contract award for the emergency repair to a transit bus to Diversified Transportation Ltd. in the total amount of \$22,551 (exclusive of HST). This award is being received for information.</b>
<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>During regularly scheduled maintenance on unit 0901, there was observation of extensive hub-wear on the planetary sides and gears, causing a bus down situation.</p> <p>Staff recommended the immediate repair of the affected components to maintain safety and a full fleet complement.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	2340-4555
<b>Account Description</b>	Conventional Transit Vehicle Maintenance
<b>Project Total Budget</b>	N/A
<b>Contract Budget</b>	\$ 0
<b>Actual</b> (Net of HST Rebate)	\$ 22,918
<b>Variance</b>	\$ 22,918 (U)
<b>Funding Source</b>	Operating Budget

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



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

<b>Project Award</b>	Emergency Contract Increase for Heale Consulting
<b>Recommendation</b>	<b>Staff proceeded with the contract increase for the emergency repairs of an air conditioner compressor and replacement of UPS battery units within the Town Hall primary data centre to Heale Consulting in the total amount of \$31,103 (exclusive of HST). This award is being received for information.</b>
<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>During a scheduled Q4 maintenance inspection of equipment within the primary Town Hall data centre, it was discovered that the Liebert air conditioner #2 compressor had a severe leak which had rendered the unit unusable. This leak was not repairable and the compressor was in need of replacement. During this same inspection, a test on the 80kW uninterruptable power supply (UPS) system discovered a number of batteries that had failed their internal diagnostic test. The battery voltages were not operating at their correct range and thus compromised the ability of this system to supply sufficient power to the datacenter during extended power outages.</p> <p>Due to the nature of these issues and their associated systems' importance in providing adequate cooling and power to critical IT equipment within the organization, staff opted to proceed immediately with a repair through the Town's vendor of record for data centre inspection and maintenance operations.</p> <p>Heale Consulting is an existing vendor, determined through a public tender for the Town's data centre inspection and maintenance requirements.</p> <p>Staff proceeded with the work in the total amount of \$ 31,103 (exclusive of HST).</p>

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

<b>Account Number(s)</b>	2216-3945
<b>Account Description</b>	Service Agreements
<b>Project Total Budget</b>	N/A
<b>Contract Budget</b>	\$ 0
<b>Actual</b> (Net of HST Rebate)	\$ 31,650
<b>Variance</b>	\$ 31,650 (U)
<b>Funding Source</b>	2020 IT Operating Budget

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



<b>COUNCIL AUTHORITY FOR CONTRACT AWARDS PROPOSAL AWARD</b>	
<b>Project Award</b>	Metrolinx Transit Procurement Initiative (TPI) for the purchase of an Onboard Vehicle Surveillance System (OBVSS).
<b>Recommendation</b>	<b>Staff is recommending the contract be awarded to Fleetmind Seon Solutions Inc. for the supply and delivery of an Onboard Vehicle Surveillance System (OBVSS) on all transit vehicles in the total amount of \$214,439 (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>In 2019, Council approved the continued participation in the Metrolinx Transit Procurement Initiative (TPI), with the execution of a Multi-Year Governance Agreement for the next 5-year term (2019-2024) on Report CORS-076-19. The intent of the Metrolinx TPI is to collaborate with participating municipalities to solicit and obtain quality goods and services, favourable pricing, timely delivery, ongoing customer support and contract administration/ management through a transparent joint procurement process. TPI coordinates the development of performance-based specifications for bulk purchasing, while permitting customized specifications for unique municipal needs. Milton has participated in numerous joint procurement initiatives over the past several years for conventional buses, specialized buses and Intelligent Transportation Systems (ITS).</p> <p>Through the TPI program, Metrolinx released a Request for Proposal (RFP) for the purchase of an Onboard Vehicle Surveillance System (OBVSS) in 2017/2018. The project steering committee consisted of staff from a number of participating transit agencies, including Town staff. Upon completion of the procurement, evaluation and steering committee approval process, the OBVSS contract was awarded to Fleetmind Seon Solutions Inc. for two (2) years, extended through July 2021.</p> <p>As part of the COVID-19 pandemic response, this project complements current ITS safety and security systems as risk mitigation measure. OBVSS will be installed on all Town-owned transit vehicles, including conventional, specialized and supervisory vehicles. In compliance with privacy laws and associated policies, the camera system will provide supplementary security and emergency support when addressing customer and operator needs during service operations.</p>

**CORS-006-21 - Schedule E**

	Through this award, the Town is to procure a High Definition (HD) OBVSS from Fleetmind Seon Solutions Inc. in the total amount of \$214,439 exclusive of HST.
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	August 4, 2017
<b>Advertisements</b>	MERX
<b>Closing Date</b>	September 21, 2017
<b># of Plan takers</b>	Four (4)
<b>Proposal Submissions received</b>	1. Seon 2. REI 3. TOK 4. Safety Vision
<b>Evaluation Criteria</b>	Training, Warranty, Corporate experience, Corporate Summary, Implementation Management Plan, and Proposed Technical Solution, Vendor performance, price  60% technical, 5% presentation and 35% Price
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C55011221-A0631-7130
<b>Account Description</b>	Onboard Vehicle Surveillance System Equipment
<b>Project Total Budget</b>	\$ 248,591
<b>Contract Budget</b>	\$ 220,850
<b>Actual</b> (Net of HST Rebate)	\$ 218,214
<b>Variance</b>	\$ 2,636 (F)
<b>Funding Source</b>	Project Variance Account

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

<b>COUNCIL AUTHORITY FOR BUDGET AMENDMENT</b>	
<b>Project Details</b>	Budget Amendment – Milton Public Library (MPL) - Website Re-Development
<b>Recommendation</b>	<b>THAT a new capital project, C80131321 E-Services Implementation, in the amount of \$77,250 be approved, and be funded from Library Capital Works Reserve.</b>
<b>Purpose of Report</b>	As per Budget Amendment Policy No. 113 Section 4.7.2 iii Council approval is required.
<b>Background information</b>	<p>Effective 1/1/2021, all websites must be fully AODA compliant. While the MPL website is currently compliant, maintaining compliance is challenging given the existing hosting platform and staff's related processes.</p> <p>While an update to the MPL website was anticipated as a work plan item within the next couple of years, the need has been expedited with the departure of the staff that had familiarity with the current platform and the need to make the site much more user friendly, both in the back and front end.</p> <p>The intention is to source a web developer who can create a website for MPL that is designed from scratch and which is much more user friendly.</p> <p>This project will result in ongoing operating costs for hosting but is expected to have no net impact to the operating budget as a result of the elimination of existing costs.</p>
<b>Financial Planning Section: Budget Impact</b>	
<b>Account Number(s)</b>	C80131321
<b>Account Description(s)</b>	E-Services Implementation
<b>Project Total Budget</b>	\$0
<b>Budget Increase Requested</b>	\$77,250
<b>Funding Source</b>	Library Capital Works Reserve