



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: April 12, 2021

Report No: CORS-020-21

Subject: Purchasing Various

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

THAT Council approve the contract award to Gazzola Paving Limited for the 2021 Asphalt Overlay Program, in the total amount of \$7,138,452.52 (exclusive of HST) as outlined on Schedule B;

THAT Council approve the contract award to Gazzola Paving Limited for the 2021 Expanded Asphalt Program, in the total amount of \$1,476,150 (exclusive of HST) as outlined on Schedule C;

THAT the contract increase to Wood Environment and Infrastructure for Peer Review Services of the Boyne 5A, 5B & 6 SIS Addendum in Area 5B (Omagh Tributary) in the total amount of \$91,534 (exclusive of HST) be approved as outlined on Schedule D;

THAT the contract increase to Spare Labs Inc. for the inclusion of trip planning and trip-departure telephone confirmation integration in the total amount of \$19,467 (exclusive of HST) be approved as outlined on Schedule E;

THAT the contract renewal to Garda Canada Security Corporation for Parking Enforcement Services in the total amount of \$174,370 (exclusive of HST) be approved as outlined on Schedule F;

THAT Council provide delegated authority to award future renewal terms to the maximum of five (5) years for Parking Enforcement Services through Purchasing Delegated Authority in each renewal year as outlined on Schedule F;



THAT the scope change for the addition of new traffic signals at the intersection of Whitmer Street and Main Street in the total estimated amount of \$268,670 (exclusive of HST) be approved as outlined on Schedule G;

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.

EXECUTVE 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 G) attached.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through G. The resulting funding adjustments are presented on Schedule A, and result in a net overall increase in approved capital budgets of \$19,810.

Respectfully submitted,

Glen Cowan



The Corporation of the Town of Milton

Report #:
CORS-020-21
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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 – Tender Award for 2021 Asphalt Overlay Program
- Schedule C – Tender Award for 2021 Expanded Asphalt Program
- Schedule D – Contract Increase for a Peer Review
- Schedule E - Contract Increase for Transit Trip Confirmation Integration
- Schedule F - Contract Renewal for Parking Control Services
- Schedule G – Scope Change-Main St. (Scott Blvd. (Incl. CNR Crossing) to Bronte St.)

CAO Approval
Andrew M. Siltala
Chief Administrative Officer

Summary of Changes in Capital Project Budgets and Funding

Schedule	D	Total Change in Funding Sources Increase / (Decrease)
Project Number	C55011020	
Project Description	Transit Scheduling Software	
Total Approved Project Budget	\$ 126,823	
External Funding Sources:		
Provincial Grants/ Subsidies	19,810	19,810
Total Increase/(Decrease) in Funding	19,810	\$ 19,810
Total Revised Project Budget	\$ 146,633	

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
TENDER AWARD**

Project Award	Tender Award No. 21-01-00097 for the 2021 Asphalt Overlay Program																														
Recommendation	<p>Staff are recommending the award of the tender for the 2021 Asphalt Overlay Program to Gazzola Paving Limited in the total amount of \$7,138,452.52 (exclusive of HST) for the base bid and the provisional items noted below, being the lowest compliant bid received;</p> <p><u>Total amount -Breakdown:</u></p> <table border="0"> <tr> <td>Base Bid</td> <td align="right">\$6,191,782.96</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>General Provisional Items <i>(Except P9-Vibration Monitoring)</i></td> <td align="right">\$ 369,630.00</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Provisional Roads</td> <td></td> </tr> <tr> <td>Part 36 Charles Street</td> <td align="right">\$ 48,994.90</td> </tr> <tr> <td>Part 39 Eden Place</td> <td align="right">\$ 57,532.64</td> </tr> <tr> <td>Part 41 Margaret Street</td> <td align="right">\$ 51,446.76</td> </tr> <tr> <td>Part 43 White Drive</td> <td align="right">\$ 267,735.26</td> </tr> <tr> <td>Part 44 Thompson Road MUP</td> <td align="right">\$ 128,000.00</td> </tr> <tr> <td>Part 45 Louis St. Laurent Bridge</td> <td align="right">\$ 23,330.00</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>Total Provisional</td> <td align="right">\$ 946,669.56</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>Total Award Amount</td> <td align="right">\$7,138,452.52</td> </tr> </table>	Base Bid	\$6,191,782.96	 		General Provisional Items <i>(Except P9-Vibration Monitoring)</i>	\$ 369,630.00	 		Provisional Roads		Part 36 Charles Street	\$ 48,994.90	Part 39 Eden Place	\$ 57,532.64	Part 41 Margaret Street	\$ 51,446.76	Part 43 White Drive	\$ 267,735.26	Part 44 Thompson Road MUP	\$ 128,000.00	Part 45 Louis St. Laurent Bridge	\$ 23,330.00	 		Total Provisional	\$ 946,669.56	 		Total Award Amount	\$7,138,452.52
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	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>While the current budget would accommodate awarding the entirety of the provisional items at this time, due to the overall size of the contract, staff are recommending award of the provisional items noted above only at this time. If, as the contract progresses, it is evident that it is feasible to complete all of the provisional roads, then these roads will be added to the contract via change order. Therefore, and due to the size of the contract, staff are requesting that the favourable variance remain in the project budget.</p>																														

Purchasing Section: Bid Award Information	
Date bid issued	March 16, 2021
Advertisements	Town of Milton website
Closing Date	March 29, 2021
# of Plan takers	Five (5) Prequalified Contractors from RFPQ 21-01-00097
List of bid submissions inclusive of HST	Contractor's Names and Base Bid Submissions: Gazzola Paving Limited \$ 6,996,714.76 Pave-All Limited \$ 7,232,851.48 D. Crupi & Sons Limited \$ 8,017,239.68 Graham Bro. Construction Limited \$ 8,137,170.31 Capital Paving Inc. \$ 8,473,083.64
Median bid value	The average bid received was \$ 7,771,411.97. The bid submitted by Gazzola Paving Limited 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 Award:	
Account Number(s)	C33900021
Account Description	2021 Asphalt Overlay Program - Construction
Project Total Budget (Note 2)	\$ 10,532,883
Contract Budget	\$ 8,726,574
Actual (Net of HST Rebate)	\$ 6,300,758
Variance	\$ 2,425,816 (F)
Funding Source	Tax Supported Debt/ Federal Gas Tax/ Development Charges/ Project Variance Account
Provisional Items Award:	
Account Number(s)	C33900021
Account Description	2021 Asphalt Overlay Program - Construction
Project Total Budget	\$10,532,883
Contract Budget	\$ 2,425,816
Actual (Net of HST Rebate)	\$ 963,331
Variance (Note 2)	\$ 1,462,485 (F) (Note 3)
Funding Source	Tax Supported Debt/ Federal Gas Tax/ Development Charges/ Project Variance Account (Note 2)

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

CORS-020-21 - Schedule B

Note 2: The sidewalk/boulevard work at Yates and Louis St. Laurent was originally budgeted under the Louis St Laurent (RR25 to Yates Drive) capital project (C34003917). Through CORS-018-21, \$15,000 for this work was returned. The work will now be included in the 2021 Asphalt Overlay Program, and can be accommodated through the existing budget.

Note 3: Staff is requesting that the favourable variance remains in the project in order to accommodate further provisional sections subject to the project's overall progress.

COUNCIL AUTHORITY FOR CONTRACT AWARDS TENDER AWARD

Project Award	Tender Award No. 20-01-0050 – Expanded Asphalt Program
Recommendation	Staff is recommending the award of the tender for 2021 Expanded Asphalt Program to Gazzola Paving Limited in the total amount of \$1,476,150 (exclusive of HST), being the lowest compliant submission received.
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 rural roads before they deteriorate to the point where full reconstruction is required. This program is an important component in maintaining the Town of Milton Road System. The identification of the roads is dictated by the 2018 State of Infrastructure – Roads Study. Final determination of the 2021 Expanded Asphalt program was based on the results the road assessment, geotechnical investigation, as well and coordination with other stakeholders. The Geotechnical investigation was completed in 2020, design and tender documents were completed in March 2021.</p> <p>There are three (3) roads segments included in the 2021 Expanded Asphalt Program:</p> <ul style="list-style-type: none"> ○ Section 1: First Line Nassagaweya from No 28 Side Road to Arkell Road ○ Section 2: Lawson Road from Esquesing line to 310M North of Regional Road 8- Steeles Avenue. ○ Section 3: No 5 Side Road from 25-Regional Road 25-to Peddie Road <p>This program includes the following within the scope of work: Culvert replacements only where required, road works as per the recommendations in the Geotechnical Investigation and associated shouldering and driveway transitions. All the work is to remain within existing property limits.</p> <p>First Line Nassagaweya is within the Grand River Conservation Authority (GRCA). GRCA confirmed that no permit is required for the work as proposed.</p> <p>No. 5 Side Road is a boundary road with the Town of Halton Hills. The cost for the construction for this road segment will be shared 50% from the Town of Milton and 50% from the Town of Halton Hills. A revised Construction agreement was submitted to Halton Hills on March 6th, 2021. The execution for this portion of the award is pending Halton Hills Council approval of the agreement on April 12th.</p>

Date bid issued		March 1, 2021																		
Advertisements		Town of Milton website																		
Closing Date		March 25, 2021																		
# of Plan takers		Eleven (11)																		
List of bid submissions inclusive of HST		<table border="0"> <tr> <td>Gazzola Paving Limited</td> <td align="right">\$1,668,049.82</td> </tr> <tr> <td>Four Seasons Site Development Ltd.</td> <td align="right">\$1,686,120.58</td> </tr> <tr> <td>PAVE-AL LIMITED</td> <td align="right">\$1,723,547.55</td> </tr> <tr> <td>Forest Contractors Ltd</td> <td align="right">\$1,784,656.63</td> </tr> <tr> <td>Graham Bros. Construction Ltd</td> <td align="right">\$1,789,091.21</td> </tr> <tr> <td>Cox Construction Ltd</td> <td align="right">\$1,821,479.68</td> </tr> <tr> <td>Capital Paving Inc</td> <td align="right">\$1,988,028.05</td> </tr> <tr> <td>Coco Paving Inc.</td> <td align="right">\$2,209,005.81</td> </tr> <tr> <td>Dufferin Construction Company</td> <td align="right">\$2,958,528.15</td> </tr> </table>	Gazzola Paving Limited	\$1,668,049.82	Four Seasons Site Development Ltd.	\$1,686,120.58	PAVE-AL LIMITED	\$1,723,547.55	Forest Contractors Ltd	\$1,784,656.63	Graham Bros. Construction Ltd	\$1,789,091.21	Cox Construction Ltd	\$1,821,479.68	Capital Paving Inc	\$1,988,028.05	Coco Paving Inc.	\$2,209,005.81	Dufferin Construction Company	\$2,958,528.15
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Median bid value		The average bid received was \$1,958,823.05. The bid submitted by Gazzola Paving Limited is approximately 14% 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 nine (9) bid submissions received were from COR™ Certified companies.																		
Financial Planning Section: Budget Impact (Note 1)																				
Account Number(s)	C35012821																			
Account Description	2021 Expanded Asphalt Construction																			
Project Total Budget	\$ 2,101,705																			
Contract Budget	\$ 1,749,540																			
Actual (Net of HST Rebate)	\$ 1,502,131																			
Variance (Note 2)	\$ 247,409 (F)																			
Funding Source	Federal Gas Tax/ Project Variance Account/ Recovery from Other Municipality																			

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

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract Increase with Wood Environment and Infrastructure for consulting and peer review services of the Omagh Tributary SIS addendum.
Recommendation	Staff are recommending the contract increase be awarded to Wood Environment & Infrastructure for Peer Review Services of the Boyne 5A, 5B & 6 SIS Addendum in Area 5B (Omagh Tributary) in the amount of \$91,534 (exclusive of HST).
Purpose of Report	As per Section 7.1.2 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>The current contract awarded to Wood Environment & Infrastructure for Peer Review Consulting Services for the Boyne 5A, 5B & 6 SIS is \$174,011 (exclusive of HST). The original award was \$56,051 and there have been \$117,960 in change orders to-date.</p> <p>This contract increase of \$91,534 (exclusive of HST) is for the peer review services for the required addendum in Area 5B (Omagh Tributary). The hourly rates and the hours identified and the staffing proposed have been reviewed and validated by Engineering Services – Development staff.</p> <p>The new contract total will be \$265,545 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	6350-3736
Account Description	Consultants – Recoverable
Contract Budget	\$0
Actual (Net of HST Rebate)	\$93,145
Variance	\$93,145 (U)
Funding Source	Developer Recovery

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Proposal Award No. 20-509 for an On-Demand Microtransit Solution.
Recommendation	Staff are recommending approval to proceed with a contract increase for Spare Labs Inc. in the total amount of \$19,467 (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>As per CORS-058-20, the current contract was awarded to Spare Labs Inc. for an On-Demand Microtransit Solution in the amount of \$95,640 (exclusive of HST). A change order is recommended in the amount of \$19,467 for the inclusion of trip planning integration and trip-departure telephone confirmation. These inclusions will permit an integrated and seamless customer experience when booking and managing OnDemand and specialized transit trips on the Spare Labs platform. Staff anticipate a phase one (1) launch in April 2021.</p> <p>The contract increase includes program API development/integration, graphic design and maintenance fees, as well as voice-messaging fees. Cost were derived and validated based on a detailed review of the scope of work relative to original contract terms.</p> <p>The new contract total will be \$115,107 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C55011020.A0632.7290
Account Description	Transit Scheduling Software
Project Total Budget	\$126,823
Contract Budget	\$0
Actual (Net of HST Rebate)	\$19,810
Variance	\$19,810 (U)
Funding Source (Note 2)	Provincial Gas Tax

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

Note 2: The Provincial Safe Restart Agreement (SRA Phase 3) incorporated expanded COVID-19 eligibility criteria; including funding up to 50% of costs incurred for the development of an OnDemand Microtransit (ODMT) initiative. The Town's allocation under SRA Phase 3 is \$437,158. Comprehensive analysis of COVID related operating and capital pressures will be undertaken as part of variance review processes later in the year, which will determine the most appropriate use of the Safe Restart funds. Any recommended reallocation of funding sources in this project would be presented to Council at that time.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT RENEWAL**

Project Award	Proposal Award No. 19-323 – Parking Enforcement Services, Third Year Renewal.
Recommendation	<p>Staff are recommending the contract renewal for Parking Enforcement Services to Garda Canada Security Corporation, for the third year term (May 1, 2021 to April 30, 2022) in the total amount of \$174,370 (exclusive of HST).</p> <p>Staff are recommending delegated authority to exercise the two (2) one (1) year renewal options remaining up to a total contact term of five (5) years with a total estimated aggregate value of \$800,921 (exclusive of HST).</p>
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 was awarded to Garda Canada Security Corporation for Parking Enforcement Services in the initial amount of \$103,441 (exclusive of HST) under CORS-021-19. Change orders for the second year renewal term and for the new shift (1:00 a.m.-6:00 a.m.) five days a week and statutory holiday hours have been issued in the total amount of \$174,370 (exclusive of HST) under CORS-015-20.</p> <p>The contract increase in the total amount of \$174,370 (exclusive of HST) is for the third year renewal term and includes the new shift previously added. Garda Canada Security Corp. has agreed to hold the current hourly rates throughout the third year renewal term.</p> <p>The new contract total amount will be \$452,181 (exclusive of HST).</p> <p>The request for proposal allows for two (2) further one (1) year renewal terms being May 1, 2022 through to April 30, 2023 and May 1, 2023 through to April 30, 2024.</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	3025-3740
Account Description	Contracts - Parking Enforcement
Project Total Budget	NA
Contract Budget	\$177,439
Actual (Net of HST Rebate)	\$177,439
Variance (Note 2)	\$0

Funding Source

Operating Budget

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

Note 2: Parking services will monitored throughout the year and any variances will be addressed through a future operating variance report.

COUNCIL AUTHORITY FOR SCOPE CHANGE

Project Details	Scope Change – Main St (Scott Blvd (Incl. CNR Crossing) to Bronte St)																						
Recommendation	Staff are recommending the addition of new traffic signals, at the intersection of Whitmer Street and Main Street, to the scope of work for this project																						
Purpose of Report	As per Budget Amendment Policy No. 113 Section 4.7.2 i Council approval is required.																						
Background information	<p>Through the traffic impact study provided by the proposed development at Main / Bronte, a review of the existing intersections was required. In the study, traffic signals were recommended at the intersection of Whitmer Street and Main Street. Town staff reviewed the information and confirmed that the existing intersection was at 92% warrant and that the 100% signal warrant would likely be satisfied in the near future. As the Town are completing work to finish the roadway through the Main St (Scott Blvd (Incl. CNR Crossing) to Bronte St) project, it is more economical and less of a disturbance to complete the signals at this time, along with the surface coarse asphalt.</p> <p>The estimated capital costs for design and construction for the new traffic signal are \$268,670 (excl. HST), which can be managed through the existing budget.</p> <p>Operating costs of the traffic signal include hydro, maintenance, and investment in reserves to fund the future asset renewal and replacement requirements. Operating impact for 2021 and the next two years are listed below. Associated 2021 operating costs can be covered through the existing budget and future-year operating impacts will be adjusted through the 2022 budget.</p> <table border="1" data-bbox="657 1583 1417 1845"> <thead> <tr> <th data-bbox="657 1583 885 1656">Operating Costs</th> <th data-bbox="885 1583 1037 1656">2021</th> <th data-bbox="1037 1583 1224 1656">2022</th> <th data-bbox="1224 1583 1417 1656">2023</th> </tr> </thead> <tbody> <tr> <td data-bbox="657 1656 885 1696">Hydro</td> <td data-bbox="885 1656 1037 1696">353</td> <td data-bbox="1037 1656 1224 1696">1,410</td> <td data-bbox="1224 1656 1417 1696">1,410</td> </tr> <tr> <td data-bbox="657 1696 885 1736">Maintenance</td> <td data-bbox="885 1696 1037 1736"></td> <td data-bbox="1037 1696 1224 1736">1,137</td> <td data-bbox="1224 1696 1417 1736">4,549</td> </tr> <tr> <td data-bbox="657 1736 885 1808">Lifecycle Replacement</td> <td data-bbox="885 1736 1037 1808"></td> <td data-bbox="1037 1736 1224 1808">17,911</td> <td data-bbox="1224 1736 1417 1808">17,911</td> </tr> <tr> <td data-bbox="657 1808 885 1845">Total</td> <td data-bbox="885 1808 1037 1845">353</td> <td data-bbox="1037 1808 1224 1845">20,459</td> <td data-bbox="1224 1808 1417 1845">23,871</td> </tr> </tbody> </table>			Operating Costs	2021	2022	2023	Hydro	353	1,410	1,410	Maintenance		1,137	4,549	Lifecycle Replacement		17,911	17,911	Total	353	20,459	23,871
Operating Costs	2021	2022	2023																				
Hydro	353	1,410	1,410																				
Maintenance		1,137	4,549																				
Lifecycle Replacement		17,911	17,911																				
Total	353	20,459	23,871																				

Financial Planning Section: Budget Impact <small>(includes non-refundable HST)</small>	
Account Number(s)	C34001211/15
Account Description(s)	Main St (Scott Blvd (Incl. CNR Crossing) to Bronte St)
Project Total Budget	\$7,752,057
Budget Increase Requested	\$273,399
Funding Source	Variance within the project

Note 1: Capital and operating costs associated with the new traffic signals are estimates only. Capital costs will be determined through the tender process in spring 2021. Operating costs will be managed by Program Area staff and reviewed with Financial Planning with any variances being reported through the Variance process.