



# 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: August 23, 2021

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Report No: CORS-043-21

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Subject: Purchasing Various

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

**THAT Council approve the contract increase to Wood Environmental & Infrastructure Solutions for CMHL Lands Record of Site Conditions in the total amount of \$137,800 (exclusive of HST), as outlined on Schedule B;**

**THAT Council approve the contract increase to Wood Environmental & Infrastructure Solutions for the Storm Sewer Network Study, in the total amount of \$56,340 (exclusive of HST), as outlined on Schedule C;**

**THAT Council approve the contract renewals for winter control services to: Blue Chip Building Restoration Ltd. for an estimated \$1,025,764, Wendover Construction for an estimated \$83,400, and Duff Contracting for an estimated \$29,100 in the total estimated amount of \$1,138,264 (exclusive of HST), as outlined on Schedule D;**

**THAT Council approve the contract awards for the winter control services, to: Blue Chip Restoration Ltd. for an estimated \$418,300, Jones Ag Services Limited for an estimated \$237,000, #12105683 for an estimated \$39,400 and Duff Contracting for an estimated \$26,700. The total estimated amount for the winter control services for the 2021/2022 winter season is \$721,400 (exclusive of HST) as outlined on Schedule E;**

**THAT the proposal award for Consulting Services for the Mill Pond Rehabilitation Project to Aquafor Beech Limited in the total amount of \$199,955 (exclusive of HST) be approved as outlined on Schedule F;**



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**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 required paperwork.**

## EXECUTVE SUMMARY

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

## REPORT

### Background

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

### Discussion

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

### 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 \$164,274.

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 - Reserve & Reserve Fund Transfers  
Schedule B – Contract increase for CMHL Lands Record of Site Conditions  
Schedule C – Contract increase for the Storm Sewer Network Study



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## Attachments

Schedule D – Contract Renewal for Winter Control Services  
Schedule E – Tender Award for Winter Control - Road Clearing  
Schedule F – Proposal Award for Mill Pond Rehab Project

CAO Approval  
Andrew M. Siltala  
Chief Administrative Officer

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

Schedule	B	C	Total Change in Funding Sources Increase / (Decrease)
<b>Project Number</b>	<b>C52113913</b>	<b>C43000218/19</b>	
<b>Project Description</b>	<b>Community Park - External to Boyne</b>	<b>Storm Sewer Network Study</b>	
<b>Total Approved Project Budget</b>	<b>\$ 373,697</b>	<b>\$ 340,564</b>	
<b>Recommended Budget Change</b>			
Project Variance Account	14,023	24,049	38,072
<b>Development Charges:</b>			
Parks & Recreation DC	126,203		126,203
<b>Total Increase/(Decrease) in Funding</b>	<b>140,225</b>	<b>24,049</b>	<b>\$ 164,274</b>
<b>Total Revised Project Budget</b>	<b>\$ 513,922</b>	<b>\$ 364,613</b>	

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**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project</b>	Wood Environmental & Infrastructure Solutions for CMHL Lands Record of Site Conditions
<b>Recommendation</b>	<b>Staff is recommending a contract increase for Wood Environmental &amp; Infrastructure Solutions for CMHL Lands Record of Site Conditions in the total amount of \$137,800 (exclusive of HST).</b>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p>The contract was awarded to Amec Foster Wheeler (now Wood PCL) for CMHL Lands Record of Site Conditions, in the amount of \$133,080 (exclusive of HST) on CORS 007-16. Change order #1 was issued for \$16,600. Changer order #2 was issued for \$86,500 on CORS-049-18. Change order #3 was issued for \$9,767 on CORS-064-19. The contact total is \$245,947.</p> <p>Wood Environmental &amp; Infrastructure Solutions was retained in 2012 to conduct a Phase One and Phase Two Environmental Site Assessment (ESA) on the former CMHL Lands with the intent to file a Record of Site Condition (RSC). In 2021, the Phase One ESA was completed to CSA Standards and was subsequently updated in October 2019 to a Phase One ESA in accordance with the requirements of O. Reg. 153/04.</p> <p>A supplemental Phase Two ESA was completed by Wood Environmental &amp; Infrastructure Solutions between August 2016 and September 2019 to confirm and further characterize contaminants identified in the 2012 Phase Two ESA, in support of a Risk Assessment (RA) and the filing of an RSC. As part of the risk assessment process, Wood submitted a pre-submission form (PSF) to the Ontario Ministry of the Environment, Conservation and Parks (MECP), which provided a summary of the ESAs completed at the site. This contract increase is required to address the comments received by the MECP relating to the Phase Two ESA, delineation of contaminants at the site and updating the Phase One ESA in accordance with the requirements of O. Reg. 153/04.</p> <p>This contract increase is in the total amount of \$137,800 (exclusive of HST). The related scope of work and costing has been reviewed and confirmed by staff.</p> <p>The new contract will be in the total amount of \$383,747exclusive of HST).</p>

<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C52113913-A1610-7290
<b>Account Description</b>	Community Park – External To Boyne
<b>Project Total Budget</b>	\$373,697
<b>Contract Budget</b>	\$0
<b>Actual</b> (Net of HST Rebate)	\$140,225
<b>Variance</b>	\$140,225 (U)
<b>Funding Source</b>	Development Charges, Project Variance Account

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Contract Increase for Wood Environmental & Infrastructure Solutions, for additional CCTV work related to the Storm Sewer Network Study.
<b>Recommendation</b>	<b>Staff are recommending the contract increase for Wood Environmental &amp; Infrastructure Solutions in the total amount of \$56,340 (exclusive of HST).</b>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p>On CORS-047-17, Council awarded a single source award to Amec Foster Wheeler (now Wood Environmental &amp; Infrastructure Solutions), for a Storm Network Study Phase 1, in the total amount of \$297,686 (exclusive of taxes). Change order #1 was approved on CORS-008-18, in the total amount of \$105,000 and change order #2 was processed in the total amount of \$23,500, for a total contract value of \$426,168 (exclusive of taxes).</p> <p>On CORS-066-19, Council approved a contract increase, for the Storm Sewer Network Study Phase 2 &amp; 3, in the amount of \$250,249, bringing the contract total to \$676,435 (exclusive of HST). No other change orders have been issued to-date for Phase 1 through 3.</p> <p>This contract increase request of \$56,340 (exclusive of HST) is required to perform additional field work to address residual gaps in the condition assessment completed as part of phase 1 of the Storm Sewer Network Study.</p> <p>The rates used are consistent with previous rates charged under this contract, and are consistent with those in the initial request for proposal. Staff have reviewed and validated the work identified.</p> <p>The new contract total for the Phase 1 through 3 work will be \$732,775 (exclusive of HST).</p>

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

<b>Account Number(s)</b>	C43000218/19
<b>Account Description</b>	Storm Sewer Network Study
<b>Project Total Budget</b>	\$ 340,564
<b>Contract Budget</b>	\$ 33,283
<b>Actual</b> (Net of HST Rebate)	\$ 57,332
<b>Variance</b>	\$ 24,049 (U)
<b>Funding Source</b>	Project Variance Account

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT RENEWALS**

<b>Project</b>	2021/2022 Winter Control Program - Rental of Equipment and Operator – Contract Renewals.						
<b>Recommendation</b>	<p>Staff are recommending to award contract renewals, for winter control services for a combination of various contracts for years two to five, for the winter season 2021/2022, in the estimated amounts noted below (excluding taxes), to:</p> <table border="0" data-bbox="505 495 1573 604"> <tr> <td><b>Blue Chip Building Restoration Ltd.,</b></td> <td align="right"><b>\$1,025,764</b></td> </tr> <tr> <td><b>Wendover Construction,</b></td> <td align="right"><b>\$ 83,400</b></td> </tr> <tr> <td><b>Duff Contracting</b></td> <td align="right"><b>\$ 29,100</b></td> </tr> </table> <p>The estimated total renewal value for the 2021/2022 winter season is <b>\$1,138,264.</b></p>	<b>Blue Chip Building Restoration Ltd.,</b>	<b>\$1,025,764</b>	<b>Wendover Construction,</b>	<b>\$ 83,400</b>	<b>Duff Contracting</b>	<b>\$ 29,100</b>
<b>Blue Chip Building Restoration Ltd.,</b>	<b>\$1,025,764</b>						
<b>Wendover Construction,</b>	<b>\$ 83,400</b>						
<b>Duff Contracting</b>	<b>\$ 29,100</b>						
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.						
<b>Background information</b>	<p>The Town of Milton requires contracted equipment and operators to provide winter maintenance on both Town and Regional roads (as part of the Regional Maintenance Agreement). These contracts supplement the services provided by Town staff.</p> <p><b>Contract Renewals</b> The Town of Milton issues winter control tenders on an annual basis for a portion of the requirements, for a potential contract term of up to five years. This ensure that in any given year, the Town will potentially only have a 20% turnover in contractors, ensuring that services can be delivered effectively and efficiently. This renewal encompasses 26 units of various types of equipment.</p> <p>This renewal report summarizes the contracts for the various contractors, who are in year two through year 5, of their contracts. In addition, the Town has extended renewals for 3 tandem units from Blue Chip Building Restoration to a sixth year, in order to have a more even balance of units/bidding year. All pricing for the renewal years, has been agreed to with no increase from the previous year, with the exception of the 3 units noted. The unit rate for these units had been held for the 5-year period and staff agreed to an increase in price using last years bid pricing.</p> <p>Included in these contracts is a MTO fuel index calculation, which are reconciled monthly. The index is used by the province and many municipalities, to manage fluctuating fuel costs, through the term of the contract. This ensures that the contractors, don't bare the risk of hedging the fuel costs and the town benefits by not paying higher rates to cover this risk.</p>						



**CORS-043-21 - Schedule D**

The costing estimates are a combination of the standby rate and hourly call our rates.

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

<b>Account Number(s) Account Description</b>	3200-3740 Town Winter Control Renewals	3200-3740 Town Winter Control Standby	3500-3740 Regional Roads Winter Control Renewals	3500-3740 Regional Roads Winter Standby
<b>Contract Budget</b> (Note 2)	\$480,978	\$233,779	\$337,674	\$165,731
<b>Actual</b> (Net of HST Rebate) (Note 3)	\$444,016	\$233,779	\$314,772	\$165,731
<b>Variance</b>	\$ 36,961 F	\$0	\$22,902 F	\$0
<b>Funding Source</b>	Operating Budget	Operating Budget	Regional Recovery (Note 4)	Regional Recovery (Note 4)

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

Note 2: Reflects budget for the units awarded through this contract renewal only, and therefore excludes the amounts related to new contract awards.

Note 3: Contract costs will vary with utilization and will be monitored by program area staff. Any variances will be reported through the Variance process.

Note 4: The cost of contracts for Regional Roads will be recovered from the Region of Halton including cost plus for Winter Control.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
TENDER AWARD**

<b>Project Award</b>	Tender Award No. 21-063 for Rental of Equipment & Operator for Road Snow Removal for the Town’s Winter Control Program								
<b>Recommendation</b>	<p><b>Staff are recommending the award of the tender for Rental of various equipment with operators, for winter control services, for a one-year term, with an option to renew for 4 additional one year terms, to:</b></p> <table data-bbox="620 443 1247 590"> <tr> <td><b>Blue Chip Restoration</b></td> <td><b>\$418,300</b></td> </tr> <tr> <td><b>Jones Ag Services Limited</b></td> <td><b>\$237,000</b></td> </tr> <tr> <td><b>#12105683</b></td> <td><b>\$ 39,400</b></td> </tr> <tr> <td><b>Duff Contracting</b></td> <td><b>\$ 26,700</b></td> </tr> </table> <p><b>In the total estimated annual amount of \$721,400 (exclusive of HST), being the lowest compliant bids received.</b></p> <p><b>The estimated total of these contracts for the five-year period is \$3,607,000.</b></p>	<b>Blue Chip Restoration</b>	<b>\$418,300</b>	<b>Jones Ag Services Limited</b>	<b>\$237,000</b>	<b>#12105683</b>	<b>\$ 39,400</b>	<b>Duff Contracting</b>	<b>\$ 26,700</b>
<b>Blue Chip Restoration</b>	<b>\$418,300</b>								
<b>Jones Ag Services Limited</b>	<b>\$237,000</b>								
<b>#12105683</b>	<b>\$ 39,400</b>								
<b>Duff Contracting</b>	<b>\$ 26,700</b>								
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for tender awards over \$1,000,000.								
<b>Background information</b>	<p>The Town of Milton requires contracted equipment and operators to provide winter maintenance on both Town and Regional roads (as part of the Regional Maintenance Agreement). These contracts supplement the services provided by Town staff.</p> <p>The Town of Milton issue winter control tenders on an annual basis for a portion of the requirements, for a potential contract term of five years. This ensure that in any given year, the Town will potentially only have a 20% turnover in contractors, ensuring that services can be delivered effectively and efficiently. This tender encompasses 16 units (of 42 units that are outsourced) of various types of equipment.</p> <p>Included in these contracts is a MTO fuel index calculation, which are reconciled monthly. The index is used by the province and many municipalities, to manage fluctuating fuel costs, through the term of the contract. This ensures that the contractors, don’t bare the risk of hedging the fuel costs and the town benefits by not paying higher rates to cover this risk.</p> <p>The tender allows for a contract term of up to five years. Staff award to the contractors, in order of the unit rates, for the various equipment.</p> <p>This tender award report summarizes the contract values for the various pieces of equipment/operators for the first year of a potential five-year contract. The estimated annual costs include both the standby and estimated hours, for the 2021/2022 winter season.</p>								

**Purchasing Section: Bid Award Information**

<b>Date bid issued</b>	June 30, 2021
<b>Advertisements</b>	Town of Milton website
<b>Closing Date</b>	July 21, 2021
<b># of Plan takers</b>	17
<b>List of bid submissions inclusive of HST</b>	12105683 Canada Inc. Blue Chip Building Restoration Ltd Duff Contracting Ltd Jones Ag Services Limited Marquee Landscapes LTD  Bid pricing is not shown, in this summary, as the bidders had the option to bid on the various pieces of equipment individually.

<b>Financial Planning Section: Budget Impact</b> (Note 1)				
<b>Account Number(s)</b>	3200-3740	3200-3740	3500-3740	3500-3740
<b>Account Description</b>	Town Winter Control Renewals	Town Winter Control Standby	Regional Roads Winter Control Renewals	Regional Roads Winter Standby
<b>Contract Budget</b> (Note 2)	\$ 278,367	\$ 142,682	\$ 195,891	\$ 103,170
<b>Actual</b> (Net of HST Rebate) (Note 3)	\$ 283,356	\$ 142,682	\$204,888	\$ 103,170
<b>Variance</b>	\$ 4,989 U	\$ 0	\$ 8,997 U	\$ 0
<b>Funding Source</b>	Operating Budget	Operating Budget	Regional Recovery (Note 4)	Regional Recovery (Note 4)

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

Note 2: Reflects budget for the units awarded through this contract award only, and therefore excludes the amounts related to renewal contracts.

Note 3: Contract costs will vary with utilization and will be monitored by program area staff. Any variances will be reported through the Variance process.

Note 4: The cost of contracts for Regional Roads will be recovered from the Region of Halton including cost plus for Winter Control.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
PROPOSAL AWARD**

<b>Project Award</b>	Proposal Award No. 21–585 for Consulting Services for the Mill Pond Rehabilitation Project
<b>Recommendation</b>	<b>Staff is recommending the award of the proposal for Consulting Services for the Mill Pond Rehabilitation Project to Aquafor Beech Limited in the total amount of \$199,955 (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>	In 2020 the Town completed the “Stormwater Management Facility Condition Assessment” for its stormwater management (SWM) facilities, and associated infrastructure, including the Mill Pond. The report has provided recommendations for various works to be completed for Mill Pond, and as a result, the Town moved forward by issuing the RFP (Request for Proposal) to the open market, for consulting services, to carry out the recommendations of the report as they pertain to the Mill Pond. In this project, the works will combine the following: SWM pond rehabilitation works; sediment depth survey, miscellaneous deficiencies, and sediment removal, into a single rehabilitation project.
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	June 18, 2021
<b>Advertisements</b>	Town of Milton website, Bids&Tenders website
<b>Closing Date</b>	July 23, 2021
<b># of Plan takers</b>	Six (6)
<b>Proposal Submissions received</b>	Proposals were received from the following companies: <ul style="list-style-type: none"> <li>• AECOM Canada Limited</li> <li>• Aquafor Beech Limited</li> <li>• WalterFedy</li> <li>• Wood Canada Limited</li> </ul>
<b>Evaluation Criteria</b>	The proposals were evaluated based on the following criteria: <ul style="list-style-type: none"> <li>• Description of Firm, Project Team and Structure – 5 points</li> <li>• Project Experience and References – 15 points</li> <li>• Understanding of Project Including Assessment of Project Risks – 10 points</li> <li>• Project Methods, Work Program, Tasks and Deliverables – 30 points</li> <li>• Project Scheduling – 15 points</li> <li>• Proposal Costs – 25 points</li> </ul> <p>An evaluation team, facilitated by Purchasing, with representation from Development Services evaluated the proposals against the established criteria and the following three (3) proponents were invited to an interview:</p>

	<ul style="list-style-type: none"> <li>• AECOM Canada Limited</li> <li>• Aquafor Beech Limited</li> <li>• Wood Canada Limited</li> </ul> <p>Aquafor Beech Limited is the highest ranking overall proponent and is being recommended for this award.</p>
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**Financial Planning Section: Budget Impact** (Note 1)

<b>Account Number(s)</b>	C43000621	C43000623
<b>Account Description</b>	Mill Pond Rehabilitation (2021)	Mill Pond Rehabilitation (2023)
<b>Project Total Budget</b>	\$ 809,390	\$ NA
<b>Contract Budget</b>	\$ 284,895	\$ NA
<b>Actual</b> (Net of HST Rebate)	\$ 130,156	\$73,318 (Note 2)
<b>Variance</b> (Note 3)	\$154,739 (F)	NA
<b>Funding Source</b>	Project Variance Account	NA

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

Note 2: This portion of the contract award is not being issued at this time. The contract administration is part of the sediment removal that will occur pending 2023 budget approval.

Note 3: Due to the anticipated permit requirements and environmentally sensitive nature of the Mill Pond work, it is being requested that the favourable variance remain in the project.