

THE CORPORATION OF THE TOWN OF MILTON

BY-LAW NO. 102-2021

BEING A BY-LAW TO AMEND BY-LAW 061-2018, BEING A BY-LAW TO ESTABLISH POLICIES FOR THE PROCUREMENT OF GOODS AND SERVICES, AND THE DISPOSAL OF SURPLUS GOODS

WHEREAS paragraph 270(1)3 of the Municipal Act, 2001, S.O. 2001, c. 25 provides that a municipality shall adopt and maintain a policy with respect to its procurement of goods and services;

AND WHEREAS Council deems it desirous to amend By-law 061-2018, as amended;

NOW THEREFORE the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** Section 6.4.2 (a) be repealed and replaced with the following wording:

for Consultant and Professional Services with an anticipated per Assignment total cost of \$150,000 or less for Park Landscape Architecture and Facility Architecture/Engineering and \$350,000 or less for Civil Engineering, the applicable LMT Member can award the Assignment in consultation with the Manager, Purchasing and Risk Management through a direct appointment from the Roster. Assignments will be distributed amongst Roster companies on a rotational basis as well as a "best fit" basis. This will ensure that there is a reasonably equitable distribution of the Assignments, based on the total dollar value of the work. This method allows the Town to employ a number of different professionals while matching the particular talents of a professional to the project needs. Awards will occur via PDA Report.

2. **THAT** Section 6.4.2 (b) be repealed and replaced with the following wording:

for Consulting and Professional Services with an anticipated per Assignment total cost that is greater than \$150,000 for Park Landscape Architecture and Facility Architecture/Engineering and \$350,000 for Civil Engineering, but not exceeding \$500,000, the Manager, Purchasing and Risk Management, in consultation with the applicable LMT Member, will use a Request for Proposal to solicit Bids from the approved companies on the Roster for that specific specialty. The financial criteria will carry a heavier weight in the evaluation process in this circumstance. Awards will be made via a PDA Report and granted to the highest scoring Bidder from the Roster responding to the Request for Proposal.

3. **THAT** Section 6.4.5 be repealed and replaced with the following wording:

The limits and requirements for appointing Suppliers and Awarding Assignments are as follows:

Procurement Value	Approval Authority	Award details
Appointing Suppliers to the Professional Services Roster		
Not Applicable	Council Approval	Staff will prepare a report for Council based on results of Bid process. Council must approve all Suppliers added to Roster.
Awarding Assignments to Suppliers on the Professional Services Roster – Park Landscape Architecture and Facility Architecture/Engineering		
Up to \$150,000	Manager, Purchasing and Risk Management or LMT Member	The Manager, Purchasing and Risk Management will make a direct Award from the Roster using a PDA Report.
Greater than \$150,000 but not exceeding \$500,000	Manager, Purchasing and Risk Management or LMT Member	The Manager, Purchasing and Risk Management, in consultation with the LMT Member, will request proposals from the approved Suppliers on the Roster for that specific specialty. Award will occur via PDA Report.
Greater than \$500,000	Council Approval	The Manager, Purchasing and Risk Management, in consultation with the LMT Member will request proposals from the approved Suppliers on the Roster for that specific specialty. Award will occur via Council approval.
Awarding Assignments to Suppliers on the Professional Services Roster – Civil Engineering		
Up to \$350,000	Manager, Purchasing and Risk Management or LMT Member	The Manager, Purchasing and Risk Management will make a direct Award from the Roster using a PDA Report.
Greater than \$350,000 but not exceeding \$500,000	Manager, Purchasing and Risk Management or LMT Member	The Manager, Purchasing and Risk Management, in consultation with the LMT Member, will request proposals from the approved Suppliers on the Roster for that specific specialty. Award will occur via PDA Report.
Greater than \$500,000	Council Approval	The Manager, Purchasing and Risk Management, in consultation with the LMT Member will request proposals from the approved Suppliers on the Roster for that specific specialty. Award will occur via Council approval.

4. **THAT** all other provisions of By-law No. 061-2018, as amended, remain in full force and effect.
5. **AND THAT** this By-law shall come into force and effect and take on the date of its passing.

PASSED IN OPEN COUNCIL ON OCTOBER 25, 2021.

Gordon A. Krantz Mayor

Meaghen Reid Town Clerk