



# 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: December 13, 2021

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Report No: CORS-063-21

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Subject: Purchasing Various

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

**THAT the contract increase to Wood Environmental & Infrastructure in the amount of \$436,034 (exclusive of HST) for Peer Review Services that are recovered from developers be received for information as outlined on Schedule B;**

**THAT the contract renewal and increase to Wood Environmental & Infrastructure in the amount of \$45,000 (exclusive of HST) for Peer Review Services that are recovered from developers for the period ending February 28, 2022, as outlined on Schedule B, be received for information;**

**THAT the contract increase to Royal Security for the Memorial Arena Exterior Door Replacement project in the total amount of \$15,757 (exclusive of HST), as outlined on Schedule C, be received for information;**

**THAT Council approve the contract increase to AMPS Consulting & Professional Services Inc. for a pilot program for Hearing Officer services to support the Town of Milton with the implementation of an Administrative Penalty System (APS) in the total amount of \$24,250 (exclusive of HST) as outlined on Schedule D;**

**THAT Council approve the proposal award to provide civil engineering, landscape architecture and facility architecture/ engineering consulting services on a roster basis for the period January 1, 2022 to December 31, 2022. be approved as outlined on Schedule E;**



**AND THAT Council provide delegated authority to award the two (2), one (1) year renewal options, up to a total contact term of three (3) years as outlined on Schedule E;**

**THAT the project scope change be awarded to Aquafor Beech Limited for the Mill Pond Rehabilitation Project at a zero percent increase as outlined on Schedule F;**

**THAT Council approve the limited tendering awards for 2022 as per the list of suppliers outlined on Schedule G;**

**THAT the budget for capital project C34003821 (Louis St. Laurent Avenue – James Snow Parkway to Fifth Line) be increased in the total amount of \$1,922,916 with initial funding from Developer Recovery as further described in 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 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 (A to H) attached.



## Discussion

This report includes the limited tendering awards to a number of suppliers listed in detail in Appendix G. The limited tendering category, as defined within the Canadian Free Trade Agreement (CFTA) and Comprehensive Economic and Trade Agreement (CETA), captures a variety of award types including contract renewals, extensions, single or sole source and competitively bid. The awards are recommended to the vendors identified for reasons such as compatibility, existing enterprise application softwares, joint government procurement initiatives and specialized/unique services or products.

Staff are requesting the ability to issue purchase orders to these suppliers for requirements within the approved budgets, and the awards recommended herein allow for both operating and capital needs to proceed in 2022. 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.

Annual approvals of these items 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 2022.

## Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through H.

The limited tendering awards outlined in Schedule G capture \$3.05 million of approvals related to the operating budget and \$4.25 million of approvals related to the capital program. 65% of these amounts relate to the information technology solutions, and almost all awards relate to services that were in place in 2021. The management of the resulting purchase orders for 2022 will occur in accordance with the Town's financial policies and authorities.

The capital budget increase recommended in Schedule H amounts to \$1.9M and will be initially funded by the developer. The Town will reimburse the developer following inclusion of the project cost in the Town's capital budget. Although the Town's road development charge reserve funds are currently in a deficit position, the overall development charge balance remains positive and the Town holds road cash flow assistance letters of credit which may be drawn upon.

Respectfully submitted,



# The Corporation of the Town of Milton

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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 – Delegated for renewal of the Insurance Policy and Risk Services  
Schedule B – Contract increase for Peer Review Services  
Schedule C – Contract award for Memorial Arena Exterior Door Replacement  
Schedule D – Contract Increase for Hearing Officer services  
Schedule E – Proposal award for Professional Consulting Services Roster  
Schedule F - Project scope change for the Mill Pond Rehabilitation Project  
Schedule G - Limited tendering awards for 2022  
Schedule H – Budget Increase for capital project C34003821 (Louis St. Laurent Avenue  
– James Snow Parkway to Fifth Line)

CAO Approval  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the HuronWendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
DELEGATED AUTHORITY**

<b>Project Award</b>	Delegated Authority is requested to award the renewal of the Town's insurance policy portfolio and risk management services.												
<b>Recommendation</b>	<b>Staff are requesting delegated authority to proceed with the sixth (6) year renewal of the RFP award for the Town's insurance policy portfolio and risk management services, to Marsh Canada.</b>												
<b>Purpose of Report</b>	As per Section 6.3.14 of Purchasing By-law No. 061-2018, Council approval is required.												
<b>Background information</b>	<p>The RFP for Insurance and Risk Management Services was awarded to JLT Canada (now Marsh Canada) on CORS-061-16 for a three (3) year period (January 1, 2017-December 31, 2019). There was an option to renew for additional years. The contract was renewed for a fifth (5) year in 2021. Staff are proposing an additional renewal year and pursuant to information provided to Council in Report CORS-048-21 is currently negotiating terms for both a one (1) year and eighteen (18) month contract effective January 1, 2022.</p> <p>The following outlines the premiums over the five (5) year contract period:</p> <table border="1" data-bbox="662 1094 1523 1318"> <thead> <tr> <th colspan="2">5 Year Total Premium Comparison (incl. taxes and fees)</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>\$728,785</td> </tr> <tr> <td>2018</td> <td>\$771,667</td> </tr> <tr> <td>2019</td> <td>\$796,109</td> </tr> <tr> <td>2020</td> <td>\$844,900</td> </tr> <tr> <td>2021</td> <td>\$806,681</td> </tr> </tbody> </table> <p>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. The decrease in premium for the 2021 term is as a result of the discontinuation of the Excess WSIB Insurance Policy as outlined in Report CORS-048-21.</p> <p>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.</p>	5 Year Total Premium Comparison (incl. taxes and fees)		2017	\$728,785	2018	\$771,667	2019	\$796,109	2020	\$844,900	2021	\$806,681
5 Year Total Premium Comparison (incl. taxes and fees)													
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2020	\$844,900												
2021	\$806,681												

**CORS-063-21 - Schedule A**

	Staff are continuing to work with Marsh Canada to complete the negotiations for the 2022 policy portfolio and will report back to Council early in 2022 with the results of the negotiations and coverage for 2022.
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**Financial Planning Section: Budget Impact** (Note 1 & 2)

<b>Account Number(s)</b>	Various Departments – 3799
<b>Account Description</b>	Insurance
<b>Project Total Budget</b>	N/A
<b>Contract Budget</b>	\$933,421
<b>Actual</b> (Net of HST Rebate)	To be determined upon contract renewal award
<b>Variance</b>	To be determined upon contract renewal award
<b>Funding Source</b>	2022 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 will be reflected in the operating variance process in 2022.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT RENEWAL AND INCREASE**

<b>Project Award</b>	Development Engineering – Peer Review Consulting Services.
<b>Recommendation</b>	<p><b>Staff is reporting a contract increase of \$436,034 (exclusive of HST) to Wood Environmental &amp; Infrastructure for Peer Review Services for information.</b></p> <p><b>Staff is also recommending approval to proceed with a contract renewal and increase for Peer Review Services in the total estimated amount of \$45,000 (exclusive of HST) to the period ending February 28, 2022.</b></p>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for the remaining Peer Review Works.
<b>Background information</b>	<p>A contract for Peer review services was awarded in 2017, on CORS-006-17, for a one (1) year period March 1, 2017 to February 28, 2018, with an option to renew for four (4) additional one (1) year periods, in the estimated annual amount of \$200,000 (excluding taxes). Wood Environmental &amp; Infrastructure was identified as one of the successful proponents, with the subsequent contract awards occurring on an as required basis. The Peer Review work is fully reimbursable by the Developers.</p> <p>Years two through four were subsequently awarded covering the period March 1, 2018 to February 28, 2021 at an aggregate estimated spend of \$305,000, bringing the total commitment as of February 2021 to \$505,000 (excluding taxes).</p> <p>During year five (beginning March 1, 2021), staff followed a process whereby as the need for new peer review work was identified, a request for quotation was sent to the vender. The cost estimate received was then circulated to the developer for approval in writing in advance of any work proceeding. Once the work is complete, the Town submits payment to the vendor with a recovery from the related developer. To date in year five, there have been 5 purchase order releases issued in the total amount of \$436,034 (excluding HST). Although this work was validated and approved by the developers who are ultimately responsible for paying the cost, approval of the year five renewal should have also occurred in accordance with the Town's purchasing by-law. These amounts are being presented at this time to ensure transparency.</p> <p>It is anticipated that an additional spend on the contract of \$45,000 will be required through to the end of February 2022 (i.e. the balance of year five). As such, Council approval for the renewal and contract increase in this amount is being requested at this</p>

**CORS-063-21 - Schedule B**

time. This contract increase will bring the new total of the contract to \$986,034 (exclusive of taxes), for years one (1) through five (5).

A new bid will be issued at the beginning of 2022 for peer review services.

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

<b>Account Number(s)</b>	6350-3736
<b>Account Description</b>	Consultants – Recoverable/Developer Contributions
<b>Project Total Budget</b>	NA
<b>Contract Budget</b> (Note 2)	\$ 489,501
<b>Actual</b> (Net of HST Rebate)	\$ 489,501
<b>Variance</b>	\$ 0
<b>Funding Source</b>	Developer Recovery

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

Note 2: Contract Budget reflects commitments that will continue through 2023. The cost is fully recoverable from developers.



**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Contract Increase for Memorial Arena Exterior Door Replacement awarded through Tender No. 21-01-00522
<b>Recommendation</b>	<b>Staff proceeded with the contract award for additional work to Royal Security for Memorial Arena Exterior Door Replacement in the total amount of \$15,757 (exclusive of HST). This award is being received for information.</b>
<b>Purpose of Report</b>	As per Section 7.2.2 of Purchasing By-law No. 061-2018, this award is provided for information.
<b>Background information</b>	The original contract was awarded to Royal Security, the exterior door supply and install contractor in the amount of \$47,556 (exclusive of HST) through PDA-026-21. The Town increased the Purchase Order by \$15,757 to make structural changes to the busy player entrance door and also to replace some of the aging interior change room doors.  The new contract total will be \$63,313 (exclusive of HST).
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C58213421
<b>Account Description</b>	Memorial Arena Facility Improvements
<b>Project Total Budget</b>	\$ 181,209
<b>Contract Budget</b>	\$ 62,556
<b>Actual</b>	\$ 63,313
<b>Variance</b>	\$ 757 (U)
<b>Funding Source</b>	Contingency within the project

Note 1: This project is eligible for input tax credits, therefore costs do not include HST.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Contract increase to AMPS Consulting & Professional Services Inc. for a pilot program for Hearing Officer services to support the Town of Milton with the implementation of an Administrative Penalty System (APS) for a period of fifteen (15) months.
<b>Recommendation</b>	<b>Staff is recommending the contract increase to AMPS Consulting &amp; Professional Services Inc. for a pilot program for Hearing Officer services to support the Town of Milton with the implementation of an Administrative Penalty System (APS) in the total estimated amount of \$24,250 (exclusive of HST).</b>
<b>Purpose of Report</b>	As per Section 7.2.1 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p>Staff awarded consulting services for the transition of the Town of Milton Parking Bylaw from the Part II Provincial Offences Act model to an APS model, including an evaluation of service delivery models specifically related to the Hearing Officer role. The initial award was in the total amount of \$24,700 (exclusive of HST).</p> <p>This contract increase is to continue the program to a total fifteen (15) month term, commencing February 1, 2022 and expiring April 30, 2023. The costs include the provision of Hearing Officer services, evaluation of the program and other items as approved. The total estimated amount of this pilot program is \$24,250 (exclusive of HST), which provides for 50 hearing days during the term.</p> <p>The new contract total is in the total amount of \$48,950 (exclusive of HST).</p>

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

<b>Account Number(s)</b>	3025-3740
<b>Account Description</b>	Parking Enforcement - Contracts
<b>Project Total Budget</b>	N/A
<b>Contract Budget</b>	\$ 39,000
<b>Actual</b> (Net of HST Rebate)	\$ 24,677
<b>Variance</b> (Note 2)	\$ 14,323 (F)
<b>Funding Source</b> (Note 3)	2022/23 Operating Budget

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

Note 2: Staff will monitor actuals, with any variances being reported through the variance process in 2022/23.

## COUNCIL AUTHORITY FOR CONTRACT AWARDS

<b>Project Award</b>	Proposal Award No. 21-051 – Professional Consulting Services Roster for Design and Contract Administration
<b>Recommendation</b>	<p>Staff is recommending the award of the proposal for Professional Consulting Services for design and contract administration to provide civil engineering, landscape architecture and facility architecture/engineering consulting services on a roster basis for the period January 1, 2022 to December 31, 2022.</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 three (3) years to the following firms:</p> <p><b><u>Section A - Civil Engineering</u></b></p> <ul style="list-style-type: none"> <li>• CIMA Canada Inc.</li> <li>• GM BluePlan Engineering Limited</li> <li>• Wood Environment &amp; Infrastructure Solutions</li> <li>• WSP Canada Group Limited</li> </ul> <p><b><u>Section B - Landscape Architecture</u></b></p> <ul style="list-style-type: none"> <li>• Landscape Planning Limited</li> <li>• NAK Design Strategies</li> <li>• The MBTW Group Inc.</li> </ul> <p><b><u>Section C – Facility Architecture/Engineering</u></b></p> <ul style="list-style-type: none"> <li>• KNYMH Inc. Architecture + Solutions</li> <li>• GM Blue Plan Engineering Limited</li> <li>• CK Engineering Inc.</li> <li>• Read Jones Christoffersen Ltd.</li> <li>• Chisholm Fleming &amp; Associates</li> <li>• Wood Canada Ltd.</li> <li>• Building Innovation Inc.</li> <li>• Building Exterior Consultants Inc.</li> </ul>
<b>Purpose of Report</b>	As per Section 6.4 of Purchasing By-law No. 061-2018, Council approval is required for award of the Professional Services Roster.
<b>Background information</b>	<p>The Town undertook a Request for proposal process to seek qualified professionals for consulting services for design and contract administration to provide civil engineering, landscape architecture and facility architecture/engineering services. Proponents could submit on any or all disciplines. Required services will be determined on a project-by-project basis and may include any combination of design, bid specification preparation, construction administration and various related services.</p> <p>In keeping with the Town’s roll out strategy for the Certificate of Recognition (COR™) program, proponents were required to be COR™ registered at minimum, at time of proposal submission.</p> <p>The use of the Professional Services roster will be in accordance with Section 6.4 of the Purchasing By-law. The annual requirements will be</p>

	<p>based on the annual approved budgets and on an as and when required basis. The process for selection from the consultant roster will be made upon review of proposed pricing, availability and consultant qualifications and experience. Contracts may be awarded on a direct award basis as shown in the table below. Council approval will be required for project awards over \$500,000. At any time, a separate bid may be issued to the open market in accordance with guidelines within the Purchasing By-law.</p>
<p><b>Purchasing Section: Bid Award Information</b></p>	
<p><b>Date bid issued</b></p>	<p>September 15, 2021</p>
<p><b>Advertisements</b></p>	<p>Town of Milton website</p>
<p><b>Closing Date</b></p>	<p>October 18, 2021</p>
<p><b># of Plan takers</b></p>	<p>Fifteen (15)</p>
<p><b>Proposal Submissions received</b></p>	<p>Section A – Civil Engineering discipline:</p> <ul style="list-style-type: none"> <li>• CIMA Canada Inc.</li> <li>• GM BluePlan Engineering Limited</li> <li>• Chisholm Flemming &amp; Associates</li> <li>• Wood Environment &amp; Infrastructure Solutions</li> <li>• WSP Canada Group Limited</li> </ul> <p>Section B - Landscape Architecture discipline:</p> <ul style="list-style-type: none"> <li>• Landscape Planning Limited</li> <li>• NAK Design Strategies</li> <li>• The MBTW Group Inc.</li> <li>• Cosburn Giberson Landscape Architects</li> <li>• CIMA Canada Inc.</li> </ul> <p>Section C – Facility Architecture/Engineering:</p> <ul style="list-style-type: none"> <li>• KNYMH Inc. Architecture + Solutions</li> <li>• GM Blue Plan Engineering Limited</li> <li>• CK Engineering Inc.</li> <li>• Read Jones Christoffersen Ltd.</li> <li>• Chisholm Fleming &amp; Associates</li> <li>• Wood Canada Ltd.</li> <li>• Building Innovation Inc.</li> <li>• Building Exterior Consultants Inc.</li> </ul> <p>2MK Architects also submitted, but were deemed to be non-compliant.</p>
<p><b>Evaluation Criteria</b></p>	<p>The proposals and interview were evaluated based on the following:</p> <ol style="list-style-type: none"> <li>1. Description of the Firm, Corporate Structure, Scope of Services &amp; Professional Development of Staff (5 points).</li> <li>2. Qualifications, Composition and Special Expertise of Project Team Relevant to Professional Practice in Ontario (15 points).</li> <li>3. Relevant Experience in the Provision of Prime Consulting Services in</li> </ol>

- the Municipal Sector in Ontario (25 points).
4. Project Approach and Methodology (25 points).
  5. Certificate of Recognition (COR™) (5 points).
  6. Value-Added Services (5 points).
  7. Costing/Fee Schedules (20 points).

An evaluation team for each section/discipline with representation from Development Services Infrastructure and Community Services evaluated the submissions and conducted proponent interviews that resulted in awards to the highest scoring proponents as follows:

Section A – Civil Engineering discipline to:

- CIMA Canada Inc.
- GM BluePlan Engineering Limited
- Wood Environment & Infrastructure Solutions
- WSP Canada Group Limited

Section B - Landscape Architecture discipline to:

- Landscape Planning Limited
- NAK Design Strategies
- The MBTW Group Inc.

Section C – Facility Architecture/Engineering to the following:

- KNYMH Inc. Architecture + Solutions
- GM Blue Plan Engineering Limited
- CK Engineering Inc.
- Read Jones Christoffersen Ltd.
- Chisholm Fleming & Associates
- Wood Canada Ltd.
- Building Innovation Inc.
- Building Exterior Consultants Inc.

**Financial Planning Section: Budget Impact**

There is no financial impact directly from this award. Projects will be awarded in accordance with Section 6.4 of the Purchasing By-law (as amended). The section currently reads as follows:

Procurement Value	Approval Authority	Award Details
<b>Awarding Assignments to Suppliers on the Professional Services Roster – Park Landscape Architecture and Facility Architecture/Engineering:</b>		
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-CRAN 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-CRAN 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.
<b>Awarding Assignments to Suppliers on the Professional Services Roster – Civil Engineering:</b>		
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-CRAN 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-CRAN 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.

## COUNCIL AUTHORITY FOR CONTRACT SCOPE CHANGE

<b>Project Award</b>	Mill Pond Rehabilitation Project, all as per Request for Proposal No. 21-585
<b>Recommendation</b>	<b>Staff are recommending approval to proceed with a contract scope change for Aquafor Beech Limited for the Mill Pond Rehabilitation Project at a zero cost increase to the project, all as outlined below.</b>
<b>Purpose of Report</b>	As per Section 7.2 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p>The current contract awarded to Aquafor Beech Limited for the Mill Pond Rehabilitation Project in the amount of \$127,805 (exclusive of HST). No change orders have been issued to-date.</p> <p>The current scope of work is for design (sediment depth survey, sediment removal, miscellaneous deficiencies) and contract administration. During detailed design it was determined that the sediment removal/pond clean out works are no longer required. However, there are other areas that require additional investigation and consideration.</p> <p>The work identified below aims to enhance aquatic habitat, improve public safety, and protect existing infrastructure and property. The proposed design scope change as follows:</p> <ol style="list-style-type: none"> <li>1. Select inlet channel dredging;</li> <li>2. Select stream bank stabilization/restoration works;</li> <li>3. Woody debris clean-ups;</li> <li>4. Upgrades to existing wetlands and aquatic habitats;</li> <li>5. Improvements to pond infrastructure and flow control structures, and;</li> <li>6. Trail and access improvements, and/or embankment stabilization works.</li> </ol> <p>During the detailed design process, the construction related requirements, anticipated for 2023 will be confirmed and the contract administration associated with this will be determined. Award for any required contract administration and inspection will occur via a change order upon approval of associated budget.</p> <p>The change in scope will be managed within the existing project budget and within the original terms of reference with respect to project team and associated unit rates.</p> <p>There is currently no financial increase to the current contract or budget impact. The total contract amount remains at \$127,805 (exclusive of HST).</p>

<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C43000621
<b>Account Description</b>	Mill Pond Rehabilitation
<b>Project Total Budget</b>	\$ 809,390
<b>Contract Budget</b> (Note 2)	\$ 130,156
<b>Actual</b> (Net of HST Rebate)	\$ 130,156
<b>Variance</b>	\$ 0
<b>Funding Source</b>	Project Variance account

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

Note 2: Contract was awarded through Council Report CORS-043-21 Schedule F



**COUNCIL AUTHORITY FOR CONTRACT AWARDS**

<b>Project Award</b>	Limited Tendering Suppliers for 2022																																		
<b>Recommendation</b>	<b>Staff are recommending the limited tendering requests for 2022 be awarded as per the list of suppliers in the body of this report and attached as Schedule G Attachment – 2022 Limited Tendering Request Estimates.</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 limited tendering category as defined within the Canadian Free Trade Agreement (CFTA) and Comprehensive Economic and Trade Agreement (CETA), captures a variety of award types including contract renewals, extensions, single or sole source and competitively bid. The awards are recommended to the vendors identified for reasons such as compatibility, existing enterprise application softwares, joint government procurement initiatives and specialized/unique services or products. These awards are utilized mostly in areas such as information technology, fleet, traffic, transit or facilities systems.</p> <p>Staff are requesting a limited tendering 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 are still being negotiated by staff and have been previously approved by Council on a limited tendering or competitive basis and the Schedule G attachment indicates the limited tendering request for 2022. The limited tendering suppliers for 2022 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>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>Spare Labs</td> <td>Specailized-OnDemand Scheduling Software Licensing/Service Fees</td> </tr> </tbody> </table>	<u>Vendors:</u>	<u>Description of Service:</u>	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	Spare Labs	Specailized-OnDemand Scheduling Software Licensing/Service Fees
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**CORS-063-21 - Schedule G**

	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
	Teranet Inc.	Map and supply associated data for all registered lien searches
	The Active Network (Class)	Program registration, facility booking, POS systems
	Computer Methods (CMiC)	Financial system
	eSolution Group	Online services hosting and maintenance
	ESRI Canada	GIS system
	CentralSquare (formerly FDM Software)	Fire support system
	Inrotel 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
	D2L Corporation	eLearning system maintenance
	BLS Clarizen	Project management information system
	Tixhub Inc.	Ticketing services – MCA and MNCC
	Motorola	Radios
	Clerrisk Inc.	Claim management software
	Granicus (formerly Calytera)	Building Permit & Business Licenses Support System
	Teramach Inc.	Firewall maintenance/subscription renewal (OECM)
	Bloomberg Software Co.	Financial software for investments
	Wilmac Co.	Emergency Call Recording (Fire)
	Pure Storage Co.	Enterprise storage and backup solution
	Salesforce Software Company	Cloud-based Customer Relationship Management / Lead Generation solution
	Zoom Video Communications Software Company	Cloud-based videotelephony and peer-to-peer messaging
	A.J. Stone Company Ltd.	Air cylinders, struts and other fire accessories

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

Note 1 - The attached Schedule G List of 2022 Limited Tendering Request Estimates indicates the requests for 2022. The estimated spend for each limited tendering request has been included in the proposed 2022 budget (or prior approved capital budgets) and is subject to budget approval.



CORS-063-21 - SCHEDULE G - ATTACHMENT

Description	Vendor	Type of Request	Account Number	2020 Actuals	2021 YTD Actuals (Jan. 1 - Sept. 30, 2021)	Estimate for 2022			
						Operating	Capital 2022	Total Capital 2022	TOTAL
Trackless repairs	Joe Johnson Equipment	Compatibility/ Proprietary	3600-4530/3600-4535 /C45013221.A1610.7110	\$ 202,699	\$ 62,886	\$ 30,814	\$ 171,974	\$ 171,974	\$ 202,788
Snow Plow Parts	Viking-Cives Ltd.	Compatibility/ Proprietary	3600-4530/3600-4535	\$ 62,923	\$ 31,013	\$ 31,395	\$ -	\$ -	\$ 31,395
Tymco Sweeper Parts & Service	The Equipment Specialist	Compatibility/ Proprietary	3600-4530/3600-4535	\$ 23,944	\$ -	\$ 28,507	\$ -	\$ -	\$ 28,507
Cat Loader Parts & Service	Toromont/Cat	Compatibility/ Proprietary	3600-4530/3600-4535	\$ 12,437	\$ 9,121	\$ 58,372	\$ -	\$ -	\$ 58,372
Volvo Dump Truck Parts & Service	Sheehan Equipment Ltd.	Compatibility/ Proprietary	3600-4530/3600-4535	\$ 34,967	\$ 31,334	\$ 67,491	\$ -	\$ -	\$ 67,491
Tires (Government Program)	Bridgestone/Kal Tire	Govt Agreement	3600-4535	\$ 19,221	\$ 26,607	\$ 24,967	\$ -	\$ -	\$ 24,967
Tires (Government Program)	Michelin North America	Govt Agreement	3600-4535	\$ 40,606	\$ 4,432	\$ 43,483	\$ -	\$ -	\$ 43,483
<b>Fleet - Community Services</b>				<b>\$ 396,797</b>	<b>\$ 165,393</b>	<b>\$ 285,029</b>	<b>\$ 171,974</b>	<b>\$ 171,974</b>	<b>\$ 457,003</b>
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	\$ 220,524	\$ 508,159	\$ 92,713	\$ 257,040	\$ 357,040	\$ 449,753
Brookville Groundwater Monitoring	WSP Canada Ltd.	Single Source	F1620-1320-3740	\$ 54,376	\$ 15,280	\$ 53,766	\$ -		\$ 53,766
<b>Operations - Community Services</b>				<b>\$ 274,900</b>	<b>\$ 523,439</b>	<b>\$ 146,479</b>	<b>\$ 257,040</b>	<b>\$ 357,040</b>	<b>\$ 503,519</b>
Traffic Controller	Econolite Canada Inc.	Single Source	C40010221-A0614-7130/C34002120-A0614-7635/C34003720-A0614-7635	\$ 96,781	\$ 75,875	\$ -	\$ 60,521	\$ 151,303	\$ 151,303

Description	Vendor	Type of Request	Account Number	2020 Actuals	2021 YTD Actuals (Jan. 1 - Sept. 30, 2021)	Estimate for 2022			
						Operating	Capital 2022	Total Capital 2022	TOTAL
Accessible Pushbuttons	Tacel Ltd.	Compatibility/ Proprietary	C40010221-A0614- 7130/C40010221-A0614- 7130/C34002120-A0614- 7635/C34003720-A0614-7635	\$ 71,726	\$ 9,406		\$ 21,626	\$ 54,065	\$ 54,065
Fire Prevention- Opticom	Electromega	Single Source	C400114-A0614-7130	\$ 30,426	\$ 36,560	\$ -	\$ 89,473	\$ 105,741	\$ 105,741
Miovision Equipment	Stinson/Owl-lite	Single Source	C400112-A0614- 7641/C40011520-A0614- 7130/C34002120-A0614- 7635/C34003720-A0614-7635	\$ 266,222	\$ 331,887	\$ 115,518	\$ 142,464	\$ 183,168	\$ 298,686
<b>Traffic - Development Services</b>				\$ 465,154	\$ 453,728	\$ 115,518	\$ 314,085		\$ 609,795

Description	Vendor	Type of Request	Account Number	2020 Actuals	2021 YTD Actuals (Jan. 1 - Sept. 30, 2021)	Estimate for 2022			
						Operating	Capital 2022	Total Capital 2022	TOTAL
Hosting Fee, Service Level Agreement, Scheduling and Support Licensing, Transit Information Technology Systems (ITS) Equipment and Project	Consat Telematics	EAS/Compatibility/ Proprietary	2340-3740 2340-4555 C560120-A0631-7130 C560122-A0632-7130	\$ 43,393	\$ 60,625	\$ 69,247	\$ 58,453	\$ 58,453	\$ 127,700
Warranty and System Support Licensing Annual System Audit GFI Fareboxes	Garival	EAS/Compatibility/ Proprietary	2340-3740 2340-4555 C560120-A0631-7130 C560122-A0632-7130	\$ 132,314	\$ 18,826	\$ 24,792	\$ 154,326	\$ 154,326	\$ 179,118
Specailized-OnDemand Scheduling Software Licensing/Service Fees	Spare Labs	EAS	C55011020-A0631-7290	\$ -	\$ 56,306	\$ 31,088	\$ -	\$ -	\$ 31,088
<b>Transit Services</b>				<b>\$ 175,708</b>	<b>\$ 135,756</b>	<b>\$ 125,127</b>	<b>\$ 212,779</b>	<b>\$ 212,779</b>	<b>\$ 337,905</b>
BAS, Security, Fire Systems maintenance - MNCC	Siemens Canada Ltd.	Compatibility/ Proprietary	F1025-1320-3740	\$ 58,780	\$ 47,561	\$ 46,510	\$ -	\$ -	\$ 46,510
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	\$ 11,444	\$ 64,952	\$ -	\$ -	\$ 64,952
<b>Recreation &amp; Facilities - Community Services</b>				<b>\$ 87,350</b>	<b>\$ 59,005</b>	<b>\$ 111,462</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 111,462</b>
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	\$ 24,639	\$ 340,798	\$ -	\$ -	\$ 340,798
Mobility and cellular services	Rogers	Govt Agreement	2216-3445, C24200321- A0260-7140, C24000421- A0260-7140, C24000419- A0260-7140, C24000420- A0260-7140	\$ 86,294	\$ 74,933	\$ 75,175	\$ 21,560	\$ 38,064	\$ 113,239

Description	Vendor	Type of Request	Account Number	2020 Actuals	2021 YTD Actuals (Jan. 1 - Sept. 30, 2021)	Estimate for 2022			
						Operating	Capital 2022	Total Capital 2022	TOTAL
Mobility and cellular services	Telus	Govt Agreement	2216-3445, C24000421- A0260-7140, C24000419- A0260-7140, C24000420- A0260-7140	\$ 33,297	\$ 34,287	\$ 30,500	\$ 6,678	\$ 12,183	\$ 42,683
FME data integration and geospatial data processing	Consortech	Compatibility/ Proprietary	C24001120-A0260-7140	\$ 4,579	\$ 25,998	\$ 2,800	\$ -	\$ 27,693	\$ 30,493
Program Registration, Facility Booking, POS Systems	The Active Network (Class)	EAS	2216-3445, C24110421- A0260-7172, C24110017- A1620-7164, C24110420- A0260-7172	\$ 158,262	\$ 8,693	\$ 9,000	\$ -	\$ 30,528	\$ 39,528
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	\$ 216,835	\$ 222,000	\$ -	\$ 523,522	\$ 745,522
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	\$ 109,254	\$ 60,640	\$ 69,000	\$ -	\$ 22,387	\$ 91,387
GIS System	ESRI Canada	EAS	2216-3445, C24001121, A0260-7140, C24001119- A0260-7140, C24001120- A0260-7140	\$ 86,859	\$ 72,283	\$ 86,485	\$ -	\$ -	\$ 86,485
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	\$ 41,116	\$ 37,830	\$ 42,000	\$ -	\$ 240,662	\$ 282,662

Description	Vendor	Type of Request	Account Number	2020 Actuals	2021 YTD Actuals (Jan. 1 - Sept. 30, 2021)	Estimate for 2022			
						Operating	Capital 2022	Total Capital 2022	TOTAL
Telephone System	Inrotel 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	\$ 51,108	\$ 140,898	\$ 59,525	\$ 108,502	\$ 223,841	\$ 283,366
Database Operating Systems	Oracle Corporation	EAS	2216-3445, C24110018- A0260-7165, C24110019- A0260-7163, C24200319- A0260-7140	\$ 187,785	\$ 189,248	\$ 209,000	\$ -	\$ 45,863	\$ 254,863
Budget System	Public Sector Digest (RAC)	EAS	2216-3445, C24110421- A0260-7163, C24110018- A0260-7163, C24110420- A0260-7163, C24110016- A0260-7163	\$ 40,296	\$ 41,435	\$ 42,800	\$ -	\$ 74,285	\$ 117,085
Tax System	Vailtech	EAS	2216-3445, C24110221- A0260-7165/7290, C24110017-A0260-7165, C24110018-A0260-7165	\$ 17,922	\$ 18,460	\$ 19,000	\$ -	\$ 70,723	\$ 89,723
Software licensing reseller and maintenance renewal services (VMware, Citrix, Proofpoint, Commvault, Cisco)	Gibraltar Solutions	EAS	2216-3445, C24200321- A0260-7140/7290, C24001421-A0260-7140, C24001421-A0260-7140, C24200218-A0260-7140, C24200317-A0260-7140, C24200318-A0260-7140, C24200319-A0260-7140, C24200320-A0260-7140, C24000918-A0260-7290	\$ 180,646	\$ 168,040	\$ 295,670	\$ 70,342	\$ 220,944	\$ 516,614
Software licensing reseller and maintenance renewal services (2FA, Antivirus, Security Scanning) & PCI Auditing Services	MNP (formerly Netcyclops)	EAS	2216-3445, C24200321- A0260-7140, C24200117- A0260-7140, C2420018- A0260-7140, C24200319- A0260-7140	\$ 39,178	\$ 7,767	\$ 51,220	\$ -	\$ -	\$ 51,220
Parking Enforcement System	ACCEO Solutions	EAS	2216-3445, 3025-3945, C24012321-A0640-7140, C24012320-A0640-7140/7290	\$ 33,333	\$ 64,897	\$ 20,000	\$ 12,211	\$ 34,598	\$ 54,598
eLearning System Maintenance	D2L Corporation	EAS	2216-3445, C24000921- A0260-7290, C24000916- A0260-7290	\$ 26,152	\$ 99,354	\$ 19,500	\$ -	\$ 16,281	\$ 35,781



Description	Vendor	Type of Request	Account Number	2020 Actuals	2021 YTD Actuals (Jan. 1 - Sept. 30, 2021)	Estimate for 2022			
						Operating	Capital 2022	Total Capital 2022	TOTAL
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	\$ 249,557	\$ 576,294	\$ 221,274	\$ 93,130	\$ 422,616	\$ 643,890
Project Management Information System	BLS Clarizen	EAS	2216-3445, C24000921-A0260-7290, C24110017-A0260-7160, C24001420-A0260-7140	\$ 25,569	\$ 26,120	\$ 34,000	\$ 11,932	\$ 47,372	\$ 81,372
Ticketing Services - MCA & MNCC	Tixhub Inc.	EAS	2216-3445, C24000921-A0260-7290, F1020-1365-3945, F1025-1365-3945	\$ 23,470	\$ 9,338	\$ 9,100	\$ -	\$ 10,000	\$ 19,100
Firewall maintenance/subscription renewal (OECM)	Teramach	EAS/Gov't Agreement	2216-3445	\$ 127,558	\$ 4,967	\$ 100,000	\$ -	\$ -	\$ 100,000
Claim Management Software	Clearrisk Inc.	EAS	2216-3445, C24000921-A0260-7290	\$ 19,843	\$ -	\$ 20,000	\$ -	\$ 20,176	\$ 40,176
Building Permit & Business Licenses Support System	Granicus (formerly Calytera)	EAS	2216-3445, C24110722, C24110016, C24110018, C24110721	\$ 26,913	\$ 54,633	\$ 57,500	\$ 6,411	\$ 193,650	\$ 251,150
Financial software for investments	Bloomberg Software Company	EAS	2216-3445	\$ -	\$ -	\$ 35,200	\$ -	\$ -	\$ 35,200
Emergency Call Recording (Fire)	Wilmac Co.	EAS	2216-3445	\$ 15,531	\$ 18,864	\$ 18,000	\$ 17,205	\$ 17,205	\$ 35,205
Map and supply associated data for all registered easements and lien searches	Teranet Inc.	Compatibility/Proprietary	C26000921-A0250-7290	\$ 1,526	\$ 22,249	\$ 41,099	\$ -	\$ -	\$ 41,099
Enterprise storage and backup solution	Pure Storage Co.	Compatibility/Proprietary	2216-3445	\$ -	\$ -	\$ 82,000	\$ -	\$ -	\$ 82,000
Cloud-based Customer Relationship Management / Lead Generation solution	Salesforce Software Company	EAS	2216-3945, C24001422-A0260-7140, C24000921-A0260-7290	\$ 20,042	\$ 10,747	\$ 26,231	\$ 5,231	\$ 15,231	\$ 41,462
Cloud-based videotelephony and peer-to-peer messaging	Zoom Video Communications Software Company	EAS	2216-3945	\$ 31,576	\$ 2,596	\$ 27,696	\$ 5,196	\$ 7,638	\$ 35,334
<b>Information Technology - Corporate</b>				<b>\$ 2,167,874</b>	<b>\$ 2,012,045</b>	<b>\$ 2,266,573</b>	<b>\$ 358,397</b>	<b>\$ 2,315,461</b>	<b>\$ 4,582,034</b>
Air cylinders, struts and other fire accessories	AJ Stone	Single Source	C73013819-A0410-7130, C70010120-A0410-7110, C70012319-A0410-7110, C72015321-A0410-7130	\$ -	\$ 1,962	\$ -	\$ 137,500	\$ 305,645	\$ 305,645

Description	Vendor	Type of Request	Account Number	2020 Actuals	2021 YTD Actuals (Jan. 1 - Sept. 30, 2021)	Estimate for 2022			
						Operating	Capital 2022	Total Capital 2022	TOTAL
Motorola Radios	Motorola	Govt Agreement	C24110621-A0410-7140, C24002721-A0410-7130, C24002718-A026-7130, C24002720-A0410-7290	\$ 242,492	\$ 51,191	\$ -	\$ 15,000	\$ 389,722	\$ 389,722
<b>Fire - Executive Services</b>				\$ 242,492	\$ 53,153	\$ -	\$ 152,500	\$ 695,367	\$ 695,367
<b>TOTAL SPEND</b>				\$ 3,810,274	\$ 3,402,519	\$ 3,050,187	\$ 1,466,775	\$ 3,752,621	\$ 7,297,085

\*Note: The 2021 Actuals and the 2022 Estimates include the non-refundable portion of HST.

\*\* Includes work to be funded from both the 2022 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, Operations, etc. These systems are normally integrated and  
**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  
BUDGET INCREASE**

<b>Project Award</b>	Budget Increase for Louis St. Laurent – James Snow Parkway to Fifth Line
<b>Recommendation</b>	<b>Staff is recommending a budget increase for the capital project C34003821 - Louis St. Laurent Avenue – James Snow Parkway to Fifth Line, in the total amount of \$1,922,916</b>
<b>Purpose of Report</b>	As per Section 4.7.2.ii.b of Financial Management – Budget Management Policy No. 113, Council approval is required.
<b>Background information</b>	<p>As per report to council DS-025-21 the Town entered into a Construction Funding and Reimbursement agreement (the Agreement) with OPG Derry Green Lands Inc. (Oxford) for the construction of Louis St. Laurent Avenue from James Snow Parkway to 5<sup>th</sup> Line (Roadworks).</p> <p>As outlined in DS-025-21, the 2021 Capital Budget and Forecast projected construction of Louis St Laurent Avenue, from James Snow Parkway to Fifth Line, in the year 2023. This Agreement permits Oxford to proceed with construction in 2021. Through the agreement, Oxford will initially fund 100% of the costs of construction of Louis St. Laurent Avenue, from James Snow Parkway to Fifth Line. Following Council approval of funding for the works through the annual budget process, Oxford will be reimbursed through Roads Development Charges for actual costs excluding peer reviews and any other costs identified through the Agreement as being the sole responsibility of Oxford.</p> <p>The Agreement authorized the Commissioner of Development Services and the Treasurer to provide approval to Oxford to proceed with the contract award for the Roadworks provided all procurement requirements as outlined in the Agreement have been met. The tender for the Roadworks has now closed and all procurement requirements have been met.</p> <p>The budgeted roadworks were based on 60% design. As design progressed, refinements to the scope of work, associated items and quantities as well as some changes in market pricing caused the tender pricing to exceed the budget such that Council approval is required in advance of this award.</p> <p>Staff are requesting a budget increase of \$1,922,916 on this project for the tender award, associated increases in contract admin and contingency and future landscaping work expected to be tendered in 2022.</p>

<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C34003821
<b>Account Description</b>	Louis St Laurent Avenue (James Snow Pkwy to Fifth Line)
<b>Project Total Budget</b>	\$6,827,911
<b>Contract Budget</b>	\$5,521,336
<b>Actual</b> (Net of HST Rebate)	\$6,971,809
<b>Variance</b>	\$ 1,450,473 (U)
<b>Funding Source</b>	Developer Recovery (Note 3)
<b>Additional budget Requested</b>	\$472,443 (Note 2)
<b>Funding Source</b>	Developer Recovery (Note 3)

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

Note 2: Separate from the tender award, additional budget is requested to increase both contract admin and contingency relative to the increase in the construction contract as well as for landscaping working that is anticipated to be tendered in 2022.

Note 3: Project will initially be funded 100% from Developer. Future repayment of developer will be funded from development charges. The Roads Development Charge reserve is currently in a negative position, however the overall development charge reserve funds remain in a positive position. Furthermore, the Town has secured cash flow assistance through various financial agreements, held through letters of credit, that will be drawn upon as necessary to maintain a positive balance in the development charge reserve funds.