



# The Corporation of the Town of Milton

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Report To: Council

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From: Glen Cowan, Chief Financial Officer / Treasurer

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Date: February 7, 2022

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Report No: CORS-005-22

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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 joint procurement for award of the 12 metre conventional transit bus contract to Nova Bus for the supply and delivery of five (5) 12 metre, conventional transit buses in the total amount of \$3,179,581 (exclusive of HST) as outlined on Schedule B;**

**THAT Council approve the joint procurement for award of the 8 metre specialized transit bus contract to Creative Carriage for the supply and delivery of four (4) 8 metre cut-away buses in the total amount of \$853,095 (exclusive of HST) as outlined on Schedule B;**

**THAT the emergency work awarded to CIMCO Refrigeration for the chiller replacement at John Tonelli Sports Centre in the total amount of \$94,320 (exclusive of HST) as outlined on Schedule C, be received for information;**

**THAT the emergency work awarded to Graham Bros. Construction Ltd. for Soils Testing and Contaminated Soils Disposal and Temporary Concrete Barrier in the total amount of \$232,718 (exclusive of HST) as outlined on Schedule D, be received for information;**

**THAT the proposal award to Corporate Express Canada Inc. for Stationery and Related Supplies in the total amount of \$64,763 (exclusive of HST) be approved as outlined on Schedule E;**

**THAT Council provide delegated authority to award the four remaining renewal terms for a total contract term of five (5) years with a total estimated aggregate value of \$323,815 (exclusive of HST) through Purchasing**

**Delegated Authority in each renewal year as outlined on Schedule E;**

**THAT the single source award to Elections Ontario for Lease of tabulators and e-poll books in the total amount of \$37,500 (exclusive of HST) be approved as outlined on Schedule F;**

**THAT the single source award to Dominion Voting Systems Corporation for programming, support and related election services for the lease of tabulators from Elections Ontario in the total amount of \$166,600 (exclusive of HST) be approved as outlined on Schedule F;**

**THAT the Manager, Purchasing and Risk Management be authorized to execute the contract(s), as outlined by the purchasing by-law, and the Mayor and the Town Clerk be authorized to sign any 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 F) attached.

This report includes the award of the following transit replacement vehicles through the Metrolinx Transit Procurement Initiative:

- Five (5) 12 metre conventional transit bus
- Four (4) 8 metre cut-away transit buses

These awards are being made through the updated multi-year governance agreement that Council approved for a five-year term through CORS-076-19.



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## 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 \$386,324.

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 Award re Joint Procurement for Bus Purchases  
Schedule C – Emergency for Chiller Replacement at John Tonelli Sports Centre  
Schedule D – Emergency for Soils Testing and Contaminated Soils Disposal  
Schedule E – Proposal Award for Stationery and Related Supplies  
Schedule F – Single Source Award for Lease of Voting Equipment

CAO Approval  
Kristene Scott  
Acting Chief Administrative Officer

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

Schedule	B	C	D	Total Change in Funding Sources Increase / (Decrease)
<b>Project Number</b>	<b>C57011222</b>	<b>C58214720</b>	<b>C35012620</b>	
<b>Project Description</b>	<b>Conventional Transit-8 Metre Bus-Growth</b>	<b>John Tonelli Sports Centre Facility Improvements</b>	<b>Campbell Ave (Canyon Rd to Campbellville Rd)</b>	
<b>Total Approved Project Budget</b>	<b>\$ 462,021</b>	<b>\$ 104,171</b>	<b>\$ 1,803,652</b>	
Project Variance Account	15,569		98,751	114,321
<b>Reserves and Reserve Funds:</b>				
Municipal Building Component Reserve		94,320		94,320
<b>Development Charges:</b>				
Transit DC	39,621			39,621
Administration DC				-
<b>External Funding Sources:</b>				
Federal Gas Tax			138,063	138,063
<b>Total Increase/(Decrease) in Funding</b>	<b>55,190</b>	<b>94,320</b>	<b>236,814</b>	<b>\$ 386,324</b>
<b>Total Revised Project Budget</b>	<b>\$ 517,211</b>	<b>\$ 198,491</b>	<b>\$ 2,040,466</b>	

## COUNCIL AUTHORITY FOR CONTRACT AWARDS

<b>Project Award</b>	Metrolinx Transit Procurement Initiative (TPI) for the purchase of conventional and specialized transit buses.
<b>Recommendation</b>	<p><b>Staff is recommending the 12 metre conventional transit bus contract be awarded to Nova Bus, for the supply and delivery of five (5) 12 metre conventional transit buses in the total amount of \$3,179,581 (exclusive of HST).</b></p> <p><b>Staff is recommending the 8 metre specialized transit bus contract be awarded to Creative Carriage, for the supply and delivery of four (4) 8 metre cut-away buses in the total amount of \$853,095 (exclusive of HST).</b></p>
<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>In 2019, Council approved the continued participation in the Metrolinx Transit Procurement Initiative (TPI), with the execution of a Multi-Year Governance Agreement for the next 5-year term (2019-2024) on Report CORS-076-19. The intent of the Metrolinx TPI is to collaborate with participating municipalities to solicit and obtain quality goods and services, favourable pricing, timely delivery, ongoing customer support and contract administration/management through a transparent joint procurement process. TPI coordinates the development of performance-based specifications for bulk purchasing, while permitting customized specifications for unique municipal needs. Milton has participated in numerous joint procurement initiatives over the past several years for both conventional and specialized transit buses.</p> <p>Metrolinx released two (2) Request for Proposals (RFPs) for the purchase of accessible transit buses, including:</p> <ul style="list-style-type: none"> <li>• 12 metre transit buses</li> <li>• 8 metre transit buses</li> </ul> <p>The project steering committee for all RFPs consisted of staff from a number of participating transit agencies, including Town staff. Upon completion of the procurement and steering committee approval process, contracts were awarded to Nova Bus – for the delivery of 12 metre conventional buses, and Creative Carriage – for the delivery of 8 metre specialized buses.</p> <p>The 2022 Capital Budget includes transit bus purchases to support end-of-life vehicle replacement schedules to maintain service reliability and accessibility. Vehicle condition assessments for replacement units were based on Altoona-tested industry</p>

**CORS-005-22 - Schedule B**

	<p>reporting for structural integrity, where applicable. The 2022 Capital Budget also included the acquisition of vehicles to facilitate the delivery of cross- jurisdictional services to Halton Hills and Mississauga.</p> <p>Buses procured will be diesel or gasoline-powered. However, future consideration for changes in vehicle propulsion (e.g. battery electric) will be evaluated as part of the Green Fleet Strategy (C450162). The strategy will provide business case analysis, feasibility, supportive infrastructure requirements and road map planning for the conversion to battery-electric fleet.</p> <p>Through these awards, the Town is to procure:</p> <ul style="list-style-type: none"> <li>• Five (5) 12 metre conventional transit buses from Nova Bus at a cost of \$635,916 per unit</li> <li>• Four (4) 8 metre specialized buses from Creative Carriage at a cost of \$213,274 per unit</li> </ul> <p>All prices are exclusive of HST and associated vehicle equipment.</p>
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**Financial Planning Section: Budget Impact** (Note 1)

	C56012022	C56012222	C57011222
<b>Account Number(s)</b>			
<b>Account Description</b>	Conventional Transit-12 Metre Bus- Replacement	Specialized Transit-8 Metre Bus- Replacement	Conventional Transit-8 Metre Bus-Growth
<b>Project Total Budget</b>	\$3,396,313	\$462,021	\$462,021
<b>Contract Budget</b>	\$3,105,354	\$378,865	\$378,865
<b>Actual</b> (Net of HST Rebate)	\$3,235,542	\$434,055	\$434,055
<b>Variance</b>	\$130,188 (U)	\$55,190 (U)	\$55,190 (U)
<b>Funding Source</b>	Variance within the project (Note 2)	Variance within the project (Note 2)	Development Charges, Project Variance Account

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

Note 2: The unfavourable variance will be managed through the reallocation of other expenditure lines within the replacement projects.

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

<b>Project Award</b>	Emergency Contract Award to CIMCO Refrigeration for the supply and install of a new ammonia refrigeration chiller at the John Tonelli Arena
<b>Recommendation</b>	<b>Staff proceeded with the contract award to CIMCO Refrigeration for the emergency replacement of the ammonia chiller in the total amount of \$94,320 (exclusive of HST). This award is being received for information.</b>
<b>Purpose of Report</b>	As per Section 11.1 of Purchasing By-law No. 061-2018, emergency expenditures shall be reported to Council for information.
<b>Background information</b>	<p>On February 1, 2021 an ammonia leak was discovered in the refrigeration chiller at John Tonelli Sports Centre. CIMCO Refrigeration immediately took action to isolate the issue and make the area safe. This was a catastrophic failure and a full replacement of the ammonia chiller was required.</p> <p>The lead-time required to manufacture a new chiller was estimated at 10-12 weeks, this timeframe allowed the Town to make repairs prior to the start of the 2021/2022 ice season.</p> <p>Staff proceeded with an immediate replacement of the chiller utilizing an existing contract that provides refrigeration maintenance for the Town.</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C58214720
<b>Account Description</b>	John Tonelli Sports Centre Facility Improvements
<b>Project Total Budget</b>	\$ 104,171
<b>Contract Budget</b>	\$ 0
<b>Actual</b>	\$ 94,320
<b>Variance</b>	\$ 94,320 (U)
<b>Funding Source</b>	Project Variance Account

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

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

<b>Project Award</b>	Emergency Contract Increase for Campbell Avenue East Phase 3 Contract No 21-01-00532
<b>Recommendation</b>	<b>Staff proceeded with the contract award for the emergency work required for Campbell Avenue East, Phase 3 to Graham Bros. Construction Limited in the total amount of \$232,718 (exclusive of HST). This award is being received for information.</b>
<b>Purpose of Report</b>	As per Section 11.1 of Purchasing By-law No. 061-2018, emergency expenditures shall be reported to Council for information.
<b>Background information</b>	<p><u>Soils testing and contaminated Soils disposal</u></p> <p>On July 15, 2021 the contractor submitted a request for clarification (RFC)-Soils Report. The RFC outlined the requirement to update soils reports to properly dispose of existing fill off site. It was identified that due to recent updates to Ontario Regulations O.REG 406/19, fill disposal sites require soil data that was created no more than two (2) years ago. However, the soils data within this contract was from 2014. At the time of the initial contract design the updated Ontario Regulations were not in effect, therefore they were not included in the Contract.</p> <p>Upon review of the Contractor's RFC, it was concluded that additional testing was required in order to properly dispose of the existing material off site. The contractor was informed to proceed with the additional testing, for which they scheduled a geotechnical specialist to conduct the soil testing that took place on July 26, 2021 and October 21, 2021. The new testing results were received on August 4, 2021 and October 25, 2021 respectively.</p> <p>The updated test results identified areas of the site which contained contaminated material. The disposal site obtained by the Contractor would not accept the contaminated material. After various written and verbal discussions and communications, the contractor obtained a transfer station that was willing to accept the contaminated material and provided a unit rate for disposal. The Contractor did not have the ability to remove any material off site until the contaminated soil issue was resolved.</p> <p>Based on the above the following Change orders were issued: CO1,3,6,8,17, the total amount of \$151,279, exclusive of HST.</p> <p><u>Temporary Concrete Barrier wall placement and Traffic Control</u></p> <p>Upon start of construction on the contract, the installation of a safety barrier was deemed necessary by the project team to ensure worker safety on-site, to comply with OTM Book 7</p>



**CORS-005-22 - Schedule D**

requirements. The Ontario Safety regulations (213/91 – Section 67) specifies that any project that requires more than five (5) days to complete, warrants the use of temporary concrete barrier walls. Therefore, as the duration of Stage 2 excavation exceeded this five (5) day period, in accordance with the Ontario Safety regulations, the Contractor was justified in utilizing temporary concrete barrier walls (Change Order 4 and 15). Furthermore, the regulation also specifies that temporary concrete barrier walls may be utilized under circumstances for less than five (5) days. The intention was to use temporary concrete barrier walls for Stages 3 and 4 even though the duration of excavation was not greater than five (5) days, this was due to the existing alignment of the roadway through Stages 3 and 4 (i.e. blind curves). However, as area constraints did not allow for placement of temporary concrete barrier walls, the Contractor utilized a traffic control company to alleviate any excessive speeding of traffic through the work zone, which was deemed justified and necessary to ensure worker safety onsite (Change Order No. 21).

The total amount exclusive of HST related to Change Orders 4, 15 and 21 is \$81,439.

Both the testing and disposal of material off site and the temporary concrete barrier and traffic control were deemed required emergency expenditures in order to ensure the project could progress in order to have the road opened in 2021 and mitigate any potential of delay claims from the contractor.

Overall, the emergency expenditures identified herein are in the total amount of \$232,718 (excluding of HST), or 19.24% of the original contract value.

The contract reached substantial completion on December 18, 2021. and, aside from the emergency work outline above, change orders and item overages have been issued in the total amount of \$89, 547 (exclusive of HST), or 7.4% of the original contract value. These were addressed within the original approved project budget. Work remaining on the contract will be completed in the Spring of 2022 and include landscaping, asphalt sealing, final line painting and minor electrical work. Any budget variances at the final completion of the project will be reported as required by the Town’s policies and purchasing by-law, at the appropriate time.

<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C35012620
<b>Account Description</b>	Campbell Ave (Canyon Rd to Campbellville Rd)
<b>Project Total Budget</b>	\$1,803,652
<b>Contract Budget</b>	\$0

**Actual** (Net of HST Rebate)

\$ 236,814

**Variance**

\$ 236,814 (U)

**Funding Source**

Federal Gas Tax and Project Variance Account

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
PROPOSAL AWARD**

<b>Project Award</b>	Proposal Award No. 22-001 – Supply and Delivery of Stationery & Related Supplies on behalf of the Halton Co-operative Purchasing Group (HCPG)
<b>Recommended Award</b>	<p>Staff are recommending that the proposal issues by staff on behalf of the HCPG for the Supply and Delivery of Stationery and Related Supplies be awarded to the highest ranked proponent, Corporate Express Canada Inc. for a one (1) year period, being March 1, 2022 to February 28, 2023 in the total annual estimated amount of \$64,763 (exclusive of HST).</p> <p>Staff are recommending delegated authority to award four (4) one (1) year renewal options remaining up to a total contract term of five (5) years with a total estimated aggregate amount of \$323,815 (exclusive of HST).</p>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.
<b>Background Information</b>	<p>The Town of Milton on behalf of the Halton Cooperative Purchasing Group (HCPG) issued a Request for Proposal for the Supply and Delivery of Stationery &amp; Related Supplies. An evaluation committee of member agencies was formed to participate in this RFP process.</p> <p>The contract term is for one (1) year from the period March 1, 2022 to February 28, 2023 with the option to renew the contract for up to four (4) additional one year periods based on satisfactory performance and successful price negotiations.</p>
<b>Purchasing Section: Bid Award Information</b>	
<b>Date Bid Issued</b>	October 27, 2021
<b>Advertisements</b>	OPBA and Town of Milton websites
<b>Closing Date</b>	December 8, 2021
<b># of Plan Takers</b>	Three (3)
<b>Proposal Submissions Received</b>	<p>Proposals were received from the following companies:</p> <ul style="list-style-type: none"> <li>• Corporate Express Canada, Inc., operating as Staples Advantage Canada</li> <li>• Novexco Inc.</li> <li>• School Start Inc.</li> </ul>
<b>Evaluation Criteria</b>	<p>The proposals were evaluated based on the following criteria and weighting:</p> <ol style="list-style-type: none"> <li>1. Qualifications and Expertise (5)</li> </ol>

2. Range of Products/Services (20)
3. Service Level (25)
4. Reports (5)
5. Training (5)
6. Value-added Services (5)
7. Environmental Considerations (5)
8. Financial Offer (30)

An evaluation team with representation from Town of Milton, City of Burlington, Town of Halton Hills, and Sheridan College, evaluated the proposals against the established criteria.

The highest ranked proponent, Corporate Express Canada Inc. operating as Staples Advantage Canada was further evaluated during an interview process.

Corporate Express Canada Inc. is the highest ranking overall proponent and is being recommend for this award.

This contract offers everyday low pricing, including a discount off items not included in the core list, in addition to a discount off paper, printer ink cartridges and toner, small office equipment, computer equipment and furniture. The contract offers a wide range of stationery supplies and services to support the Town and the HCPG participating agencies.

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

<b>Account Number(s)</b>	Various Operating Accounts
<b>Account Description</b>	Various
<b>Project Total Budget</b>	N/A
<b>Contract Budget</b>	\$65,903
<b>Actual</b> (Net of HST Rebate) (Note 2)	\$65,903 (estimate)
<b>Variance</b>	\$0
<b>Funding Source</b>	Operating Fund

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

Note 2: There are many operating accounts that will use this contract throughout the year, on an as required basis. Pricing of the proposed contract is comparable to the existing contract. As a result, it is anticipated that there will be no major variance to the 2022 budget from this proposed contract. Costs will be managed by Program Area staff and reviewed with Financial Planning with any variance being reported through the quarterly variance process.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
SINGLE SOURCE AWARD**

<b>Project Award</b>	Single Source award to Elections Ontario and Dominion Voting Systems Corporation for Lease of Election Equipment and Related Supplies
<b>Recommendation</b>	<p><b>Staff is recommending the single source award to Elections Ontario for Lease of tabulators and e-poll books through the provincial Voting Technology Sharing Program (VTSP) in the total estimated amount of \$37,500 (exclusive of HST).</b></p> <p><b>Staff is recommending the single source award to Dominion Voting Systems Corporation for programming, support and related election services for the lease of tabulators from Elections Ontario in the total estimated amount of \$166,600 (exclusive of HST).</b></p>
<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>To support the 2022 Municipal Election, staff propose to lease voting technology including vote tabulators and e-poll books. Staff are recommending that the Town leverage the Elections Ontario Voting Technology Sharing Program, which provides the opportunity to leverage technology at cost. Staff propose to engage with the Province for voting technology equipment and with Council's approval to engage with the equipment supplier – Dominion Voting, for support, assistive devices, and materials.</p> <p>While preparing for the Request for Proposal (RFP) process to secure a vote tabulation system for the 2022 Municipal Election, staff conducted research into technical requirements and consulted with municipal counterparts. Through this process, it was discovered that a current void exists in the marketplace with respect to availability of vendors to provide this equipment. As such, staff evaluated the program offered by the Province to lease voting technology, including vote tabulation equipment to administer the municipal elections.</p> <p>The provincial Voting Technology Sharing Program (VTSP) provides municipalities with an opportunity to lease vote tabulators and e-poll books directly from the Province at cost and Staff are looking to leverage the cooperative agreement with the Province to secure technology and will procure the equipment through this single source request.</p> <p>If the Town engages with the Province for this equipment rental, the Town would additionally be required to negotiate an agreement with the Province's equipment vendor, Dominion Voting Systems Corporation, in order to secure technological</p>

support for the Province’s equipment, to lease assistive devices, and for materials required for the devices during voting days.

Financial:

The cost associated with support, assistive devices and materials to be procured through Dominion for the 2022 Municipal Election will be negotiated with the vendor and the final number of tabulators required will be confirmed later in 2022. As such, staff are requesting Council approval in the total estimated amount as follows, with the final amount to be confirmed closer to the election (all figures exclude HST):

<u>Equipment/Vendor</u>	<u>2022 Estimate</u>
Tabulators with required support and supplies	\$166,600 (75 tabulators)
Tabulators through Elections Ontario	\$ 24,000
e-poll books through Elections Ontario	\$ 13,500
<b>TOTALS</b>	<b>\$204,100</b>

Program staff have reviewed these estimates, including a comparison to the Town’s 2018 election costs (recognizing differences in the amount of equipment required, inflation and other market factors). Based on this review, insights from other municipalities, and the importance of securing this equipment for the upcoming election, a direct award through the Province’s program is recommended at this time.

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

<b>Account Number(s)</b>	2335 - Various
<b>Account Description</b>	Municipal Elections
<b>Project Total Budget</b>	N/A
<b>Contract Budget</b>	\$ 158,200
<b>Actual</b> (Net of HST Rebate)	\$ 207,692
<b>Variance</b> (Note 2)	\$ 49,492 (U)
<b>Funding Source</b>	Operating Budget

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

Note 2: The variance is an estimate as final costs are not yet determined. It is expected that a portion of any variance can be managed through a reallocation of expenditures within the overall Elections budget. Any remaining variance will be reflected in the Town’s reporting through 2022 with a final funding source confirmed once the overall financial position for the Town is determined.