



# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: September 9, 2024

Report No: ES-027-24

Subject: Purchasing Various - September 2024

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

THAT Council approve the budget amendment for Capital Project C34009223 Boulevard Works, as outlined on Schedule B;

THAT the proposal award for Consulting Services for the Development of a Strategic Workforce Plan and Competency Framework be awarded to J. Macpherson and Associates in the total amount of \$110,000, (exclusive of HST), as outlined in Schedule C;

THAT the proposal award for Preventative Maintenance and Demand Repair Services for Heating, Ventilation and Air Conditioning (HVAC) Systems be awarded to Moore Environmental Systems Limited for Section A in the total annual amount of \$351,610, and awarded to The State Group Inc. for Section B in the total annual amount of \$308,843 (exclusive of HST), as outlined in Schedule D;

THAT staff be delegated the authority to award up to three (3) one-year optional renewal terms with Moore Environmental Systems Limited and The State Group Inc. through an internal staff award report, for up to a total five-year term in the estimated total amount of \$1,651,133 (exclusive of HST), as outlined in Schedule D;

THAT the proposal award for Contracted Service Provider for the Provision of Parking Enforcement Services be awarded to Commissionaires Great Lakes in the total annual amount of \$138,624 (exclusive of HST), as outlined in Schedule E;

THAT staff be delegated the authority to award up to three (3) one-year optional renewal terms with Commissionaires Great Lakes through an internal staff award report, for up to a total five-year term



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in the estimated total amount of \$346,560 (exclusive of HST), as outlined in Schedule E;

THAT the contract renewal for Snow Clearing Services for Various Town Facility Parking Lots, Driveways, and Walkways to Lakeside Contracting Company Ltd. (part B) in the amount of \$189,704 (exclusive of HST), and to Pro Mow Maintenance Inc. (part C) in the amount of \$19,586 (exclusive of HST), and to Marquee Landscape Ltd. (part D) in the amount of \$64,075 be approved, as outlined on Schedule F;

THAT staff be delegated the authority to award up to three (3) six-month optional renewal terms with Lakeside Contracting Company Ltd. (part B), Pro Mow Maintenance Inc. (part C), and Marquee Landscape Ltd. (part D) through an internal staff award report, for up to a total five-year term in the estimated total amount of \$820,098 (exclusive of HST), as outlined in Schedule F;

THAT the contract increase for Detailed Road Design of Appleby Line Phase 3 to WSP E&I Canada Limited in the amount of \$5,755 (exclusive of HST) be received, as outlined in Schedule G;

THAT staff be delegated authority for up to a 10% contingency award(s) for any remaining consulting services costs associated with the Appleby Line Phase 3 works that are required to project completion;

THAT a single source award to Vector Solutions to provide a Fire Department Learning Management and Crew Shift Scheduling solution in the amount of \$45,567 (exclusive of HST) be approved, as outlined in Schedule H;

THAT staff be delegated the authority to award up to four (4) annual optional renewal terms with Vector Solutions through an internal staff award report, for up to a total five-year term in the estimated total amount of \$206,219 (exclusive of HST), as outlined in Schedule H;

THAT a single source award to Locution Systems Inc. for the purchase and configuration of a Fire Station Alerting System in the



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estimated amount of \$369,084 (exclusive of HST) be approved, as outlined in Schedule I;

THAT a single source award to Locution Systems Inc. for a 5 year support and maintenance contract in the estimated amount of \$160,862 (exclusive of HST) be approved, as outlined in Schedule I;

THAT a single source award to Kelcom Radio Solutions for the installation of the Locution Fire Station Alerting System in the amount of \$131,383 be approved, as outlined in Schedule I;

THAT delegated authority be provided to the Town's Fire Chief to approve change orders (if required) up to an aggregate value of 20% of the value of the award to Locution Systems Inc., as outlined in Schedule I;

THAT delegated authority be provided to the Town's Fire Chief to approve change orders (if required) up to an aggregate value of 20% of the value of the award to Kelcom Radio Solutions, as outlined in Schedule I;

THAT a single source award to Logixx Security for replacement of the Verex Card Access software system in the amount of \$95,694.44 be approved, as outlined in Schedule J;

THAT the contract award made under delegated authority for the Pavement Line Marking Program to Guild Electric Limited in the amount of \$355,353 (exclusive of HST) for the first year, and \$1,776,765 (exclusive of HST) for the four year renewal term, be received as outlined in Schedule K;

THAT the contract award made under delegated authority for Equipment and Operators for Road Snow Removal for the Town's Winter Control Program to Ashland Construction Group Ltd. in the amount of \$424,200, to Ashland Construction Group Ltd. in the amount of \$ 363,600 (exclusive of HST), to 1950587 Ontario Ltd. in the amount of \$174,600 (exclusive of HST), to Associated Paving & Materials Ltd. in the amount of \$42,700 (exclusive of HST) and to Bluechip Building Restoration Ltd. in the amount of \$46,700 (exclusive of HST) be received, as outlined in Schedule L;



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THAT the single source award made under delegated authority for the Supply and Installation of Emergency Warning Systems on two (2) Support Utility Vehicles to Leslie Emergency Vehicles in the amount of \$29,423.50 (exclusive of HST) be received, as outlined in Schedule M;

THAT the Manager, Purchasing and Supply Chain 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.

## EXECUTIVE SUMMARY

This report is being submitted to obtain Council's authorization on the item in the attached schedule. Requests are being made as per the guidelines outlined in the Purchasing By-law No. 061-2018.

## 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 M) attached.

As a result of a competitive request for proposal process, included within this report is a recommendation to award Consulting Services for the Development of a Strategic Workforce Plan and Competency Framework in the total amount of \$110,000. The development of a Strategic Workforce Plan has been identified as a key activity of the Strategic Plan's Invest in People theme. The last plan was undertaken in 2014. The Town requires a revised plan with a strong emphasis on determining and developing the required skills and competencies needed to effectively meet its goals and future service delivery needs.

## Discussion

There is a recommendation to award Preventative Maintenance and Demand Repair Services for Heating, Ventilation and Air Conditioning (HVAC) Systems, as a result of a competitive request for proposal process, in the total estimated annual amount of \$660,453. Staff are also requesting delegated authority to award up to three optional renewal terms through internal staff award reports.

Also as a result of a competitive request for proposal process, there is a request to award a Contracted Service Provider for the Provision of Parking Enforcement Services in the total amount of \$138,624, for a two-year term. The contracted service provider will provide overnight parking enforcement services as required under the Town's Administrative Penalty System program. Staff are also requesting delegated authority to award up to three optional renewal terms through internal staff award reports.

There is a request for a contract renewal for Snow Clearing Services for Various Town Facility Parking Lots, Driveways, and Walkways in the total estimated annual amount of \$273,365. This is the first of four optional renewal terms. Staff are also requesting delegated authority to award the three remaining optional renewal terms through internal staff award reports, as required.

Also, there is a request for a contract increase to the design of Appleby Line Phase 3 project to WSP E&I Canada Limited in the amount of \$5,755. This amount includes the cost estimate for the archeological assessment of 7139 Appleby Line Part 2.

Next, staff are recommending the following single source requests:

- To provide Milton Fire & Rescue Services (MFRS) with a Learning Management System (LMS) and Crew Shift Scheduling software solution in the total amount of \$45,567 to Vector Solutions. In 2022, MFRS began using this LMS solution as a two-year pilot project. This solution is extremely robust, user friendly and intuitive, having contributed to improved training outcomes and overall operational readiness over its pilot period. Staff are also requesting delegated authority to renew this contract on an annual basis, for 4 years beyond the additional term, (to a maximum of 5 cumulative years), in the estimated total amount of \$206,219.
- To provide Milton Fire & Rescue Services (MFRS) with a Fire Station Alerting system (FSA) into each fire station location. FSA systems are emergency communication center solutions that permit automated, multiple-unit simultaneous dispatch capabilities, comply with National Fire Protection Association (NFPA) guidelines by adding radio redundancies and eliminate caller hold times through IP network alerting, resulting in significantly improved call processing times. Locution Systems Inc. is currently the only provider of an automated voice dispatching

## Discussion

system. Staff are recommending a single source award to Locution Systems Inc. in the estimated amount of \$369,084 for the procurement and configuration of the required hardware and in the estimated amount of \$206,219 for annual support and maintenance contract. As well as an award to Kelcom Radio Solutions in the amount of \$131,383 for the installation of the FSA solution.

- To provide a replacement card access software system used in civic and recreation facilities town-wide, to Logixx Security in the amount of \$95,694. The current software system (Verex) has been discontinued. As a result, Logixx Security can no longer provide the technical support or upgrades needed to maintain the operating system. A replacement system (Protégé GX) is compatible with the Town's existing devices, allowing the Town to use existing devices in place until they no longer operate, at which time new devices will be purchased as and when required.

Finally, staff are reporting back to council on the utilization of several delegations of authority.

- The first relates to the delegated authority that was provided to staff through ES-014-24, for a contract award of the Pavement Line Marking Program. Delegated authority was required to meet the project schedule, as soon as possible following the tender closing date. This is a HCPG contract, with participation by the Town of Milton and the Town of Halton Hills. The estimated annual award amount for Town of Milton is \$355,353.
- The second relates to the delegated authority that was provided to staff through ES-022-24, for the contract award of Equipment and Operators for Road Snow Removal for the Town's Winter Control Program. The total estimated annual award for year one is \$1,051,800 for the 2024/2025 Winter Season.
- The third relates to the delegated authority that was provided to staff through internal staff report PDA-083-24, to award a single source contract for the supply and installation of emergency warning systems (lights and sirens) on two support utility vehicles for Milton Fire and Rescue Services to Leslie Emergency Vehicles in the total amount of \$29,423.



### Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through M, and include an increase to capital projects of \$688,495 with funding from a combination of development charges and the project variance account. The need for additional funding is largely related to roadworks, including additional landscaping and Provincial compliance guidelines in relation to boulevard works, as well as utility relocation requirements in association with phase 3 of Appleby Line.

Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer

For questions, please contact:

Sharon Telfer, Manager, Purchasing and Supply Chain Management	Phone: Ext. 2138
Shirley Xie, Supervisor, Financial Reporting	Phone: Ext. 2472



## Attachments

- Schedule A – Reserve and Reserve Fund Transfers
- Schedule B – Budget Amendment
- Schedule C – Proposal award Strategic Workforce Plan and Competency Framework
- Schedule D – Proposal award PM and DM Repair Services for HVAC Systems
- Schedule E – Proposal award Parking Enforcement Services
- Schedule F – Contract increase Snow Clearing Parking Lots, Driveways, and Walkways
- Schedule G – Contract increase Detailed Road Design of Appleby Line Phase 3
- Schedule H – Single source Fire Department LMS and Crew Shift Scheduling
- Schedule I – Single source Fire Station Alerting System
- Schedule J – Single source replacement of Card Access software system
- Schedule K – Reporting back delegated authority Pavement Line Marking Program
- Schedule L – Reporting back delegated authority Road Snow Removal for the Town's Winter Control Program
- Schedule M – Reporting back delegated authority Emergency Warning Systems on Support Utility Vehicles

Approved by CAO  
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 Huron-Wendat 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.



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

Schedule	B	G	Total Change in Funding Sources Increase / (Decrease)
Project Number	C34009223	C35000521	
Project Description	Boulevard Works	Appleby Line	
<b>Total Approved Project Budget</b>	<b>\$ 742,742</b>	<b>\$ 494,978</b>	
<b>Recommended Budget Change</b>			
Project Variance Account	-	105,610	105,610
<b>Development Charges:</b>			
Roads DC	571,150	11,735	582,885
<b>Total Increase/(Decrease) in Funding</b>	<b>571,150</b>	<b>117,345</b>	<b>\$ 688,495</b>
<b>Total Revised Project Budget</b>	<b>\$ 1,313,892</b>	<b>\$ 612,323</b>	

<b>COUNCIL AUTHORITY FOR BUDGET AMENDMENT</b>	
<b>Project Details</b>	Budget Amendment – Boulevard Works
<b>Recommendation</b>	<b>Staff are recommending a budget amendment to increase the capital budget C34009223 Boulevard Works, in the amount of \$571,150 be approved, and be funded from Development Charges.</b>
<b>Purpose of Report</b>	As per Budget Amendment Policy No. 113 Section 4.7.2 iii Council approval is required.
<b>Background information</b>	<p>Capital Project C34009223 Boulevard Works was approved in the 2023 budget to complete the required boulevard work for 2 separate roads, Bronte Street South (from Louis St. Laurent Ave to Britannia) and Louis St. Laurent Avenue (Tremaine Road to Regional Road 25).</p> <p>During the detailed design stage, it was determined that enhanced landscaping on the Louis St. Laurent portion was desired and additional funds are required to facilitate these enhancements. Also, as Provincial requirements for removal of contaminated has recently enhanced, we've added provisional items to ensure we follow the new guidelines/requirements as required. Fees for the removal of contaminated fill were not originally anticipated with this contract. Due to the changes, additional funding is required.</p> <p>Originally, this capital project was intended to be tendered as one contract, however, after further internal discussions with staff it was determined that these road segments would be better suited as separate tenders. Therefore, the intent is to tender one contract for the Bronte Street South Multi-Use Path and one contract for the Louis St. Laurent Avenue landscaping.</p> <p>Due to changes in the construction work, the contract admin and inspection contract requires revision to ensure that all enhancements for the construction are addressed. As a result, additional funds are required to cover the revisions.</p> <p>Additional funds are also required in order to retain 10% contingency in the project.</p> <p>This budget amendment is requesting total funding</p>

	increase in the amount of \$571,150.
<b>Financial Planning Section: Budget Impact</b> (includes non-refundable HST)	
<b>Account Number(s)</b>	C34009223
<b>Account Description(s)</b>	Boulevard Works
<b>Project Total Budget</b>	\$742,742
<b>Budget Increase Requested</b>	\$571,150
<b>Funding Source</b>	Development Charges

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
PROPOSAL AWARD**

<b>Project Award</b>	Proposal Award No. 24-551 for Consulting Services for the Development of a Strategic Workforce Plan and Competency Framework
<b>Recommendation</b>	<b>Staff are recommending the award of the proposal for Consulting Services for the Development of a Strategic Workforce Plan and Competency Framework to J. Macpherson and Associates in the total amount of \$110,000 (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>	<p>The Strategic Workforce Plan and Competency Framework will seek to effectively optimize the Town's investment in people by identifying and aligning the skills/roles/capabilities required to deliver on current and future municipal priorities, in alignment with the Town's Strategic Plan.</p> <p>The development of a Strategic Workforce Plan has been identified as a key activity of the Strategic Plan's <i>Invest in People</i> theme. It is expected to inform the effective delivery of the Town's recruitment, talent development, succession planning and performance management programs and will serve as a foundational blueprint for the long-term growth and development of the Town's workforce.</p> <p>The last workforce plan was undertaken and finalized in 2014. With the significant growth of the municipality, advancements in technology and the evolution of the labour market, the Town requires a revised plan with a strong emphasis on determining and developing the required skills and competencies needed to effectively meet its goals and future service delivery needs.</p> <p>The Town issued a Request for Proposal for Consulting Services for the Development of a Strategic Workforce Plan and Competency Framework. The proposals were evaluated against the established criteria, and the proposal submission from J. Macpherson and Associates was the highest ranking proposal selected for award.</p>
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	July 12, 2024
<b>Advertisements</b>	Town of Milton website
<b>Closing Date</b>	August 2, 2024
<b># of Plan takers</b>	Seven (7)

<b>Proposal Submissions received</b>	Five (5) proposal submissions were received from the following companies: <ul style="list-style-type: none"> <li>• Epitome HR Inc.</li> <li>• J. Macpherson and Associates</li> <li>• Keshill Consulting Associates Inc.</li> <li>• Stratford Group Ltd.</li> <li>• Training Works Inc.</li> </ul>
<b>Evaluation Criteria</b>	The proposals were evaluated based on the following criteria: <ul style="list-style-type: none"> <li>• Description of the Firm, Project Team and Structure</li> <li>• Project Team Experience and References</li> <li>• Understanding of the Project</li> <li>• Project Methods, Work Program, Tasks and Deliverables</li> <li>• Project Scheduling</li> <li>• Proposal Costs</li> </ul>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>  <b>Account Description</b> <b>Project Total Budget</b>	C22010419-N0260-7290 C22010420-N0260-7290 C22010422-N0260-7290 C22010424-N0260-7290 Employee Strategic Development \$549,708
<b>Contract Budget</b> <b>Actual</b> (Net of HST Rebate) <b>Variance</b> (Note 2) <b>Funding Source</b>	\$166,380 \$111,936 \$54,444 (F) Project Variance Account

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

Note 2: Staff is requesting that the favourable variance remain in the projects in order to accommodate any unanticipated costs.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
PROPOSAL AWARD**

<b>Project Award</b>	Proposal Award No. 24-103 for Preventative Maintenance and Demand Repair Services for Heating, Ventilation and Air Conditioning (HVAC) Systems
<b>Recommendation</b>	<p><b>Staff are recommending the award of the proposal for Preventative Maintenance and Demand Repair Services for Heating, Ventilation and Air Conditioning (HVAC) Systems for Section A: Recreation Facilities to Moore Environmental Systems Limited in the total estimated amount of \$351,609.88 (exclusive of HST) for the initial two (2) year term.</b></p> <p><b>Staff are recommending the award of the proposal for Preventative Maintenance and Demand Repair Services for Heating, Ventilation and Air Conditioning (HVAC) Systems for Section B: Town Hall and Civic Facilities to The State Group Inc. in the total estimated amount of \$308,843.38 (exclusive of HST) for the initial two (2) year term.</b></p> <p><b>Staff are also requesting the delegated authority to award up to three (3) one-year optional renewal terms through an internal staff award report, for up to a total five-year term with each contractor. If all renewal options are exercised, the combined total amount of the five-year contract is estimated to be \$1,651,133 (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 for proposal awards over \$100,000.
<b>Background information</b>	<p>The Town issued a Request for Proposal for Preventative Maintenance and Demand Repair Services for Heating, Ventilation and Air Conditioning (HVAC) Systems. The scope of work includes preventative maintenance, demand repair services and emergency repair services at the Town's various facilities. The locations were separated into two sections based on the type of facility, Section A: Recreation Facilities and Section B: Town Hall and Civic Facilities. Proponents were able to submit a proposal for one or both sections, and Section A and Section B were evaluated separately against the established criteria.</p> <p>The proposal submission from Moore Environmental Systems Limited was the highest ranking proposal selected for award for Section A: Recreation Facilities.</p> <p>The proposal submission from The State Group Inc. was the highest ranking proposal selected for award for Section B: Town Hall and Civic Facilities.</p> <p>The initial term of the contract will be for a two (2) year period, from on or about November 1, 2024 to October 31, 2026. All prices are firm for this term. The Town has the option to renew the contract for up to three (3) additional one-year periods beyond</p>

	the initial two-year term.
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	June 25, 2024
<b>Advertisements</b>	Town of Milton website
<b>Closing Date</b>	July 19, 2024
<b># of Plan takers</b>	Seventeen (17)
<b>Proposal Submissions received</b>	<p>Thirteen (13) proposal submissions were received from the following companies:</p> <ul style="list-style-type: none"> <li>• 1412575 Ontario Inc.</li> <li>• Ainsworth Inc.</li> <li>• Applied Systems Technologies Inc.</li> <li>• Bird Mechanical Ltd.</li> <li>• Cimco Refrigeration, a Division of Toromont Industries Ltd.</li> <li>• Climatech Inc.</li> <li>• Compass Mechanical Group Ltd</li> <li>• Dexterra Group Inc.</li> <li>• Dynamic Heating and Cooling</li> <li>• JTS Mechanical Systems Inc.</li> <li>• Moore Environmental Systems Limited</li> <li>• Smith and Long Limited</li> <li>• The State Group Inc.</li> </ul>
<b>Evaluation Criteria</b>	<p>The proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"> <li>• Company Profile and Experience</li> <li>• Qualifications and Experience</li> <li>• Methodology and Approach</li> <li>• Reference Projects</li> <li>• Proposal Costs</li> </ul>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	Various
<b>Account Description</b>	Facility Maintenance Contracts
<b>Project Total Budget</b>	NA
<b>Contract Budget</b> (Note 2)	\$ 365,920
<b>Actual</b> (Net of HST Rebate) (Note 2 and 3)	\$ 336,039
<b>Variance</b> (Note 3)	\$ 29,881 (F)
<b>Funding Source</b>	Operating Budget

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

Note 2: Contract budget and estimated actual reflect the estimated amount for 2025

Note 3: Contract actuals are an estimate only, which will vary depending on level of activity and will be monitored by program area staff. Any variances will be reported through the variance process.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
PROPOSAL AWARD**

<b>Project Award</b>	Proposal Award No. 24-323 for a Contracted Service Provider for the Provision of Parking Enforcement Services
<b>Recommendation</b>	<p>Staff are recommending the award of the proposal for the Provision of Parking Enforcement Services to Commissionaires Great Lakes in the total estimated amount of \$138,624 (exclusive of HST) for the initial two (2) year term.</p> <p>Staff are also requesting the delegated authority to award up to three (3) one-year optional renewal terms through an internal staff award report, for up to a total five-year contract. If all renewal options are required, the total amount of a five-year contract is estimated to be \$346,560 (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 issued a Request for Proposal to select a Contracted Service Provider for the Provision of Parking Enforcement Services. The scope of work is to perform enforcement duties as required under section 434.1 of the Municipal Act in respect to parking infractions under the By-laws of the Corporation of the Town of Milton and the Regional Municipality of Halton.</p> <p>The contracted service provider will provide overnight parking enforcement services as required under the Town's Administrative Penalty System program, and provide reactive and proactive parking enforcement to ensure compliance with the Town's By-laws.</p> <p>The proposals were evaluated against the established criteria, and the proposal submission from Commissionaires Great Lakes was the highest ranking proposal selected for award.</p> <p>The initial term of the contract will be for a two (2) year period, from on or about November 1, 2024 to October 31, 2026. All prices are firm for this term. The Town has the option to renew the contract for up to three (3) additional one-year periods beyond the initial two-year term.</p>
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	July 12, 2024
<b>Advertisements</b>	Town of Milton website
<b>Closing Date</b>	August 8, 2024
<b># of Plan takers</b>	Thirteen (13)



<p><b>Proposal Submissions received</b></p>	<p>Twelve (12) proposal submissions were received from the following companies:</p> <ul style="list-style-type: none"> <li>• 2776935 Ontario Inc.</li> <li>• Alpha Technology Systems Inc.</li> <li>• CNSS Canadian National Security Solutions Corporation</li> <li>• Commissionaires Great Lakes</li> <li>• Falcon Security Services</li> <li>• G Force Security Inc.</li> <li>• Garda Canada Security Corporation</li> <li>• Immediate Response Force Inc.</li> <li>• MLEC - Municipal Law Enforcement Corporation</li> <li>• Safety First Security Services Inc.</li> <li>• Top Defence Security Services Inc.</li> <li>• ValGuard Security Inc.</li> </ul>
<p><b>Evaluation Criteria</b></p>	<p>The proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"> <li>• Company Profile and Experience</li> <li>• Staffing, Qualifications and Experience</li> <li>• Methodology and Approach</li> <li>• Reference Projects</li> <li>• Proposal Costs</li> </ul>

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

<p><b>Account Number(s)</b></p>	<p>3025-3740</p>
<p><b>Account Description</b></p>	<p>Parking Enforcement</p>
<p><b>Project Total Budget</b></p>	<p>NA</p>
<p><b>Contract Budget</b> (Note 2)</p>	<p>\$ 115,000</p>
<p><b>Actual</b> (Net of HST Rebate) (Note 2 and 3)</p>	<p>\$ 70,532</p>
<p><b>Variance</b> (Note 3)</p>	<p>\$ 44,468 (F)</p>
<p><b>Funding Source</b></p>	<p>Operating Budget</p>

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

Note 2: Contract budget and actual represents one year contract term amount.

Note 3: Contract actuals are an estimate only, which will vary depending on number of servicing hours and will be monitored by program area staff. Any variances will be reported through the variance process. Staff is requesting that favourable variance remaining in the account to accommodate any unforeseen court proceedings costs and change orders.

## COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT RENEWAL

<b>Project Award</b>	Contract Renewal – Request for Tender No. 23-083A – Snow Clearing Services for Various Town Facility Parking Lots, Driveways, and Walkways (Parts B, C, and D)																																								
<b>Recommendation</b>	<p><b>Staff are recommending the award of the contract renewal for the Snow Clearing Services for Various Town Facility Parking Lots, Driveways, and Walkways for Part B to Lakeside Contracting Company Ltd., Part C to Pro Mow Maintenance Inc., and Part D to Marquee Landscape Ltd., for six (6) month seasonal term from November 1, 2024 to April 30, 2025 in the total estimated amount of \$273,365 (exclusive of HST).</b></p> <p><b>Staff are also requesting the delegated authority to award up to three (3) remaining six (6) month optional renewal terms through an internal staff award report, for up to a total contract term of five winter seasons. If all renewal options are required, the total amount for the three (3) remaining optional renewal terms combined is estimated to be \$820,098 (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>The Town of Milton issued a Request for Tender No. 23-083A in 2023 for Snow Clearing Services for Various Town Facility Parking Lots, Driveways, and Walkways (Parts B, C, and D).</p> <p>The contract was awarded to Lakeside Contracting Company Ltd. (Part B), Pro Mow Maintenance Inc. (Part C), and Marquee Landscape Ltd. (Part D). The term of the contract was for a six (6) month period from November 1, 2023 to April 30, 2024, and the Town has the option to renew the contract for four (4) additional six (6) month periods.</p> <p>The first term of the contract was awarded through PDA-070-23 in the total estimated amount of \$298,100 (exclusive of HST).</p> <p>The annual amounts (exclusive of HST) incurred to date through the contract are as follows:</p> <table border="1" data-bbox="573 1470 1490 1848"> <thead> <tr> <th colspan="4"><b>Part B – Lakeside Contracting Company Ltd.</b></th> </tr> <tr> <th><b>Period Start</b></th> <th><b>Period End</b></th> <th><b>Blanket Amount</b></th> <th><b>Actual Cost</b></th> </tr> </thead> <tbody> <tr> <td>Nov 1, 2023</td> <td>Apr 30, 2024</td> <td>\$196,350</td> <td>\$186,100</td> </tr> <tr> <th colspan="4"><b>Part C – Pro Mow Maintenance Inc.</b></th> </tr> <tr> <th><b>Period Start</b></th> <th><b>Period End</b></th> <th><b>Blanket Amount</b></th> <th><b>Actual Cost</b></th> </tr> <tr> <td>Nov 1, 2023</td> <td>Apr 30, 2024</td> <td>\$13,850</td> <td>\$13,810</td> </tr> <tr> <th colspan="4"><b>Part D – Marquee Landscape Ltd.</b></th> </tr> <tr> <th><b>Period Start</b></th> <th><b>Period End</b></th> <th><b>Blanket Amount</b></th> <th><b>Actual Cost</b></th> </tr> <tr> <td>Nov 1, 2023</td> <td>Apr 30, 2024</td> <td>\$87,900</td> <td>\$106,750</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Total</b></td> <td><b>\$298,100</b></td> <td><b>\$306,660</b></td> </tr> </tbody> </table>	<b>Part B – Lakeside Contracting Company Ltd.</b>				<b>Period Start</b>	<b>Period End</b>	<b>Blanket Amount</b>	<b>Actual Cost</b>	Nov 1, 2023	Apr 30, 2024	\$196,350	\$186,100	<b>Part C – Pro Mow Maintenance Inc.</b>				<b>Period Start</b>	<b>Period End</b>	<b>Blanket Amount</b>	<b>Actual Cost</b>	Nov 1, 2023	Apr 30, 2024	\$13,850	\$13,810	<b>Part D – Marquee Landscape Ltd.</b>				<b>Period Start</b>	<b>Period End</b>	<b>Blanket Amount</b>	<b>Actual Cost</b>	Nov 1, 2023	Apr 30, 2024	\$87,900	\$106,750	<b>Total</b>		<b>\$298,100</b>	<b>\$306,660</b>
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**Schedule F**

	<p>The contract renewal for the second seasonal term (November 1, 2024 to April 30, 2025) is requested in the estimated amount of \$273,365 (exclusive of HST), which consists of \$189,704 for Part B, \$19,586 Part C and \$64,075 for Part D. The rates from the initial contract term will remain unchanged for this renewal term (no price increase).</p> <p>Staff are seeking delegated authority to award each of the three (3) remaining six (6) month optional contract renewal terms, for seasons three to five, through a PDA report. The total estimated cost for the three remaining optional renewal terms combined is \$820,098 (exclusive of HST).</p>
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<b>Financial Planning Section: Budget Impact</b> (Note 1)			
<b>Account Number(s)</b>	Various Accounts	F1130 1330 3740 F1110 1330 3740 F1420 1330 3740	3900-0690-3740 3900-0327-3740
<b>Account Description</b>	Winter Control Parking Lots - Part B	Winter Control Parking Lots - Part C	Winter Control Parking Lots - Part D
<b>Contract Budget</b> (Note 2)	\$193,043	\$19,931	\$65,203
<b>Actual</b> (Net of HST Rebate) (Note 2 and 3)	\$193,043	\$19,931	\$65,203
<b>Variance</b>	\$0	\$0	\$0
<b>Funding Source</b>	Operating Budget	Operating Budget	Operating Budget

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

Note 2: Contract budget and actual reflect the estimated spending for 24/25 contract term.

Note 3: Contract actuals are an estimate only, which will vary depending on weather conditions and will be monitored by program area staff. Any variances will be reported through the variance process.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Contract Increase for additional services to WSP E&I Canada Limited (formerly Wood Environment & Infrastructure Solutions) for Detailed Road Design of Appleby Line Phase 3
<b>Recommendation</b>	<p><b>Staff are recommending the contract increase to WSP E&amp;I Canada Limited (formerly Wood Environment &amp; Infrastructure Solutions) for Detailed Road Design of Appleby Line Phase 3 in the total amount of \$5,755 (exclusive of HST).</b></p> <p><b>Staff are also recommending that delegated authority be provided to approve change orders (if required) up to an aggregate value of 10% of the value of the award to the WSP E&amp;I Canada Limited.</b></p> <p><b>Staff are recommending a budget increase on this project in the amount of \$111,488 for utilities relocation.</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>The award for the design of Appleby Line Phase 3 was awarded through CORS-023-21 in the amount of \$288,363 (exclusive of HST). The original contract was awarded as a result of a previous roster process. Change orders to date have been issued in the amount of \$51,690 (exclusive of HST) and \$25,640 (exclusive of HST, through CORS-041-23). The current contract total is \$365,693 (exclusive of HST).</p> <p>This contract increase in the amount of \$5,755 (exclusive of HST) is for the following:</p> <ul style="list-style-type: none"> <li>• Archeological assessment of 7139 Appleby Line Part 2 Associated fees are for Project Manager and Archeological study report</li> </ul> <p>The rates used are consistent with previous rates charged under this contract and further and are consistent with those in the initial request for proposal.</p> <p>The new contract total will be \$371,448 (exclusive of HST).</p> <p><u>Budget Amendment</u></p> <p>During the detailed design stage, it was identified that there are conflicts with utilities. In order to reconstruct the road some of the utilities have to be relocated, this was not originally anticipated.</p> <p>Milton Hydro is currently working on the relocation design and provided a high-level estimate for Town's cost that will be \$49,600 (exclusive of HST). In addition, Rogers and Bell have to relocate</p>

**Schedule G**

their infrastructure as well. After evaluating with the consultant, it is estimated that the cost for the Town related to Bell and Rogers infrastructure relocation will be \$50,000 (exclusive of HST). Staff are requesting a budget budget increase of \$111,488 for the utility relocation works and related contingency.

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

<b>Account Number(s)</b>	C35000521-A0611-7220
<b>Account Description</b>	Appleby Line
<b>Project Total Budget</b>	\$494,978
<b>Contract Budget</b>	\$0
<b>Actual</b> (Net of HST Rebate)	\$5,856
<b>Variance</b>	\$5,856 (U)
<b>Funding Source</b>	Project Variance Account/Development Charges
<b>Additional Budget Requested</b>	\$111,488 (Note 2)
<b>Funding Source</b>	Project Variance Account/Development Charges

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

Note 2: Separate from the contract increase, additional budget is expected to be required with respect to utilities relocation.

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

<b>Project Award</b>	Single Source award to Vector Solutions for a Fire Department Learning Management and Crew Shift Scheduling solution
<b>Recommendation</b>	<p><b>Staff are recommending the single source award to Vector Solutions to provide a Learning Management System and Crew Shift Scheduling software solution for the total amount of \$45,567 (exclusive of HST) for 2025</b></p> <p><b>Staff are also requesting the delegated authority to renew this contract on an annual basis, for 4 years beyond the additional term, (to a maximum of 5 cumulative years), in the estimated total amount of \$206,219 (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>Milton Fire &amp; Rescue Services (MFRS) staff are required to take regular training and certification courses in order to ensure they maintain the proper level of knowledge and skills to perform their day-to-day responsibilities in a safe manner, conducive to the ongoing and ever-expanding needs of the community. As part of the overall training management needs of the department, detailed records must be kept about the state and status of all assigned courses, including ongoing certifications, course completions, as well as expiry/renewal dates related to all staff trainings. Through this training program, MFRS is responsible for ensuring both a mixture of standard/legislative and Milton-specific training is made available to staff based on the nature of their roles and associated responsibilities. To do this effectively, MFRS requires a fire department-specific Learning Management System (LMS) to efficiently and effectively deliver required trainings, track the necessary staff participation/completion metrics and ultimately ensure overall operational readiness to respond to the needs of the community.</p> <p>MFRS began utilizing Vector Solutions LMS in January of 2022 in a 2-year pilot project through a non-competitive, low value procurement contract under section 6.1 of the Town's Purchasing Bylaw (061-2018). The Vector Solutions LMS is an online fire service training and operational platform that provides access to purpose-built training, designed specifically for fire departments. It provides over 450 hours of online firefighter training and operational solutions designed to keep 24/7 emergency services running efficiently and effectively. This LMS module is extremely robust, user friendly and intuitive, having contributed to improved training outcomes and overall operational readiness over its pilot period. The LMS has demonstrated proven value and effectiveness beyond what was expected in terms of delivering</p>

## Schedule H

training and activities, capturing critical data, staff performance and detailed reports. As a direct result of the training process efficiencies and pre-built training this solution provides, MFRS staff estimate they have saved hundreds hours of time over the past 2 years compared to previous training methods that were employed. This LMS system is used by neighbouring Fire Departments, allowing MFRS to collaboratively share/receive developed training content with/from participating agencies and drastically lower the time required to create and maintain specific content which can be natively uploaded into the platform. To date, the LMS system has proved invaluable to the ongoing operations of MFRS. Training division staff have become proficient in the day-to-day management and administration of the system and the remainder of the department have spent a significant amount of time getting accustomed to the form and function of assigned trainings and are pleased with this product.

With the growth of human resources within MFRS who require the LMS module and annual inflation, the costing now exceeds the non-competitive procurement award, to the amount of \$28,714 (exclusive of HST) for the 2025 budget year. Given the proven value and success of the system, a single source award is a critical investment in MFRS' continued operations. Building on the success of the Vector Solutions LMS module, this solution can be expanded to include operational scheduling functionality.

In 2021 MFRS implemented an electronic scheduling solution within its existing fire department management software platform, aimed at improving scheduling efficiency and human resource management across the department. Proper staff/shift/equipment scheduling is a critical component in ensuring operational readiness of MFRS in being able to quickly and efficiently mobilize emergency resources to respond to the needs of the community. Since implementation, MFRS' current scheduling solution has been unable to meet the operational scheduling needs of the fire department, which are highly complex and require conformity to unique shift/station/equipment requirements in addition to aligning to various collective agreements pertaining to personnel and overtime eligibility. Current scheduling processes commit approximately 8-10 hours per week of additional staff time resolving identified deficiencies within the current software platform, despite 2 years of continuous enhancement and development efforts aimed at improving the reliability and accuracy of the system. MFRS maintains a paper-based process as a redundancy and regularly relies on the paper-based process over the current scheduling solution; while functional, it presents operational challenges and risks as the department continues to grow. MFRS has investigated alternate scheduling options already in use within the organization, however, due to the complex nature of fire department scheduling,

**Schedule H**

existing solutions would only be able to partially meet operational needs and require significant development and re-configuration.

MFRS requires a replacement scheduling platform that is purpose-built to address the unique needs of a 24/7 fire department. High level market scans have identified a small list of fire department-specific scheduling platforms that could potentially address the operational needs of MFRS. One viable solution is the Crew Shift Scheduling software product provided by Vector Solutions. This product empowers fire departments to monitor scheduling gaps and surpluses, satisfy overtime regulations driven by collective agreements, expedite callbacks and ensure qualified personnel fill open shifts, while allowing organizational-based automation across multiple stations and crews. Vector Solutions' scheduling platform provides native integration capabilities to interface directly with the Town's existing payroll system, allowing future streamlining with payroll-related processes in addition to the anticipated efficiencies related to shift scheduling. Based on the Town's ongoing success and familiarity with the Vector Solutions LMS product, it is recommended that the organization implement the Crew Shift Scheduling component of the platform. A competitive request for proposal process is not recommended as the time commitment and duration of such an effort, estimated to take multiple weeks from development to issue to final award, will exceed the annual commitment of the product provided by Vector Solutions. This estimation takes into consideration the effort required to fully implement a new scheduling solution and train all MFRS staff to work within this new platform. Additionally, further delays in procuring a replacement scheduling solution will continue to add a minimum of 8-10hrs of additional staff time per week addressing deficiencies in current scheduling processes. Town staff recommend Vector Solutions as the single source provider for Crew Shift Scheduling in the amount of \$16,853 (exclusive of HST) for the 2025 budget year.

Approving Vector Solutions as the single source provider for both the LMS and Crew Shift Scheduling functionality is a strategic decision that aligns with MFRS' operational needs and long-term goals. The total value of the software product for 2025 will be \$45,567 (exclusive of HST). The Town anticipates inflationary increases through the contract term, and a 5-year total commitment is estimated to be \$251,786 (exclusive of HST).

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

<b>Account Number(s)</b>	2216-3445
<b>Account Description</b>	Technology Service Programs - Software Annual Maintenance
<b>Project Total Budget</b>	N/A



<b>Contract Budget</b>	\$ 47,000
<b>Actual</b> (Net of HST Rebate) (Note 2)	\$ 46,369
<b>Variance</b> (Note 2)	\$ 631 (F)
<b>Funding Source</b>	Operating Budget

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

Note 2: This contract commits the Town to an initial annual operational expense of \$45,567 (exclusive of HST) that will increase thereafter each year with consideration for inflation. Spending relative to the approved budgets will be reviewed with Financial Planning and any variances reported through the variance process. The annual increases will be considered in the development of the future budget.

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

<b>Project Award</b>	Single Source award to Locution Systems Inc. and to Kelcom Radio Solutions for a Fire Station Alerting System Implementation
<b>Recommendation</b>	<p><b>Staff are recommending the single source award to Locution Systems Inc. for the purchase and configuration of a Fire Station Alerting System in the estimated amount of \$369,084 (exclusive of HST).</b></p> <p><b>Staff are also recommending the single source award to proceed with a 5 year support and maintenance contract in the estimated total amount of \$160,862 (exclusive of HST) with Locution Systems Inc.</b></p> <p><b>Further, Staff are recommending the single source award to Kelcom Radio Solutions for the installation of the Locution Fire Station Alerting System in the amount of \$131,383 (exclusive of HST).</b></p> <p><b>Staff are also recommending that delegated authority be provided to the Town's Fire Chief to approve change orders (if required) up to an aggregate value of 20% of the value of the award to the Locution Systems Inc.</b></p> <p><b>Staff are also recommending that delegated authority be provided to the Town's Fire Chief to approve change orders (if required) up to an aggregate value of 20% of the value of the award to the Kelcom Radio Solutions.</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>Milton Fire &amp; Rescue Services (MFRS) is undergoing significant technological modernization to enhance its communication capabilities in order to continue to support the needs of a growing municipality and ensure Next Generation 911 (NG911) compliance by March 2025 as mandated by the Canadian Radio-television and Telecommunications Commission (CRTC).</p> <p>As part of a comprehensive emergency fire communication program, MFRS must purchase and install a Fire Station Alerting system (FSA) into each fire station location to ensure the safety and well-being of our community through efficient and rapid emergency dispatching and response.</p> <p>FSA systems are emergency communication center solutions that permit automated, multiple-unit simultaneous dispatch capabilities, comply with National Fire Protection Association (NFPA)</p>

## Schedule I

guidelines by adding radio redundancies and eliminate caller hold times through IP network alerting, resulting in significantly improved call processing times.

Locution Systems Inc. of Golden, Colorado, is currently the only manufacturer, distributor, retailer and provider of an automated voice dispatching system that provides a digitally recorded and complete word and phrase-based human voice automated dispatch message. This functionality is required for Fire and EMS emergency dispatching and has been developed by Locution specifically for alerting and dispatching these personnel. Benefits of this technology, shared by no other station alerting system currently in the market, are:

1. The system does not require a multi-second hearing adaptation period to reach understanding of a full dispatch announcement. This is because it is word and phrase-based human voice.
2. The system is the only such system that provides full dispatch announcement understandability to the high level required by Fire/EMS departments. This is also due to it being word and phrase based human voice.
3. The system is the only system that provides allowance for 99.99% accuracy. Each street name, incident, and unit name are specifically run through a record/review process at Locution operations with a final review process at the department. Each element can be matched precisely to the required way it needs to be said, including special pronunciations.

All three points above: minimal interpretation lag, very high understandability, and high announcement accuracy are required for EMS and Public Safety Operations in order to prevent the potential for an unacceptable number of location deployments, while still providing very quick turnaround times. No other station alerting system provides all three of the above, a requirement for acceptable automated Fire and EMS dispatch operation.

Furthermore, the alerting system from Locution includes advanced safety features such as automated voice alerts, zoned alerting, and remote monitoring capabilities. These features significantly enhance situational awareness and response coordination, ultimately improving the safety of both the firefighters responding to a scene and the public.

Halton Fire Services (Burlington, Oakville and Halton Hills) currently use Locution FSA to support their emergency dispatch operations. It is advantageous for MFRS to maintain uniformity

**Schedule I**

	<p>and interagency operability in order to be adaptive and responsive to future opportunities within the Region.</p> <p>Staff have worked with Locution and their authorized installation partner, Kelcom Radio Solutions, to source and design a solution that is fully compatible with and scalable to the Town’s current and future planned emergency operations facilities, infrastructure and technology standards. Staff are confident the pricing provided by Locution and Kelcom are appropriately reflective of the overall design and value the Town is receiving with this solution.</p> <p>Capital account C24002720 was previously approved to support the procurement and implementation efforts associated with a FSA solution within the Town. Staff are recommending a single source award to Locution Systems Inc. in the estimated amount of \$369,084 CAD (subject to \$USD to \$CAD conversion) for the procurement and configuration of the required hardware as well as an award to Kelcom Radio Solutions in the amount of \$131,383 CAD for the installation of the FSA solution.</p> <p>Following the installation of the FSA system and after the 1 year warranty period, an annual support and maintenance contract will be established with the vendor, in the estimated amount of \$32,172 CAD per year. This annual commitment will vary based on USD exchange rates and annual inflationary increases.</p>
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**Financial Planning Section: Budget Impact** (Note 1)

<b>Account Number(s)</b>	C24002720-A0410-7130
<b>Account Description</b>	Radio Communications
<b>Project Total Budget</b>	\$ 1,049,233
<b>Contract Budget</b>	\$ 819,616
<b>Actual</b> (Net of HST Rebate) (Note 2)	\$ 509,275
<b>Variance</b> (Note 3)	\$ 310,341 (F)
<b>Funding Source</b>	Project Variance Account

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

Note 2: Contract actuals are an estimate and will vary based on USD exchange rates and final design of solution including hardware components required as well as physical install and electrical work necessary within Fire Stations. The final contract value will be monitored by program area staff. Any variances will be reported through the variance process.

Note 3: Staff recommend that the favourable variance remain in the project at this time to fund future equipment requirements associated with NG911 as referenced above.

Note 4: This award will result in ongoing operating costs associated with a 5 year support and maintenance contract in the estimated total of \$32,172 annually. Annual operating costs will be submitted as part of the annual operating budgeting exercise within the IT Programs – Service Agreements area starting 2026.

**Schedule I**

Note 5: The Town will initially fund this purchase but will be applying for reimbursement through grant funding opportunities, similar to the previous phases of the NG911 initiative.

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

<b>Project Award</b>	Single Source award to Logixx Security for the replacement of the Verex Card Access software system
<b>Recommendation</b>	<b>Staff is recommending the single source award to Logixx Security for the replacement of the Verex Card Access software system, in the amount of \$95,694 (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>Logixx Security provides and supports the Verex Card Access System used in civic and recreation facilities town-wide. However, the current software system (Verex) has been discontinued. As a result, Logixx Security can no longer provide the technical support or upgrades needed to maintain the operating system.</p> <p>Integrated Control Technology (ICT) has developed the Protégé GX Card Access software as a replacement for the Verex system. This new system is compatible with the Town's existing devices, such as readers, electric strikes, and door contacts. Logixx Security, a partner of ICT, provides support for the Protégé GX Card Access software. The Town plans to use existing devices in place until they no longer operate, at which time new devices will be purchased as and when required.</p> <p>The current delivery lead-time is 60 days or sooner from receipt of order. The Town plans to have the upgrade from the Verex software system to the new Protégé GX software system completed by Q3 2024.</p>

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

<b>Account Number(s)</b>	C58112715-A0260-7510
<b>Account Description</b>	Civic Facilities Improvements
<b>Project Total Budget</b>	\$ 162,449
<b>Contract Budget</b> (Note 2)	\$ 102,580
<b>Actual</b> (Net of HST Rebate)	\$ 97,379
<b>Variance</b> (Note 3)	\$ 5,201 (F)
<b>Funding Source</b>	Project Variance Account

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

Note 2: Contract budget includes budget increase in an amount of \$60,000 requested through the Council report ES-024-24 Capital Variance Report – June 2024.

Note 3: Staff is requesting that the favourable variance remain in the projects in order to accommodate any unanticipated costs.

## COUNCIL AUTHORITY FOR CONTRACT AWARDS DELEGATED AUTHORITY

<b>Project Award</b>	Reporting back to Council on the Delegated Authority utilized to award Tender 24-023 - Pavement Line Marking Program
<b>Purpose of Report</b>	Staff are reporting back to Council for a contract award that was made under delegated authority as per ES-014-24.
<b>Background information</b>	<p>Through ES-014-24, Council approved the delegated authority for staff to proceed with the award of the Pavement Line Marking Program for a one (1) year term in the estimated annual amount of \$256,440 (exclusive of HST) in order to meet the project commencement schedule. Staff also received delegated authority to award up to four (4) one-year optional renewal terms through an internal staff award report, for up to a total five-year contract.</p> <p>The Town of Milton issued Tender 24-023 to the open market for the Pavement Line Marking Program on behalf of the HCPG. The participating agencies consist of the Town of Milton and the Town of Halton Hills. The bid was issued on April 18, 2024 and closed on June 10, 2024. There were three registered suppliers, however upon closing, only one submission was received from Guild Electric Limited in the amount of \$903,096 (inclusive of HST). This amount represents the combined estimated annual costing for both HCPG participating agencies. The Town of Milton's estimated annual costing is \$355,353 (exclusive of HST). Guild Electric Limited has previously been contracted with the Town to perform pavement line marking services with satisfactory performance.</p> <p>Staff processed internal report PDA-070-24 to award this contract for the Pavement Line Marking Program on behalf of the Halton Co-operative Purchasing Group (HCPG) to Guild Electric Limited in the estimated amount of \$355,353 (exclusive of HST). The total contract value with the optional four (4) renewal terms is estimated to be \$1,776,765 (exclusive of HST).</p>

### Financial Planning Section: Budget Impact (includes non-refundable HST)

<b>Account Number(s)</b>	1800-0510/0896-3740	3900-0327-3740	C40011224-A0614-7641	C40012723-A0614-7130	C35000822-N0611-7670
<b>Account Description</b>	Pavement Marking/Bike Lane	Parking Lot Pavement Marking	Pedestrian Crossover (PXO)	Intersection Pedestrian Signal	Surface Treatment Program
<b>Project Total Budget</b>	N/A	N/A	\$295,963	\$177,037	\$967,501
<b>Contract Budget</b>	\$208,953	\$6,000	\$30,000	\$8,000	\$8,000
<b>Actual</b> <small>(net of HST)</small>	\$359,572				
<b>Variance</b>	\$98,618 (U)				

**Funding Source**

Operating and Capital

Note 1: Contract actuals are an estimate only. Actuals will vary depending on level of activity. Unfavourable variance of \$39,440 is anticipated to be managed within the capital projects budget. The remaining unfavourable variance associated with operating program will be managed by Program Area staff and reviewed with Financial Planning with any variances being reported through the Variance process.



**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
DELEGATED AUTHORITY**

<b>Project Award</b>	Reporting back to Council on the Delegated Authority utilized to award Tender No. 24-063 for Equipment and Operators for Road Snow Removal for the Town's Winter Control Program
<b>Purpose of Report</b>	Staff are reporting back to Council for a contract award made under delegated authority through report ES-022-24.
<b>Background information</b>	<p>Through ES-022-24, Council approved the delegated authority for staff to proceed with the award of Tender No. 24-063 for Equipment and Operators for Road Snow Removal for the Town's Winter Control Program for a five (5) year term in the total estimated annual amount of \$1,100,000 (exclusive of HST) to expedite the award of the tender and prepare for the upcoming winter season.</p> <p>The Town issued Tender No. 24-063 to the open market for Equipment and Operators for Road Snow Removal for the Town's Winter Control Program. The Tender was for a total of twenty-one (21) units of equipment consisting of tandem axle combination units, single axle combination units, loaders/tractors and graders.</p> <p>Eight (8) bid submissions were received from the following:</p> <ul style="list-style-type: none"> <li>• 1611974 Ontario Ltd.</li> <li>• 1950587 Ontario Ltd.</li> <li>• A &amp; G The Road Cleaners Ltd.</li> <li>• Ashland Construction Group Ltd.</li> <li>• Associated Paving &amp; Materials Ltd.</li> <li>• Bluechip Building Restoration Ltd</li> <li>• Defina Haulage Ltd</li> <li>• Royal Crown Construction</li> </ul> <p>Staff processed internal report PDA-081-24 to award this contract to the lowest compliant bidder per unit of equipment in the total estimated amounts (exclusive of HST) as follows:</p> <p>Tandem Axle Combination Units:</p> <ul style="list-style-type: none"> <li>• Ashland Construction Group Ltd. - \$424,200</li> </ul> <p>Single Axle Combination Units:</p> <ul style="list-style-type: none"> <li>• Ashland Construction Group Ltd. - \$363,600</li> </ul> <p>Loader/Tractor Units:</p> <ul style="list-style-type: none"> <li>• 1950587 Ontario Ltd. - \$174,600</li> </ul> <p>Grader Unit:</p> <ul style="list-style-type: none"> <li>• Associated Paving &amp; Materials Ltd. - \$42,700</li> </ul>

**Schedule L**

	<p>Grader Unit:</p> <ul style="list-style-type: none"> <li>• Bluechip Building Restoration Ltd. - \$46,700</li> </ul> <p>The total estimated annual award for year one is \$1,051,800 (exclusive of HST) for the 2024/2025 Winter Season.</p> <p>The Town will have the option to renew the contract for one additional five (5) year period. Through ES-022-24, Council approved the delegated authority to award the optional renewal term through an internal staff award report.</p>
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**Financial Planning Section: Budget Impact** (includes non-refundable HST)

<b>Account Number(s)</b>	0690-0690-3740	0969-0690-3740
<b>Account Description</b>	Winter Control	Region Winter Control
<b>Project Total Budget</b>	N/A	N/A
<b>Contract Budget</b> (Note 2)	\$203,976	\$135,984
<b>Estimated Actual</b> (Note 2)	\$192,656	\$128,437
<b>Variance</b> (Note 3)	\$11,320 (F)	\$7,547 (F)
<b>Funding Source</b>	Operating Budget	Regional Recovery (Note 4)

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

Note 2: Contract budget and estimated actual reflect the estimated amount for the remaining winter months for fiscal 2024. Costs associated with fiscal 2025 will be considered in the development of the 2025 budget.

Note 3: Contract actuals are an estimate only, which will vary depending on weather conditions and will be monitored by program area staff. Any variances will be reported through the variance process.

Note 4: Winter maintenance costs for Regional Roads are recovered from the Region of Halton.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
DELEGATED AUTHORITY**

<b>Project Award</b>	Reporting back to Council on the Delegated Authority utilized to award a Single Source Contract for the Supply and Installation of Emergency Warning Systems on Two (2) Support Utility Vehicles
<b>Purpose of Report</b>	Staff are reporting back to Council for a contract award that was executed under Section 4.2.1 of Purchasing By-law No. 061-2018.
<b>Background information</b>	<p>Staff processed an internal report (PDA-083-24) to award a single source contract for the supply and installation of emergency warning systems (lights and sirens) on two (2) support utility vehicles for Milton Fire and Rescue Services to Leslie Emergency Vehicles in the total amount of \$29,423.50 (exclusive of HST).</p> <p>Leslie Emergency Vehicles specializes in supplying and installing emergency warning systems that are fully compatible with the current Whelen Core Emergency Lighting System. The compatibility of equipment is critical for maintaining functionality and integration of our existing system, thus avoiding potential technical issues or the need for costly modifications.</p> <p>Leslie Emergency Vehicles is conveniently located in Milton, reducing travel time to/from their premises where the installation work is carried out. They have consistently demonstrated exceptional customer service through previous installations and repairs with quick turnaround times, ensuring that the vehicles are promptly and properly equipped for operational readiness.</p> <p>The two (2) support utility vehicles were received and ready for installation. It was vital to have the emergency warning systems installed on the new vehicles as soon as possible, to ensure they can be utilized. Leslie Emergency Vehicles could accommodate the installation of equipment in August.</p> <p>Staff utilized Purchasing By-law #61-2018, section 4.2.1 (Note 1) to proceed with the award to Leslie Emergency Vehicles in the total amount of \$29,423.50 (excluding HST).</p>

**Financial Planning Section: Budget Impact** (includes non-refundable HST)

<b>Account Number(s)</b>	C70010024-A0410-7130
<b>Account Description</b>	Chief Officer Vehicles
<b>Project Total Budget</b>	\$227,115
<b>Contract Budget</b>	\$30,000
<b>Actual</b> (Net of HST)	\$29,941
<b>Variance</b>	\$59 (F)

**Funding Source**

## Project Variance Account

Note 1: Authorization from section 4.2.1 of By-law #61-2018:

Despite any other provisions of this By-law, during any period that regular Council meetings are suspended either during the summer period or for any other reason, or during the period that the acts of Council are restricted under Section 275 of the Municipal Act, the CAO shall be authorized to Award any Contract through a PDA Report so long as the value of the Contract can be accommodated within the approved budget for that project.

Note 2: Financial impact includes any non-refundable portion of HST.

Note 3: Favourable variance in an amount of \$59 was returned through PDA-083-24 and is therefore not included as part of Schedule A to this purchasing various report.