RECOMMENDATION: THAT Report CS-007-03, dated January 22, 2003 be received for information.

AND THAT COUNCIL approve the recommendations included in the body of this report.

AND THAT the Coordinator, Purchasing be authorized to execute contracts and the Mayor and Clerk be authorized to sign any and all required paperwork.

EXECUTIVE SUMMARY

This report is being submitted to have council’s authorization on the variance items listed below. On the following projects it was determined that the open market purchasing processing outlined in Purchasing-law 100-00 would not result in the best buy for the Town. Outlined below are the suppliers that the town would like to enter into direct negotiation with for the goods/services described or have delegated authority to award a bid.

REPORT

Community Services

Drainage Engineering Services $20,000

On Sept 25,2002 a petition was submitted to the Town under the Drainage Act requesting that the Town intervene in a dispute over the drainage of an industrial zoned property west of Regional Road 25. In Report COMS-92-02 dated October 17,2002 it was recommended that following a review of the
available options to drain the property, that staff implement the provisions of the Drainage Act. The first step in this process is to hire a qualified professional engineer. This is a somewhat specialized field and the available choices of engineers are somewhat limited. **Staff are requesting councils approval to negotiate directly with an Engineer experienced in this field, finalize the scope of work and project costs. The project costs are recoverable under the Drainage Act.**

**Ice Resurfacer**  
$80,000  

The Town currently uses Olympia ice resurfacers in the two arenas. A third unit is now required at the new Sports Centre. Maintenance Staff have been trained on the Olympia unit in regards to health and safety of the gas handling and also perform the required maintenance on the units. This equipment as been approved as part of the new arena budget. **Staff is recommending the third unit be specified as an Olympia to ensure ease of use for the staff between the three arenas, standardize the maintenance and use a central parts inventory.**

**Main Street East Project**

**Aecon Construction**  
$52,150 (plus GST)  

The Town of Milton awarded a contract to Aecon Construction in August 2001 (Report #CS-047-01). There was a requirement as part of the project to do two watermain lowerings. The cost of this item in the tender was $19,600. The tender document specified a typical drawing for this work. As the project proceeded issues arose in the field as to what type of pipe was to be used in each of the two lowerings. The subcontractor order a ductile iron pipe, which when delivered was determined by the Region of Halton to be incorrect for the one lowering. The pipe was returned and replaced with a concrete pipe.

Aecon has submitted a claim for $107,000, detailing the extra costs due to the pipe changes that were incurred. The Town of Milton’s consultants, UMA, had been working with Aecon, but was unable to resolve this matter. The subtrade requested through Aecon to go to arbitration.

Staff has been with Ken Watts, Construction Lawyer from O’Conner MacLeod Hanna, to resolve the matter without going to arbitration. Staff negotiated a settlement with Aecon of $52,150 plus GST. Funding for this settlement was paid from development charges.

**Milton Sports Centre Project**

**Audio Video Consulting**  
$10,000  

Engineering Harmonics (EH), Toronto for design, tendering and contract administration for the audio/video works within the Milton Sports Centre (MSC). EH has completed work on a number of public facilities, including arena projects for municipalities (i.e. Iceland, Mississauga) the timeline for the A/V design needs to dovetail with the general contractor/electrical contractor work.
Planning and Development

BDG Consulting  $25,000

BDG Consulting provided the policy work in Phase 1 of the Eco-Tech Village. In Phase 2 the consultant will be required to develop a standards manual for stormwater, servicing, parks and energy conservation. BDG Consulting provided the policy work on the principals for the project. **Staff is recommending that Council awarded these consulting services to BDG Consulting on a single source basis.**

Development Engineering Services

**Staff is recommending Council awarded the consulting portion of this work to McCormick Rankin.** McCormick Rankin has the experience to define the scope of the work and prepare the tender and provide the contract manager for this project. McCormick Rankin is one the consultants on the Town’s approved engineers list.

Executive Services

**Electronic Elections Equipment  $80,000**

There is an approved Capital Project for the provision of electronic equipment and related software for the election in 2003. A Request for Proposal is currently in the marketplace. The electronic election equipment and software need to incorporate into the election process as soon as possible. **Staff are requesting delegated authority to award this contract.** Staff will report the outcome as part of the first quarter variance.

Corporate Services

**Help Desk Software**

Intuit Information Technology Solutions  $19,600

Track-IT software is an information technology management software package used to track and coordinate end user support requests and to manage the information technology inventory. The Track-IT is begin recommended as the single source solution because it is the most economical, given the required functionality, compatibility with our existing hardware/software environment, and vendor stability. While there are other packages that were reviewed that can provide the same level tracking, management and functionality they are considered large enterprise solutions and are much more expensive. **Staff is recommending that Council award this equipment to Intuit Information Technology Solutions, on a single source basis.**
The remittance processing equipment is a specialized piece of equipment that will enable the tax area to automate the payment processing function, which reduce the amount of staff time, decrease the error rate and increase the reporting function. Staff has been working with Halton Hills on the research of this equipment and will continue to work with them to determine if a joint purchase and additional savings would be possible for this equipment. **Staff is recommending that Council award this equipment to Creditron on a single source basis.**

**FINANCIAL**

All financing issues have been addressed above.

Respectfully submitted,

Jim McQueen  
Director of Corporate Services & Treasurer

JCM:lw  
CAO Approval:________________________