



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Steven Ziegler, Senior Project Engineer

DATE: December 12, 2022

REPORT NO.: TPW-2022-0030

SUBJECT: Award of Tender T-112-22 - Locate Service Provider

RECOMMENDATION:

THAT Report No. TPW-2022-0030, dated December 12, 2022, regarding the Award of Tender T-112-22 - Locate Service Provider, be received;

AND FURTHER THAT multiVIEW Locates Inc, 325 Matheson Blvd E, Mississauga, Ontario L4Z 1X8, be awarded Tender No. T-112-22 – Locate Service Provider as the lowest compliant bidder, at a total amount of \$295,895.50 (plus applicable taxes) for a two-year term with the option to renew for one additional year as set out in Report No. TPW-2022-0030, subject to approval of the 2023 operating budget;

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue a Purchase Order to multiVIEW Locates Inc for a two year term in the estimated amount of \$295,895 (plus applicable taxes) with the option to renew for a one year term based on satisfactory performance, price negotiations and budget approval;

AND FURTHER THAT Council authorizes the Mayor and Clerk to execute the necessary contract documents for the project.

KEY POINTS:

The following are key points for consideration with respect to this report:

- The Minister of Infrastructure has introduced new legislation (Bill 93) which requires all infrastructure locates to be physically marked in the field.
- Bill 93 significantly increases the labour burden to the Town.

- Fulfillment of the Town’s legislative obligations through hiring of additional staff would be inefficient and costly.
- Staff are recommending the hiring of an external contractor to complete the work required by Bill 93 and fulfill the Town’s legislative obligations.
- Staff are recommending multiVIEW Locates Inc be awarded Tender No. T-112-22 – Locate Service Provider as the lowest compliant bidder.
- Award of this Contract will have an estimated operating budget impact of \$148,437.00 (including non-refundable HST) in 2023 and \$152,666.25 (including non-refundable HST) in 2024.

BACKGROUND AND DISCUSSION:

The Town of Halton Hills is responsible for Infrastructure Locates (“locates”) pertaining to Town Storm, Town Traffic Signals, and Halton Region Storm infrastructure within the Town of Halton Hills limits.

On March 7th, 2022, the Minister of Infrastructure introduced Bill 93, the Getting Ontario Connected Act (Bill 93). The legislation facilitates major changes to how locates are delivered in Ontario, including the requirement that all locates aside from “All Clears” are to be physically marked and maintained in the field. Providing maps or sketches of infrastructure is no longer sufficient when responding to a locate.

The Town is also responsible for emergency locates, which requires response within two (2) hours, 24 hours per day, 365 days per year. Due to the increased labour burden introduced by Bill 93, the Town cannot properly meet its legislative obligations with respect to Bill 93 and Ontario’s Underground Infrastructure Notification System Act, 2012 with current staffing levels. Hiring of additional staff to provide coverage 24 hours per day, 365 days per year was determined to be inefficient and costly.

Accordingly, the requirements of Bill 93 represent an ongoing legislative compliance risk. To ensure legislative compliance, the Town will retain a third-party contractor to fulfill its legislative obligations.

Staff issued Tender T-112-22 on Thursday October 13, 2022. Bids were posted and advertised on bidsandtenders.ca. A total of seven (7) firms downloaded the bid documents and two (2) submissions were received. The Tender closed on November 11, 2022. Bids were received as follows:

Bidder	Subtotal	HST	Total
1000170795 Ontario INC*	\$85,745.00	\$11,146.85	\$96,891.85
multiVIEW Locates Inc	\$295,895.50	\$38,466.41	\$334,361.91

*Non-Compliant

multiVIEW Locates Inc was determined to be the lowest compliant bidder.

Timely award of the Contract, planned to commence January 1, 2023, is recommended to minimize the ongoing risk.

STRATEGIC PLAN ALIGNMENT:

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

The Senior Manager of Purchasing & Risk Management is in agreement with this recommendation.

The Town Treasurer and Director of Finance is in agreement with this recommendation.

The Commissioner of Transportation and Public Works is in agreement with this recommendation.

FINANCIAL IMPLICATIONS:

Award of this contract will have an estimated budget impact of \$148,437.00 (including non-refundable HST) in 2023 and \$152,666.25 (including non-refundable HST) in 2024. The actual contract costs will be incurred as services are used during the year depending on volume of locate requests.

The contract will be funded through the operating budget for the Engineering & Construction division (00-60-6200-4500 – Contracted Services) subject to approval of the 2023 operating budget. An annual budget amount of \$125,000.00 is being proposed for these services in the 2023 operating budget, resulting in a potential negative variance of \$23,437. The actual contract amount will be assessed at year end and the resulting variances, if any, will be addressed through the year end process in 2023. The 2nd year contract cost for 2024 will be incorporated into the 2024 budget process.

Reviewed and approved by,

Simone Gourlay, Senior Manager of Purchasing and Risk Management

Moya Jane Leighton, Director of Finance & Town Treasurer

Mike Donnelly, Director of Engineering & Construction

Bill Andrews, Commissioner of Transportation & Public Works

Chris Mills, Chief Administrative Officer