



SUBJECT: Single source report – road patrol software

TO: Environment, Infrastructure & Community Services Cttee.

FROM: Roads, Parks and Forestry Department

Report Number: RPF-15-22

Wards Affected: NA

File Numbers: 201-01

Date to Committee: July 7, 2022

Date to Council: July 12, 2022

Recommendation:

Approve extending the single source agreement with Burnside Mobile for two years with annual subscription costs of \$27,850.00 inclusive of HST for 2023, and \$27,100.00 including HST for 2024, bringing the total cost spent under the duration of this contract to \$151,148.24 including HST as outlined in roads, parks and forestry department report RPF-15-22.

PURPOSE:

In order to comply with Procurement By-law 04-2022, Section 22.1, Council approval is required for non-competitive procurement with a value greater than \$100,000. The purpose of this report is to seek approval to proceed with a single source purchase agreement extension for two years. In 2024, we will proceed with the competitive bid process to select a solution that can be integrated with our new Enterprise Asset Management solution. An integration between the two applications will be required for a seamless flow between deficiency tracking and work order completion.

Vision to Focus Alignment:

- Support sustainable infrastructure and a resilient environment
- Deliver customer centric services with a focus on efficiency and technology transformation

Background and Discussion:

In 2018, the City of Burlington entered into a sole source agreement with Burnside Mobile after completion of a market scan. The reason for the single source request is to align and optimize integration efforts with the City's asset management solution which will not go live until 2024.

Strategy/process

Staff consulted with Road operations and the Enterprise Asset Management Solution Project team to determine risks should we not proceed with the extension of the current software. It was concluded, through these discussions, that remaining with the current vendor until the implementation of the Enterprise Asset Management Solution is complete would mitigate the risk of integration issues and project delay.

The Provincial Minimum Maintenance Standards outline schedule requirements for how roads and sidewalks are to be patrolled, and which deficiencies requiring detection and maintenance, inclusive of additional patrols in the winter. The deficiencies are tracked within Burnside Mobile, generating work orders to be completed. Once the deficiency is repaired the task is closed within the work order/asset management system.

Options Considered

In lieu of this software extension, road patrol staff would need to resort back to the previous deficiency tracking processes which were paper based, without reporting functionality and with an increased risk of misplaced documentation which will hinder claims management.

Financial Matters:

This purchase will support ongoing Road operations as well ensure a successful integration with the city's new asset management solution.

Total Financial Impact

The total cost of the purchase for the two-year software extension is \$54,950.00 including HST, bringing the total cost spent under the duration of this contract to \$151,148.24 including HST.

Source of Funding

The source of funding for this purchase is currently accounted for within the Roads, Parks and Forestry departmental operating budget, with an allocated amount of \$28,000.00 annually.

Other Resource Impacts

Not applicable

Climate Implications

Not applicable

Conclusion:

Business Services, in consultation with Procurement Services and Road Operations, recommend that Council approve the single source two-year extension to Burnside Mobile.

Respectfully submitted,

Julie Hutchings

Manager of Business Services

905-335-7777, ext. 6171

Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.