

Report to: MSC Meeting
Meeting Date: November 25, 2024
Report Title: Asset Management Plan - Sole Source Request
Department: Treasury
Author's Name: Shellee Fournier
Position: CAO
File/Report #FIN-2024-27



RECOMMENDATION:

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that a by-law be passed to authorize the Mayor and Clerk to sign agreement with PSD Citywide Inc. for the development of the 2025 Asset Management Plan in the amount of \$54,950 plus tax, and further that this amount be pre-approved in the 2025 budget, as presented in MSC Report FIN-2024-27.

BACKGROUND:

The Township is required to develop and deliver a 2025 O.Reg 588/17 compliant Asset Management Plan by July 1, 2025.

PSW Citywide Inc. has submitted a proposal to assist the Township in meeting this obligation. See attached. This work will cover the following asset areas: Bridges, culverts, road network, sanitary network, stormwater network, water network, facilities, land improvements/parks, machinery and equipment, and vehicles.

In October 2024, Council approved hiring Streetscan to complete the road condition assessment which will feed into the Asset Management Plan. These assessments have now been completed.

DISCUSSION:

Staff recommend sole sourcing to Citywide as the Township is currently using their software. As per the presentation made to Council on September 30th, 2024, there are more modules that could be purchased through Citywide creating a more robust Asset Management System.

The work would begin on January 1st, 2025. Staff plan to discuss reducing the length of the contract to meet the July 1st, 2025, deadline. If this timeline cannot be met, staff will seek an extension from the Province.

FINANCIAL IMPLICATIONS:

PSW Citywide Inc.'s proposal is \$54,950 (before tax). This amount has been included in the 2025 draft budget however requires prebudget approval because of the length of time required and work should be started immediately to meet the July 1st deadline.

ATTACHMENTS:

1. PSW Citywide Inc. Proposal

e-signed

November 6, 2024

Shellee Fournier
CAO

Date