



# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: April 28, 2025

Report No: ES-021-25

Subject: 2024 Year End Procurement Summary

Recommendation: **THAT the 2024 year end procurement summary report be received for information.**

## EXECUTIVE SUMMARY

This report is being submitted with respect to the 2024 Procurement activity in accordance with the reporting requirements of the Purchasing By-law No. 061-2018.

## REPORT

### Background

The Town of Milton's procurement activities are undertaken in accordance with Purchasing By-law No. 061-2018 and Policy 112 (Financial Management - Procurement and Disposal). The Town's methods are intended to ensure that goods and services are acquired in a manner that is efficient, ethical, professional, accountable, and that achieves best value. Staff from throughout the organization play a role in both implementing the by-law as part of service delivery and maintaining good supplier relations, as the goods and services acquired are central to the Town's programs and strategic initiatives. Procurement staff provide oversight of the Town's procurement processes, contract negotiations, dispute resolution and surplus disposal, and support the needs of the Town's program areas.

### Discussion

#### Procurement

In 2024, 306 contract awards were centrally authorized and/or reported upon, for a total commitment value of \$65,344,316. The chart below shows a breakdown of the bids by type and value.



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## Discussion

Description	Number of Awards	Value of Awards
Tender	57	\$ 24,319,779
Proposal	16	\$ 3,509,756
Consulting Services (Roster)	35	\$ 5,041,986
Limited Tendering: Contract Renewal	57	\$ 8,100,904
Limited Tendering: Contract Increase	34	\$ 8,958,716
Limited Tendering: Legacy, Compatibility, EAS and Other	82	\$ 14,763,430
Limited Tendering: Low Value	17	\$ 256,925
Pre-Qualification	4	\$ -
Emergency	4	\$ 392,820
<b>Total</b>	<b>306</b>	<b>\$ 65,344,316</b>

The Town continues to leverage the partnerships established through the Halton Cooperative Purchasing Group (HCPG), including 31 of the contracts summarized within the above chart awarded through the group at a value of \$4,540,378.

The top five awards from 2024 include the Workday implementation and related licensing for six years (\$4.2M), 2024 asphalt overlay program (\$4.2M), roof repair and replacement at Milton Sports Centre, Operations Centre and Fire Station #4 (\$1.9M), the 2024 expanded asphalt program (\$1.6M), and storm sewer rehabilitation (\$1.3M). These five items account for 20% of the total awards authorized during the year.

Further details with respect to the 306 awards are provided in Schedule A. The Town also posts procurement results online on the Town's website on an ongoing basis.

In addition to the awards summarized above, the Town also acquires goods and services through:

1. decentralized direct purchases made by program areas (i.e. under \$25,000);
2. processes related to the exempt items identified in Section 20 of the Purchasing By-law (example: utilities, legal costs, training, etc.); as well as
3. change orders to existing awards that don't require authorization through a staff report or a Purchasing Delegated Authority Report (PDA).



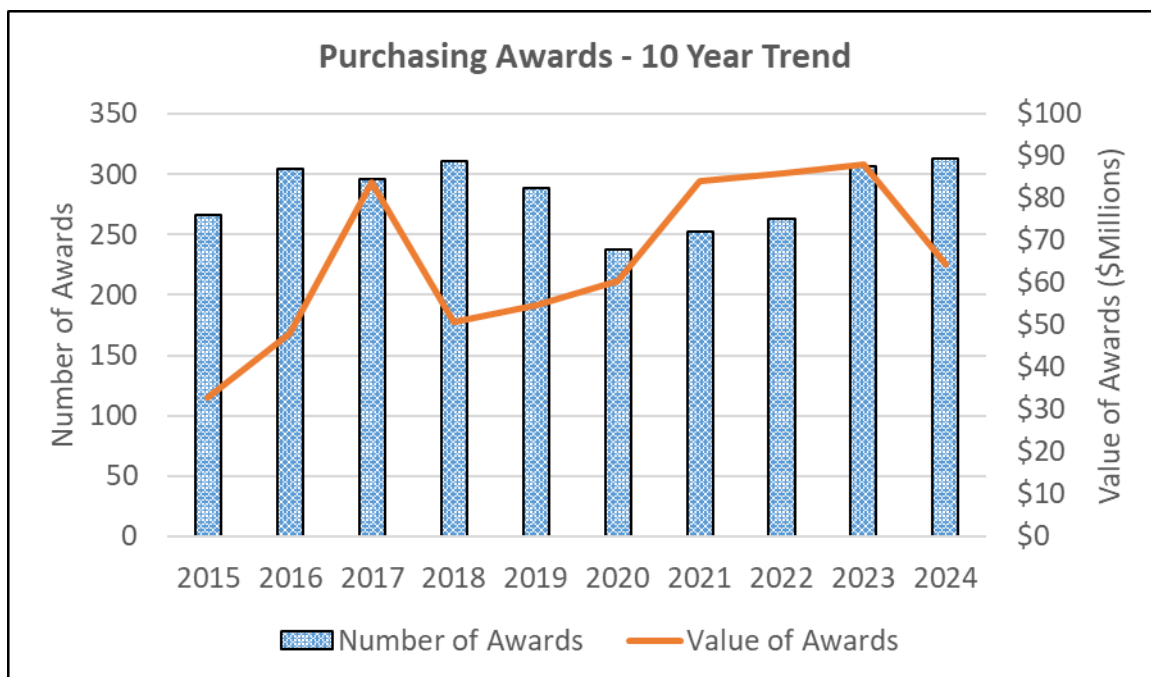
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## Discussion

Such items are still subject to the availability of approved budgets and related signing authorities. The cost of these goods and services are reflected in the quarterly and annual financial variance reporting.

The ten-year historical trend in annual procurement activity is presented in the graph below. 2024 saw the same number of awards as 2023, along with a 26% decrease in the value of those awards relative to the prior year based on the goods and services that were acquired.



Procurement also oversees the asset recovery processes for assets that have been declared surplus (excluding land). The Town utilizes formal auctions in order to derive the highest value. During 2024, 64 items were auctioned, resulting in \$524,501 in gross revenue for the Town (87% of which is retained after disposal costs and fees). Details with respect to these disposals are provided in Schedule B.

The Town continued to implement its Certificate of Recognition (COR™) program as initially outlined in report CORS-013-18. The Town awarded 16 contracts to COR™ certified contractors in 2024. Notable bids having the certification requirements for the bidders included the asphalt overlay and expanded asphalt, as well as the reconstruction of Burnhamthorpe Road, storm sewer rehabilitation, rehabilitation of the Kelso Road



## Discussion

bridge and roof repairs and replacement at Milton Sports Centre, Operations Centre and Fire Station #4.

During 2024, 100% of bids were posted and awarded electronically through the usage of the Town's e-bidding platform. For tenders, the average number of responses per bid was 6.2, while for requests for proposal processes the average number of responses was 6.7.

## 2025 Work Plan

In 2025, the Town's procurement staff will continue to support the Town's purchasing needs while also taking steps to update the Town's purchasing by-law. This update will consider current trends, legislation, and best practices. Additionally, the team will work on revising construction documents to align with the amendments made to the Construction Act of Ontario. Research and analysis of tariff discourse will remain a key focus, given the ongoing potential impacts. Significant efforts will also be dedicated to transitioning to a new financial management system, which is set to be developed in 2025 and implemented at the start of 2026.

## Financial Impact

The purchasing methodologies used for the acquisition of the goods and services identified in this annual report are important in achieving the Town's goal of obtaining best value through procurement activities, while ensuring fairness, objectivity, accountability and transparency. The budget implications of the resulting awards is measured and reported at the time of award for each bid, with consolidated results presented to Council through the regular variance reporting process as outlined in the Budget Management Policy (Policy 113).

Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer

For questions, please contact: Sharon Telfer, Manager,  
Procurement

Phone: Ext. 2138



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## Attachments

Schedule A – 2024 Procurement Activity Summary

Schedule B – 2024 Asset Recovery Summary

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.