



The Corporation of the Town of Milton

Report To: Council
From: Glen Cowan, Chief Financial Officer / Treasurer
Date: May 11, 2026
Report No: ES-024-26
Subject: 2025 Procurement Activity Report
Recommendation: **THAT the 2025 procurement activity report be received for information.**

EXECUTIVE SUMMARY

This report is being submitted with respect to the 2025 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 2025, 306 contract awards were centrally authorized and/or reported upon, for a total commitment value of \$106,580,347. The chart below shows a breakdown of the bids by type and value.



Discussion

Description	Number of Awards	Value of Awards
Tender	54	\$56,284,346
Proposal	19	\$15,650,676
Consulting Services (Roster)	37	\$5,448,651
Limited Tendering: Contract Renewal	48	\$7,759,339
Limited Tendering: Contract Increase	18	\$1,765,445
Limited Tendering: Legacy, Compatibility, EAS and Other	96	\$17,795,878
Limited Tendering: Low Value	14	\$207,245
Pre-Qualification	5	-
Emergency	15	\$1,668,767
Total	306	\$106,580,347

The Town continues to leverage the partnerships established through the Halton Cooperative Purchasing Group (HCPG), including 24 of the contracts summarized within the above chart awarded through the group at a value of \$3,065,792.

The top five awards from 2025 include the tender award for Nipissing Road reconstruction (\$23.8 million), three apparatus for Fire Services (\$5.9 million), six 12 metre transit vehicles (\$5.5 million), five additional transit vehicles (\$5.1M), and the tender award for the 2025 Asphalt Overlay Program (\$5.0 million). These five items account for 43% 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:

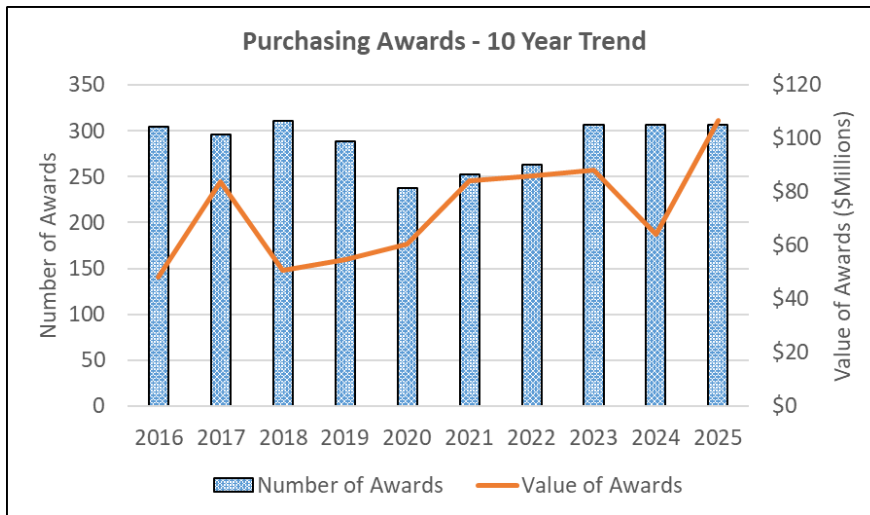
1. decentralized direct purchases made by program areas (i.e. under \$25,000);
2. processes related to the exempt items identified in Section 20 of the Purchasing By-law (example: utilities, legal costs, training, etc.); as well as
3. change orders to existing awards that don't require authorization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



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. 2025 saw the same number of awards as 2024, along with a 63% increase 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 2025, 72 items were auctioned, resulting in \$391,644 in gross revenue for the Town (85% 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 15 contracts to COR™ certified (or equivalent) contractors through new tender processes in 2025. Notable bids having the certification requirements for the bidders included the asphalt overlay and expanded asphalt, as well as the reconstruction of Nipissing Road and Ontario Street,



Discussion

stormwater management pond rehabilitation, the rehabilitation of the Fourth Line bridge, and the Watson Park redevelopment.

During 2025, 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 7.3, while for requests for proposal processes the average number of responses was 5.6.

During 2025 Town staff led a comprehensive update to the contract templates that the Town utilizes for its construction activity. This process was led by the procurement business unit with involvement from the project managers and leadership from the Community Services department, as well as other staff throughout the organization. Guidance and review was also secured from external legal counsel. The updated templates reflect changes in legislation, as well as best practices for the various contract types that are utilized by the Town in the delivery of projects.

Commented [ST1]: No revisions needed

The Town's procurement staff also remained heavily involved in the development of the new Financial Management System (FMS) that will result in the introduction of a new module for procurement-related processes. As outlined in report [ES-008-26](#), progress has included business process planning, system configuration, testing and data validation, with a new system expected to go live in Q2 2026.

2026 Work Plan

In 2026, the introduction of a new FMS will be a key area of focus for procurement staff and the organization. Final testing and data conversion for the system will be key areas of focus, as will training and change management. Town's procurement staff will also continue to support the Town's purchasing needs while also taking steps to update the Town's purchasing by-law. This update will incorporate revisions that are necessary to support a successful launch of the new FMS, and it will also consider current trends, legislation, and best practices.

Commented [ST2]: Should we specifically mention Buy Ontario Act, or be silent on this new act because it is covered under 'current legislation' in this sentence?



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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

Attachments

Schedule A – 2025 Procurement Activity Summary
Schedule B – 2025 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.