



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: January 26, 2026

Report No: ES-004-26

Subject: Purchasing Various - January 2026

Recommendation: THAT Council approve the budget amendments and related funding sources as outlined on Schedule A;

THAT the contract award for Consulting Services for the Omagh Neighbourhood Study to HDR Corporation in the amount of \$509,097 (exclusive of HST) be approved as outlined on Schedule B;

THAT the contract award made under delegated authority for the Supply and Delivery of one (1) Fire Apparatus to City View Specialty Vehicles in the total amount of \$2,879,805 (exclusive of HST) and two (2) Fire Apparatus to 1200 Degrees in the total amount of \$3,773,840 (exclusive of HST), be received for information as outlined in Schedule C;

THAT the Manager, Procurement be authorized to execute the contract(s), as outlined by the purchasing by-law, and the Mayor and the Town Clerk be authorized to sign any required paperwork.

EXECUTIVE SUMMARY

This report is being submitted to obtain Council's authorization on the various items on the attached schedules. Requests are being made as per the guidelines outlined in the Purchasing By-law No. 061-2018 and the Budget Management Policy (Policy No.113).

REPORT



Background

Procurement of goods and services is governed by By-law No. 061-2018. Purchasing activity is undertaken in a manner that is intended to support the Town's mandate to provide effective, responsible government and efficiently deliver services to the residents of Milton.

Discussion

Information pertaining to the recommended purchasing awards is included on the corresponding Schedules (A to C) attached.

Included within this report is a recommendation for a contract award for consulting services for the Omagh Neighbourhood Study. The proposal was publicly advertised on the Town's bidding system. One proposal was received. Staff evaluated the proposal submission and concluded that the proposal from HDR Corporation is comprehensive and demonstrates their ability to perform the project as identified in the proposal.

Also included, staff are reporting back the purchase of three (3) fire apparatus. Staff utilized the existing contract with Canoe Purchasing Group of Canada to issue a competitive bid for the supply and delivery of these fire apparatus to nine prequalified suppliers on the Canoe list. Four proposals were received, and staff are recommending award to the highest ranking proponent for each fire apparatus.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through C, and include a budget increase to the capital program of \$39,663 with funding from development charges and the project variance reserve, as shown in Appendix A.

Respectfully submitted,

Glen Cowan
Chief Financial Officer / Treasurer



The Corporation of the Town of Milton

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For questions, please contact: Sharon Telfer, Manager, Procurement Phone: Ext. 2138
Shirley Xie, Supervisor, Financial Reporting Phone: Ext. 2472

Attachments

Schedule A - Reserve and Reserve Fund Transfers

Schedule B - Proposal award for Omagh Neighbourhood Study

Schedule C - Reporting Back award for three (3) Fire Apparatus

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.

Summary of Changes in Capital Project Budgets and Funding

Schedule	B	Total Change in Funding Sources Increase / (Decrease)
Project Number	C90030725	
Project Description	Omagh Studies	
Total Approved Project Budget	\$ 648,002	
Recommended Budget Change		
Project Variance Reserve	3,966	3,966
Development Charges:		
Administration DC	35,697	35,697
Total Increase/(Decrease) in Funding	39,663	\$ 39,663
Total Revised Project Budget	\$ 687,665	

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 25 – 551 for Consulting Services for the Omagh Neighbourhood Study
Recommendation	Staff are recommending the award of the proposal for Consulting Services for the Omagh Neighbourhood Study to HDR Corporation in the total amount of \$509,097 (exclusive of HST).
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.
Background information	In January 2025, Town of Milton Council approved Official Plan Amendment 89, which defined the Omagh Neighbourhood Boundary. The purpose of this Study is to provide a comprehensive implementation framework to support development within the Omagh area including cultural heritage, land use, natural heritage systems and infrastructure requirements. The Study will also provide a functional engineering design for the provision of water, wastewater, stormwater, transportation and active transportation infrastructure in the study area.
Purchasing Section: Bid Award Information	
Date bid issued	October 24, 2025
Advertisements	Town of Milton website
Closing Date	November 27, 2025
# of Plan takers	Three (3)
Proposal Submissions received	One proposal was received from the following company: <ul style="list-style-type: none"> • HDR Corporation
Evaluation Criteria	<p>The proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"> • Description of the Firm, Project Team and Structure - 5 points • Project Team Experience and References - 20 points • Understanding of the Project - 10 points • Project Methods, Work Program, Tasks and Deliverables - 25 points • Project Scheduling - 20 points • Proposal Costs - 20 points <p>An evaluation team with representatives from Planning Policy & Urban Design and Development Engineering evaluated the proposals against the established criteria and HDR Corporation was invited to an interview.</p> <p>Although only one proposal was received, Staff is satisfied that the proposal from HDR Corporation is comprehensive to perform the project as identified in the RFP.</p>

Financial Planning Section: Budget Impact (Notes 1 and 2)	
Account Number(s)	C90030725-N1810-7255/7290
Account Description	Omagh Studies
Project Total Budget	\$ 648,002
Contract Budget	\$482,000
Actual (Net of HST Rebate)	\$518,057
Variance	\$36,057(U)
Funding Source	Development Charges/ Project Variance Reserve
Additional Budget Requested	\$3,606
Funding Source	Development Charges/ Project Variance Reserve

Note 1: Financial impact includes any non-refundable portion of HST

Note 2: Separate from the proposal award, additional budget is required to maintain the contingency at 10% in the project.

COUNCIL AUTHORITY FOR CONTRACT AWARDS DELEGATED AUTHORITY

Project Award	Reporting back to Council on the Delegated Authority utilized to award RFQ25-545 for Supply and Delivery of Three (3) Fire Apparatus in accordance with the Canoe Contract																											
Purpose of Report	Staff are reporting back to Council for a contract award made under delegated authority through report ES-022-25.																											
Background information	<p>Through ES-022-25, Council approved the delegated authority for staff to proceed with the award of RFQ25-545 – Supply and Delivery of Three (3) Fire Apparatus in accordance with the Canoe Purchasing Group of Canada (Canoe) contract.</p> <p>The Town issued RFQ25-545 to a prequalified list of nine (9) suppliers who were prequalified through Canoe.</p> <p>Four (4) proposals were received from the following firms:</p> <ul style="list-style-type: none"> • 1200 Degrees • City View Specialty Vehicles • Commercial Emergency Equipment Co. • Metz Fire & Rescue <p>The proposals were evaluated based on the following criteria:</p> <table border="1" style="width: 100%;"> <tr> <td>Compliance with Specifications</td> <td style="text-align: right;">60 pts</td> </tr> <tr> <td>Delivery Date</td> <td style="text-align: right;">20 pts</td> </tr> <tr> <td>Price</td> <td style="text-align: right;">20 pts</td> </tr> </table> <p>Upon completion of the evaluation, the highest ranked Proponent per Apparatus was:</p> <table border="1" style="width: 100%;"> <tr> <td>Aerial</td> <td>City View Specialty Vehicles</td> </tr> <tr> <td>Pumper Rescue</td> <td>1200 Degrees</td> </tr> <tr> <td>Pumper</td> <td>1200 Degrees</td> </tr> </table> <p>Staff utilized internal award report PDA-102-25 to proceed with the award as follows:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Apparatus Type</th> <th>Vendor</th> <th>Total Price (Inclusive of HST)</th> </tr> </thead> <tbody> <tr> <td>Aerial</td> <td>City View Specialty Vehicles</td> <td style="text-align: right;">\$2,879,805</td> </tr> <tr> <td>Pumper Rescue</td> <td>1200 Degrees</td> <td style="text-align: right;">\$1,886,920</td> </tr> <tr> <td>Pumper</td> <td>1200 Degrees</td> <td style="text-align: right;">\$1,886,920</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Price</td> <td style="text-align: right;">\$6,653,645</td> </tr> </tbody> </table>	Compliance with Specifications	60 pts	Delivery Date	20 pts	Price	20 pts	Aerial	City View Specialty Vehicles	Pumper Rescue	1200 Degrees	Pumper	1200 Degrees	Apparatus Type	Vendor	Total Price (Inclusive of HST)	Aerial	City View Specialty Vehicles	\$2,879,805	Pumper Rescue	1200 Degrees	\$1,886,920	Pumper	1200 Degrees	\$1,886,920	Total Price		\$6,653,645
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Financial Planning Section: Budget Impact (Note 1)		
Account Number(s)	C70011125-A0410-7110	C70011525-A0410-7110
Account Description	Pumper/Rescue Units Replacement	Aerial Replacement/Refurbishment
Project Total Budget	\$3,811,000	\$2,935,500
Contract Budget	\$3,200,000	\$2,600,000
Actual	\$3,398,460	\$2,593,354
Variance	\$198,480 (U)	\$6,646 (F)
Funding Source	Reallocation of line items within the project	Project Variance Reserve

Note 1: The unfavourable variance in the Pumper/Rescue Units Replacement project C70011125 was managed within the variance in capital project. The favourable variance in the Aerial Replacement/Refurbishment project remained in the project in the event it was required for features or operationalization of the unit.