



# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: March 16, 2026

Report No: ES-011-26

Subject: Purchasing Various - March 2026

Recommendation: THAT the delegated authority to award the purchase of one (1) Fire Apparatus Vehicle, which has a budgeted amount of \$1,938,835 (inclusive of net HST) be approved as outlined in Schedule A;

THAT the contract renewal for the second year of the Joint Micro Paving Program to Duncor Enterprises Inc. in the amount of \$910,632 (exclusive of HST), be approved as outlined in Schedule B;

THAT staff be delegated the authority to approve the renewals for years three through five of the Joint Micro Paving Program, as further outlined in Schedule B.

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 B) attached.

Included within this report is a request for delegated authority to proceed with a contract award for the purchase of one (1) Fire Apparatus vehicle. Staff will report back the final amount once the evaluation and pricing have been confirmed through the competitive process that will utilize firms that have been prequalified through the Canoe Purchasing Group of Canada. This approach is being recommended due to the supply chain challenges that have been witnessed in the industry, as it will allow the Town to proceed quickly once a preferred unit has been identified.

Also included within this report is a recommendation to award a contract renewal for joint micro paving program. The original award resulted from a competitive HCPG tender, and the current renewal will provide for the second year of a potential five-year term with no change in the pricing rates utilized. Delegated authority has also been requested in order to award the remaining three renewal periods during the contract.

## Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through B. For the fire pumper apparatus, final implications will be determined following the competitive bid process. For the micro paving program, the actual cost will vary through the year based on volume of activity. In both cases, any variance will be managed in accordance with the Town's Budget Management Policy.

Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer



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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 - Delegated Authority for Fire Pumper Apparatus

Schedule B - Micro Paving Contract Renewal

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.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
DELEGATED AUTHORITY**

<b>Project Award</b>	Delegated Authority to award the purchase of one (1) Pumper Fire Apparatus.
<b>Recommendation</b>	<b>Staff are recommending delegated authority to award the purchase of one (1) Pumper Fire Apparatus in the total estimated amount of \$1,938,835 (inclusive of net HST). Staff will report the actual results back to Council for information.</b>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for awards over \$1,000,000.
<b>Background information</b>	<p>Canoe Purchasing Group of Canada (Canoe) issued a competitive RFP for Firefighting Apparatus and Fire Service Vehicles, which resulted in a prequalified list of thirteen (13) suppliers for a 4-year term ending December 2029. The master agreement between Canoe and the prequalified suppliers provides discounts off list price.</p> <p>Staff are recommending that the Town leverage the Canoe master agreement, to issue a Request for Quotation (RFQ) for the purchase of one (1) Pumper Apparatus to the thirteen (13) prequalified suppliers.</p> <p>The Town will be well-positioned to award the RFQ immediately after the bid process, allowing us to secure the purchase more quickly. The landscape for purchasing fire vehicles has changed, with the industry managing high demand, which is resulting in extremely long build times. As a result of the high demand, the fastest delivery times are associated with buying stock vehicles, which have a shorter lead time compared to custom vehicles. However, manufacturers of stock vehicles indicate that they will only produce a limited number of these vehicles each year, and they are sold on a first-come, first-served basis.</p> <p>Although staff are cognizant of the current tariff volatility and potential price impacts, proceeding with the purchase of one fire apparatus is considered to be crucial for the fire department's operational readiness, reliability, and community safety. Furthermore, continuing with the apparatus procurement will ensure frontline apparatus operate within NFPA recommended lifecycles. For these reasons staff are seeking Council delegated approval to proceed with the purchase and report back the actual results.</p> <p>Delegated Authority to award this purchase is required in order to meet the vehicle ordering deadlines once negotiations are complete.</p>

<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C70011126-A0410-7110
<b>Account Description</b>	Pumper/Rescue Growth
<b>Project Total Budget</b>	\$1,997,000
<b>Contract Budget</b>	\$1,938,835
<b>Estimated Actual</b> (Note 2)	To be determined
<b>Variance</b> (Note 2)	To be determined
<b>Funding Source</b>	Development Charges

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

Note 2: The actual cost will be determined through the RFQ process, however, staff anticipate that the award will be within the approved budget. The actual variance will be identified to Council when staff report back on this award.

## COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT RENEWAL

<b>Project Award</b>	Contract Renewal – Tender No. 25-027 – Joint Micro Paving Program (HCPG Milton) – Year 2 – Contract No. C-25-96 – File No. 27												
<b>Recommendation</b>	<p>Staff are recommending the award of the second-year contract renewal for the Joint Micro Paving Program for a one (1) year term from April 1, 2026 to March 31, 2027 in the total estimated amount of \$910,632 (exclusive of HST).</p> <p>Staff are also requesting the delegated authority to award up to three (3) remaining one-year optional renewal terms through an internal staff award report, for a total potential five-year term ending March 31, 2030. If all renewal options are exercised, the total value of the three (3) remaining optional renewal terms combined is estimated to be \$2,731,896 (exclusive of HST).</p>												
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.												
<b>Background Information</b>	<p>The services outlined are the result of a competitive HCPG Tender No. 25-027 for the Joint Micro Paving Program issued by the Town of Milton on behalf of the following participating agencies: Town of Halton Hills, Town of Milton, and City of Burlington. The tender was awarded to the lowest compliant bidder meeting specifications.</p> <p>The contract was awarded to Duncor Enterprises Inc. The term of the contract is for one (1) year period from April 1, 2025 to March 31, 2026. All prices are firm for the first-year term. An option exists to renew the contract for four (4) additional one (1) year terms ending March 31, 2030.</p> <p>The first term of the contract was awarded through PDA-020-25 in the total estimated amount of \$666,052 (exclusive of HST).</p> <p>The annual amounts (exclusive of HST) incurred to date through the contract are as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Period Start</th> <th>Period End</th> <th>Blanket Amount</th> <th>Actual Cost</th> </tr> </thead> <tbody> <tr> <td>Apr 1, 2025</td> <td>Mar 31, 2026</td> <td>\$666,052</td> <td>\$396,796*</td> </tr> <tr> <td colspan="3" style="text-align: center;"><b>Average Spend</b></td> <td style="text-align: center;"><b>N/A</b></td> </tr> </tbody> </table> <p>*Actual cost from April 1, 2025 to January 13, 2026. Some of the work was not completed in 2025-2026, and as such, it has been moved to 2026-2027.</p> <p>The contract renewal for the second-year term (April 1, 2026 to March 31, 2027) is requested in the estimated amount of \$910,632 (exclusive of HST). The rates from the initial contract term will remain unchanged for this renewal term (no price increase).</p> <p>Staff are seeking delegated authority to award each of the three (3) remaining one (1) year optional contract renewal terms through a PDA report. The total estimated cost for the three (3) remaining optional renewal terms combined is \$2,731,896 (exclusive of HST).</p>	Period Start	Period End	Blanket Amount	Actual Cost	Apr 1, 2025	Mar 31, 2026	\$666,052	\$396,796*	<b>Average Spend</b>			<b>N/A</b>
Period Start	Period End	Blanket Amount	Actual Cost										
Apr 1, 2025	Mar 31, 2026	\$666,052	\$396,796*										
<b>Average Spend</b>			<b>N/A</b>										

### Financial Planning Section: Budget Impact (Note 1)

<b>Account Number(s)</b>	C35000825/26-N0611-7670
<b>Account Description</b>	Surface Treatment Program - Roadworks
<b>Project Total Budget</b>	\$2,123,691
<b>Contract Budget</b> <small>(Note 2)</small>	\$926,659
<b>Actual</b> <small>(Net of HST Rebate) (Note 2 and 3)</small>	\$926,659
<b>Variance</b>	\$0
<b>Funding Source</b>	Project Variance Reserve

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

Note 2: Contract budget and actual reflect the estimated spending for 26/27 contract term.

Note 3: Contract actuals are an estimate only, which will vary depending on weather conditions and will be monitored by program area staff. Any variances will be reported through the variance process.