



**City of Kingston  
Report to Council  
Report Number 25-232**

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**To:** Mayor and Members of Council  
**From:** Desirée Kennedy, Chief Financial Officer & City Treasurer  
**Resource Staff:** Lana Foulds, Director, Financial Services  
Brent Funnell, Manager, Procurement  
**Date of Meeting:** October 21, 2025  
**Subject:** August 2025 Tender and Contract Awards Subject to Delegation of Authority

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**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

Section 21.1 of [City of Kingston By-Law Number 2022-154](#), as amended, A By-Law to Establish a Procurement Policy for the City of Kingston, requires a monthly information report be provided to Council summarizing all procurement contracts with a value exceeding \$100,000 that were awarded by delegated authority. Accordingly, this information report provides Council with details of contracts greater than \$100,000 awarded for the month of August 2025 that meet the established criteria of delegated authority for standard procurements and non-standard procurements.

**Recommendation:**

This report is for information only.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY CHIEF

FINANCIAL OFFICER & CITY TREASURER

**Desiree Kennedy, Chief  
Financial Officer & City  
Treasurer**

p.p. ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Paige Agnew, Commissioner, Growth & Development Services Not required

Jennifer Campbell, Commissioner, Community Services Not required

Neil Carbone, Commissioner, Corporate & Emergency Services

David Fell, President & CEO, Utilities Kingston Not required

Jenna Morley, City Solicitor Not required

Ian Semple, Commissioner, Transportation & Infrastructure Services

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**Options/Discussion:****Background**

[City of Kingston By-Law Number 2022-154](#), as amended, A By-Law to Establish a Procurement Policy for the City of Kingston, provides for the delegation of authority to award contracts under both standard and non-standard procurement methods. Schedule C to By-Law Number 2022-154 delegates the approval authority to senior staff and Procurement Services for both procurement methods.

**Standard Procurement**

Standard procurement is defined as the acquisition of goods, services, or construction, or a combination thereof, in accordance with the standard procurement method for the type and value of the deliverables as determined in City of Kingston By-Law Number 2022-154, as amended. Utilizing the standard procurement method, Schedule C to By-Law Number 2022-154 provides for the delegated authority to award contracts greater than \$100,000 but less than \$500,000 to City Directors and Procurement Services, and contracts greater than \$500,000 to the City Commissioners and Procurement Services.

Standard procurements greater than \$100,000 require a competitive process conducted in accordance with the procurement's solicitation document. As provided for in the solicitation document, tenders are evaluated and awarded based solely on price, whereas request for proposals (RFPs) are based on the highest ranked proponent based on pre-determined price and non-price criteria.

- Sufficient funding is available in an approved budget;
- The selection of the standard procurement method is determined in accordance with City of Kingston By-Law Number 2022-154, as amended; and
- The procurement process was conducted in accordance with City of Kingston By-Law Number 2022-154, as amended.

All procurements that exceed an estimated value of \$133,800 (goods and services) and \$334,400 (construction) are subject to applicable trade treaty requirements.

Exhibit A to this report provides information on standard procurements over \$100,000 that met the established criteria of delegated authority under City of Kingston By-Law Number 2022-154, as amended, and were awarded in the month of August.

**Non-Standard Procurement**

Non-standard procurement is defined as the procurement of deliverables through a process other than the standard method required for the type and value of the deliverables as determined in City of Kingston By-Law Number 2022-154, as amended. Schedule C to City of Kingston. By-Law Number 2022-154, as amended provides for a higher level of approval

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authority to award contracts under a non-standard procurement method. A non-standard procurement cannot be approved, and no contract can be awarded, unless sufficient funding is available in an approved budget.

Exhibit B to this report provides information on non-standard procurements over \$100,000 awarded in the month of August through group buying programs. Procurement Services is delegated the authority to approve a request from a department to leverage group buying programs after validating that the respective group buying program meets or exceeds the procurement requirements as defined in the City's procurement by-law.

August 2025 procurement activities that are not included in this report are as follows:

- value of the purchase, if less than \$100,000;
- any awards closing in this time period that were approved separately by Council.

### **Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) Considerations**

The [Accessibility for Ontarians with Disabilities Act, 2005](#) is a consideration and may form part of the evaluation criteria for any Request for Proposal administered by the City of Kingston.

### **Existing Policy/By-Law**

[City of Kingston By-Law Number 2022-154](#), as amended, "A By-Law to Establish a Procurement Policy for the City of Kingston"

### **Financial Considerations**

All procurements, as reported, have sufficient funding available in an approved budget.

### **Contacts:**

Lana Foulds, Director, Financial Services, 613-546-4291 extension 2209

Brent Funnell, Manager, Procurement, 613-546-4291 extension 2452

### **Other City of Kingston Staff Consulted:**

Applicable City Departments

### **Exhibits Attached:**

Exhibit A – Summary of Standard Procurements over \$100,000 – August 2025 Awards

Exhibit B – Summary of Non-Standard Procurements over \$100,000 – August 2025 Award

## Summary of Standard Procurements over \$100,000 August 2025 Awards

Proponents are listed in order of ranking based on pre-determined evaluation criteria.

The successful proponent appears first in each table unless stated otherwise.

**1. Request for Tender: F18-TIS-ES-2025-23**

Creekside Valley Park Construction – 1180 Creekside  
Valley Drive

**Closing Date:** August 20, 2025

Supplier / Service Provider	Price
Len Corcoran Excavating Ltd.	\$459,650.00
Kiley Paving Ltd.	\$477,844.00
Morven Construction	\$479,131.00
K. Mulrooney Trucking Ltd.	\$545,771.34
Al White Landscaping and Excavating	\$697,678.00
Kehoe Marine Construction	\$750,300.00

**2. Request for Tender: F18-TIS-ES-2025-32**

All Way Stop Installations at Various Locations

**Closing Date:** August 22, 2025

Supplier / Service Provider	Price
K. Mulrooney Trucking Ltd.	\$457,467.36
Len Corcoran Excavating Ltd.	\$535,976.00
Morven Construction	\$571,500.00
GIP Paving Inc.	\$677,900.00

**Summary of Non-Standard Procurements over \$100,000  
August 2025 Awards**

**Group Buying**

August 12, 2025

Facilities Management & Construction Services

**Park Building and Site Condition Assessments**

Sourcing Partner: Ontario Education Collaborative Marketplace ("OECM")

Category: Facilities and Operations

<b>Supplier / Service Provider</b>	<b>Price</b>
Roth IAMS Ltd.	\$122,549.00