



**City of Kingston  
Report to Council  
Report Number 25-251**

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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:** November 18, 2025  
**Subject:** September 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 September 2025 that meet the established criteria of delegated authority for standard procurements and non-standard procurements.

**Recommendation:**

This report is for information only.

November 18, 2025

Page 2 of 4

**Authorizing Signatures:**

ORIGINAL SIGNED BY CHIEF

FINANCIAL OFFICER & CITY TREASURER

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

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Chief  
Administrative Officer**

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

Paige Agnew, Commissioner, Growth & Development Services

Jennifer Campbell, Commissioner, Community Services

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 p.p.

November 18, 2025

Page 3 of 4

**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 September.

**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

November 18, 2025

Page 4 of 4

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 September through single source procurement and 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.

September 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 – September 2025 Awards

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

## Summary of Standard Procurements over \$100,000 September 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 Proposal: F18-CS-LTC-2025-02**

Delivery of a Physiotherapy Program at Rideaucrest Home

**Closing Date:** September 11, 2025

Supplier / Service Provider	3 Year Term Price
Lifemark Seniors Wellness	\$667,608.00
Achieva Health	\$674,626.32

**2. Request for Tender: F18-TIS-ES-2025-28**

K&P Trail Culvert #7 Rehabilitation

**Closing Date:** August 27, 2025

Supplier / Service Provider	Price
GIP Paving Inc.	\$220,174.54
Beton	\$275,982.94
Louis W. Bray Construction Ltd.	\$284,212.00
Clearwater Structures Inc.	\$367,247.00

**3. Request for Tender: F18-TIS-ES-2025-35**

Collins Bay Road and Taylor Kidd Boulevard – Pavement Resurfacing

**Closing Date:** September 10, 2025

<b>Supplier / Service Provider</b>	<b>Price</b>
GIP Paving Inc.	\$1,593,000.00
Kiley Paving Ltd.	\$1,655,000.00
G. Williams Paving Ltd.	\$1,669,699.99
R.W. Tomlinson Ltd.	\$1,703,171.99
K. Mulrooney Trucking Ltd.	\$2,245,819.21

**4. Request for Proposal: F18-TIS-PW-2025-04**

Kingston East Winter Maintenance Operations

**Closing Date:** August 28, 2025

<b>Supplier / Service Provider</b>	<b>Annual Price (*)</b>
GIP Paving Inc.	\$2,164,114.00
Emcon Services Inc.	\$2,729,369.00

\*Price submissions were based on a unit price and estimated number of winter events. Costs may vary based on actual number of events.

## Summary of Non-Standard Procurements over \$100,000 September 2025 Awards

### Single Source

September 5, 2025

Business, Real Estate and Environment

#### Conversion of Bobolink and Eastern Meadowlark Habitat Land Loss

Land development at 1429 Highway 15, the St. Lawrence Business Park will involve replacing endangered species habitat in compliance with the Endangered Species Act, 2007 ("the Act"). Given the complex work involved and the niche sector, methods to complete the work to comply with the Act are very limited. Staff recommended a partnership with Ducks Unlimited Canada, which complies with legislative requirements.

Supplier / Service Provider	Price
Ducks Unlimited Canada	\$337,000.00

September 10, 2025

Facilities Management & Construction Services

#### Civil and Site Works at 924 Sydenham Road

City Council delegated authority to the CAO and CFO to award contracts through Non-Standard procurement as defined in the Procurement By-law (2022-154) to ensure functional homeless shelter sites, targeting the end of 2025. Three quotes were obtained from qualified contractors before awarding the renovation work at 924 Sydenham Road.

Supplier / Service Provider	Price
Environmentall Contracting Services Inc.	\$157,990.75

September 16, 2025

Engineering Services

**Culvert Replacement at Creekford Road**

A localized failure and significant deterioration of a large culvert under Creekford Road was identified. Immediate action was required to mitigate risk and ensure public safety. A recent construction tender was awarded to GIP Paving Inc. in the City's west end for similar culvert work. This work was included as an expansion of scope to the existing tender contract.

<b>Supplier / Service Provider</b>	<b>Price</b>
GIP Paving Inc.	\$252,945.60

September 19, 2025

Transit Services

**Technology Services - GIRO**

Additional functionality is being added to the HASTUS system to support process efficiencies and to leverage automated capabilities for transit services. GIRO Inc. is the sole provider for these system improvements, which will include remote registration of bus scheduling, viewing and printing of assignment and reports, and payroll tracking.

<b>Supplier / Service Provider</b>	<b>Price</b>
GIRO Inc.	\$305,374.00

September 23, 2025

Information Systems & Technology

**Program and Facility Booking System**

Procurement of the annual subscription and system support for the City's PerfectMind software, which is used to support recreation program and facility bookings.

<b>Supplier / Service Provider</b>	<b>Price</b>
PerfectMind Inc.	\$107,520.00

**Group Buying**

September 5, 2025

Corporate Asset Management & Fleet

**Municipal Sidewalk Tractor**

Sourcing Partner: Canoe Procurement Group

Category: Sidewalk and Trail Maintenance Program

<b>Supplier / Service Provider</b>	<b>Price</b>
Joe Johnson Equipment Inc.	\$231,524.00

September 9, 2025

Corporate Asset Management & Fleet

**13 x Consat CAD/AVL Systems with Displays for New Transit Buses**

Sourcing Partner: Metrolinx

Category: Professional Services and Hardware

<b>Supplier / Service Provider</b>	<b>Price</b>
Consatt Canada Inc.	\$150,176.00

September 10 & 15, 2025

Corporate Asset Management & Fleet

**13 x New Flyer XD40 Diesel Transit Buses**

Sourcing Partner: Metrolinx

Category: 12 and 18 Metre Diesel Transit Bus Program

Supplier / Service Provider	Price
New Flyer Industries	\$13,094,381.95

September 15, 2025

Corporate Asset Management & Fleet

**2 x Heavy Truck Chassis (Mack) and 2 x Body Frames (Labrie) - Solid Waste Replacement Diesel Trucks for Automated Cart Based Collection Program**

Sourcing Partner: Canoe Procurement Group

Category: Truck Program

Supplier / Service Provider	Price
Surgenor Truck Group	\$1,249,828.00

September 26, 2025

Facilities Management & Construction Services, Recreation & Leisure Services, Licensing & Enforcement, Strategy Innovation & Partnerships

**Professional Security Guard Services at Various Locations and Sites**

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

Category: Professional Services

Supplier / Service Provider	Average Annual Price (5 Year Term)
Paladin Security Group Ltd.	\$1,451,257.26

September 29, 2025

Facilities Management & Construction Services

**EV Charging Stations for 362 Montreal Street**

Sourcing Partner: Canoe Procurement Group

Category: EV Charging Station Program

<b>Supplier / Service Provider</b>	<b>Price</b>
Services FLO Inc.	\$144,359.80