



**City of Kingston
Report to Council
Report Number 25-185**

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: August 12, 2025
Subject: June 2025 Tender and Contract Awards Subject to Delegation of Authority

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 June 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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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 June.

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.

There are no non-standard procurements to report for the month of June.

June 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 – June 2025 Awards

Summary of Standard Procurements over \$100,000 June 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-FMCS-2025-07

Provision of Professional Janitorial Services

Closing Date: April 2, 2025

Supplier / Service Provider	Annual Price
Corporate Mirror Inc. / Cleaning Masters Canada	\$829,653.52
Cheema Cleaning Services	\$1,299,680.00
Ank Maintenance Services	\$1,169,007.16
Glacier Maintenance	\$1,517,989.32
Dexterra	\$1,765,771.60
Canadian Cleaning Services & Sales	\$1,417,815.44
Evirpros Janitorial Services	\$2,381,908.22
United Services Group	\$1,509,070.00
GDI Services	\$1,716,453.25

2. Request for Proposal: F18-TIS-TT-2025-04

Consulting Services - Transit Service Review

Closing Date: May 23, 2025

Supplier / Service Provider	Price
Dillon Consulting Ltd.	\$142,480.00
Left Turn Right Turn Ltd.	\$156,165.00
Arcadis	\$183,725.00
Klumpentown Consulting Inc.	\$194,245.00
CIMA Canada Inc.	\$199,990.00
Parsons Inc.	\$120,325.00
Watt Consulting Group Ltd.	\$155,410.00

3. Request for Proposal: F18-TIS-SW-2025-02

Corporate Waste Systems, Collection, Transfer, Transportation, Disposal and Diversion Services

Closing Date: May 28, 2025

Supplier / Service Provider	Annual Price
Environmental 360 Solutions Ltd.	\$199,371.04
Waste Connections of Canada Inc.	\$203,094.00
Waste Management of Canada Corporation	\$333,405.80

4. Request for Tender: F18-TIS-ES-2025-30

Road Resurfacing – Brock Street, Johnson Street, and
Union Street

Closing Date: June 26, 2025

Supplier / Service Provider	Price
G. Williams Paving Ltd.	\$969,999.99
Kiley Paving Ltd.	\$1,058,000.00
GIP Paving Inc.	\$1,270,000.00
R.W. Tomlinson Ltd.	\$1,381,499.30