



**City of Kingston
Report to Council
Report Number 26-048**

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: February 17, 2026
Subject: November and December 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.

Due to an amended Council meeting schedule to accommodate budget presentations, this report provides Council with details of contracts greater than \$100,000 that were awarded for both November and December 2025. All awards 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**

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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	<input checked="" type="checkbox"/>
Neil Carbone, Commissioner, Corporate & Emergency Services	p.p. <input checked="" type="checkbox"/>
David Fell, President & CEO, Utilities Kingston	Not required
Jenna Morley, City Solicitor	Not required
Ian Semple, Commissioner, Transportation & Infrastructure Services	<input checked="" type="checkbox"/>

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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 \$139,000 (goods and services) and \$347,400 (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 months of November and December.

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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 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 months of November and December through single source procurement, group buying programs, as well as emergency procurement. 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.

November and December 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

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Exhibits Attached:

Exhibit A – Summary of Standard Procurements over \$100,000 – November and December 2025 Awards

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

Summary of Standard Procurements over \$100,000 November and December 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-HSS-2025-01

24/7 Shelter Operations at 924 Sydenham Road

Closing Date: September 5, 2025

Supplier / Service Provider	Annual Price (3-year contract)
Faith Family Church - Christian Faith Outreach Centre of Toronto	\$1,843,093.28

2. Request for Quotation: F18-CS-FMCS-2025-24

Installation and Relocation of Electric Vehicle
(EV) Chargers at 362 Montreal Street

Closing Date: October 20, 2025

Supplier / Service Provider	Price
David J. Cupido Construction Ltd.	\$152,000.00
Wylie Electric	\$178,600.00
Mattson Group Ltd.	\$194,060.04
T. Donaldson Construction Ltd.	\$194,745.00
Malette Electric Ltd.	\$196,000.00
Avertex Utility Solutions Inc.	\$222,055.00
Energy Network Services Inc.	\$273,550.67
Anet Fiber Tech Inc.	\$348,000.00
VJ McMullin Pipeline	\$349,261.47

Summary of Non-Standard Procurements over \$100,000 November and December 2025 Awards

Single Source

November 24, 2025

Facilities Management and Construction Services

General Contracting Services at Supportive Housing Properties

On April 1, 2025, Council delegated the authority to staff through Report 25-121 to expedite procurement processes for purchasing and renovating housing and shelter sites. Under this delegated authority, work was awarded David J. Cupido Construction Ltd. based on their specialized experience, in-house cabinetry shop, and their ability to start work immediately.

Supplier / Service Provider	Price
David J. Cupido Construction Ltd.	\$250,000.00

December 5, 2025

Information Systems & Technology

Annual Renewal for Licence Subscription, Support, and Maintenance Services – NearMap

The City uses NearMap imagery products, through Teranet Inc., which provides high resolution bi-annual air photo imagery. The subscription includes 3D point cloud data, vertical and oblique imagery, 3D Mesh, and offline deliverables. Licensing also supports many internal and public facing application integration points.

Supplier / Service Provider	Price
Teranet Inc.	\$325,500.00

December 15, 2025

Information Systems & Technology

Annual Renewal for Licences, Support, and Maintenance Services – Microsoft 365

The City utilizes licensed Microsoft products and cloud services for business activities including day-to-day operations. The products are bundled up into Microsoft 365 applications.

Supplier / Service Provider	Price
Microsoft Canada Inc.	\$1,507,492.08

December 15, 2025

Information Systems & Technology

Multi-Year Renewal for Support and Maintenance Services – Microsoft Unified

The City utilizes licensed Microsoft products and cloud services for business activities including productivity and financial applications. Microsoft Unified Support is crucial to resolving complex application issues that often arise during implementation of critical enterprise production projects and updates.

Supplier / Service Provider	3-Year Price
Microsoft Canada Inc.	\$309,370.10

Group Buying

November 3, 2025

Corporate Asset Management & Fleet

Fleet Management Geotab Telematics Platform

Sourcing Partner: Canoe Procurement Group

Category: Fleet Management Program

Supplier / Service Provider	Annual Price
Northern BI	\$120,000.00

November 3, 2025

Corporate Asset Management & Fleet

Two (2) Plow Trucks – HV607

Sourcing Partner: Canoe Procurement Group

Category: Truck Program

Supplier / Service Provider	Total Price
Rush Truck Centres of Canada Ltd.	\$913,000.00

Emergency Procurement

November 3, 2025

Facilities Management and Construction Services

Emergency Roof Replacement at 157 Railway Street

Following heavy rainfall, significant leaks developed in various roof areas resulting in electrical shortages and malfunctions. To mitigate further damage and ensure a safe working environment, the affected roof sections required immediate replacement.

Supplier / Service Provider	Price
Amherst Roofing and Sheet Metal Ltd.	\$345,488.00