



**City of Kingston
Report to Council
Report Number 26-152**

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: June 16, 2026
Subject: April 2026 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 April 2026 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.

No award of contract may be approved unless:

- 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 April.

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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 month of April through single source procurement as well as 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.

April 2026 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 – April 2026 Awards

Exhibit B – Summary of Non-Standard Procurements over \$100,000 – April 2026 Awards

**Summary of Standard Procurements over \$100,000
April 2026 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-2026-05

Construction Services – Resurfacing Brock Street,
Johnson Street, Bagot Street & Barrie Street

Closing Date: April 1, 2026

Supplier / Service Provider	Price
G. Williams Paving Ltd.	\$979,999.99
R.W. Tomlinson Ltd.	\$1,063,800.00
GIP Paving Inc.	\$1,109,000.00
Kiley Paving Ltd.	\$1,218,000.00

2. Request for Tender: F18-TIS-PW-2026-02

Construction Services – Sidewalk Replacement on
Multiple Streets

Closing Date: April 7, 2026

Supplier / Service Provider	Price
Signature Contractors Windsor Inc.	\$1,129,796.95
Sousa Ready Mix	\$1,199,511.80
Len Corcoran Excavating Ltd.	\$1,249,115.00
Parkside Landscaping and Contracting	\$1,862,471.85

3. Request for Tender: F18-TIS-ES-2026-19

Construction Services – Asphalt Patching at Various Locations

Closing Date: April 15, 2026

Supplier / Service Provider	Price
R.W. Tomlinson Ltd.	\$571,301.00
Kiley Pacing Ltd.	\$627,980.00
G. Williams Paving Ltd.	\$649,999.90
GIP Paving Inc.	\$949,444.00

4. Request for Tender: F18-TIS-ES-2026-15

Construction Services – Street Pedestrian Improvements – Cranbrook Street from Lakeview Avenue to Days Road

Closing Date: April 22, 2026

Supplier / Service Provider	Price
Morven Construction	\$473,000.00
Len Corcoran Excavating Ltd.	\$544,985.00
GIP Paving Inc.	\$562,402.00
Dig N' Dirt Ltd.	\$562,864.86

Summary of Non-Standard Procurements over \$100,000 April 2026 Awards

Single Source

April 2, 2026

Facilities Management & Construction Services

Boiler Replacements - Slush Puppie Place

While boiler replacements were originally included in a recent construction Request For Proposal (RFP) for the facility, industry-wide equipment delays prompted City staff to adjust the procurement strategy. To keep the project on schedule, the City removed the boiler units from the RFP scope to purchase them directly from the supplier via single-source procurement. The successful RFP proponent will still install the units as planned. This change in procurement process will ensure faster on-site delivery and has resulted in cost savings.

Supplier / Service Provider	5-Year Term Price
HTS Engineering Ltd.	\$222,380.00

Group Buying

April 2, 2026

Kingston Fire & Rescue

Fire Records Management System

Sourcing Partner: Canoe Procurement Group of Canada

Category: IT Services Program

Supplier / Service Provider	5-Year Term Price
First Due, through CDW Canada Corp.	\$295,000.00

April 15, 2026

Facilities Management & Construction Services

Security Guard Services – April to December 2026

Sourcing Partner: Ontario Education Collaborative Marketplace

Category: Professional Security Guard Services

Supplier / Service Provider	Price
Paladin Security Group Ltd.	\$549,914.35

April 21, 2026

Recreation & Leisure Services

Refrigeration Plant Panel Replacement – Centre 70

Sourcing Partner: Canoe Procurement Group of Canada

Category: Sports Arena Supply Program

Supplier / Service Provider	Price
CIMCO Refrigeration	\$100,721.00