



## The Corporation of the Township of King Report to Council

---

**From:** Finance Department  
**Report Number:** FIN-2025-001  
**Date:** Monday, January 27, 2025  
**Title:** **Q4 2024 (October – December) Procurement Update**

---

### Recommendation

1. That Council receive Report FIN-2025-001 for information.

### 1. Report Highlights

- Update to Council on Quarter 4 (Q4) competitive procurement (e.g. Request for Proposals, Request for Tender, Co-operative, Group Buying) services greater than \$100,000 and all Single Source, Sole Source and Emergency awards.

### 2. Purpose

This report outlines all activities for Request for Tender (RFT), Request for Proposal (RFP), Co-Operative, Group Buying, Single Source, Sole Source and Emergency awards by department.

### 3. Background

This report provides information to Council on procurements awarded in Q4 2024 (October to December) processed by the Finance Department as part of the Procurement By-law ([2021-006](#)).

### 4. Analysis

Five (5) contracts were issued from October 1st, 2024, to December 31st, 2024.

All procurements and awards up to \$100,000.00 are generally decentralized, managed and overseen by individual Directors and their respective departments, as per the Township's Procurement By-Law [2021-006](#).

Note: All contract award amounts below do not include Harmonized Sales Tax (HST).

Request for Tender Procurement Awards

- None to report.

Request for Proposal Procurement Awards

Description, Details and Department	Awarded Vendor	Estimated Contract Amount	Project Number	# of Submission	# of Plan Takers
<b>Description:</b> King Township Sanitary Operation and Maintenance Manuals  <b>Details:</b> Consulting services to develop a Township wide sanitary operations and maintenance manual  <b>Department:</b> Public Works	Aspire Consulting Group Ltd.	\$162,212.40	RFP-2024-022	2	7

Co-operative Procurement Awards

- None to report.

Group Buying Procurement Awards

Description, Details and Department	Awarded Vendor	Estimated Contract Amount	Project Number	# of Submission
<b>Description:</b> Multi-Function Devices (HP Printers)  <b>Details:</b> OEMC Group Buying for Multi-Function Devices and A4 Printers. Received quotes from three supplier awarded under the OEMC contract. 5 years term lease agreement.  <b>Department:</b> Corporate Services	Compugen Inc.	\$166,176.20	GB-2024-020 (OECM 2022-411)	3

### Single Source Procurement Awards

Description, Details and Department	Awarded Vendor	Estimated Contract Amount
<p><b>Description:</b> 2025 Phase 1 and 2 SWM inspection and maintenance prioritization technical services.</p> <p><b>Details:</b> Annual inspection of 25 wet SWM ponds, 4 dry SWM ponds, 1 hybrid pond and 7 LID features, field assessment, continued development of Operations &amp; Maintenance manual and preparation of technical brief to review maintenance prioritization.</p> <p><b>Department:</b> Public Works Services</p>	Toronto and Region Conservatory Authority	\$76,559.43
<p><b>Description:</b> Additional work to Customer Experience Strategy and Action Plan.</p> <p><b>Details:</b> Expanded scope to Phase II – RE: stakeholder engagement requirements to achieve project objectives as directed by SLT and project team. Additional stakeholder interviews, mystery shoppers and front-line employee workshops to explore (13) vs. (8) service areas. The need to work with the same consultant for standardization and compatibility with deliverables previous acquired.</p> <p><b>Department:</b> Office of the CAO</p>	Ipsos	\$16,965.48

### **Sole Source Procurement Awards**

- None to report.

### **Emergency Procurement Awards**

Description, Details and Department	Awarded Vendor	Estimated Contract Amount
<p><b>Description:</b> 2024 Winter Maintenance</p> <p><b>Details:</b> Due to timing of this procurement and staff recruitment, this is the recommended approach to avoid interruptions to service delivery as it would take too long to formally tender with winter upon us.</p> <p><b>Department:</b> Public Works Services</p>	Trisan Construction	Estimated to be approximately \$150,000.00

## 5. Financial Considerations

There are no immediate financial implications related to this report. All procurements from Q4 within the approved budget.

## 6. Alignment to Strategic Plan

The 2023-2026 Corporate Strategic Plan (CSP) was adopted by Council on June 12, 2023. The CSP reflects the priorities of upmost importance to the community and defines the obligations and commitments of the Township of King to its citizens and to the public. The CSP is aligned with the Township's long-term vision defined in the "Our King" Official Plan. The CSP also aims to ensure that staff initiatives focus on and work towards supporting King's Vision, Mission and Values.

This report is in alignment with the CSP's Priority Area(s), and/or associated Objective(s) and/or Key Results(s):

Priority Area: Sustainable Asset Management

Although there is not a direct relationship to this priority area, this specific report is required to maintain business continuity across all service areas, which indirectly supports all Strategic Plan Priority areas.

## 7. Conclusion

As part of the Procurement By-law 2021-06, this report is provided to Council on a quarterly basis for all competitive procurements over \$100,000 and any single source, sole source, and emergency awards for information purpose only.

## 8. Attachments

Not Applicable.

Prepared by:

**Nina Dang**

Manager of Risk and Procurement

Recommended by:

**Peggy Tollett**

Director of Finance

Approved for submission by:

**Daniel Kostopoulos**

Chief Administrative Officer