



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

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**From:** Finance Department  
**Report Number:** FIN-2026-003  
**Date:** Monday, April 27, 2026  
**Title:** **Q4 2025 / Q1 2026 Procurement Update**

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### **Recommendation**

1. That Council receive Report FIN-2026-003 for information.

### **1. Report Highlights**

- Seven (7) contracts were awarded between October 1, 2025, and March 31, 2026, with a total estimated contract value of \$3,844,628 (excluding HST).
- The awards consisted of one (1) Request for Tender (RFT), one (1) Request for Proposal (RFP), and five (5) Single Source procurements.
- The largest contract awarded during this period was for a Fire Apparatus to Dependable Emergency Vehicles, with an estimated contract value of \$1,249,609 and two were procured.

### **2. Purpose**

This report provides an update to Council on Quarter 4 (Q4), 2025 and Quarter 1 (Q1), 2026 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.

### **3. Background**

The Township of King's procurement activities are governed by the Procurement By-law (By-law 2021-006) and follow a combination of centralized and decentralized processes. All procurements and awards up to \$100,000.00 are generally decentralized, managed and overseen by individual Directors and their respective departments, while higher-value, higher-risk, and all formal competitive and non-competitive procurements are centrally coordinated by the Finance Department.

Procurement methods referenced in this report include Request for Tender (RFT), used when requirements are clearly defined and price is the primary consideration; Request for Proposal (RFP), used when technical expertise, approach, and experience are evaluated alongside cost; and Single Source procurements, which are permitted under the By-law where competition is not feasible or practical.

The Single Source procurements identified in this report reflect situations involving continuity of service, compatibility with existing systems, time sensitivity, or previously approved

multi-year arrangements. All Single Source awards are reviewed to ensure compliance with the Procurement By-law and alignment with principles of transparency, accountability, and value for money.

#### 4. Analysis

Seven (7) contracts were issued from October 1st, 2025, to March 31st, 2026.

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

#### Request for Tender Procurement Awards

Description, Details and Department	Awarded Vendor	Estimated Contract Amount	Project Number	# of Submission	# of Plan Takers
<b>Description:</b> SCADA Upgrades Contract 1  <b>Details:</b>  <b>Department:</b> Public Work Services	Selectra Inc.	\$ 506,539.04	RFT-2025-004	2	5

#### Request for Proposal Procurement Awards

Description, Details and Department	Awarded Vendor	Estimated Contract Amount	Project Number	# of Submission	# of Plan Takers
<b>Description:</b> Closed Landfill Monitoring and Reporting  <b>Details:</b>  <b>Department:</b> Public Work Services	EnVision Consultants Ltd.	\$ 395,500.00	RFP-2025-014	8	18

#### Co-operative Procurement Awards

- None to report.

#### Group Buying Procurement Awards

- None to report.

## Single Source Procurement Awards

Description, Details and Department	Awarded Vendor	Estimated Contract Amount
<p><b>Description:</b> Consulting Services -</p> <p><b>Details:</b> To evaluate current service levels and processes map for the parks department, review financial management and create new framework for service delivery</p> <p><b>Department:</b> Public Work Services</p>	Aspire Consulting	\$ 40,471.00
<p><b>Description:</b> One Fire Apparatus</p> <p><b>Details:</b> Replacement of E382 and T345 with a pumper Tank with delivery in 2027.</p> <p>Council approved on Report Number KFE-2022-002, a multi-year single to Dependable, expired February 27, 2026.</p> <p><b>Department:</b> Community Services</p>	Dependable Emergency Vehicle	\$ 1,249,609.00
<p><b>Description:</b> One Fire Apparatus</p> <p><b>Details:</b> Pumper Tanker for Station 36 to replace a E361 and T365. One Fire apparatus to replace two. Replacement of E382 and T345 with a pumper Tank with delivery in 2027.</p> <p>Council approved on Report Number KFE-2022-002, a multi-year single to Dependable, expired February 27, 2026.</p> <p><b>Department:</b> Community Services</p>	Dependable Emergency Vehicle	\$ 1,249,609.00
<p><b>Description:</b> Locates Services</p> <p><b>Details:</b> Locate services for streetlight, water and sewer. Original contract started in 2018.</p> <p>Due to urgency and not practicable to secure new contract for the term of February 1, 2026, to January 31, 2027. The lead department will initiate a procurement competitive process for a new contract closer to the expiry date.</p> <p><b>Department:</b> Public Work Services</p>	Canadian Locators	\$ 90,000.00
<p><b>Description:</b> 6WA compressor</p>	CIMCO Refrigeration	\$ 312,900.00

<p><b>Details:</b> Supply and install two 6WA compressor packages at The Dr. William Lacey Community Center and Arena to replace two existing units from 1977 that are at end of their serviceable life.</p> <p>The new compressors must be fully compatible with the arena’s existing refrigeration infrastructure, controls, piping systems, and monitoring equipment.</p> <p>Council approved on Report Number PRC-2019-09, a multi-year single to CIMCO Refrigeration.</p> <p><b>Department:</b> Community Services</p>		
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**Sole Source Procurement Awards**

- None to report.

**Emergency Procurement Awards**

- None to report.

**5. Financial Considerations**

There are no immediate financial implications related to this report. All procurements from Q4, 2025 and Q1, 2026 were within the approved budget. The table below summarizes the total procurement activity for the identified period.

**Table 1 Summary of procurement activity from October 2025 to March 2026**

Procurement type	Number of Contracts	Awarded Contract Amount
Request for Tender	1	\$ 506,539
Request for Proposal	1	\$ 395,500
Single Source	5	\$ 2,942,589
<b>Total</b>	<b>7</b>	<b>\$ 3,844,628</b>

**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 Townships 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**

This report has provided Council with an overview of procurement activities awarded during Q4 2025 and Q1 2026, in accordance with the Township's Procurement By-law. A total of seven (7) contracts, valued at approximately \$3.84 million, were awarded through a mix of competitive and Single Source procurement methods to support ongoing operational and service delivery requirements. All procurements summarized in this report were completed within approved budgets and followed established governance, approval, and oversight processes.

In Q4 2025 and Q1 2026, the average duration for completing a Request for Tender (RFT) process was approximately 84 days, while a Request for Proposal (RFP) process required around 112 days. These timeframes illustrate the comprehensive planning, market engagement, thorough evaluation, and due diligence involved in formal competitive procurement procedures.

## **8. Attachments**

Not Applicable.

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Recommended by:

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Chief Financial Officer and Treasurer

Approved for submission by:

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Chief Administrative Officer