

Report to Infrastructure and Corporate Services Committee

To: Chair and Members
Infrastructure and Corporate Services Committee

From: Anna Lisa Barbon, Deputy City Manager, Finance Supports

Subject: 2025 Compliance Report in Accordance with the Procurement of Goods and Services Policy

Date: April 20th, 2026

Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports:

- a) The administrative contract awards for Professional Consulting Services with an aggregate total greater than \$100,000, as per Section 15.1(g) of the Procurement of Goods and Services Policy in effect prior to October 1, 2025, decentralized from Procurement and Supply that have been reported to the Senior Manager, Procurement and Supply and have been reviewed for compliance to the Procurement of Goods and Services Policy, **BE RECEIVED** for information, attached as Appendix "A";
- b) The list of administrative contract awards for Tenders with a value up to \$6,000,000 that do not have an irregular result, as per Section 13.2(c) of the Procurement of Goods and Services Policy in effect prior to October 1, 2025, **BE RECEIVED** for information, attached as Appendix "B";
- c) The 2025 Annual Procurement Compliance Review, conducted in accordance with the reporting requirements of the legacy Procurement of Goods and Services Policy and the Annual Procurement Compliance Review provisions established under Section 35-Reporting Requirements of the Procurement of Goods and Services Policy effective October 1, 2025, **BE RECEIVED** for information; attached as Appendix "C";
- d) The City Treasurer, or delegate, **BE DELEGATED** authority to, at any time, refer questions concerning compliance with the Procurement of Goods and Services Policy to the City's internal auditor. The City Treasurer, or delegate, is hereby further authorized to ratify and confirm completed awards or purchases between \$15,000 and \$50,000 where the City Treasurer or delegate is of the opinion that the awards or purchases were in the best interests of the Corporation.

Executive Summary

The 2025 Annual Procurement Compliance Review has been completed in accordance with Section 8.11- Reporting to Committee and Council of the legacy Procurement of Goods and Services Policy and reflects the transition to the enhanced reporting framework introduced under Section 35- Reporting Requirements of the updated policy.

Procurement and Supply Services, in collaboration with Financial Business Supports, Financial Systems and Accounts Payable, conducted a comprehensive review of procurement transactions to assess compliance with applicable policy requirements, including procurement thresholds, competitive processes, approval authority, and documentation standards.

The majority of procurement activity occurred under the legacy policy (January 1 to September 30, 2025). This report maintains consistency with prior reporting while establishing the foundation for expanded compliance reporting under Section 35- Reporting Requirements

The review confirms that procurement activities were conducted in accordance with the City's governance framework, supporting transparency, accountability, and compliance

with applicable trade agreements, including the Canadian Free Trade Agreement (CFTA) and the Comprehensive Economic and Trade Agreement (CETA).

Civic Administration will report back to Council through future procurement reports, including a bi-annual procurement report, on the full implementation of Section 35 Reporting Requirements and enhanced governance practices.

Linkage to the Corporate Strategic Plan

Council's 2023–2027 Strategic Plan for the City of London identifies “Well Run City” as a key strategic area of focus. The annual Procurement Compliance Report supports this strategic area of focus by demonstrating transparency and accountability in decision making, financial expenditures, and the delivery of municipal programs and services.

Analysis

1.0 Background Information

1.1 Overview

In accordance with the Municipal Act, 2001, Section 270(1), municipalities are required to adopt and maintain policies governing the procurement of goods and services.

The City of London's Procurement of Goods and Services Policy establishes the governance framework, procurement tools, approval authorities, and accountability requirements used to obtain goods and services for the Corporation.

The policy ensures procurement activities achieve best value while maintaining fairness, openness, transparency, and responsible stewardship of public funds. Procurement practices are aligned with trade agreement obligations, including CFTA and CETA, requiring open and non-discriminatory processes above prescribed thresholds.

This report fulfills the City's annual procurement compliance reporting obligations for the 2025 reporting year.

The policy identifies authorization thresholds and approval authorities as outlined in Schedule “A” of the Procurement of Goods and Services Policy, for both the legacy policy that was in effect up to September 30, 2025, and updated policy frameworks effective October 1, 2025, attached as Appendix “D”.

1.2 Previous Reports Related to this Matter

Infrastructure and Corporate Services Committee, June 16th, 2025, Consent Item 2.6, Procurement of Goods and Services Policy Update

Infrastructure and Corporate Services Committee, May 26th, 2025, Consent Item 2.11, Procurement Strategy: Prioritizing Canadian Businesses

Infrastructure and Corporate Services Committee, April 9th, 2025, Consent Item 2.8, 2024 Compliance Report in Accordance with the Procurement of Goods and Services Policy

2.0 Discussion and Considerations

2.1 Procurement Policy Transition

Council approved an updated Procurement of Goods and Services Policy in 2025 following a comprehensive review of the City's procurement governance framework. The updated policy came into effect on October 1, 2025, and introduced revised procurement thresholds, enhanced governance requirements, improved reporting mechanisms, and updated procurement tools to strengthen operational efficiency and policy compliance.

Procurement transactions dated January 1, 2025, through September 30, 2025, were conducted under the legacy Procurement of Goods and Services Policy and have been assessed for compliance against that policy.

Procurement activities undertaken between October 1 and December 31, 2025, were conducted under the revised Procurement Policy and reviewed against the enhanced compliance requirements outlined in Section 35- Reporting Requirements.

As the majority of the reporting year occurred under the legacy policy framework that was in effect, the reporting format for the appendices remains consistent with previous annual compliance reports to maintain continuity and comparability with prior years to support the updated policy reporting framework.

Future compliance reports will fully align with the analytical and reporting framework established under the revised Procurement Policy.

Accordingly, the 2025 report fulfills the reporting obligations of both the legacy Procurement Policy and the enhanced compliance reporting framework introduced under Section 35- Reporting Requirements of the updated policy.

2.2 Section 35 Compliance Reporting – Transition Approach

The Procurement of Goods and Services Policy effective October 1, 2025, introduced a materially expanded compliance reporting framework under Section 35- Reporting Requirements. This framework moves beyond transactional compliance and establishes expectations for enhanced transparency, procurement planning oversight, contract lifecycle governance, and more structured reporting of procurement methods.

Given that the revised policy came into force in the final quarter of the reporting year, the 2025 Annual Procurement Compliance Review reflects a transitional application of these requirements. Procurement activities undertaken between January 1 and September 30, 2025, were conducted and assessed under the legacy policy framework, which was in effect, which focused on compliance with procurement thresholds, approval authority, and administrative award reporting.

Procurement activities undertaken between October 1 and December 31, 2025, were reviewed against the updated policy framework, including enhanced governance controls such as strengthened application of Procurement Initiation Authorization (PIA), improved documentation standards, and more structured procurement categorization. PIA requirements existed under the legacy policy and have been further formalized to strengthen front-end procurement planning and oversight.

As a result, this report does not include consolidated full-year reporting for certain Section 35 elements, including detailed reporting on limited tendering activity, contract amendments and extensions, procurement initiation compliance metrics, and enhanced categorization of compliance outcomes. These elements require consistent application of the updated policy framework across a full reporting cycle to ensure accuracy, comparability, and audit reliability.

Notwithstanding these limitations, Procurement and Supply Services has operationalized these enhanced governance controls, establishing the foundation for expanded reporting and improved oversight beginning in the 2026 reporting cycle under the updated policy and will be reflected in the future reports to Council.

2.3 Administratively Awarded Professional Consulting Services

Under the legacy Procurement of Goods and Services Policy, Deputy City Managers were authorized to administratively appoint professional consulting services up to \$100,000 from a pre-qualified list. Where aggregate expenditures with a consulting firm exceeded \$100,000 within a calendar year, these appointments were required to be disclosed through the annual compliance reporting process.

Appendix “A” presents the list of professional consulting firms whose aggregate expenditures exceeded the \$100,000 reporting threshold. These transactions were reviewed by Procurement and Supply Services to confirm compliance with the applicable procurement process, approval authority, and documentation requirements.

During the January to September 2025 period, a total of 14 consulting firms exceeded the reporting threshold, representing an aggregate value of approximately \$4.3 million. As this reflects a partial-year reporting period (January to September 2025), direct comparison to prior full-year reporting periods is not presented.

All consulting transactions included in this review were assessed for potential aggregation risks, including the splitting or sequencing of work assignments to remain within administrative approval thresholds. No material concerns were identified that would indicate non-compliance with policy requirements.

Professional consulting services continue to represent a significant component of the City's procurement activity, supporting infrastructure delivery, environmental initiatives, planning services, and specialized technical requirements across Service Areas.

2.4 Administratively Awarded Tenders

Under Section 13.2(c) of the legacy Procurement Policy, Deputy City Managers were authorized to administratively award tenders up to \$6,000,000, provided that the procurement did not result in an irregular result and that all procurement requirements were satisfied.

Appendix "B" provides a summary of administratively awarded tenders within this approval authority threshold. These procurements were conducted through formal competitive processes, including publicly advertised Requests for Tender, and were awarded in accordance with the Procurement Policy.

For 2025, a total of 63 tenders were administratively awarded, with a combined value of approximately \$73.5 million and an average award value of approximately \$1.16 million.

These results demonstrate continued reliance on competitive procurement methods for higher-value procurements and confirm that approval authority is being exercised within the limits established by the Procurement Policy.

The administrative award process continues to be an effective mechanism for delivering timely procurement outcomes while maintaining compliance with governance requirements and ensuring appropriate oversight.

2.5 Purchases Between \$15,000 and \$50,000 Methodology

As part of the annual compliance review under the legacy policy, procurement transactions between \$15,000 and \$50,000 that were processed without a purchase order were extracted from the City's financial system and reviewed for compliance with procurement requirements.

These transactions were assessed to determine whether appropriate procurement methods were followed, including the requirement to obtain multiple quotations, ensure appropriate approvals, and maintain adequate supporting documentation.

Where potential compliance concerns were identified, Procurement and Supply Services engaged the relevant Client Service Areas to review the transactions, validate supporting documentation, and assess whether the procurement met policy requirements.

The review identified limited instances where procurement processes were not fully aligned with formal procurement requirements. These were not indicative of control failures but rather were primarily related to procurement planning, documentation gaps, and aggregation of purchases made throughout the Corporation exceeding prescribed thresholds without initiating a formal procurement process in accordance with the policy.

All identified items were addressed through Service Area engagement, with corrective actions implemented including enhanced documentation practices, targeted training, and reinforcement of procurement initiation requirements.

The Procurement Initiation Authorization (PIA) process has been strengthened through the updated policy framework. While PIA requirements existed under the legacy policy, enhancements improve consistency, documentation, and early engagement with Procurement and Supply Services.

2.6 Procurement Activity Analysis (2025)

Procurement activity during the 2025 reporting year reflects a strong alignment with competitive procurement principles, approval authority controls, and trade agreement

obligations, including the Canadian Free Trade Agreement (CFTA) and the Comprehensive Economic and Trade Agreement (CETA).

Detailed procurement activity metrics are provided in Appendix “C.”

2.6.1 January 1 to September 30, 2025 (Legacy Policy Period)

During this period, procurement activity included 1,996 purchase order transactions with a total value of approximately \$294.3 million.

The majority of procurement value was delivered through formal competitive procurement processes. Requests for Tender (RFT) represented the largest share of procurement activity reflecting the City’s infrastructure-driven capital program and continued reliance on open, competitive processes. Requests for Proposal (RFP) supported more complex and service-based procurements where evaluation criteria extend beyond price.

Overall, procurement activity during this period demonstrates consistent application of competitive procurement processes and adherence to the principles of openness, fairness, transparency, and value for taxpayer dollars.

2.6.2 October 1 to December 31, 2025 (Updated Policy Period)

Procurement activity during this period reflects the initial implementation of the updated Procurement of Goods and Services Policy and the transition to enhanced governance and reporting requirements. During this time, procurement activity included a total of 574 purchase order transactions completed with an aggregate value of approximately \$43.3 million.

Competitive procurement methods continued to represent the primary approach for higher-value procurements. Bids and Tenders data confirms that procurements above applicable trade agreement thresholds were conducted through structured, publicly advertised processes, with total competitive award values exceeding approximately \$19.6 million.

Limited tendering activity during this period included 3 procurements with a total value of approximately \$5.6 million above \$133,800 threshold under the Procurement of Goods and Services Policy. These procurements were reviewed to confirm that the use of limited tendering was consistent with permitted conditions under the Policy, including appropriate justification, documentation, and were reported and approved by Council. Appendix “C” reflects only those procurements requiring disclosure under Section 35 reporting requirements.

One emergency procurement award totalling \$260,440 was required. This procurement was reviewed against Section 19(ii) of the Procurement of Goods and Services Policy to confirm that the circumstances met the defined criteria for emergency procurement, including documented operational urgency related to the micro-modular shelter program and considerations of public health and safety, as well as market constraints. This procurement was undertaken in accordance with Procurement of Goods and Services Policy.

Overall, procurement activity during the October to December period demonstrates consistent application of the updated procurement framework, including improved documentation standards, clearer categorization of procurement methods, and enhanced oversight of non-competitive procurement activity.

2.6.3 Full-Year Observations

Across the full 2025 reporting year, procurement activity totaled approximately \$337.6 million across 2,570 transactions. This reflects a consistent and disciplined application of the City’s procurement framework throughout both the legacy and updated policy periods.

The majority of procurement value, approximately 80%, was delivered through competitive procurement processes, while non-competitive procurement remained limited and appropriately controlled within policy requirements. Procurement activities

were conducted with appropriate documentation and oversight applied and demonstrate continued alignment with trade agreement obligations and established public sector procurement practices.

2.7 Procurement of Goods and Services Policy Implementation and Governance Enhancements

The updated Procurement of Goods and Services Policy introduces several key governance enhancements designed to strengthen procurement planning, improve compliance oversight, and enhance reporting transparency.

The Procurement Initiation Authorization (PIA) process is a foundational procurement control that existed under the legacy policy framework and has been further strengthened under the updated policy. Enhancements focus on improved consistency, documentation, and earlier engagement with Procurement and Supply Services to support compliant procurement planning and execution.

Additional governance enhancements include strengthened contract lifecycle management controls, including improved oversight of procurement award approvals tracking, contract amendments and extensions, renewals, and the introduction of standardized documentation requirements for limited tendering and non-competitive procurement.

These enhancements improve the consistency, transparency, and auditability of procurement activities and support more effective monitoring of procurement practices across the organization.

As these tools become fully operational, they will support expanded procurement compliance reporting and improved data visibility across procurement activities.

In accordance with Council direction provided at the time of policy approval, Civic Administration will report back to Council on the implementation of the updated Procurement Policy and associated reporting improvements as part of future procurement reporting cycles.

2.8 Future Reporting and Continuous Improvement

The transition to the updated Procurement Policy establishes a more comprehensive compliance reporting framework that will be fully implemented in future reporting cycles.

In addition to the annual compliance report, a bi-annual procurement report will be introduced to provide interim updates to Council on procurement activity under the updated policy framework.

These enhancements will strengthen governance oversight, improve transparency, and support continuous improvement in procurement practices across the Corporation.

2.9 Scope of Responsibility

This compliance review applies to procurement activities undertaken by the Corporation of the City of London.

Procurement activities conducted by Agencies, Boards, and Commissions are outside the scope of this review and are governed by their respective procurement policies and governance frameworks.

Conclusion

This report fulfills the City's 2025 procurement compliance reporting obligations under the legacy Procurement of Goods and Services Policy, while reflecting the transition to the enhanced reporting framework introduced under Section 35 of the updated policy.

The review confirms that procurement activities were conducted in accordance with established governance, approval authority, and competitive procurement requirements.

As 2025 represents a transition year, full alignment with Section 35 reporting will be reflected in future reports. Civic Administration will report back to Council with expanded

reporting, strengthening transparency, oversight, and alignment with public sector procurement best practices and trade agreement obligations.

Submitted by: **Vakul Arora, MCIPS, CPSCM, SCMP**
Senior Manager, Procurement and Supply

Concurred by: **Ian Collins, CPA, CMA**
Director, Financial Services

Recommended by: **Anna Lisa Barbon, CPA, CGA**
Deputy City Manager, Finance Supports

Attachments:

Appendix A - Administratively Awarded Professional Consulting Services Greater than \$100K on Aggregate.

Appendix B - Administratively Awarded Tenders less than \$6M

Appendix C- 2025 -Procurement Activity Summary (Transition Year – Section 35 Reporting Requirements Alignment)

Appendix D – Schedule ‘A’ of the Procurement of Goods & Services Policy (Legacy and Updated Policies)

Appendix "A"**Professional Consulting with Aggregate Expenditures > \$100K (Legacy Policy 15.1 (g))
January 1, 2025 to September 30, 2025**

Consultant Name	2025 Amount
DILLON CONSULTING LIMITED	\$1,392,568
STANTEC CONSULTING LTD.	\$698,778
MONTROSE ENVIRONMENTAL SOLUTIONS CANADA	\$471,162
AECOM CANADA ULC	\$448,485
WSP CANADA INC.	\$183,655
MTE CONSULTANTS INC.	\$166,620
WF GROUP INC	\$166,060
STONECAIRN CONSULTING INC.	\$154,870
C.F. CROZIER & ASSOCIATES INC.	\$129,800
ARCHIBALD GRAY & MCKAY ENGINEERING LTD.	\$119,267
EXP SERVICES INC.	\$117,691
TMHC INC.	\$115,732
RON KOUDYS LANDSCAPE ARCHITECTS INC	\$110,015
CIMA CANADA INC.	\$105,946
Grand Total	\$4,380,648

Appendix "B"
2025 -List of Administratively Awarded Tenders <\$6M
Section 13.2 (Legacy Policy - 13.2(c))
January 1, 2025 to September 30, 2025

Project Number	Project Name	Award Total Project Value	Deputy City Manager
RFT-2024-271	Traffic Signal Rebuild for Oxford Street East at Richmond Street	\$ 748,985.20	Kelly Scherr
RFT-2024-326	Supply and Delivery of Breathing Apparatus Parts for the London Fire Department	\$ 759,975.95	Cheryl Smith
RFT-2024-330	Supply and Delivery of Palo Alto Hardware and Software and Services for City of London	\$ 319,116.00	John Paradis
RFT-2024-342	Annual Inspections & Service of Lifting & Rigging Devices	\$ 31,278.75	Anna Lisa Barbon
RFT-2024-346	Removal of existing UV system and installation of Pre-Purchased UV Equipment	\$ 157,407.00	Kelly Scherr
RFT-2024-348	Supply & Installation of Play Equipment	\$ 808,700.00	Kelly Scherr
RFT-2024-360	Roof Replacement at Pottersburg GBT Building and Adelaide Pumping Station	\$ 569,996.00	Kelly Scherr
RFT-2024-364	Contract # 7 – Sterling Street, Mornington Avenue and Salisbury Street	\$ 3,769,566.37	Kelly Scherr
RFT-2024-365	Adelaide Street North Bridge Rehabilitation	\$ 3,889,009.42	Kelly Scherr
RFT-2024-370	Demolition of 6 Properties along Wellington Road	\$ 206,690.00	Kelly Scherr
RFT-2024-374	Replacement, and Installation of Existing Aluminum Walkway and Aluminum Hatches.	\$ 233,973.75	Kelly Scherr
RFT-2024-376	Installation of Permanent Traffic Signals at Queens Street and English Street	\$ 249,560.91	Kelly Scherr
RFT-2024-377	Infrastructure Renewal Program - William Street Reconstruction	\$ 5,483,500.00	Kelly Scherr
RFT-2024-383	Adelaide Operations Centre Roof Repairs	\$ 173,000.00	Anna Lisa Barbon
RFT-2024-385	Argyle Arena Roof Replacement	\$ 927,550.00	Anna Lisa Barbon
RFT-2025-005	Central Ave Reconstruction - Infrastructure Renewal Program 2025 Contract 08	\$ 3,430,583.93	Kelly Scherr
RFT-2025-006	New Pedestrian Intersection Signal for Plane Tree Dr at Richmond St	\$ 198,658.60	Kelly Scherr
RFT-2025-009	Pond Mills Pumping Station Pump Replacement	\$ 54,885.00	Kelly Scherr
RFT-2025-014	Supply and Delivery Yubikey for 5 Series for Two Factor Authentication on Microsoft Office 365 user accounts	\$ 80,948.00	John Paradis
RFT-2025-023	Kent Park Construction Project	\$ 809,870.84	Kelly Scherr
RFT-2025-026	Expansion of Clarke Rd EnviroDepot	\$ 1,752,962.39	Kelly Scherr
RFT-2025-032	2025 Infrastructure Renewal Program - Craig Street	\$ 1,956,613.95	Kelly Scherr
RFT-2025-033	North London Optimist Community Centre - Resurface Indoor Tennis Courts	\$ 94,889.00	Anna Lisa Barbon

Appendix "B"
2025 -List of Administratively Awarded Tenders <\$6M

Project Number	Project Name	Award Total Project Value	Deputy City Manager
RFT-2025-041	Coordinated Access - Bridging Supports	\$ 290,000.00	Kevin Dickins
RFT-2025-044	2025 Stormwater Management Facility Remediation Program	\$ 1,788,819.00	Kelly Scherr
RFT-2025-045	Outer Drive Reservoir Removal	\$ 278,886.74	Kelly Scherr
RFT-2025-052	Construction of the Jenkins Municipal Drain	\$ 277,430.00	Kelly Scherr
RFT-2025-059	Infrastructure Renewal Program 2025-2026 Florence, Eleanor, and York Streets	\$ 5,742,970.12	Kelly Scherr
RFT-2025-060	Municipal Fire Hydrant Painting	\$ 545,000.00	Kelly Scherr
RFT-2025-062	Reconstruction of Rectory St from Little Simcoe St to Florence St	\$ 3,082,065.59	Kelly Scherr
RFT-2025-076	Arterial Road Rehabilitation 2025	\$ 2,347,804.35	Kelly Scherr
RFT-2025-078	CIPP Sewer Lining 2025	\$ 4,542,387.00	Kelly Scherr
RFT-2025-080	River Road Improvement	\$ 1,922,949.00	Kelly Scherr
RFT-2025-094	New Pedestrian Intersection Signal for Fanshawe Park Rd W at Foxwood Ave	\$ 236,715.00	Kelly Scherr
RFT-2025-097	Ridout St Rehabilitation & Commissioners Rd Multi-Use Path	\$ 659,415.00	Kelly Scherr
RFT-2025-104	Dearness Home Roof Restoration	\$ 740,295.00	Anna Lisa Barbon
RFT-2025-105	2025 New Sidewalk Program	\$ 1,077,415.00	Kelly Scherr
RFT-2025-106	Annual Cathodic Protection of Watermain for 2025	\$ 843,360.73	Kelly Scherr
RFT-2025-114	Installation of New Traffic Signals at Byron Baseline Road and Lansing Avenue	\$ 287,072.08	Kelly Scherr
RFT-2025-115	Rebuild of Traffic signals at Wonderland Road South at Pine Valley Gate/Pine Valley Boulevard and Southdale Road East at Dundalk Drive/Jalna Boulevard	\$ 636,452.11	Kelly Scherr
RFT-2025-116	Construction Survey and Design Services for Annual Roadwork Contracts	\$ 142,988.00	Kelly Scherr
RFT-2025-117	Removal and Replacement of a Walk In Cooler and Freezer at City Hall	\$ 95,545.00	Anna Lisa Barbon
RFT-2025-118	Replacement of Inlet Piping for Greenway Raw Sewage Pumps	\$ 114,040.00	Kelly Scherr
RFT-2025-119	Removal of Debris Associated with Encampments - Coordinated Informed Response	\$ 669,098.20	Kevin Dickins
RFT-2025-120	Traffic Signal Rebuild for Southdale Rd East at White Oak Rd	\$ 609,358.81	Kelly Scherr
RFT-2025-124	Local Road Reconstruction Program - Contract #1	\$ 3,876,027.00	Kelly Scherr
RFT-2025-125	2025 CIPP Spot Repair Program	\$ 358,108.52	Kelly Scherr
RFT-2025-132	Gibbons Pool Heater Replacement	\$ 237,827.77	Anna Lisa Barbon
RFT-2025-136	2025 Local Road Reconstruction Program, Contract #2	\$ 2,098,800.00	Kelly Scherr

Appendix "B"
2025 -List of Administratively Awarded Tenders <\$6M

Project Number	Project Name	Award Total Project Value	Deputy City Manager
RFT-2025-137	2025 Local Road Reconstruction Program Wexford Avenue & Wexford Court	\$ 2,324,000.00	Kelly Scherr
RFT-2025-140	AJ Tyler Operations Centre Exterior Remediation	\$ 169,320.00	Anna Lisa Barbon
RFT-2025-147	Wonderland Road at Springbank Drive Oxford Street E at Industrial Road Traffic Signal Construction	\$ 957,929.82	Kelly Scherr
RFT-2025-149	Traffic Signal Replacement for Exeter Road at Bessemer Road and Bradley Avenue at Pond Mills Road	\$ 880,019.81	Kelly Scherr
RFT-2025-158	2025 Local Road Reconstruction Program Hillside, McStay, & Taplow	\$ 2,588,319.30	Kelly Scherr
RFT-2025-169	Traffic Signal and Roadway Lighting Installation on Wharncliffe Road South	\$ 499,078.92	Kelly Scherr
RFT-2025-170	Pedestrian Traffic Signal Installation (IPS) on Fanshawe Park Rd W and Hyde Park Trail	\$ 174,805.96	Kelly Scherr
RFT-2025-173	Infrastructure Renewal Program 2025-2026 Cherry Street Reconstruction	\$ 444,415.00	Kelly Scherr
RFT-2025-198	Operate and Maintain the Coal Tar Treatment System Located at 75 Horton St.	\$ 205,453.60	Kelly Scherr
RFT2025-230	Retrofit Construction of the Hyde Park SWM Facility #4 for City of London	\$ 1,601,320.33	Kelly Scherr
RFT-2025-387	Purchase Replacement Ozone Based Odor Control Unit(s)	\$ 604,176.00	Kelly Scherr
RFT-2025-390	Stronach Pool Heater Replacement	\$ 279,569.00	Anna Lisa Barbon
RFT-2025-392	Supply and Installation of Emergency Vehicle Lighting	\$ 97,238.00	Cheryl Smith
RFT-2025-394	Duluth Crescent Road Extension	\$ 2,421,603.62	Scott Mathers
	Number of Administrative Approvals:	63	
	Total Value of Administrative Approvals:	\$ 73,455,800.44	
	Average Value of Administrative Approvals:	\$1,165,965	

Appendix "C"
2025 Procurement Activity Summary (Transition Year – October 1, 2025 to December 31, 2025
Section 35- Reporting Requirements Alignment)

Procurement Activity – January 1 to September 30, 2025	
Total Purchase Order Transactions	1996
Total Procurement Value	\$ 294,300,000

Procurement Activity – October 1st to December 31st, 2025	
Total Purchase Order Transactions	574
Total Procurement Value	\$ 43,300,000

Open Competition Procurement Activity (Above Trade Agreement Thresholds)		
Procurement Method	Number of Awards	Total Award Value
Request for Tender (RFT)	9	\$ 16,531,918
Request for Proposal (RFP)	6	\$ 3,078,190
Total Open Competitive	15	\$ 19,610,108
Non-Competitive Procurement Activity (Above \$133,800)		
Limited Tendering / Single Source	3	\$ 5,575,408
Emergency Procurement	1	\$ 260,440

Appendix "C" - Schedule 1
Open Competition - Request for Tenders - October 1 to December 31, 2025 - Current Policy

Project Number	Project Name	Award Total Project Value	City Manager/ Deputy City Manager	Awarded Supplier
RFT-2024-374	Replacement, and Installation of Existing Aluminum Walkway and Aluminum Hatches.	\$ 233,973.75	Kelly Scherr	New Rise Demolition inc.
RFT-2025-110	Supply & Delivery of Bioxide (Calcium Nitrate Solution)	\$ 875,976.00	Kelly Scherr	Global Cathodic Protection Inc.
RFT-2025-127	Supply & Delivery of Appliances for London Fire Department	\$ 801,200.00	Cheryl Smith	Wessuc Inc.
RFT-2025-156	Streetlighting for Southdale Road East and Wharncliffe Road South	\$ 490,305.00	Kelly Scherr	J-AAR Civil Infrastructures Limited
RFT-2025-181	Supply & Delivery of Water Meters	\$ 4,896,850.00	Kelly Scherr	EMCO CORPORATION WATERWORKS
RFT-2025-182	Supply and Delivery of Itron Encoder Receiver Transmitter (ERT)	\$ 4,260,000.00	Kelly Scherr	Metercor Inc.
RFT-2025-184	2025 Local Road Reconstruction Program Geary Avenue & Waverley Place	\$ 1,578,249.71	Kelly Scherr	ASG Excavating Inc
RFT-2025-213	The Discretionary Benefits Bed Program	\$ 2,573,586.00	Kevin Dickins	1899864 ONTARIO INC O/A DIRECT BED
RFT-2025-214	Bridge Structure Maintenance and Repair	\$ 821,777.50	Kelly Scherr	Weathertech Restoration Services inc
	Number of RFT	9		
	Total Procurement Value of RFTs:	\$ 16,531,917.96		
	Average Procurement Value of RFTs	\$ 1,836,879.77		

Appendix "C" - Schedule 1
Open Competition - Request for Proposals - October 1 to December 31, 2025 - Current Policy

Project Number	Project Name	Award Total Project Value	City Manager/ Deputy City Manager	Award
RFP-2025-103	Design and Implement a New Online Public Engagement Platform for City of London	\$ 250,000.00	Sandara Bere Datars	AECOM Canada ULC
RFP-2025-171	Firefighting Nozzles and Attack Hoses	\$ 761,750.00	Cheryl Smith	AECOM Canada ULC
RFP-2025-190	Consulting Engineering-Hyde Park Pumping Station Upgrade	\$ 547,317.00	Kelly Scherr	Devine and Associates Ltd
RFP-2025-201	Gainsborough Road Rehabilitation	\$ 306,884.60	Kelly Scherr	Devine and Associates Ltd
RFP-2025-212	Greenway Sanitary Model Calibration	\$ 245,465.00	Kelly Scherr	Devine and Associates Ltd
RFP-2025-217	Broughdale Dyke Reconstruction	\$ 966,773.28	Kelly Scherr	Devine and Associates Ltd
	Number of RFPs	6		
	Total Procurement Value of Approvals:	\$ 3,078,189.88		
	Average Procurement Value of RFPs	\$ 513,031.65		

**Appendix "C" - Schedule 2- Non- Competitive - Limited Tendering >\$133,800
 October 1, 2025 to December 31, 2025 - Current Policy**

Project Number	Project Name	Award Amount	Person Responsible	Awarded Supplier
LT-2025-260	Sewer Operation Trucks	\$ 3,980,000.00	Anna Lisa Barbon	Amaco Construction Equipment Inc. and Joe Johnson Equipment Inc.
LT-2025-265	Cross City Feedermain Condition Assessment	\$ 693,827.88	Kelly Scherr	Pure Technologies Ltd
LT-2025-289	Energreen ILF Alpha Mower	\$ 901,579.80	Anna Lisa Barbon	Colvoy Equipment and Heat Design Equipment Inc.
	Number of LT	3		
	Total Value	\$ 5,575,407.68		

**Appendix "C" - Schedule 3- Emergency Procurement
October 1, 2025 to December 31, 2025 - Current Policy**

Vendor	Description	Value	Circumstances	City Manager/ Deputy City Manager
ATCO Structures & Logistics Ltd.	Trailer rentals and ancillary modifications to support micro-modular shelter operations (including installation of mop sink and additional storage/laundry assets)	\$260,440	Emergency procurement required to support urgent operationalization of the micro-modular shelter program, addressing immediate public health and safety needs. Market constraints confirmed that alternative suppliers could not meet required timelines.	Kevin Dickins

Appendix D

SCHEDULE “A” – Levels of Contract Approval Authority(Legacy Policy in effect till September 30, 2025)

Sales taxes, excise taxes, goods and service taxes and duties shall be excluded in determining the price of a contract for the supply of goods or services for the purpose of the relationship of the price to the preauthorized expenditure limit. In the case of multi-year supply and/or service contracts, the preauthorized expenditure limit shall refer to the estimated annual expenditure under the contract. Emergencies as defined in Section 14.2 are exempt from this Approval Authority.

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Under \$15,000	Purchasing Card or Purchase Order	Deputy City Manager or any employee exercising delegated authority approval	9
\$15,000 up to \$50,000	IRFQ (Informal Request for Quotation) – three written quotes. Note: A copy of the quotes must be provided to Procurement and Supply for their records.	Deputy City Manager or any employee exercising delegated authority approval	10
Greater than \$50,000 to \$100,000	RFQ	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate	11
Up to \$100,000	RFP – note that Irregular Results greater than \$15,000 require Committee and City Council Approval.	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate	12

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Greater than \$100,000 to \$6,000,000	RFT without an Irregular Result	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate	13
Greater than \$6,000,000	RFT	Committee and City Council	13
Greater than \$100,000	All RFP and RFQ/RFT with an Irregular Result	Committee and City Council	11,12,13 & 8.10
Up to \$50,000	Single Source or Sole Source	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate – requires documented rationale	14.3, 14.4 & 14.5
Greater than \$50,000	Single Source or Sole Source	Committee and City Council	14.3, 14.4 & 14.5
Less than \$6,000,000	Contract Renewals – previously approved by City Council	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate – requires documented rationale	20.2

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Greater than \$6,000,000	Contract Renewals – previously approved by City Council	Committee and City Council	20.2
Up to \$50,000 or 3% of the original Contract Value	Contract Amendments – subject to availability of sufficient funds in appropriate accounts and budget	Deputy City Manager or any employee exercising delegated authority approval OR Committee and City Council	20.3, 4.6
Exceeding \$50,000 or 3% of the original Contract Value	Contract Amendments – subject to availability of sufficient funds in appropriate accounts and budget	Committee and City Council	20.3, 4.6

Note: The City Manager may also exercise the approval authority of a Deputy City Manager.

Note: For all IRFQ, RFQ, RFP, RFT as outlined under policy sections 8.10, 10, 11, 12, and 13, the criteria and analysis to determine best value must be clearly documented if not the lowest bid.

SCHEDULE “A” – Levels of Contract Approval Authority [Continued]

For the Appointment of Professional Consulting Services:

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Less than \$100,000	Appointment from Pre- approved List	Deputy City Manager, or delegate	15.2(c)
\$100,000 to the CFTA threshold for goods and services limit as amended.	Proposals invited from 3 Firms on Pre-approved List	City Council	15.2(d)
Greater than the CFTA threshold for goods and services limit as amended.	Two stages: REOI/RFPQ and RFP	City Council	15.2(e)

Note: The City Manager may also exercise the approval authority of a Deputy City Manager.

Schedule A - Approval Authority Schedule (in effect from October 1, 2025)

1.0 Approval to Award

Approval Authority

Initiation of the following Competitive Processes is subject to the corresponding Approval Authority:

1.1 Low Dollar Procurement- Goods and Services and Construction

Procurement Method	Procurement Value	Procurement Method	Award Approval Service Area	Binding Document/ contract type
Low dollar purchase	\$0 up to \$30K	Purchase Card, call off contracts, quick quote	Director/ Delegate	Purchase order, Contract Record, Agreement City's Standard form of agreement, Contract Record, VOR, Standing offer arrangements

1.2 Competitive Process- Goods and Services

Competitive Procurement	Procurement Value	Procurement Method	Approving Authority
Invitational competition and collaborative procurement	Greater than \$30K up to \$133,800	Min 3 quotes/ proposals RFQ/ RFP/ RFT can be preceded by RFPQ. RFPQ can be utilized to Develop VOR, QSR	Deputy City Manager / Delegate & Senior Manager, Procurement & Supply/ Delegate
Open Competition	Greater than \$133,800 up to \$1 million	RFQ/ RFP/ RFT can be preceded by RFPQ. RFPQ can be utilized to Develop VOR RFEOI, EOI can be used prior to RFPQ / RFP/ RFT to develop Specification. Acquisition utilizing GPO – 3 min quotes/ proposals	Deputy City Manager & Senior Manager, Procurement & Supply
Open Competition	Greater than \$1 million up to \$6 million	RFQ/ RFP/ RFT can be preceded by RFPQ. RFP can be utilized to Develop VOR RFEOI, EOI can be used prior to RFPQ / RFP/ RFT to develop Specification. Acquisition utilizing GPO – 3 min quotes/ proposals	City Manager or Delegate

Competitive Procurement	Procurement Value	Procurement Method	Approving Authority
Open Competition	Greater than \$6 million	RFQ/ RFP/ RFT can be preceded by RFPQ. RFPQ can be utilized to Develop VOR RFEOI, EOI can be used prior to RFPQ / RFP/ RFT to develop Specification. Acquisition utilizing GPO – 3 min quotes/ proposals	City Council

1.3 Competitive Procurement - Construction Thresholds-

Competitive Procurement	Procurement Value	Procurement Method	Approving Authority
Invitational competition and collaborative procurement	Greater than \$30K up to \$334,400	Min 3 quotes/ proposals RFP/ RFT can be preceded by RFPQ. RFPQ can be utilized to Develop VOR	Deputy City Manager / Delegate & Senior Manager, Procurement & Supply/ Delegate
Open Competition	Greater than \$334,400 up to \$6 million	RFP/ RFT can be preceded by RFPQ. RFPQ can be utilized to Develop VOR RFEOI, EOI can be used prior to RFPQ / RFP/ RFT to develop Specification. Acquisition utilizing GPO – 3 min quotes /proposals	Deputy City Manager & Senior Manager, Procurement & Supply
Open Competition	Greater than \$6 million	RFQ/ RFP/ RFT can be preceded by RFPQ. RFPQ can be utilized to Develop VOR RFEOI, EOI can be used prior to RFPQ / RFP/ RFT to develop Specification. Acquisition utilizing GPO – 3 min quotes /proposals	City Council

Note: For Procurement Values between \$30,000 and the applicable CFTA Threshold, an Invitational Competition may be conducted in accordance with Section 12.4.5 (Invitational

Procurement – Service Area) or Section 12.4.6 (Invitational Competitions – Conducted by Procurement and Supply), provided the requirements of this Policy are met.

Group Purchasing Organizations (GPOs) may be used at any procurement value threshold, provided that the GPO agreement was established through a Competitive Process compliant with applicable trade agreements and City Policies. If the GPO has only one contracted supplier for the required Deliverables, and the agreement includes defined terms, the City may proceed with direct purchase under that arrangement without seeking additional quotes.

If the GPO agreement includes multiple suppliers, the City must typically seek a minimum of three quotes or proposals from those suppliers, unless the GPO agreement specifies ranked suppliers or assigns a primary vendor. The rationale for selecting a supplier must be clearly documented, especially in single-supplier scenarios, to maintain transparency and trade compliance.

For the minimum three (3) quote requirement under Invitational Procurement, the process may still be considered compliant where fewer than three written bids are received, provided that reasonable and documented efforts were made to solicit bids from at least three (3) bidders. Documentation must include records of supplier invitations, responses (or non-responses), and any follow-up efforts to engage additional bidders. If the limited response is due to suppliers declining to participate or market conditions, and not due to procedural deficiencies, the evaluation and award may proceed.

In all of the above Procurement methods, the City Manager may also exercise the Approval Authority of a Deputy City Manager.

2.0 Limited Tendering Process

2.1 Approval Authority

Initiation of a Limited Tendering Process is subject to the corresponding Approval Authority:

Procurement Value	Approval Authority
Up to \$133,800	(i) Deputy City Manager, and (ii) Senior Manager of Procurement, <i>With required documented rationale</i>
Greater than \$133,800	Committee and Council

Note: In all of the above Procurement methods, the City Manager may also exercise the Approval Authority of a Deputy City Manager.

2.2 Authorization Process

- 2.2.1 If the Procurement Value does not exceed \$133,800, the Deputy City Manager may authorize the Limited Tendering Process and, if so approved, shall send Limited Tendering Process request to the Senior Manager of Procurement & Supply for review and approval.
- 2.2.2 If the procurement Value exceeds \$133,800 the Deputy City Manager in consultation with Senior Manager of Procurement & Supply shall submit a report to Council seeking authority to proceed with the Limited Tendering Process.

2.2.3 A Limited Tendering Process may not be approved, and no Contract may be awarded, unless sufficient funding is available in a Budget.

3.0 Contract Issuance or Signature of Contract Amendment

3.1 Approval Authority

Completing Purchase / Signing	Procurement Value	Approval Authority
Low-Value Procurement – Purchase Card or Purchase Order, Contract Record	Up to \$30,000	Directors / Delegate & Senior Manager of Procurement Supply/ Delegate
Goods and Services Contract award to Supplier on the Master framework agreement for VOR, Standing offer, Supplier Roster, Contract Record Construction Contract award to Supplier on the Master framework agreement for VOR, Standing offer, Supplier Roster, Contract Record- Goods and Services	Greater than \$30,000 up to \$133,800 Greater than \$30,000 up to \$334,400	Deputy City Manager/ Delegate & Senior Manager of Procurement Supply
Contract- Goods and Services Construction Other than Low-Value Procurement, Contract Record, Purchase Order.	Greater than \$133,800 up to \$6,000,000 Greater than \$334,400 up to \$6,000,000	Mayor and City Clerk unless Council has expressly delegated the authority to Sign the Contract to another officer or employee of the City.
Contract Renewals	up to \$6,000,000	(i) Deputy City Manager (ii) Senior Manager, Procurement & Supply <i>With required documented rationale</i>
Contract Renewals	Greater than \$6,000,000	Committee and Council
Contract Amendments- Goods and Services Contract Amendment - Construction	Increase up to \$133,800 above the original Contract Value Increase up to \$334,400 above the original Contract Value	Deputy City Manager
Contract Amendments- Goods and Services Contract Amendments- Goods and Services	Increase exceeding \$133,800 above the original Contract Value or 3% of the original Contract Value	Committee and Council

Completing Purchase / Signing	Procurement Value	Approval Authority
	Increase exceeding \$334,800 above the original Contract Value or 3% of the original Contract Value	

Note: In all of the above Procurement methods, the City Manager may also exercise the Approval Authority of a Deputy City Manager.

3.2 Contract Review and Signing Process

- 3.2.1 In accordance with the delegation of Approval Authority, the authorized individual(s) shall:
- i) confirm all pre-conditions of award of the Contract, including those pre-conditions set out in this Policy, relevant purchasing procedures, the Solicitation Document (if applicable), and the Contract, are met;
 - ii) approve the award of the Contract;
 - iii) assemble and provide to the City Solicitor's Office all relevant documents; and
 - iv) draft and provide to the City Solicitor's Office a written memorandum confirming the approvals required under this Policy.
- 3.2.2 The City Solicitor's Office will review the Contract, and if it approves, will send the Contract to the authorized signatories for Signature. No Contract may be Signed by the City unless it has been reviewed and approved by the City Solicitor's Office.
- 3.2.3 If the Contract is evidenced by a Purchase Order only, City's Standard Terms and Conditions /City's pre- approved contracts, Procurement and Supply will execute the contract.

3.3 Contract Options

- 3.3.1 Where an existing Contract includes Contract Options, the Senior Manager of Procurement & Supply may exercise a Contract Option, provided that the following is satisfied and documented:
- i) the Supplier's performance has met the requirements of the Contract;
 - ii) the Contract was awarded in accordance with this Policy based on the Procurement Value;
 - iii) exercise of the Contract Option is, in the opinion of the Senior Manager of Procurement & Supply in the best interests of the City; and
 - iv) sufficient funding for the exercise of the Contract Option is available in an approved Budget.
- 3.3.2 If the above conditions of delegated Approval Authority are not met, City Manager approval must be obtained for the authority to exercise the Contract Option.

3.4 Contract Change Orders

- 3.4.1 Where any Contract has been authorized pursuant to this Policy, disbursement of additional funds required to complete Deliverables that are necessary as part of the original scope of the Contract must be approved by the applicable Approval Authority noted above at Section 3.1 of this Schedule, provided that the additional funds do not expand the scope of Deliverables contemplated under the original Contract.

3.4.2 Where sufficient contingency funding is not available in a Budget, the City Treasurer approval must be obtained for the additional expenditure.

3.5 Contract Scope Changes

3.5.1 Any expansion or extension of a Contract to Procure Deliverables that were not contemplated in the original Procurement is considered a Limited Tendering Process and must be approved by the applicable Approval Authority for a Limited Tendering Process noted above at Section 2.1 of this Schedule and may only be authorized in the Limited Tendering Process circumstances set out in Section 13.0 of this Policy.

3.5.2 Where sufficient funding is not available in a Budget, the City Treasurer approval must be obtained for the additional expenditure.

4.0 Delegation of Approval Authority

4.1 Delegated Approval Authority

4.1.1 A person with Approval Authority (or delegated Approval Authority, where the delegation is in accordance with this Policy) has the authority to:

- i) initiate the Procurement process in accordance with this Policy;
- ii) approve the Solicitation Document(s) for a Competitive Process;
- iii) approve the selection of pre-qualified Bidders in a multi-stage Open Competition; and
- iv) approve the award of the Contract.

4.1.2 Approval Authority to Procure is subject to the following conditions:

- i) no Procurement may be initiated unless sufficient funding for the Procurement Value is available in a Budget; and
- ii) the total length of the Contract term, including any Contract Options, must not exceed five (5) years unless otherwise approved in writing by Senior Manager, Procurement and Supply.

4.1.3 No award of Contract may be approved unless:

- i) sufficient funding is available in an approved Budget;
- ii) the selection of the Procurement method is determined in accordance with this Policy;
- iii) the Procurement process was conducted in accordance with this Policy;
- iv) in the case of a Competitive Process, the Contract is awarded in accordance with the Solicitation Document.

4.1.4 If any of the applicable conditions of delegated Approval Authority are not met, City Manager approval must be obtained before proceeding with any Procurement activity.

4.2 Method of Delegation

4.2.1 Deputy City Managers may only delegate their Approval Authority as follows:

- i) The Deputy City Managers shall prepare a delegated Approval Authority list of position or roles within their respective areas.
- ii) The list will provide evidence that the position or roles listed have been delegated Approval Authority by the Deputy City Manager.
- iii) The list will include each position title, associated approval limit and indicate whether that position may act in an acting capacity during staff absences and transition.

- iv) The list will be updated immediately upon any change to the roles, responsibilities or organizational structure that impacts delegated authority
- v) A copy of the updated list shall be sent to the Senior Manager, Procurement and Supply each time there is a revision.
- vi) The Senior Manager, Procurement and Supply will ensure the delegation of Approval Authority lists are available to all Procurement and Supply Staff.
- vii) Procurement and Supply staff will review the list prior to completing tasks that require approval.

4.2.2 The Deputy City Managers and Senior Manager, Procurement and Supply shall develop a delegated Approval Authority list for the approvals and tasks they are responsible for under this Policy.

4.2.3 Only the Deputy City Managers may further delegate Approval Authority to their staff at the Procurement Values deemed appropriate by the applicable Deputy City Manager. Staff with delegated Approval Authority from the Deputy City Managers to approve Procurements shall have no authority to delegate this approval authority to any other person.

4.2.4 Council may explicitly delegate further Approval Authority as it considers necessary from time to time, including but not limited to, any extended time periods during which Council does not meet.