



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

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### CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAOP 97/2025**

**Approved: Monday, July 28, 2025**

- I. THAT the CAO **APPROVE** the award of Tender 86-25, Elevator Modernization at Willistead Manor to the low bidder Riverside Elevators Inc. for \$267,500.00 (excluding tax); and,
- II. THAT the CAO and City Clerk **EXECUTE** an agreement with Riverside Elevators Inc. for the elevator modernization at Willistead Manor, to an upset limit of \$267,500.00 (excluding tax); in accordance with the requirements of Tender 86-25, satisfactory in legal form to the City Solicitor, in financial content to City Treasurer, and in technical content to the City Engineer; and,
- III. THAT the CAO **AUTHORIZE** Administration to issue any change order(s) and use the general contingency amount identified herein, for any amendment(s) or change requirement(s)/directive(s) and additional documents/services related to Tender 86-25, to ensure complete implementation and execution of the above noted project, pursuant to the Purchasing By-Law 93-2012 and amendments thereto, provided the change order amounts do not exceed the approved budget amounts.

Report Number: CAOP 97/2025

Clerk's File: SR/15005

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Services  
July 30, 2025



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Supervisor of Assets and Facility Projects
Financial Planning Administrator – Corporate Projects
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Manager of Corporate Projects
Executive Director, Engineering / Deputy City Engineer
Commissioner, Infrastructure Services & City Engineer
City Solicitor
On behalf of Commissioner, Finance & City Treasurer
Chief Administrative Officer

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