



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

Fax: (519)255-6868

E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAOP 1/2025

Approved: Wednesday, January 22, 2025

- I. That the Chief Administrative Officer **APPROVE** the award of Sole Source purchase; and,
- II. That the Purchasing Manager **BE AUTHORIZED** to issue a Contract Purchase Order to Metal Strut Solutions Incorporated, for Catwalk Safety Upgrades at The Capitol Theatre, to an upset limit of \$352,000 (excluding HST); satisfactory in technical content to the Executive Director of Engineering, and in financial content to the City Treasurer; and,
- III. That the CAO **PRE-APPROVE** and **AUTHORIZE** Administration to use the contingency amounts identified herein, for other potential expenditures related to unknown site conditions, and THAT the Purchasing Manager **BE AUTHORIZED** to amend the Contract Purchase Order, if necessary, satisfactory in technical content to the Executive Director of Engineering, and in financial content to the City Treasurer.

Report Number: CAOP 1/2025
Clerk's File: SW2025

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
January 23, 2025



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

Fax: (519)255-6868

E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

Department Distribution

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