TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM
CONTRACT AWARD

DATE:	February 11, 2026
TO:	Scott Collier, President, Toronto Parking Authority
FROM:	Jarrett McDonald, Vice President, Operations, Toronto Parking Authority
SUBJECT:	**Project No. 2025-CON-CO52-B3010.90: Expansion Joint Leaks at Car Park 52 (40 York Street)**
WARDS:	Spadina-Fort York (Ward 10)

SUMMARY

As part of TPA's ongoing commitment to maintaining safe and reliable parking operations, TPA has retained a contractor to repair leaking expansion joints at CP52 (40 York Street). TPA will begin by trialing curtain injection waterproofing at the two identified leak locations. If the trial repairs are successful, TPA will proceed with repairs at the remaining affected areas.

In early 2025, TPA was notified of leaks at the P1 level of CP52, both occurring at expansion joints beneath University Avenue. TPA retained a consultant, Engineering Link Inc., to complete the review, design, tendering, and construction administration of the expansion joint leak repairs.

The Expansion Joint Leak Repairs project has been organized into two bid forms. Bid Form No. 1 covers the mock-up phase, where the contractor will carry out trial injection repairs at two specified locations in the garage. Once TPA confirms that the mock-up work meets performance expectations, the contractor will advance to Bid Form No. 2, which includes the complete scope of the required expansion joint repairs.

A Request for Tender (RFT) package for the Expansion Joint Leak Repairs was issued on September 2nd, 2025, with five (5) bids received upon tender close on October 20th, 2025.

Based on the submission of a compliant bid, the bid price, ability to complete the work in the prescribed time and the conformance of tender requirements, it is recommended that the contract of work for 2025-CON-CP52-B3010.90 – Expansion Joint Leak Repairs at 40 York Street (CP52) be awarded to Macdero Construction (Ontario) Ltd in the amount $434,470 in base scope and $50,000 in contingency allowance, being the sum total of $484,470 excluding Harmonized Sales Tax (HST).

RECOMMENDATIONS

The Vice President, Operations, recommends that:

1) The President of the Toronto Parking Authority grant authority to award the contract for the CP52 Expansion Joint Leak Repairs at 40 York Street (Car Park 52) to Macdero Construction (Ontario) Ltd., in the amount $434,470 in base scope and $50,000 in contingency allowance, being the sum total of $484,470 excluding Harmonized Sales Tax (HST).

FINANCIAL IMPACT

The amount to award the contract for 2025-CON-CP52-B3010.90 – Expansion Joint Leak Repairs at 40 York Street (CP52) is $434,470 in base scope and $50,000 in contingency allowance, being the sum total of $484,470 excluding Harmonized Sales Tax (HST).

Funding for this work is available in the approved TPA Capital Budget under Captor # TPA909079, CoT SAP # CPK472-01, TPA Internal Order 700592.

COMMENTS

Table 1: Summary of Contractor Bid Pricing

Rank	Proponent	Total Fees (excluding HST)
1	Macdero Construction (Ontario) Ltd.	$434,470
2	Vector Restoration Ltd.	$485,400
3	Heritage Restoration Inc.	$513,442
4	Complete Concrete Restoration Ltd.	$520,300
5	Smid Construction Ltd.	$604,220

CONTACT

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SIGNATURE

W. Scott Collier, President,

TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM
Purchase Order Award

DATE: March 31, 2026

TO: Scott Collier, President, Toronto Parking Authority

FROM: Jarrett McDonald, Vice President Operations, Toronto Parking Authority

SUBJECT: **Safety and Security Upgrades – Phase 1 Retainer**

WARDS: All

RECOMMENDATIONS

The Vice President, Operations, Toronto Parking Authority, recommends that:

1) The President, Toronto Parking Authority, grant authority to award the Safety and Security Upgrades Retainer – Phase 1 to Smith and Anderson Consulting Engineering to provide contract administration and project engineer responsibilities for TPA's Safety and Security Upgrades Program on an as required basis in the amount of $400,000.00 excluding Harmonized Sales Tax (HST) through April 30th, 2029.

FINANCIAL IMPACT

The amount to award the purchase order for the Safety and Security Upgrades Retainer – Phase 1 is $400,000.00 excluding Harmonized Sales Tax (HST).

Funding for the potential work to be completed is included in the approved TPA's 2025-2027 Capital Budget, TPA908978-1, Internal Order 700521.

CALL SUMMARY

TPA completed a Request for Proposal (RFP) package issued on MERX on February 24th, 2026, with two (2) compliant bids received upon tender close on March 20th, 2026.

All bid submissions were evaluated by TPA staff. The selection was guided by the submission requirements as per the RFP, and acceptance of the terms and conditions noted in the RFP. A summary of the bids submitted can be seen in Table 1.

Table 1: Vendor Score Summary

Vendor	**Total Score (out of 100)**
Smith and Andersen Consulting Engineering	83.33
WSP Canada Inc	71.71

Based on the evaluation completed by TPA staff in accordance with the proposal evaluation scoring breakdown in the RFP, the top proposals were submitted Smith and Anderson Consulting Engineering.

COMMENTS

Over the past three years, Toronto Parking Authority (TPA) has been dedicated to building upon its commitment to providing safe, secure, and dependable parking facilities across its parking network. As part of this commitment, TPA has launched its multi-year Safety and Security Upgrades Program designed to modernize critical systems, enhance customer protection, and ensure alignment with current safety standards and emerging technologies. Phase 1 of this program establishes a framework to assess, coordinate, and implement upgrades across various TPA locations, ensuring that all car parks continue to meet modern safety expectations and operational performance standards.

To support this initiative, TPA intends to retain one qualified consultant on a retainer basis to lead the consulting, design process, and provide contract administration services for the various project packages, with the total potential contract award value being up to a maximum of $400,000.00 excluding HST.

General scope of work items included in this retainer will consist of planning, onsite reviews, general troubleshooting, reviews of shop drawings, coordination of design providing TPA with recommendations for resolution of issues, and reviews of plans affecting TPA assets produced by external agencies and stakeholders and providing assistance as required.

Based on the submission of the proposals, as per the proposal evaluation scoring breakdown in the RFP, Toronto Parking Authority is recommending that the contract of work for 2026-CS-VAR-E1032 – Safety and Security Upgrades Retainer – Phase 1 be awarded to Smith and Anderson Consulting Engineering.

CONTACT

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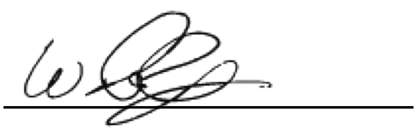

Scott Collier, President, Toronto Parking Authority
Toronto Parking Authority

TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM

DATE: February 26, 2026

TO: President, Toronto Parking Authority

FROM: Vice President, Operations, Toronto Parking Authority

SUBJECT: **Switchgear Preventative Maintenance Services – Updated Annual Spend, Scope Additions, and Request for Budget Approval.**

WARDS:

SUMMARY

The Toronto Parking Authority (TPA) awarded a contract to Smith & Long for **Electrical Switchgear Preventive Maintenance Services**, comprising **infrared testing** and **de-energized maintenance**, through **RFP FM2023-05**, which was published on **October 6, 2023**, and closed on **November 7, 2023**, with the contract awarded in **January 2024** for an initial **three-year term (February 2024 – January 2027)**, plus two optional one-year extensions. The total approved value for the initial contract term was **$160,340.44**, plus annual inflation adjustment amounts for the option years based on the **Consumer Price Index (CPI),** the contract award value for the initial three-year term was based on the following costs documented in the approved Internal Memo dated **January 23, 2024**:

- **2024:** $51,875.00
- **2025:** $53,431.25
- **2026:** $55,034.19

These amounts reflected **regular-hours rates only**, as the cost calculations at that time assumed that **both infrared testing and de-energized switchgear maintenance** would occur during **regular hours**. However, the RFP cost model **did** capture and include both **regular** and **after-hours** rate structures; these rates were available but not applied in the initial three-year financial estimates.

Subsequently, operational requirements established that:

- **Infrared testing** must occur during **regular hours**,
- **De-energized switchgear maintenance** must occur during **after-hours**, due to electrical shutdown needs and operational constraints at TPA sites, and
- The appropriate **regular-hours and after-hours rates captured in the RFP** should be applied to all **current and future-year calculations (2026–2028)**.

In addition, **six new TPA sites—CP111, CP125, CP261, CP664, CP96, and CP13**—were added to the preventive maintenance program at a total annual cost of **$17,175.00**, further increasing the required operational budget for this category.

RECOMMENDATIONS

The Vice President, Operations, recommends that:

The President approve the updated **2026 annual spend of $85,364.33** for Electrical Switchgear Preventive Maintenance Services performed by Smith & Long and authorize continuation of the contract for Optional Years **2027 and 2028 at forecasted amounts of $87,925.44 and $90,563.20, respectively**.

FINANCIAL IMPACT

Updated Annual Spend Requirements (2026–2028)

Year	Description	Annual Spend
2026	Updated total incl. new sites + regular-hours infrared + after-hours de-energized maintenance	**$85,364.33**
Optional Year 1 (2027)	Contractual rates + CPI	**$87,925.44**
Optional Year 2 (2028)	Contractual rates + CPI	**$90,563.20**
Total Projected Spend for 2026–2028		**$263,852.97**

Total Spend by End of 2028 (Including Amount Spent to Date):

- **Actual spend to date (2024–2025):** $50,953.00
- **2026–2028 projected spend:** $263,852.97
- **Total estimated contract spend by the end of 2028**: $314,805.97

These values incorporate:

- Rate differentiation between **regular** and **after-hours** work including CPI adjustments.
- Addition of six new sites

This updated spend is fully **within the approved 2026 TPA Operating Budget** for electrical maintenance and appropriate budget provisions will be included in the 2027 and 2028.

DECISION HISTORY

The Switchgear Preventive Maintenance contract was procured through **RFP FM2023-05**, which received **two compliant submissions** that were evaluated by an **evaluation panel** in accordance with the **evaluation criteria and scoring methodology set out in the RFP**.

Following completion of the technical and commercial evaluations, and supported by favorable reference checks, **Smith & Long** achieved the **highest overall score** and was recommended for award.

References:
FM2023-05 - Switch Gear Preventative Maintenance RFP
Switchgear Preventative Maintenance Contract Award Recommendation Memo – Signed:

Switchgear
Preventative Mainten

COMMENTS

Initial Contract Award (Approved January 23, 2024)
The previously approved memo formalized the award to Smith & Long with the following annual rates for the initial three-year term:

- 2024: $51,875.00
- 2025: $53,431.25
- 2026: $55,034.19

These rates reflected **regular-hours costs only**, with no after-hours labour component included for de-energized maintenance.

Actual Spend to Date (2024–2025)

TPA has spent approximately **$50,953.00** during 2024 and 2025.
This reduced spend is due to:

- Delayed scheduling of de-energized maintenance
- Operational planning constraints

Full planning and execution for these activities resumed in 2025.

The updated spend aligns with operational requirements, industry best practices, and the pricing structure already evaluated and accepted through the RFP process.
The revised totals reflect the actual labour model (regular + after-hours), a complete inventory of 26 sites, CPI-based adjustments, and the need for safe, compliant, and reliable switchgear maintenance across TPA facilities.

CONTACT

Kieran Hess, Director, Parking Operations, Toronto Parking Authority
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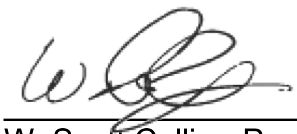

W. Scott Collier, President
Toronto Parking Authority

ATTACHMENTS

Attachment 1: **Switchgear Preventative Maintenance Contract Award Recommendation Memo**

Switchgear
Preventative Mainten

TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM
CONTRACT AWARD

DATE:	April 21, 2026
TO:	Scott Collier, President, Toronto Parking Authority
FROM:	Jarrett McDonald, Vice President, Operations, Toronto Parking Authority
SUBJECT:	**Project No. 2026-CON-CP36-B10: Electrochemical Chloride Extraction (ECE) at Car Park 36 (110 Queen St W)**
WARDS:	Spadina-Fort York (Ward 10)

SUMMARY

TPA is planning to undertake an Electrochemical Chloride Extraction (ECE) assessment at Car Park 36 (CP36) located at 110 Queen Street West, in two (2) localized areas of the garage. The objective of this assessment is to reduce chloride contamination within the suspended parking slabs and determine if this restoration strategy is viable for complex structures where traditional slab repairs or replacements are very difficult or costly to undertake.

TPA retained a consultant, Sense Engineering (GTA) Ltd. (Sense), to complete the review, design, tendering, and construction administration of the ECE assessment. As part of their preliminary review, Sense proposed two discrete areas for the ECE to take place to allow TPA to evaluate the effectiveness of ECE as a rehabilitation strategy without committing to a full-scale application. Extracting the majority of the chlorides will prevent having to deal with larger scale deterioration in the future, while also avoiding the need for extremely costly and complex repairs associated with replacing sections of CP36.

TPA completed a competitive procurement process, with the Request for Tender (RFT) package for the Electrochemical Chloride Extraction issued on February 5th, 2026, to five (5) bidders, with five (5) bids received upon tender close on February 24th, 2026, at 4:00 PM.

Based on the submission of a compliant bid, the bid price, ability to complete the work in the prescribed time and the conformance of tender requirements, it is recommended that the contract of work for 2026-CON-CP36-B10 – Electrochemical Chloride Extraction at 110 Queen Street West (CP36) be awarded to Complete Concrete Restoration Ltd in the amount $239,775 ($227,775 base scope and $12,000 in selected optional items) and $100,000 in contingency allowance, being the sum total of $339,775 excluding Harmonized Sales Tax (HST).

RECOMMENDATIONS

The Vice President, Operations, recommends that:

1) **The President of the Toronto Parking Authority grant authority to award the contract for the CP36 Electrochemical Chloride Extraction at 110 Queen Street West (Car Park 36) to Complete Concrete Restoration Ltd., in the amount $239,775 in base scope, selected optional items, and $100,000 in contingency allowance, being the sum total of $339,775 excluding Harmonized Sales Tax (HST).**

FINANCIAL IMPACT

The amount to award the contract for 2026-CON-CP36-B10 – Electrochemical Chloride Extraction at 110 Queen Street West (CP36) is $239,775 in base scope, selected optional items and $100,000 in contingency allowance, being the sum total of $339,775 excluding Harmonized Sales Tax (HST).

Funding for this work is available in the approved TPA Capital Budget under Captor # TPA909079, CoT SAP # CPK472-01, TPA Internal Order 700592.

COMMENTS

TPA retained Sense Engineering (GTA) Ltd. (Sense) to undertake the review, design, tendering, and construction administration for the ECE assessment. As part of the preliminary review, Sense identified two discrete areas for implementation of the ECE, enabling TPA to assess its effectiveness as a rehabilitation strategy without committing to a full-scale application on a larger scale.

TPA completed a competitive procurement process, with the RFT package issued for tender on February 5th, 2026, to five (5) bidders, with five (5) bids received upon tender close on February 24th, 2026.

All bid submissions were evaluated by both TPA staff and Sense Engineering. The selection was guided by the fee quoted, adherence to submission requirements, and acceptance of the terms and conditions noted in the RFT. A letter of recommendation for contract award was provided by Sense Engineering. A summary of the bids submitted can be seen in Table 1.

Table 1: Summary of Bids Received (Electrochemical Chloride Extraction assessment located at Car Park 36)

Rank	Proponent	Total Fees (excluding HST)
1	**Complete Concrete Restoration Ltd.**	**$227,775.00**
2	Maxim Group General Contracting	$288,100.00
3	Structural Contracting Ltd.	$312,350.00
4	Heritage Restoration Inc.	$328,372.90
5	Conterra Restoration Ltd.	$502,065.00

Based on the submission of a compliant bid, the bid price, and conformance to tender requirements, it is recommended that the contract of work for 2025-Electrochemical Chloride Extraction Assessment located at Car Park 36 be awarded to Complete Concrete Restoration

Inc. The work is scheduled to start in May 2026, with project completion scheduled for August 2026.

CONTACT

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SIGNATURE

SIGN HERE

W. Scott Collier, President,
Toronto Parking Authority

ATTACHMENTS

Attachment 1: Sense Engineering (GTA) Ltd. Bid Analysis Summary and Detailed Breakdowns

TORONTO PARKING AUTHORITY

Internal Memorandum

DATE:	04/13/2026
TO:	Scott Collier, President
FROM:	Jarrett McDonald, Vice President
SUBJECT:	**Contract Award for RFP-TPAOBPC-202602-01-Toronto Parking Authority Organizational Best Practice Codification to Arcadis Professional Services (Canada) Inc. for Parking Operations**

If DOA reporting to TPA Board required: Yes

SUMMARY

The purpose of this memorandum is to seek approval for the award of a contract for professional consulting services to support the codification of organizational best practices at the Toronto Parking Authority (TPA).

Through a competitive Request for Proposal (RFP) process, TPA sought a qualified and experienced consulting firm to develop a structured framework for documenting individual expertise, institutional knowledge, and organizational best practices in a centralized, searchable electronic format.

Arcadis Professional Services (Canada) Inc. (Arcadis) achieved the highest overall evaluation score. Accordingly, this memorandum recommends approval of the contract award to Arcadis and the associated spend authority.

RECOMMENDATIONS

The Vice President Operations recommends that the President grant authority to award and execute the following contract: Organizational Best Practice Codification to Arcadis Professional Services (Canada) Inc. in the amount of $247,910, plus a ten (10) percent contingency in the amount of $24,791, for a total upset limit of $272,701.

Recommended Supplier	Arcadis Professional Services (Canada) Inc.
Solicitation Type	RFP
Contract Start Date	05/01/2026
Contract Period	1 Year
Optional Extensions (if any)	1
Contract End Date (without and with optional extensions)	04/30/2027 with optional extension up to 04/30/2028

FINANCIAL IMPACT

The total value of contract award identified in this report is $272,701 including contingency plus applicable taxes.

Table 1: Financial Impact Summary of Recommended Contract

Description of Products / Services	Year 1	Year 2 (Optional)	Total Contract Value (excl. HST)	Funding Source
Total Project Value	$247,910		$272,701	Operating Expense Budget
Contingency (10%)	$24,791			

This project will be funded from the Professional Services general ledger line of the annual operating budget.

SOLICITATION SUMMARY

On February 2, 2025, TPA issued a Request for Proposal (RFP) for professional services required to support codification of organizational best practices.

The RFP closed on February 27, 2025. Two (2) compliant proposals were received.

Solicitation Type: RFP	**Solicitation No: RFP-TPAOBPC-202602-01**
Solicitation Issued: February 2, 2026	**Solicitation Closed**: February 27, 2026
Total number of Bids Received: 2	**Number of Qualified Bids Received:** 2

Evaluation of the proposals consisted of:

1. Evaluation of technical submissions. Technical submissions were graded out of a total of 70 with a minimum threshold of 52.5.

2. Evaluation of pricing. Pricing was evaluated out of a total of 30.

The proponent with the highest total evaluation score is being recommended as the successful proponent for this project. Evaluation results are contained in the table below:

	Company Name	Technical Submission	Pricing Submission	Total Score
1	Arcadis Professional Services (Canada) Inc.	66	24.2	90.2
2	Mott MacDonald Canada Ltd.	59	30	89

DECISION HISTORY (Optional)

There are no decisions relevant to this award.

CONTACTS

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Rosemary Cosentino, Associate Director Parking Operations, 1 647 462 2463, rosemary.cosentino@greenpmobility.com

COMMENTS

Individual expertise and organizational best practices within the TPA are often undocumented or scattered across various formats, making critical knowledge difficult to access, preserve, and share. This lack of a systematic codification process leads to inefficiencies, increased errors, inconsistent practices, and missed opportunities for collaboration and innovation. Without a centralized, searchable repository, the TPA risks losing valuable knowledge and will continue to struggle to execute with consistent excellence.

This project will address the above by establishing a systematic codification process to convert individual expertise, institutional knowledge and organizational best practices into explicit, documented formats within an easily accessible and searchable electronic database. This initiative will ensure critical knowledge is preserved, easily accessible, leading to improved clarity, reduced errors, greater efficiency, inter-departmental collaboration and enhanced innovation. Furthermore, it will inform onboarding and training programs to ensure practices are consistently applied across the organization.

This codified knowledge database will integrate with and share a digital platform with the enterprise Safety Management System and Incident and Emergency Response programs.

The successful proponent will provide the resources and technical expertise to undertake the following activities, using a systematic approach to develop a comprehensive database that supports all functional teams and business lines, including Parking, Bikeshare, and EV Charging Operations:

- **Organizational Scan:** Conduct an organization-wide scan of Parking, EV Charging, and Bikeshare operations to identify current best practices, existing documentation, and institutional knowledge to inform the development of a comprehensive digital SOP database.
- **Technical Writing Services:** Develop an SOP template; recommend operational processes that should be standardized; revise existing SOPs; convert informally established processes into formal SOPs; and create digital training materials to support onboarding and annual training.
- **Database Selection and Cataloging:** Review internal and external digital platforms and recommend an appropriate hosting solution. Catalog all documents and conduct field testing to confirm the database is easy to access, navigate, and search.
- **Project Management:** Manage the project to ensure coordination across lines of business and departments, and delivery of the project plan within established timelines.

For the recommended contract award, the following requirements have been met:

a. the total contract value is $272,701 (excluding applicable taxes) and the contract term is: 1 Year with an option for a 2nd year to allow for completing of the full project scope

1. The total term of the contract is 5 years or less including any option years; AND

2. The President has authority for contract award as provided below

Delegated Authorities basis Procurement Process (Refer Policy 5-7, 5-7 Appx A, 5-7 Appx B and Policy 5-10 for details)					
Agreement Type	TPA Board	President (Maximum Value)	Vice President (Maximum Value)	Director (Maximum Value)	Manager (Maximum Value)
Open Solicitations (RFP/RFT etc.)*	> $500,000	$500,000*	$100,000	$50,000	$10,000
Invitational: at least 3 quotes#		$133,800	$100,000	$50,000	$10,000
Invitational: at least 2 quotes#				$20,000	$10,000
1 quote / Direct Spend#				$5,000	$5,000
Commitments via Non-Competitive or Limited solicitations# (only under exceptions as defined in TPA Policy 5-7)	> $250,000	$250,000	$20,000	Nil	Nil

b. the firm recommended for the award is the Supplier with the highest score based on the evaluation criteria included in the Solicitation and meeting the requirements of the Solicitation.

c. the appropriate Division has reviewed submissions and found the price to be reasonable, within the available budget and concurs with the recommendation.

d. the solicitation document was published on MERX, and all bids/proposals were submitted electronically through the MERX platform.

SIGNATURE

Jarrett McDonald, Vice President Operations

SIGNATURE

Scott Collier, PRESIDENT

ATTACHMENTS

1. Arcadis - Technical Proposal_RFP-TPAOBPC-202602-01.pdf
2. Arcadis PART 5B-Pricing Form -RFP-TPAOBPC-202602-01.xlsx

TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM

DATE:	March 02, 2026
TO:	President, Toronto Parking Authority
FROM:	Vice President, Operations, Toronto Parking Authority
SUBJECT:	**Contract Award – Multi-Site Fire & Life Safety – 2025 Annual & Monthly Deficiency Repairs**
WARDS:	City-Wide

SUMMARY

As part of the Toronto Parking Authority's **Fire & Life Safety (FLS) maintenance program**, and in alignment with the **TPA Safety First Program**, maintaining compliant life-safety systems across the portfolio is essential to protecting staff, operations, customers, and the surrounding community. The **2025 annual and monthly inspections** across **19 TPA facilities** identified a consolidated list of deficiencies requiring remediation. In January 2026 and February 2026, **Toronto Fire Services (TFS) inspectors** also attended select locations including CP404 and CP29 and issued Notices of Violation (NoVs), these have been actioned separately with required reports submitted. The broader multi-site 2025 deficiency repairs will further ensure that outstanding issues are addressed ahead of subsequent TFS inspections.

To proceed efficiently and avoid delays, TPA initiated a **limited solicitation process** under **TPA Procurement Policy 5-7**, inviting three qualified Fire & Life Safety service providers to quote on the consolidated scope. Following evaluation of scope, timelines, and overall cost, **Eurotech Safety Inc.**, TPA's incumbent FLS maintenance provider, submitted the **lowest compliant quote** and continues to demonstrate strong institutional knowledge of TPA's facilities and systems. Based on cost competitiveness, proven experience, and alignment with procurement requirements, **award to Eurotech Safety Inc. is recommended** as their submission provides a coordinated and cost-effective approach to completing the outstanding 2025 deficiency work across all 19 sites.

RECOMMENDATIONS

The Vice President, Operations, recommends that:

The **President, Toronto Parking Authority** approve awarding and executing the construction contract for the **Multi-Site Fire & Life Safety - 2025 Annual and Monthly Deficiency Repairs project (19 sites) to Eurotech Safety Inc. for a pre-tax amount of $241,505.89**, which includes the original bid of **$201,254.91 plus a 20% contingency ($40,250.98)** to account for additional repairs that may arise from investigative work conducted during this project.

FINANCIAL IMPACT

The table below summarizes the costs associated with the project, inclusive of the recommended **20% contingency** to account for potential additional repairs identified through investigative work during execution:

Item	Amount (CAD)	Notes
Eurotech Safety Inc - Base Quote (Pre-Tax)	**$201,254.91**	Lowest compliant quote received through limited solicitation.
20% Contingency	**$40,250.98**	To address additional repairs discovered through investigative work across 19 sites.
Total (Pre-Tax)	**$241,505.89**	Combined base quote plus contingency allowance.

Funding for these repairs will be drawn from the approved **2026 TPA Operating Budget for Fire & Life Safety Maintenance Services**.

SOLICITATION SUMMARY

*(**Limited Solicitation** – TPA Procurement Policy 5-7)*

In response to the deficiencies identified through the **2025 Annual and Monthly Fire & Life Safety inspections** across **19 TPA facilities**, TPA sought **three competitive quotes in January 2026** from qualified Fire & Life Safety service providers through a **limited solicitation process**. This approach was selected instead of issuing a full open-market RFP, as a public RFP would require a significantly longer procurement timeline and could not be justified for **economic, technical, and safety-related reasons**. Proceeding to open market would have introduced substantial delays in executing these essential Fire & Life Safety repairs, **posing potential risks to customers and staff**, and could have resulted in **duplication of costs** due to the need to repeat investigations, site reviews, and deficiency validations. A summary of the quotes evaluated is provided below (pre-tax values).

Vendor	Scope	Quoted Price (Pre-Tax)
Eurotech Safety Inc.	Multi-Site Fire & Life Safety Deficiency Repairs (19 Sites)	**$201,254.91**
11046365 Canada Inc.	Multi-Site Fire & Life Safety Deficiency Repairs (19 Sites)	$324,272.00
SummitReal Inc.	Multi-Site Fire & Life Safety Deficiency Repairs (19 Sites)	$412,572.00

Rationale for Award: Eurotech Safety Inc offered the lowest compliant pricing and has extensive working knowledge of TPA facilities as the incumbent service provider. Their experience reduces project risk and supports efficient, coordinated execution across all sites.

COMMENTS

The scope of work includes completing the corrective actions identified in the **2025 annual and monthly Fire & Life Safety inspections** across 19 sites. A **20% contingency** is recommended to account for additional system or wiring deficiencies that may be uncovered during investigative work, ensuring timely completion and maintaining compliance across the portfolio. TPA is also **considering engaging an MEP consultant** for supplemental technical oversight if needed. This support may include independent review, contract administration assistance, and verification of engineering and code compliance. Any such engagement would be carried out **in accordance with TPA Procurement Policy 5-7**.

For the recommended contract award, the following requirements have been met:

1. The President has authority for contract award as provided below:

Delegated Authorities basis Procurement Process (Refer Policy 5-7, 5-7 Appx A, 5-7 Appx B and Policy 5-10 for details)					
Agreement Type	TPA Board	President (Maximum Value)	Vice President (Maximum Value)	Director (Maximum Value)	Manager (Maximum Value)
Open Solicitations (RFP/RFT etc.)*	> $500,000	$500,000*	$100,000	$50,000	$10,000
Invitational: at least 3 quotes#		$133,800	$100,000	$50,000	$10,000
Invitational: at least 2 quotes#				$20,000	$10,000
1 quote / Direct Spend#				$5,000	$5,000
Commitments via Non-Competitive or Limited solicitations# (only under exceptions as defined in TPA Policy 5-7)	> $250,000	$250,000	$20,000	Nil	Nil

CONTACT

Kieran Hess, Director, Parking Operations, Toronto Parking Authority
(437) 774-9714, Kieran.Hess@greenpmobility.com

SIGNATURE

W. Scott Collier, President
Toronto Parking Authority

ATTACHMENTS

Attachment 1: **Vendor Quotes** – combined.pdf

TORONTO PARKING AUTHORITY

Internal Memorandum

DATE:	27-02-2026
TO:	President, Toronto Parking Authority (TPA)
FROM:	Gurvinder Gill, Chief Information Officer, Toronto Parking Authority (TPA)
SUBJECT:	**Contract Award for Extension of SAP Third-Party Vendor Support to EPI-USE**

If DOA reporting to TPA Board required: Yes

SUMMARY

This memorandum seeks authorization to proceed with a short-term extension of the existing contract with EPI-USE for SAP third-party vendor support, as the current agreement is set to expire on February 28, 2026. The proposed extension is for a three-month period, with an optional additional three-month extension at the discretion of the Toronto Parking Authority, to ensure the continued availability of specialized SAP support required to maintain system stability and ongoing business operations.

Continued SAP third-party vendor support is required to sustain the stability and availability of a core enterprise system supporting critical TPA operations, as the current agreement nears expiry. While the TPA IT Team has completed a competitive procurement process through MERX under **RFP-IT-202510-01 - SAP- Third Party Vendor Support**, the team is concurrently engaged in a Governance Review initiative with the City of Toronto, the outcomes of which may influence future service delivery and contracting decisions. As a result, proceeding with a long-term SAP support award at this time is not recommended. Given the complexity of the SAP environment, the limited timeframe available, and the risks associated with transitioning vendors at this stage, a short-term sole-source extension with the incumbent vendor provides the most stable and practical means of maintaining uninterrupted SAP support. Approval of the proposed extension enables continuity of service, manages operational risk, and ensures alignment with both current operational needs and ongoing organizational initiatives.

RECOMMENDATIONS

The Chief Information Officer, TPA recommends that the President, TPA grant authority to **award and execute** the following contract:

Recommended Supplier	EPI-USE
Solicitation Type	Non-competitive Extension
Contract Start Date	01-03-2026
Contract Period	3 months
Optional Extensions (if any)	3 months
Contract End Date	31-05-2026
Contract End Date (with optional extensions)	31-08-2026

FINANCIAL IMPACT

The total value of the contract award identified in this report is $120,000, including all extensions, plus applicable taxes.

Table 1: Financial Impact Summary of Recommended Contract

Description	Total
EPI-USE Monthly Rate	$20,000.00*
CONTRACT VALUE	$60,000.00*
CONTRACT VALUE (with optional extension)	$120,000.00*
Funding Source	2026 OPEX Budget

*The amount is inclusive of Contingency

RATIONALE FOR NON-COMPETITIVE AWARD

It is recommended that the proposed short-term contract award with EPI-USE proceed on a non-competitive basis to ensure continuity of SAP third-party vendor support during a critical transition period. EPI-USE has an established understanding of TPA's SAP environment, including system configuration, integrations, operational dependencies, and historical issues, and is currently providing essential support services that are integral to the day-to-day operations.

Engaging an alternate vendor on a short-term basis would require significant time, ramp-up effort, and introduce avoidable operational risk, particularly given the complexity and criticality of the SAP environment. Transitioning SAP support during this period could impact system stability, incident response, and overall service continuity. The proposed short-term extension with EPI-USE represents the lowest-risk and most effective approach to maintaining uninterrupted SAP support while aligning with ongoing organizational initiatives and near-term operational requirements.

COMMENTS

For the recommended contract award, the following requirements have been met:

a. The total contract value is $60,000 (excluding applicable taxes) without an extension and the contract value is $120,000 (excluding applicable taxes) with an extension.

1. The total term of the contract is 3 months/6 months with an optional extension; AND

2. The President has authority for contract award as provided below

Delegated Authorities basis Procurement Process (Refer Policy 5-7, 5-7 Appx A, 5-7 Appx B and Policy 5-10 for details)					
Agreement Type	TPA Board	President (Maximum Value)	Vice President (Maximum Value)	Director (Maximum Value)	Manager (Maximum Value)
Open Solicitations (RFP/RFT etc.)*	> $500,000	$500,000*	$100,000	$50,000	$10,000
Invitational: at least 3 quotes#		$133,800	$100,000	$50,000	$10,000
Invitational: at least 2 quotes#				$20,000	$10,000
1 quote / Direct Spend#				$5,000	$5,000
Commitments via Non-Competitive or Limited solicitations# (only under exceptions as defined in TPA Policy 5-7)	> $250,000	$250,000	$20,000	Nil	Nil

CONTACTS

Gurvinder Gill, Chief Information Officer, +1 (416) 393-7293, Gurvinder.Gill@greenpmobility.com

SIGNATURES

W. Scott Collier
President, Toronto Parking Authority

ATTACHMENTS

No attachments

TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM
Purchase Order Award

DATE:	March 16, 2026
TO:	Scott Collier, President, Toronto Parking Authority
FROM:	Jarrett McDonald, Vice President, Operations, Toronto Parking Authority
SUBJECT:	**CP15 – 33 Yorkville Ave – Car Wash and EV Infrastructure Installation**
WARDS:	Ward 11

SUMMARY

As part of the development and construction of Car Park 15 (CP15) located at 33 Yorkville Avenue, Toronto Parking Authority (TPA) provided direction, during the early stages of construction, to include additional base infrastructure within the garage to support:

- A future car wash installation on Level P6
- Electrical infrastructure for six (6) Level 2 EV charging stations on Level P1

CP15 is a new 795 stall underground garage located in the high-profile Yorkville area. Based on historical utilization and revenue performance from this car park prior this new development and Joint Venture, the site is expected to be among the top-earning car park's in TPA's portfolio once fully operational. Incorporating provisions for EV charging infrastructure and future car wash supports the enhancement of customer experience while maximizing long-term revenue opportunities at high-demand locations. Given the anticipated utilization and revenue potential, this investment supports the long-term performance of this car park.

Incorporating this infrastructure during the base building phase is consistent with TPA's standard approach for new parking facilities, where provisions are included during construction to support future revenue-generating amenities and enhance long-term operational flexibility.

The car wash infrastructure required coordination with structural slab penetrations, water servicing, drainage routing, electrical rough-ins, and spatial accommodations necessary to support a future car wash system. Integrating this work during base building avoided the need for invasive retrofits and operational disruption after garage completion.

In parallel, direction was provided to install electrical rough-in and supporting infrastructure for six (6) Level 2 EV charging stations on Level P1. This included conduit runs, electrical capacity provisions, panel accommodations, and associated infrastructure required to enable future charger installation.

Deferring this work until after garage completion would have resulted in significantly higher costs, operational disruption, and the need for invasive retrofits to the completed facility.

In December 2019, the previous Developer (Cresford Developments) and Constructor provided a cost proposal for the required infrastructure works, and the installation is being completed as part of the base building construction prior to handover of the garage to TPA.

SOLE SOURCING

Both the car wash and EV infrastructure works are being carried out by the current Developer (Pemberton Group Inc.) as part of the base building of the construction contract.

In accordance with TPA Procurement Policy 5-07:

“Non-competitive procurement may be undertaken where both the proposed non-competitive procurement and the particular supplier can be justified in good faith, based on:

- **“Additional deliveries by an original supplier of goods and services that were not included in the original procurement, but a change of supplier cannot be made for economic or technical reasons without causing significant inconvenience or substantial duplication of costs for TPA.”**

Engaging an alternate supplier was not feasible, as the infrastructure installation is fully integrated into the ongoing structural, mechanical, and electrical works during construction.

RECOMMENDATIONS

The Vice President, Operations, Toronto Parking Authority, recommends that:

1) **The President, Toronto Parking Authority, grant authority to award the purchase order for the car wash and EV infrastructure installation at CP15 – 33 Yorkville Ave to Pemberton Group Inc., in the amount of $158,972.86 excluding Harmonized Sales Tax (HST).**

FINANCIAL IMPACT

The amount to award the purchase order for the car wash and EV infrastructure installation at CP15 – 33 Yorkville Ave is as follows:

Car Wash Infrastructure: $123,972.86

EV Infrastructure: $35,000.00

Total: $158,972.86 excluding Harmonized Sales Tax (HST).

Funding for the work is available in the approved TPA 2026 Capital Budget under internal order 700660

CONTACT

Howard Jung,
Director, Parking Infrastructure and Asset Management
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Jarrett McDonald,
Vice President, Operations
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Jarrett.McDonald@greenpmobility.com

SIGNATURE

Scott Collier,
President, Toronto Parking Authority

ATTACHMENTS

Attachment 1: Developer Quotation for Car Wash Infrastructure
Attachment 2: Developer Quotation including EV Infrastructure
Attachment 3: 50% Invoice for Car Wash Infrastructure

REPORT FOR ACTION

Award to Purchase Accelerated Custom Development from Passport Parking Inc.

Date: March 19, 2026
To: Scott Collier, President, Toronto Parking Authority
From: Jarrett McDonald, Vice President, Operations, Toronto Parking Authority
Wards: All

SUMMARY

To further enhance the Green P App and reinforce the Toronto Parking Authority's leadership in digital parking and integrated mobility services, two priority enhancements are proposed:

Digital Permit Integration (Scheidt & Bachmann Integration)
Enable customers to seamlessly view and access their permits, including associated QR credentials, directly within the Green P App through integration with Scheidt & Bachmann (S&B). This will support a fully digital, frictionless access experience across modernized facilities.

Business Account & Fleet Management Enhancements
Introduce expanded business account functionality to enable administrators to manage accounts, automate payments, and support employee parking and EV charging through a centralized digital platform. This positions TPA to better serve corporate clients, fleet operators, and institutional partners at scale.

TPA has engaged Passport Parking Inc. (Passport), the current Green P App provider, to deliver this accelerated custom development. These enhancements extend beyond existing platform capabilities and are required to meet immediate operational needs and increasing demand for integrated digital services.

Strategic Alignment & Value
These initiatives directly support TPA Corporate Goal #5:
Accelerate growth through partnerships, B2B permit revenue, and loyalty, specifically:

- Scaling Fast Track and Monthly Permit Programs
- Securing new B2B partnerships to drive incremental permit growth
- Enabling digital-first access and payment experiences across all customer segments

This investment will fully integrate permit programs into the Green P App ecosystem—streamlining the customer journey, reducing operational friction, and strengthening TPA’s ability to attract and retain high-value business customers.

Outcome

- Positions TPA to scale B2B and fleet-based revenue streams
- Enhances customer experience through a single, unified digital platform
- Advances TPA’s transition toward a fully digital, account-based parking ecosystem
- Strengthens competitive positioning against private-sector mobility platforms

RECOMMENDATIONS

The Vice President, Operations, Toronto Parking Authority recommends that the President, Toronto Parking Authority:

1. Authorize the procurement of accelerated custom development from Passport Parking Inc. for permit display and business account enhancements, and

2. Approve the total proposal amount of $248,756.90 (excluding HST).

FINANCIAL IMPACT

Passport’s quotation received March 16, 2026, totals $248,756.90 (excluding HST). The proposed expenditure is within the scope of a previously approved capital project and will be funded through the 2026 TPA Capital Budget.

Table 1- Breakdown of Accelerated Custom Development Costs

Item	**Amount (Excl. HST)**
Display Permit Info in Green P App / Integration with S&B	$63,512.40
Business Account Enhancements	$185,244.50
Total	**$248,756.90**

DECISION HISTORY

At its meeting on March 11, 2026, the Board of Directors of the Toronto Parking Authority approved the 2026 Corporate Goals and Performance Targets as indicated in the report dated February 23, 2026, from the President, Toronto Parking Authority.

Agenda Item History - 2026.PA18.6

At its meeting on October 18, 2024, the Board of Directors of the Toronto Parking Authority approved a two (2) year extension with an additional one (1) year option at the sole discretion of the Toronto Parking Authority of the Payment Services Agreement with Passport Parking Inc. in accordance with Toronto Parking Authority Policy 5-7. Agenda Item History - 2024.PA11.6

Procurement Overview

This procurement is non-competitive and conducted on a sole-source basis. As the exclusive provider and operator of the Green P App, Passport Parking Inc. is the only vendor capable of delivering these enhancements without significant duplication of cost or operational risk, in accordance with TPA Procurment Policy Resolution 5-7.

Passport's proposal was received via email by the Director, Parking Development on March 16, 2026.

COMMENTS

This memorandum seeks authorization to proceed with the procurement of accelerated custom development services from Passport Parking Inc., totalling $248,756.90 (excluding HST).

Overview of Custom Development Work

1. Display Permit Info in Green P (Integration with S&B)

Passport will implement an integration with S&B to retrieve permits associated with a customer's account and display them within the Green P App. This enhancement will provide customers with direct access to their permit and QR code, offering an alternative validation method where LPR is not available.

2. Business Account Enhancements

Passport will enhance TPA's minimum viable product (MVP) business accounts functionality, enabling organizations to manage employee parking and EV through the Green P App. Enhancements will allow TPA administrators to create and manage business accounts, assign parkers, review usage, and enable business administrators to access accounts and manage payments.

CONTACT

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SIGNATURE

Scott Collier
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TORONTO PARKING AUTHORITY

Internal Memorandum

DATE:	April 7, 2026
TO:	Scott Colllier, President, Toronto Parking Authority
FROM:	Irene Karon, Director, Human Resources, Toronto Parking Authority
SUBJECT:	**Contract Award - DocuSign e-Signature Services for SAP SuccessFactors Recruitment Module**

Is DOA reporting to TPA Board required: Yes

SUMMARY

Implementing and integrating electronic signatures within the SAP SuccessFactors Recruitment module is required to enable a fully digital end-to-end hiring process. Without an integrated electronic signature solution, the recruitment workflow would revert to manual processes at the offer stage, reducing efficiency and delaying offer acceptance. Integrating an electronic signature platform allows for secure execution of hiring documents, real-time tracking of signatures and automated document storage within SuccessFactors, reducing administrative effort and risk of error. This approach aligns with industry best practices and supports an efficient, professional recruitment experience. DocuSign, as a native electronic signature integrator for SAP SuccessFactors, is recommended.

RECOMMENDATIONS

The Director, Human Resources, Toronto Parking Authority, recommends that the President, Toronto Parking Authority, grant authority to **award and execute** the following contract for the provision of e-signature capability for the SAP SuccessFactors Recruitment module.

Recommended Supplier	DocuSign Inc.
Solicitation Type	Sole Source
Contract Start Date	04-13-2026
Contract Period	1 Year
Contract End Date	04/09/2027

FINANCIAL IMPACT

The total value of contract awards identified in this report is $21,455, plus applicable taxes. The services will be funded through Capital Expenditure in 2026 for SAP SuccessFactors implementation.

Table 1: Financial Impact Summary of Recommended Contract

Description of Products / Services	**Year 1**	**Total Contract Value (excl. HST)**	**Funding Source (IO number for Capex)**
DocuSign e-signature licence (10 users)	$21,455 ($15,444 USD at 1.39 exchange)	$21,455	Capex: IO700642

SOLICITATION SUMMARY

Enabling electronic signatures is required to fully implement the SAP SuccessFactors Recruitment module and achieve an end-to-end digital hiring process. DocuSign provides a proven, native integration with SuccessFactors, supporting secure, auditable, execution of hiring documentation within the system. SAP's native e-signature integration out of the box is DocuSign, for which it also provides support. Alternative solutions, including Canadian e-signature platforms, would require additional setup/integration packages, custom configuration and installation, additional testing, and introduce unnecessary risk. DocuSign is an established enterprise platform, currently used within the City environment, and represents a secure, efficient and low risk option. A sole-source procurement is therefore recommended.

CONTACTS

Irene Karon, Director, Human Resources, 437-776-9157, irene.karon@greenpmobility.com
Jose Lima, Associate Director, Information Management and Security, 437-996-5940, jose.lima@greenpmobility.com

COMMENTS

For the recommended contract award, the following requirements have been met:

a. the total contract value is $21,455 (excluding applicable taxes) and the contract term is: 1 year

1. The total term of the contract is 1 year; AND
2. The President, Toronto Parking Authority, has authority for contract award as provided below.

Delegated Authorities basis Procurement Process (Refer Policy 5-7, 5-7 Appx A, 5-7 Appx B and Policy 5-10 for details)					
Agreement Type	**TPA Board**	**President (Maximum Value)**	**Vice President (Maximum Value)**	**Director (Maximum Value)**	**Manager (Maximum Value)**
Open Solicitations (RFP/RFT etc.)*	> $500,000	$500,000*	$100,000	$50,000	$10,000
Invitational: at least 3 quotes#		$138,999	$100,000	$50,000	$10,000
Invitational: at least 2 quotes#				$20,000	$10,000
1 quote / Direct Spend#				$5,000	$5,000
Commitments via Non-Competitive or Limited solicitations# (only under exceptions as defined in TPA Policy 5-7)	> $250,000	$250,000	$20,000	Nil	Nil

April 17, 2026

SIGNATURE

Arlene Yam Fritz, Vice President, Human Resources, Toronto Parking Authority

April 17, 2026

SIGNATURE

Scott Collier, President, Toronto Parking Authority

ATTACHMENTS

Attachment 1: Toronto Parking Authority DocuSign Inc._Docusign Standard Order Form-Mar2026