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**CITY HALL  
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## **CAO APPROVAL**

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAOP 44/2026AMENDMENT  
AMENDMENT APPROVED: Wednesday, May 6, 2026**

- I. THAT the CAO **APPROVE** an amendment to the existing service agreement with M.E. Andrews and Associates Limited, RFT 9-24, for trunk sewer inspections across the City of Windsor, extending the contract for the January 1, 2026 – December 31, 2026, term (second of three additional one-year extension options), with an upset limit of \$535,958 (excluding applicable taxes); and further,
- II. THAT the CAO and City Clerk **EXECUTE** the second one-year extension agreement with M.E. Andrews and Associates Limited in the amount of \$535,958 (excluding applicable taxes) satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer; and further,
- III. THAT the CAO **APPROVE** an amendment to the existing service agreement with M.E. Andrews and Associates Limited, RFT 9-24, for trunk sewer inspections across the City of Windsor, extending the contract for the January 1, 2027 – December 31, 2027, term (third of three one-year extension options), if required with an upset limit of \$423,648 (excluding applicable taxes); and further,
- IV. THAT the CAO and City Clerk **EXECUTE** the third one-year extension agreement with M.E. Andrews and Associates Limited in the amount of \$423,648 (excluding applicable taxes), if required, pursuant to Purchasing Bylaw 93-2012 and amendments thereto, satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer; and further,
- V. THAT the CAO **AUTHORIZE** administration to issue any change order(s) and to use available funds remaining in the approved Capital Budget, Flooding Abatement Measures project, 7169001, allocated for trunk sewer inspections



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

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across the City of Windsor as detailed herein for any change order requirements / directives

**Report Number: CAOP 44/2026**  
**Approved: Friday, April 17, 2026**

- I. THAT the CAO **APPROVE** an amendment to the existing service agreement with M.E. Andrews and Associates Limited, RFT 9-24, for trunk sewer inspections across the City of Windsor, extending the contract for the April 5, 2026 – April 4, 2027, term (second of three additional one-year extension options), with an upset limit of \$535,958 (excluding applicable taxes); and further,
- II. THAT the CAO and City Clerk **EXECUTE** the second one-year extension agreement with M.E. Andrews and Associates Limited in the amount of \$535,958 (excluding applicable taxes) satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer; and further,
- III. THAT the CAO **APPROVE** an amendment to the existing service agreement with M.E. Andrews and Associates Limited, RFT 9-24, for trunk sewer inspections across the City of Windsor, extending the contract for the April 5, 2027 – April 4, 2028, term (third of three one-year extension options), if required with an upset limit of \$423,648 (excluding applicable taxes); and further,
- IV. THAT the CAO and City Clerk **EXECUTE** the third one-year extension agreement with M.E. Andrews and Associates Limited in the amount of \$423,648 (excluding applicable taxes), if required, pursuant to Purchasing Bylaw 93-2012 and amendments thereto, satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer; and further,
- V. THAT the CAO **AUTHORIZE** administration to issue any change order(s) and to use available funds remaining in the approved Capital Budget, Flooding Abatement Measures project, 7169001, allocated for trunk sewer inspections across the City of Windsor as detailed herein for any change order requirements



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/ directives related to Tender No. 9-24 provided that the change order amounts do not exceed the approved budget amounts.

Report Number: CAOP 44/2026

Clerk's File: SW/14739

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Services  
May 6, 2026

### Department Distribution

Financial Planning Administrator – Public Works Operations
Purchasing Manager (A)
Senior Manager, Contracts, Field Services and Maintenance
Executive Director, Operations / Deputy City Engineer (A)
Commissioner, Infrastructure Services and City Engineer
City Solicitor
On behalf of Commissioner, Finance and City Treasurer
Chief Administrative Officer