

**CITY HALL
WINDSOR, ONTARIO
N9A 6S1**

Phone: (519)255-6211

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WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAOP 145/2025

Approved: Friday, November 21, 2025

- I. THAT the CAO **APPROVE** the Sole Source to PSD Citywide Inc. for the purchase of the PSD Citywide Facilities Implementation project inclusive of continued software, technical support, version protection, and maintenance; and,
- II. THAT the Purchasing Manager **BE AUTHORIZED** to issue a Contract Purchase Order to PSD Citywide Inc. in the amount of \$150,300 (excluding HST), for the Facilities Implementation project satisfactory in financial content to the City Treasurer, and in technical content to the Executive Director Parks, Recreation and Facilities and the Executive Director of Information Technology, or designates; and,
- III. THAT the CAO **APPROVE** the Sole Source to PSD Citywide Inc. for the purchase of the 2026 Annual Maintenance and Version Protection software fees for the Facilities module; and,
- IV. **THAT** the Purchasing Manager **BE AUTHORIZED** to issue a Contract Purchase Order to PSD Citywide Inc. to an upset limit of \$23,100 (excluding HST), for the 2026 Annual Maintenance and Version Protection software fees for the Facilities module, satisfactory in financial content to the City Treasurer and in technical content to the Executive Director Parks, Recreation and Facilities and the Executive Director of Information Technology, or designates; and,
- V. **THAT** the CAO **APPROVE** the Sole Source to PSD Citywide Inc. for the purchase of the 2026 Annual Maintenance and Version Protection software fees for the corporate modules currently fully implemented and outlined in this report; and,

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- VI. **THAT** the Purchasing Manager **BE AUTHORIZED** to issue a Contract Purchase Order to PSD Citywide Inc. in the amount of \$37,490.60 (excluding HST), for the 2026 Annual Maintenance and Version Protection software fees for the corporate modules currently fully implemented, satisfactory in financial content to the City Treasurer, and in technical content to the Executive Director Parks, Recreation and Facilities and the Executive Director of Information Technology, or designates; and,
- VII. **THAT** the CAO and City Clerk **EXECUTE** a Master Servicing Agreement with PSD Citywide Inc. to cover the provision of services for all modules of the Citywide software, provided the Agreement is satisfactory in form to the City Solicitor, financial content to the City Treasurer, and in technical content to the Executive Director Parks, Recreation and Facilities, the Executive Director of Information Technology, and the Senior Manager of Asset Planning, or designates; and,
- VIII. **THAT** the CAO **AUTHORIZE** Administration to use the general contingency amount identified herein, for any amendment(s) or change requirement(s)/directive(s) and additional documents/services related to the works, provided they do not exceed the approved budget amounts, to ensure complete implementation and execution of the above noted project, pursuant to the Purchasing By-Law 93-2012 and amendments thereto; and,
- IX. **THAT** the CAO and City Clerk **EXECUTE** any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, pursuant to the Purchasing By-Law 93-2012 and amendments thereto, satisfactory in form to the City Solicitor, financial content to the City Treasurer, and in technical content to the Executive Director Parks, Recreation and Facilities, the Executive Director of Information Technology and the Senior Manager of Asset Planning, or designates.

Report Number: CAOP 145/2025
Clerk's File: SI/15063



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
November 21, 2025

Department Distribution

Project Manager, Facilities & Recreation
Financial Planning Administrator
Manager, Purchasing (A)
City Solicitor
CIO / Executive Director, Information Technology
Executive Director, Parks, Recreation and Facilities (A)
Commissioner, Community Services
On behalf of Commissioner, Finance & City Treasurer
Chief Administrative Officer