



**City of Kingston
Information Report to Council
Report Number 17-296**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer and City Treasurer
Resource Staff: Steve Dickey, Director of Financial Services
Janis Morrison, Purchasing Coordinator
Date of Meeting: November 21, 2017
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of September 2017

Executive Summary:

Section 3.5 of By-Law Number 2000-134, a By-Law to Establish Purchasing Policies and Procedures, as amended, requires that an information report be provided to Council on a monthly basis detailing the circumstances of all procurements made by delegated authority. In addition, as directed by Council motion, contracts between \$20,000 and \$50,000 awarded by senior staff are also reported to Council on a monthly basis.

Accordingly, this information report provides Council with details of purchases greater than \$50,000 that meet the established criteria of delegated authority as well as contracts awarded by senior staff between the \$20,000 and \$50,000 level for the month of September 2017.

Recommendation:

This report is for information purposes only.

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Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF FINANCIAL OFFICER AND CITY TREASURER

**Desirée Kennedy, Chief Financial Officer
and City Treasurer**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

- Lanie Hurdle, Commissioner, Community Services ✓
- Denis Leger, Commissioner, Corporate & Emergency Services ✓
- Mark Van Buren, Acting Commissioner, Transportation & Infrastructure Services ✓

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Options/Discussion:

Section 3.4 of By-Law Number 2000-134, a By-Law to Establish Purchasing Policies and Procedures, as amended, provides for the delegation of authority to award contracts greater than \$50,000 to the City's commissioners or designates, when all of the following conditions have been satisfied:

- there is sufficient approved budget;
- all procedures for the establishment of prices in by-law 2000-134 have been followed;
- the lowest tender is accepted;
- at least three tenders have been received.

All awards and contracts in excess of \$50,000 not meeting these provisions are the subject of separate reports to Council for award purposes.

Exhibit A to this report provides information on tenders, Requests for Proposals and contracts awarded in the month of September that met the established criteria of delegated authority under Section 3.4 of By-Law Number 2000-134.

As directed by Council motion, Exhibit B provides additional information on contracts awarded by senior staff between the \$20,000 and \$50,000 level.

Section 4.6 of By-Law Number 2000-134 outlines procedures governing time sensitive procurements. Exhibit C to this report provides information on a time sensitive procurement resulting from a Request for Proposal initially issued for two mid-sized all electric hatchback vehicles. Due to a shortage of product, no submissions were received. In order to source the vehicles and meet timelines for government rebates, staff sought assistance from industry experts and were successful in locating two 2018 Kia Soul hatchback vehicles that met required specifications. Each vehicle qualifies for a \$14,000 rebate through the Ontario Government Electric Vehicle Incentive Program.

Section 3.1(iv) of By-Law Number 2000-134 identifies the annual budget as financial approval to proceed with a purchase. There is no authority to make purchases that are not within budget parameters. Council also receives budget variance reports on a quarterly basis including quarterly works-in-progress reports that provide an update on the status of capital works.

September 2017 procurement activities that are not included in this report are as follows:

- value of the purchase, if less than \$20,000; and
- awards closing in this time frame that were approved separately by Council at previous Council meetings.

Existing Policy/By Law:

By-law Number 2000-134, "A By-law to Establish Purchasing Policies and Procedures for the City of Kingston", as amended.

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Notice Provisions:

There are no notice requirements under the *Municipal Act, 2001* for this report.

Accessibility Considerations:

The *Accessibility for Ontarians with Disabilities Act, 2005* is a consideration and forms part of the evaluation criteria of all Requests for Proposals administered by the City of Kingston.

Financial Considerations:

There are no financial implications to be considered in this report as all procurements noted in Exhibits A, B and C have been included in previous budgets or budget amendments approved by Council.

Contacts:

Steve Dickey, Director, Financial Services, Extension 2370

Janis Morrison, Purchasing Coordinator, Financial Services, Extension 2229

Other City of Kingston Staff Consulted:

Sheila Kidd, Director, Transportation Services

Robert Steele, Manager, Fleet Division

Luke Follwell, Director, Recreation & Leisure Services

Heather Roberts, Manager, Solid Waste Operations

Exhibits Attached:

Exhibit A: Tender and Request For Proposal Summary September 2017 Awards

Exhibit B: Signed Contract Summary (\$20,000 - \$50,000) - September 2017

Exhibit C: Time Sensitive Procurement – September 2017

Tender and Request For Proposal Summary September 2017 Awards (in order of ranking)

1. Request for Proposal: F31-CFO-IS&T-2017-03

Enterprise Backup & Recovery Solution and Services

Closing Date: May 3, 2017

Supplier / Service Provider	Prices (Excluding Taxes)
Zycom Technology	\$343,589.70
Compugen	\$373,582.44
TeraMach	\$380,979.90
Accara IT	\$468,765.00
CDW	\$402,954.00
Teknicor	\$799,651.02
Xylotek	\$815,522.70
GrayCon	\$986,217.00

2. Request for Proposal: F31-TIS-TS-FL-2017-17

Purchase of one 2018 model year, ½ ton regular cab pickup truck, 4x2

Closing Date: September 6, 2017

Supplier / Service Provider	Prices (Excluding Taxes)
Gananoque Chevrolet Buick	\$25,458.50
Taylor Chevrolet Cadillac	\$25,459.00
Petrie Ford	\$27,142.00

3. Request for Proposal: F31-TIS-TS-FL-2017-18

Purchase of one 2018 model year, midsize hybrid hatchback car

Closing Date: September 6, 2017

Supplier / Service Provider	Prices (Excluding Taxes)
Taylor Chevrolet Cadillac	\$23,300.00
Gananoque Chevrolet Buick	\$26,060.62
Petrie Ford	\$26,731.00

4. Request for Proposal: F31-TIS-SW-2017-03

Corporate waste systems collection, transfer, transportation, disposal and diversion services for a two year period

Closing Date: September 6, 2017

Supplier / Service Provider	Prices for Garbage/ Recycling Service (Excluding Taxes)
Waste Management of Canada Corporation	\$ 91,744.60
Waste Connections of Canada	\$114,345.18
Tomlinson Environmental Services Limited.	\$120,779.16

Supplier / Service Provider	Prices for Garbage Service at Kingston Area Recycling Centre (Excluding Taxes)
Waste Management of Canada Corporation	\$63,404.00
Waste Connections of Canada	\$65,842.00
Tomlinson Environmental Services Limited	Limited Proposal

Supplier / Service Provider	Prices for Source Separated Organics Service (Excluding Taxes)
Tomlinson Environmental Services Limited	\$49,946.00
Waste Management of Canada Corporation	\$80,795.00
Waste Connections of Canada	\$88,140.00

- 5. Tender:** **F18-CSG-RLS-2017-262**
 Construction services for 33 Ontario Street shoreline rehabilitation
- Closing Date:** September 20, 2017

Supplier / Service Provider	Prices (Excluding Taxes)
Len Corcoran Excavating Limited	\$186,557.00
CSL Group Limited	\$193,879.00
Barcon Construction Incorporated	\$230,300.00

- 6. Request for Proposal:** **F31-TIS-SW-2017-04**
 Consulting services for procurement options analysis with final business plan and procurement management services for the material recovery facility
- Closing Date:** September 20, 2017

Supplier / Service Provider	Prices (Excluding Taxes)
Deloitte LLP	\$125,550.00
Ernst & Young Orenda Corporate Finance Incorporated	\$142,870.00
Collins Barrow	\$162,790.00

Signed Contract Summary (\$20,000 - \$50,000) – September 2017

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
September 8	KP + POH heritage designation	Scheinman Andre	\$36,000.00	Community Services
September 12	Stage flooring for the Grand Theatre	Advantage Sport	\$27,500.00	Community Services
September 15	Earth excavation, install culvert, top soil and seed on Seabrook Road	O. Bettschen Construction Limited	\$23,289.00	Transportation & Infrastructure Services
September 17	Engineering fees for storm water study	WSP Canada Group Limited	\$34,300.00	Transportation & Infrastructure Services
September 20	Rideaucrest emergency fuel system repairs	Triangle Pump Service Limited	\$44,469.00	Corporate & Emergency Services
September 21	Production and supply of property tax bills	St Joseph Print Group Incorporated	\$41,054.06	Chief Financial Officer
September 22	Roof deck reinforcement, airport hanger 5	TA Andre & Sons (Ontario) Limited	\$38,880.00	Corporate & Emergency Services
September 25	IAP2 Training: Planning - 3 days, Techniques - 2 days, ½ day complimentary	Delaney & Associates	\$42,650.00	Corporate & Emergency Services
September 28	One (1) DLA Tank – Slides on to tandem dump truck for direct liquid application of salt brine on arterial roads	Equipements Lourds Papineau Incorporated	\$45,895.69	Transportation & Infrastructure Services

Time Sensitive Procurement – September 2017

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
September 29	Two 2018 Kia Soul hatchback vehicles	Government Affairs Office of Kia Canada	\$63,740.00 before rebates	Transportation & Infrastructure Services