



**City of Kingston
Information Report to Council
Report Number 18-383**

To:	Mayor and Members of Council
From:	Desirée Kennedy, Chief Financial Officer and City Treasurer
Resource Staff:	Ahmed Zayan, Manager of Purchasing
Date of Meeting:	November 20, 2018
Subject:	Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of September 2018

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 2018.

Recommendation:

This report is for information purposes only.

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

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Jim Keech, President & CEO, Utilities Kingston

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Denis Leger, Commissioner, Corporate & Emergency 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 Number 2000-134, as amended, have been followed;
- the lowest Bid or Proposal is accepted or where the highest scoring proposal in an RFP subject to trade treaty obligations is accepted; and
- at least three valid responses 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 information on purchase orders between \$20,000 and \$50,000 awarded by senior staff in the month of September.

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 2018 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.

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 have been included in previous budgets or budget amendments approved by Council.

Contacts:

Ahmed Zayan, Manager of Purchasing Services, Extension 2229

Other City of Kingston Staff Consulted:

Applicable City Departments

Exhibits Attached:

Exhibit A: Tender and Request For Proposal Summary - September 2018 Awards

Exhibit B: Purchase Order Summary (\$20,000 - \$50,000) - September 2018

**Tender and Request For Proposal Summary
September 2018 Awards (in order of ranking)**

- 1. Tender:** **F18-TIS-EN-2018-10**
Construction Services for Meadowbrook and Springer
Parks
- Closing Date:** September 19, 2018

Supplier / Service Provider	Price (Excluding Taxes)
Kiley Paving Ltd.	\$ 376,838.19
K.Mulrooney Trucking Ltd.	\$ 433,885.30
O. Bettschen Construction Ltd.	\$ 590,149.00

Signed Contract Summary (\$20,000 - \$50,000) – September 2018

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
September 05	Pavement Inspection Data Review (Cartegraph)	Applied Geologics Inc.	\$21,000	Transportation & Infrastructure Services, Engineering and Major Projects
September 12	Kyocera Print / Copy Devices - 59 units	4 Office Automation Ltd.	\$25,473	Chief Financial Officer
September 12	Consulting services for the residential licensing review	Watson & Associates Economists Ltd.	\$28,710	Community Services
September 13	40 aluminum bleachers for several locations	WH Reynolds Cambridge Ltd.	\$22,057	Transportation & Infrastructure Services, Operations
September 13	Safeway Liquid Deicer 1015 litre totes for the airport	Sel Warwick Salt Inc.	\$46,485	Corporate & Emergency Services
September 17	Vissim Traffic Model - Wolfe Island Ferry Impact	Morrison Hershfield	\$25,970	Transportation & Infrastructure Services, Operations
September 18	Design services for Breakwater Park	Claude Cormier et Associes Inc.	\$32,000	Community Services

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
September 19	New light rescue vehicle	Resqtech Systems Inc.	\$21,464	Corporate & Emergency Services
September 19	Cultural Consultation - Princess & Division	Crazy Dames	\$31,370	Community Services
September 20	Review of scheduling practices at Rideaucrest Home	OPTIMUS SBR Management Consulting	\$49,750	Corporate & Emergency Services
September 21	Replacement of a domestic boiler system for the fire station on Brock Street	BTV Plumbing & Heating	\$48,700	Corporate & Emergency Services
September 24	Custom Fabricated Signage for Parks	Gorway	\$24,602	Community Services
September 25	Money for postage machine	Pitney Bowes Postage By Phone	\$37,522	Corporate & Emergency Services
September 28	DropBike - Black Bike Rack	Dropbike Inc.	\$30,000	Community Services