



**City of Kingston  
Information Report to Council  
Report Number 19-001**

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<b>To:</b>	<b>Mayor and Members of Council</b>
<b>From:</b>	<b>Desirée Kennedy, Chief Financial Officer and City Treasurer</b>
<b>Resource Staff:</b>	<b>Ahmed Zayan, Manager of Purchasing</b>
<b>Date of Meeting:</b>	<b>December 18, 2018</b>
<b>Subject:</b>	<b>Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of October 2018</b>

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**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 October 2018.

**Recommendation:**

This report is for information purposes only.

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**Authorizing Signatures:**

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

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**Gerard Hunt, Chief Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Lanie Hurdle, Commissioner, Community Services

Jim Keech, President & CEO, Utilities Kingston

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 October 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 October.

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.

October 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.

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**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 - October 2018 Awards

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

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

**1. Tender:** **F18-ENG-2018-08**  
 Isle of Man Culvert Replacement  
**Closing Date:** October 4, 2018

<b>Supplier / Service Provider</b>	<b>Price (Excluding Taxes)</b>
Aarde Construction Ltd.	\$ 77,410.08
Fidelity Engineering & Construction Inc.	\$ 84,780.16
A2Z Civil (2608558 Ontario Ltd.)	\$ 94,750.00
Len Corcoran Excavating Ltd.	\$ 109,365.00
Gordon Barr Ltd.	\$ 116,387.25
Morven Construction Ltd. (9205187 Canada Ltd.)	\$ 118,612.50
Dig 'N Dirt Ltd.	\$ 267,158.89

**Procurement Subject to Trade Treaty Thresholds**

**2. Request for Proposal:** **F31-CFO-IS&T-2018-02**  
 Customer Identity and Access Management  
**Closing Date:** October 11, 2018

<b>Supplier / Service Provider</b>	<b>Estimated Annual Value (Excluding Taxes)</b>
Vivvo	\$ 285,000.00
LoginRadius	\$ 387,000.00
Tangentia	\$ 419,000.00

**3. Request for Proposal: F31-CFO-FS-PS-2018-04**

Winter Control for Various Municipal Buildings Facilities  
 and Parking Lots

**Closing Date:** October 24, 2018

<b>Supplier / Service Provider</b>	<b>Number of locations with the highest overall score</b>	<b>Estimated annual cost</b>	<b>% of Total cost</b>
Baldwin Brothers	34	\$ 410,039.00	48%
Hughes Construction & Landscaping	9	\$ 205,050.00	24%
Hughes Fencing & Guiderail	14	\$ 192,908.00	23%
Pleasant View	4	\$ 36,000.00	4%
Zomer Corporation	1	\$ 9,000.00	1%
Sharpe Lawn & Garden Service	0	\$ 0.00	0%
Tyler Marshall Lawn Care	0	\$ 0.00	0%
<b>TOTAL</b>	<b>62</b>	<b>\$ 852,997.00</b>	<b>100%</b>

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

<b>Purchase Order Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group / Department</b>
October 01	Soil chemical disposal due to elevated EC and SAR levels - Princess Street phase 4 project	Napanee Environmental Complex	\$41,000	Transportation & Infrastructure Services, Engineering and Major Projects
October 01	Signage fabrication / pre-assembly - 6 major, 14 minor kiosks	Gorway	\$47,027	Community Services
October 03	Phase II of the Housing Corporation Merger Study (THK & KFHC) - Consulting Fees	KPMG	\$40,000	Community Services
October 09	Street sweeping screenings at multiple locations	K Mulrooney Trucking Ltd.	\$21,600	Transportation & Infrastructure Services, Operations
October 09	City Hall basement renovations	T. Donaldson Construction Ltd.	\$21,900	Corporate & Emergency Services
October 15	Stagelam flooring for the Grand Theatre	GRT Genesis Inc.	\$21,445	Community Services
October 16	Protective box and water fountain at Molly McGlynn Park	Mike Sullivan Construction	\$22,500	Community Services
October 17	Playground accessible climber for Riverpark	Playground Planners	\$22,851	Community Services

<b>Purchase Order Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group / Department</b>
October 17	Supply and installation of 45 new windows for Fire Station #4	M. Oomen's Glass Ltd.	\$42,957	Corporate & Emergency Services
October 17	Sophos server protection for window and linux	Equilease Corp.	\$22,999	Chief Financial Officer
October 17	Cyber Security Consulting Services	Info-Tech Research Group	\$23,700	Chief Financial Officer
October 22	Third party review and technical design for the Third Crossing	Parsons Inc.	Up to \$50,000*	Transportation & Infrastructure Services, Engineering and Major Projects
October 23	Curbside base with cable retract for multiple locations	Services FLO Inc.	\$34,500	Community Services
October 23	Soccer goals for multiple locations	WH Reynolds Cambridge Ltd.	\$41,290	Transportation & Infrastructure Services, Operations
October 24	Third Crossing project communications	Capital Infrastructure Communications Inc.	\$43,750	Transportation & Infrastructure Services, Engineering and Major Projects
October 24	Treadmills and bikes for the INVISTA Centre	Kinetic Solutions	\$25,630	Community Services
October 26	Cold mix asphalt for multiple locations	Coco Paving Inc.	\$23,300	Transportation & Infrastructure Services, Operations

\* Retainer agreement to a maximum of \$50,000 for professional consulting services to support project work. New contracts will be awarded, as required, to procure additional support services as part of the Integrated Project Delivery model.