



**City of Kingston
Information Report to Council
Report Number 19-020**

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: January 22, 2019
Subject: Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of November 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 November 2018.

Recommendation:

This report is for information purposes only.

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Authorizing Signatures:

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

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

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 November 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 November.

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.

November 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 - November 2018 Awards

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

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

Procurement Subject to Trade Treaty Thresholds

1. Request for Proposal: **F31-CES-FMCS-2018-11**
Rooftop Solar PV at 705 Division Street
- Closing Date:** November 11, 2018

Supplier / Service Provider	Initial Investment (Price)	Score
RESCo Energy Corporation	\$338,085	93.50
EG Energy Management Inc.	\$388,200	88.86
Essex Energy Corporation	\$335,985	78.69
RW Electric/Quantum	\$309,501	78.08
Triumph Solar Ltd.	\$461,909	64.20
Newton Group Ltd.	\$388,777	46.50

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

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
Nov 02	Installation and connection of electrical equipment for four electric vehicle stations	Services FLO Inc.	\$34,496	Community Services
Nov 02	Consulting services for Kingston Airport expansion	Revay and Associates Limited	\$45,000	Chief Administrative Officer
Nov 05	Construction services for River Park	Rowe Construction Ltd.	\$26,000	Community Services
Nov 06	1,000 kg. of granular for winter maintenance at Kingston Airport	Sel Warwick Salt Inc.	\$41,900	Chief Administrative Officer
Nov 08	Rental equipment for winter control	Cooper Equipment Rentals Limited	\$26,500	Transportation & Infrastructure Services
Nov 13	Sidewalk trip hazard cutting - sidewalk maintenance at several locations	Safesidewalks Canada Inc.	\$20,000	Transportation & Infrastructure Services
Nov 14	Sub metering equipment for Rideaucrest	Siemens Canada Ltd.	\$25,322	Community Services
Nov 16	Construction of asphalt pathway on Bayridge Drive	Aarde Construction Ltd.	\$33,165	Transportation & Infrastructure Services

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
Nov 18	Replenish postage meter	Pitney Bowes Postage By Phone	\$37,522	Corporate & Emergency Services
Nov 23	Master E-Proms – parking payment solution for multiple locations	Precise Parklink Inc.	\$21,575	Transportation & Infrastructure Services
Nov 28	Mastermelt for winter control at multiple locations	Pollard Highway Products Ltd.	\$32,500	Transportation & Infrastructure Services
Nov 29	Construction of an acoustic barrier at multiple locations	Link Line Fence Ltd.	\$22,000	Community Services
Nov 30	Baling wire for multiple locations	Samuel Strapping	\$20,929	Transportation & Infrastructure Services
Nov 30	Rental of winter control equipment (4 units of 3 yard loaders) for multiple locations	Hartington Equipment	\$35,200	Transportation & Infrastructure Services