



**City of Kingston
Information Report to Council
Report Number 19-047**

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|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 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: | February 19, 2019 |
| Subject: | Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of December 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 December 2018.

Recommendation:

This report is for information purposes only.

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Authorizing Signatures:

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

**Lanie Hurdle, Acting Chief Administrative
Officer**

Consultation with the following Members of the Corporate Management Team:

Peter Huigenbos, Acting Commissioner, Community Services

Jim Keech, President & CEO, Utilities Kingston

Deanne Roberge, Acting 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 December 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 December.

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.

December 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 - December 2018 Awards

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

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

Procurement Subject to Trade Treaty Thresholds

1. Request for Proposal **F31-PWS-PW-2018-10**
Emerald Ash Borer Tree Removal and Stump Grinding
Closing Date: December 17, 2018

| Supplier / Service Provider | Price | Ranking |
|----------------------------------------------|--------------|----------------|
| Treescape Tree Care Professionals Limited | \$ 226,761 | 1 |
| ETC Eco Tree Care Inc. | \$ 228,938 | 2 |
| Tim Allen's Tree Service | \$ 149,687 | 3 |
| Davey Tree Expert Co. of Canada Limited | \$ 288,910 | 4 |
| 809598 Ontario Inc. o/a O'Brien Tree Service | \$ 341,985 | 5 |

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

| Purchase Order Date | Project | Successful Vendor | Value (No Taxes) | Group / Department |
|----------------------------|-----------------------------------------------------------------------------|-----------------------------------------|-------------------------|------------------------------------------|
| Dec 03 | Propane in Cylinders at multiple locations | Superior Propane | \$27,357 | Community Services |
| Dec 04 | Repair stage flooring at the Grand Theatre | Dundas Valley Construction | \$26,800 | Community Services |
| Dec 07 | Gbiz software annual renewal - support and maintenance fees | CGI Information Systems & Management | \$21,000 | Chief Financial Officer |
| Dec 11 | Electrical cabinet for 4 electric vehicle chargers at Frontenac lot | Services FLO Inc. | \$35,236 | Community Services |
| Dec 11 | Winter control for Fire Stations 1, 2, 3 and 7 | Baldwin Brothers | \$25,950 | Corporate & Emergency Services |
| Dec 12 | Xpress Care - system license for the VoIP telephone systems (audio/visual) | Southeastern Telecommunication Services | \$25,381 | Chief Financial Officer |
| Dec 12 | The Architectural design of the Frontenac parking lot redevelopment project | WSP Canada Inc. | \$39,981 | Transportation & Infrastructure Services |
| Dec 12 | Refrigerator compressor replacement for the Leon's Centre | Cimco Refrigeration | \$39,930 | Community Services |
| Dec 12 | Install 5x8 soccer goals at multiple locations | Link Line Fence Ltd. | \$34,300 | Transportation & Infrastructure Services |

| Purchase Order Date | Project | Successful Vendor | Value (No Taxes) | Group / Department |
|----------------------------|------------------------------------------------------------------------------|-----------------------------------------|-------------------------|--------------------------------|
| Dec 12 | Scaffold for overhead protection at the Market Street ramp | Hinton Scaffold Solution Inc. | \$38,085 | Corporate & Emergency Services |
| Dec 13 | City Hall heater replacements | Wolseley Canada Inc. | \$20,660 | Corporate & Emergency Services |
| Dec 14 | Maintenance services for the Building Automation System (BAS) at Rideaucrest | Siemens Canada Ltd. | \$20,518 | Corporate & Emergency Services |
| Dec 17 | Annual software maintenance for Mitel's telecommunication infrastructure | Southeastern Telecommunication Services | \$31,933 | Chief Financial Officer |
| Dec 17 | Annual software maintenance for Onpoint and CartoPrint | Rolta Canada Limited | \$25,000 | Chief Financial Officer |
| Dec 19 | Literacy service requirements for 2019 (Jan – Dec) | Kingston Literacy & Skills | \$25,000 | Community Services |
| Dec 21 | Annual storage costs for 2 climate controlled units | Martin's Storage and Data Management | \$26,494 | Community Services |
| Dec 21 | Implementation support of the Citizen Identity Single Sign-on System | Vivvo Application Studios Ltd. | \$39,805 | Chief Financial Officer |
| Dec 21 | Microsoft core support for 2019 (Jan – Dec) | Microsoft Canada Inc. | \$34,692 | Chief Financial Officer |