



**City of Kingston  
Information Report to Council  
Report Number 19-071**

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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:** March 19, 2019  
**Subject:** Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of January 2019

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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 January 2019.

**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

**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	√
Gary Dyke, 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.

There have not been any Requests for Proposals, Tenders or contracts awarded in the month of January that met the established criteria of delegated authority under Section 3.4 of By-Law Number 2000-134.

As directed by Council motion, Exhibit A provides information on purchase orders between \$20,000 and \$50,000 awarded by senior staff in the month of January.

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.

January 2019 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, Extension 2229

**Other City of Kingston Staff Consulted:**

Applicable City Departments

**Exhibits Attached:**

Exhibit A: Purchase Order Summary (\$20,000 - \$50,000) - January 2019

**Signed Contract Summary (\$20,000 - \$50,000) – January 2019**

<b>Purchase Order Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group / Department</b>
Jan 03	Drainage improvements for Caton's Park	Sharpe Lawn & Garden Service Limited	\$47,341.00	Transportation & Infrastructure Services
Jan 07	Air filters for various buildings	Tri-Dim Canada	\$31,491.07	Corporate & Emergency Services
Jan 07	Annual cost for garbage pick-up at multiple locations	Waste Management of Canada	\$22,560.00	Corporate & Emergency Services
Jan 09	New windows for Fire Station #4	M. Oomen's Glass Ltd.	\$42,957.00	Corporate & Emergency Services
Jan 10	Annual licensing and support for Transit Fare System (2019)	Payment in Motion Inc.	\$20,579.40	Transportation & Infrastructure Services
Jan 15	Annual maintenance charges (2019) – Dispatch technology for Kingston Fire & Rescue (KFR)	CareHawk Inc.	\$27,020.00	Corporate & Emergency Services
Jan 15	Interpretation services from January to December 2019	Central Eastern Ontario Translation and Interpretation Services	\$21,500.00	Community Services
Jan 15	Repair of small boiler at the Memorial Centre	Carmichael Engineering Ltd.	\$27,856.92	Community Services
Jan 15	Annual Bell Mobility maintenance charges (2019) for Kingston Fire & Rescue (KFR) Wireless P2P Radio System	Bell Mobility	\$42,000.00	Corporate & Emergency Services

<b>Purchase Order Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group / Department</b>
Jan 15	Annual Bell Mobility maintenance charge (2019) for Kingston Fire & Rescue (KFR) wireless full site system support and monitoring	Bell Mobility	\$35,400.00	Corporate & Emergency Services
Jan 15	Annual radio authorization renewal of licenses – Kingston Fire & Rescue (KFR) sites	Receiver General of Canada	\$32,286.00	Corporate & Emergency Services
Jan 15	Transportation Modelling (Visum) update	Dillon Consulting Limited	\$30,000.00	Transportation & Infrastructure Services
Jan 16	Annual curbside waste audit for multiple locations	Waste Management Consulting Services	\$22,500.00	Transportation & Infrastructure Services
Jan 17	Technical rescue training on structural collapse for Kingston Fire and Rescue (KFR)	Firestar Services Inc.	\$23,400.00	Corporate & Emergency Services
Jan 17	Annual maintenance charge (May 2019 to April 2020) for the computer automated dispatching system at KFR	Bell Canada	\$43,939.04	Corporate & Emergency Services
Jan 17	Annual Smartnet software maintenance renewal (2019) – network equipment	Bell Canada	\$28,965.26	Chief Financial Officer
Jan 17	Electrical modifications to Suite 118 - J.K. Tett Centre	RGM Electric Inc.	\$43,145.00	Corporate & Emergency Services

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<b>Purchase Order Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group / Department</b>
Jan 17	Annual CityView software maintenance renewal (2019)	Harris Computer Corp.	\$49,089.29	Chief Financial Officer
Jan 18	Annual subscription renewal (2019) - Gartner for Information Technology Leaders	Gartner Canada Inc.	\$33,400.00	Chief Financial Officer
Jan 18	Scanning of hard copy employee files for uploading into TRIM	Image Advantage Solutions Inc.	\$20,685.60	Corporate & Emergency Services
Jan 21	Airport rental of de-icing equipment (snow blower & chemical spreader)	Team Eagle Ltd.	\$31,500.00	Corporate & Emergency Services
Jan 22	Annual Liferay DXP subscription renewal (2019)	Liferay Inc.	\$36,281.25	Chief Financial Officer
Jan 24	Architectural services for the renovation of the existing maintenance bay at the Woodbine fire station	CSV Consultants Inc.	\$42,972.00	Corporate & Emergency Services
Jan 25	Annual Oracle Database software maintenance and support renewal (2019)	Oracle Canada ULC	\$46,464.12	Chief Financial Officer

<b>Purchase Order Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group / Department</b>
Jan 30	Local Area Network (LAN) cabling services at multiple location for 2019	Southeastern Telecommunication Services	\$20,000.00	Chief Financial Officer
Jan 30	Annual VTAX software maintenance renewal (2019)	Vailtech Inc.	\$26,369.59	Chief Financial Officer