



**City of Kingston  
Information Report to Council  
Report Number 19-099**

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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:** April 16, 2019  
**Subject:** Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of February 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 February 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.

Exhibit A to this report provides information on Tenders, Requests for Proposals and contracts awarded in the month of February 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 February.

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.

February 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 Services, Extension 2229

**Other City of Kingston Staff Consulted:**

Applicable City Departments

**Exhibits Attached:**

Exhibit A: Tender and Request For Proposal Summary - February 2019 Awards

Exhibit B: Signed Contract Summary (\$20,000 - \$50,000) – February 2019

## Tender and Request For Proposal Summary February 2019 Awards (in order of ranking)

**Request for Proposal:**           **F31-CSG-HSS-2018-05**

Consulting Services: 10-Year Municipal Housing and  
Homelessness Plan Review

**Closing Date:**                   February 26, 2019

Supplier / Service Provider	Price
Acacia Consulting & Research	\$ 33,741
Optimus Management Consultancy	\$ 158,652
Altus	\$ 181,494

### Procurement Subject to Trade Treaty Thresholds

**Request for Proposal:**           **F31-CS-REEI-2018-07**

Consulting Services: Official Plan Amendment, Zoning  
By-Law Amendment and Draft Plan of Subdivision for the  
Clogg's Road Area, Kingston, Ontario

**Closing Date:**                   February 13, 2019

Supplier / Service Provider	Price	Ranking
Fotenn Consultants Inc.	\$ 309,723	1
SGL Planning & Design Inc.	\$ 257,062	2
J.L/ Richards & Associates Ltd.	\$ 338,061	3

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

<b>Purchase Order Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group / Department</b>
February 01	Delivery of the recycled mixed glass from the municipal recycling facility to the buyer (Next Cycle)	Dennis Fortier Transport Inc.	24,700	Transportation & Infrastructure Services - Operations
February 04	Purchase of disposable and reloadable smart cards for Kingston Transit.	Payment in Motion Inc.	31,450	Transportation & Infrastructure Services - Operations
February 05	Annual cost for snow piling at the snow dump	Len Corcoran Excavating Ltd	35,100	Transportation & Infrastructure Services - Operations
February 11	Pumping the holding tanks for the Cataragui Kinsmen Arena	Smith's Septic Tank Service	44,990	Community Services
February 11	Annual software maintenance costs - tax assessment	iLookAbout Inc.	42,000	Chief Financial Officer
February 11	Tax Bills – print production and delivery	St Joseph Print Group Inc.	21,027	Chief Financial Officer
February 11	Tax Bills – mailing and postage	Canada Post Corporation	26,246	Corporate & Emergency Services
February 15	Network strength gap analysis for multiple locations	Bell Canada	20,400	Chief Financial Officer

<b>Purchase Order Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group / Department</b>
February 20	Radio Advertising Costs (2019)	Rogers Media Inc.	20,000	Community Services
February 21	Annual Software maintenance cost for FleetFocus M5	AssetWorks LLC	30,144	Chief Financial Officer
February 26	Purchase of new green organic bins for resident use	Orbis Canada Limited	26,611	Transportation & Infrastructure Services - Operations
February 28	Annual cost for snow removal from multiple locations to the snow dump	John's Grading Services Inc.	22,650	Transportation & Infrastructure Services - Operations