



**City of Kingston
Information Report to Council
Report Number 19-144**

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: May 21, 2019
Subject: Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of March 2019

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 March 2019.

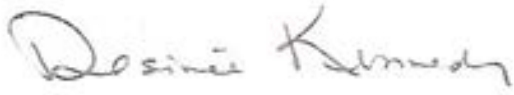
Recommendation:

This report is for information purposes only.

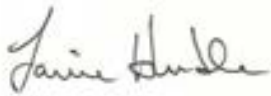
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Authorizing Signatures:



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



**Lanie Hurdle, Acting Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Gary Dyke, Commissioner, Corporate Enterprise Services



Peter Huigenbos, Acting Commissioner, Community Services



Jim Keech, President & CEO, Utilities Kingston

Not required

Sheila Kidd, Commissioner, Transportation & Public Works



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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 March 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 March.

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.

March 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:

Not applicable

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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 - March 2019 Awards

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

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

- 1. Tender:** **F18-TIS-EN-2019-02**
Construction services for Fairway Hill Park
- Closing Date:** March 4, 2019

Supplier / Service Provider	Price
Morven Construction	\$198,500
O. Bettschen Construction	\$210,945
Len Corcoran Excavating Ltd.	\$219,961
CSL Group Ltd.	\$212,026
Kiley Paving Ltd.	\$221,026
Parkside Landscaping & Contracting	\$306,940

- 2. Request for Proposal:** **F31-CES-FMCS-2019-03**
General contracting services: Interior alterations at City Hall
- Closing Date:** March 1, 2019

Supplier / Service Provider	Price
David J. Cupido Construction Ltd.	\$123,000
T. Donaldson Construction Ltd.	\$141,080
Jeffrey G. Wallans Construction Ltd.	\$153,490

Procurement Subject to Trade Treaty Thresholds

3. Request for Proposal: F31-TIS-TS-FL-2018-26
 Supply of automotive lubricants
Closing Date: February 26, 2019

Bid Categories (awarded separately)	Petro Canada Lubricants Inc.	W.O. Stinson	Total Canada Inc.
Gear Oil	\$52,573	\$37,665	\$42,137
Hydraulic/Transmission	\$66,674	\$86,282	\$81,533
Engine Oil	\$60,037	\$61,941	\$71,246
Grease	\$14,229	\$ 8,441	\$10,811
Power Steering	\$ 1,089	\$ 1,189	\$ 1,756
Heat Transfer Oil	\$ 2,427	\$ 3,042	\$ 2,419

4. Request for Proposal: F31-CSG-HSS-2018-4
 Provision of Homemaking Services in the City of
 Kingston
Closing Date: March 25, 2019

Supplier / Service Provider	Hourly Rate	Ranking
ParaMed Inc.	\$175.00	1
Circuit Enterprises Ltd. operating as Sweatergang Companions	\$157.14	2
Bayshore HealthCare Ltd. operating as Bayshore Home Health	\$182.61	3
Above & Beyond Home Healthcare Services Inc. operating as Comfort Keepers	\$189.81	4
Limestone City Home Health Care Inc.	\$178.53	5

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

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
March 01	Detailed traffic modeling for North Kingstown secondary plan	Dillon Consulting Limited	\$38,918	Community Services
March 04	Laundry chemicals for multiple locations for 2019	Ecolab	\$21,000	Community Services
March 04	Exterior painting of window frames for the British Whig Building	Myers Painting	\$24,100	Corporate Enterprise Services
March 06	Licensing fee for traffic engineering software	TES Information Technology Ltd.	\$45,100	Transportation & Public Works
March 06	2019 Dodge Caravan Mini Van for Transit Services	Kingston Dodge	\$23,881	Transportation & Public Works
March 07	Architectural services for Woodbine renovation	CSV Consultants Inc.	\$43,972	Corporate Enterprise Services
March 11	Promotional material for the 2019 GO Sub-Campaign	1dea Design + Media Inc.	\$28,045	Community Services
March 13	Construction services for the EV car chargers at the Frontenac Lot	Services FLO Inc.	\$33,328	Community Services

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
March 13	Storm improvements for Gardiners Road	Taggart Construction Ltd.	\$45,300	Transportation & Public Works
March 14	Planning / Consulting services for Creekford Road	IBI Group Professional Services (Canada) Inc.	\$25,000	Community Services
March 19	Parts for the video surveillance system onboard buses	Seon Design Inc.	\$21,363	Transportation & Public Works
March 19	Airport expansion - additional power and data feeds	Doornekamp Construction Ltd.	\$42,050	Corporate Enterprise Services
March 21	Repair of damaged wall area at 703 Division Street	T.A. Andre & Sons (Ontario) Limited	\$45,000	Corporate Enterprise Services
March 26	Procurement template updates	Procurement Law Office Professional Corporation	\$22,000	Chief Financial Officer
March 28	Transponder equipment for the fuel management system for multiple buses	AssetWorks LLC	\$25,693	Transportation & Public Works