



**City of Kingston  
Report to Council  
Report Number 19-147**

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**To:** Mayor and Members of Council  
**From:** Sheila Kidd, Commissioner, Transportation & Public Works  
**Resource Staff:** Bill Linnen, Director, Public Works  
**Date of Meeting:** May 21, 2019  
**Subject:** Award of Contract – Pavement Markings

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**Executive Summary:**

The purpose of this report is to seek Council approval to award the 2019/2020 Pavement Markings contract. Public Works issued a Request for Proposal (RFP) for the supply and application of pavement markings to the City of Kingston. Council approval is required as only one submission was received.

It is recommended that the contract be awarded to Metro Pavement Markings Inc., who submitted a complete proposal, demonstrated a clear understanding of the contract scope of work, and was the highest scoring proponent based on the evaluation criteria as set out in the RFP document. Metro Pavement Markings Inc. has also been the incumbent contractor for this contract for many years, completing all aspects of the contract to the satisfaction of the City of Kingston.

Section 3.4 iv) of the Purchasing By-law requires that approval be sought by separate report to Council when the only one proposal is received.

**Recommendation:**

**That** Council authorize the Mayor and Clerk to enter into a contract, in a form satisfactory to the Director of Legal Services, with Metro Pavement Markings Inc., for the supply and application of pavement markings to the City of Kingston as specified in the proposal document, for a two-year term commencing June 1, 2019 to August 31, 2020.

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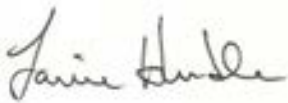
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**Authorizing Signatures:**



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**Sheila Kidd, Commissioner,  
Transportation & Public Works**



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**Lanie Hurdle, Acting Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Gary Dyke, Commissioner, Corporate Enterprise Services	Not required
Peter Huigenbos, Acting Commissioner, Community Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	OK

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**Options/Discussion:**

On March 27, 2019, one Request for Proposal (RFP) submission was received for RFP No. F31-TIS-PW-2019-01 Pavement Markings. The proposal was reviewed and scored on the criteria set out in the RFP. The proposal was evaluated on methodology, project schedule, understanding of the project scope, company profile, and accessibility considerations. The scope and complexity of the pavement markings was clearly described in the RFP. The contract period is for two years, generally between June 1, 2019 and Aug 31, 2020.

The following table identifies the weightings specified in the RFP for the evaluations. The weighting for the financial component of the RFP was determined to be 65% and is within the range of 25% to 75% as prescribed within the City's purchasing policy. This is an appropriate weighting for the financial component and reflects a reasonable balance between price, methodology, qualifications, and accessibility as described in the proposals received.

<b>Evaluation Criteria</b>	<b>Weighting</b>
Stipulated Price	65%
Proposed Methodology, Project Schedule	25%
Company Profile, Experience	7%
Accessibility for Ontarians with Disabilities Act	3%
<b>Total</b>	<b>100%</b>

Metro Paving Marking Inc. provided a complete submission in response to the RFP. Metro Paving Marking Inc. provided a qualified team with appropriate experience and three relevant references in support of this contract. They also provided a detailed project execution plan and methodology clearly explaining their understanding of the scope of work and process for completing the project on schedule. Metro Pavement Marking Inc. has supplied the City of Kingston with these services for over 10 years and they have fulfilled all of the contract requirements to the satisfaction of the City. Metro Pavement Markings Inc., proposal scored 91points.

The table below provides the final score of the submission from the proponent including both qualification and price.

<b>Proponent</b>	<b>Rank (using criteria in RFP)</b>	<b>Total Score</b>	<b>Bid Price Submitted. Price per (HST excluded)</b>
Metro Pavement Markings Inc.	1	91	\$640,020

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**Existing Policy/By-law:**

By-Law 2000-134 a By-law to Establish Purchasing Policies and Procedures.

**Notice Provisions:**

Not applicable

**Accessibility Considerations:**

Accessibility was one of the criteria used to evaluate the proposals.

**Financial Considerations:**

There are sufficient funds in the annual Public Works budget to award this contract.

**Contacts:**

Bill Linnen, Director, Public Works Services, 613-546-4291, Ext. 1856

**Other City of Kingston Staff Consulted:**

Desirée Kennedy, Chief Financial Officer & City Treasurer

**Exhibits Attached:**

Not applicable