



**City of Kingston  
Information Report to Council  
Report Number 19-167**

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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:** June 18, 2019  
**Subject:** Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of April 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 April 2019.

**Recommendation:**

This report is for information purposes only.

June 18, 2019

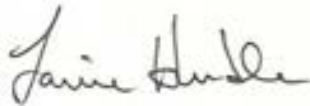
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**Authorizing Signatures:**



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



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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



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 April 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 April.

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.

April 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, extension 2229

**Other City of Kingston Staff Consulted:**

Applicable City Departments

**Exhibits Attached:**

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

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

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

- 1. Tender:** **F18-TIS-EN-2019-03**  
Construction services for Bayridge and James Nelson Park
- Closing Date:** April 25, 2019

Supplier / Service Provider	Price
O. Bettschen Construction	\$179,477
Kiley Paving Ltd.	\$190,908
Len Corcoran Excavating Ltd.	\$199,599
CSL Group Ltd.	\$245,932

- 2. Request for Proposal:** **F31-CES-FMCS-2019-02**  
Supply and installation of new boilers for Rideaucrest Home
- Closing Date:** April 11, 2019

Supplier / Service Provider	Price
Allen Mechanical Inc.	\$383,757
E.S. Fox	\$579,590
Bird Mechanical	\$736,868
Modern Niagara	\$463,465
Kelson Mechanical	\$527,265

- 3. Request for Proposal:** **F31-CES-FR-2019-01**  
Supply and installation of door access controls at Kingston Fire & Rescue
- Closing Date:** April 12, 2019

Supplier / Service Provider	Price
ComNet	\$59,040
McClement Electric	\$69,725
Quinte Kawartha Alarm Systems	\$85,256
Marcomm	\$84,290

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

<b>Purchase Order Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group / Department</b>
April 1	PerfectMind software launch - data conversion	PerfectMind Inc.	\$33,142.00	Community Services
April 1	Tree stump removal at multiple locations	Treescape Tree Care Professionals Ltd.	\$35,688.60	Transportation & Public Works
April 1	Pool chemicals & supplies for multiple locations	SP&S Swimming Pool & Spa Equipment	\$42,000.00	Community Services
April 3	Facilitation work for the closure of Napier Street	Len Corcoran Excavating Ltd.	\$30,500.00	Transportation & Public Works
April 11	Utility carts for parks at multiple locations	Masters Golf Carts	\$22,425.00	Transportation & Public Works
April 11	Tree trimming and elevations at multiple locations	Timber Tree Service	\$28,050.00	Transportation & Public Works
April 12	Consulting services for Napier Street Parkette	Fotenn Consultants Inc.	\$32,084.72	Community Services
April 15	Elevator inspection & maintenance services for specified City of Kingston locations	KONE Inc.	\$27,410	Corporate Enterprise Services

<b>Purchase Order Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group / Department</b>
April 18	Asphalt performance investigation at multiple locations	Golder Associates Ltd.	\$20,500.00	Transportation & Public Works
April 18	PerfectMind annual subscription costs	PerfectMind Inc.	\$30,000.00	Community Services
April 18	Consulting services for the ten year Housing & Homelessness plan	Acacia Consulting & Research	\$35,398.24	Community Services
April 23	Printing of brochures for the Grand Onstage	Gilmore Printing Services Inc.	\$20,789.00	Community Services
April 24	Uniform pants for staff at Kingston Fire & Rescue	Fundy Tactical & Uniforms Ltd.	\$29,304.53	Corporate Enterprise Services
April 26	Corporate Greenhouse Gas Inventory Update Report for 2017-2018	Triedge	\$24,981.00	Community Services
April 29	Pavement repairs for roads at multiple locations	Kiley Paving Ltd.	\$43,050.00	Transportation & Public Works
April 29	Concrete for sidewalk repairs at multiple locations	Sousa Ready Mix	\$43,470.00	Transportation & Public Works
April 29	Cellular routers for a VPN tunnel connection for Transit	BDI, a division of Bell Mobility Inc.	\$46,225.00	Transportation & Public Works