



**City of Kingston  
Information Report to Council  
Report Number 19-188**

---

**To:** Mayor and Members of Council  
**From:** Desirée Kennedy, Chief Financial Officer and City Treasurer  
**Resource Staff:** Lana Foulds, Director of Financial Services  
Ahmed Zayan, Manager of Purchasing  
**Date of Meeting:** July 9, 2019  
**Subject:** Tender and Contract Awards Subject to the Established Criteria  
for Delegation of Authority for the Month of May 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 May 2019.

**Recommendation:**

This report is for information purposes only.

July 9, 2019

Page 2 of 4

**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:**

Deanne Roberge, Acting Commissioner, Corporate Enterprise Services



Peter Huigenbos, Acting Commissioner, Community Services



Jim Keech, President & CEO, Utilities Kingston

Not required

Sheila Kidd, Commissioner, Transportation & Public Works



July 9, 2019

Page 3 of 4

**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 were no contracts awarded in the month of May that met the established criteria of delegated authority.

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

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.

May 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

July 9, 2019

Page 4 of 4

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

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

<b>Purchase Order Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group / Department</b>
May 01	Maintenance and support renewal for multi-applications integration technology	Talend Canada Ltd.	\$39,995	Corporate Enterprise Services
May 02	Delivery and installation of a coin wrapper for Kingston Transit	Glory Global Solutions Canada Inc.	\$27,060	Transportation & Public Works
May 06	Review and develop options and plans for site building at 1316-1318 Princess Street	Shoalts and Zaback Architects Ltd.	\$23,000	Community Services
May 06	Printing services for multiple locations	Gilmore Reproductions	\$23,500	Community Services
May 07	Drainage improvements - Lakeshore Drive	Morven Construction Ltd.	\$34,475	Transportation & Public Works
May 08	Play structure, landscaping and barrier free signs for 637 Johnson Street	Playground Planners	\$31,894	Community Services
May 08	Surveillance equipment for multiple transit buses	Seon Design Inc.	\$27,104	Transportation & Public Works

<b>Purchase Order Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group / Department</b>
May 09	Concept plan development, application submission and project management for 1316-1318 Princess Street	Fotenn Consultants Inc.	\$31,450	Community Services
May 10	Pay and Display parking meters at multiple locations	Cale Canada	\$40,500	Transportation & Public Works
May 10	Installation of bird exclusion netting at Hangar 5	T.A. Andre & Sons (Ontario) Limited	\$30,000	Office of the CAO
May 10	Structural assessment at the Airport (Hangar 5)	Read Jones Christoffersen Ltd.	\$24,450	Office of the CAO
May 15	Radio equipment for Bylaw Enforcement	Motorola Solutions Canada Inc.	\$37,979	Community Services
May 17	Licensing fees and implementation of strategic priorities software solution (Cascade)	PMH Insights Inc.	\$32,315	Office of the CAO
May 17	Annual service fee for the City's storage/archival requirements	Queen's University Archives	\$25,000	Corporate Enterprise Services
May 22	Liquid calcium chloride sprayed for dust control at multiple locations	Morris Chemicals Inc.	\$25,200	Transportation & Public Works

<b>Purchase Order Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group / Department</b>
May 22	Integrated Transportation and Land Use Planning Consulting Services	TODERIAN UrbanWORKS	\$31,200	Community Services
May 24	Technical Advisory Services for Mid-Size Buildings	TODERIAN UrbanWORKS	\$48,000	Community Services
May 27	Baling wire for Recycling Depot	Machinex Recycling Services Inc.	\$28,468	Transportation & Public Works
May 30	Fire Operations Dashboard Template - Incidents Module	Ginqo Consulting Ltd.	\$33,350	Corporate Enterprise Services