



**City of Kingston
Information Report to Council
Report Number 19-213**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer and City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Ahmed Zayan, Manager, Purchasing
Date of Meeting: August 13, 2019
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of June 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 June 2019.

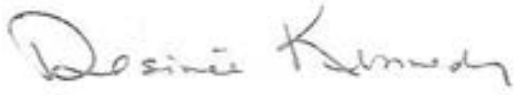
Recommendation:

This report is for information purposes only.

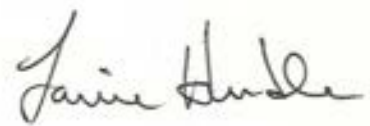
August 13, 2019

Page 2 of 4

Authorizing Signatures:



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



**Lanie Hurdle, Interim Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Deanne Roberge, Acting Commissioner, Corporate Services



Peter Huigenbos, Acting Commissioner, Community Services



Jim Keech, President & CEO, Utilities Kingston



Sheila Kidd, Commissioner, Transportation & Public Works



August 13, 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 June 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 June.

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.

June 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.

Purchasing Policy

Notice Provisions:

Not applicable

August 13, 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, 613-546-4291 extension 2229

Other City of Kingston Staff Consulted:

Applicable City Departments

Exhibits Attached:

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

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

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
June 04	Repair wall at Public Works garage (703 Division)	Mike Sullivan Construction	\$32,450	Corporate Services
June 04	24" Dell monitors for multiple locations	Dell Canada Inc.	\$24,584	Corporate Services
June 06	Annual fee for Point of Sale (POS) system support	Active Network Ltd.	\$22,277	Corporate Services
June 07	Investigate roof condition for Hangar 5 at the Airport	T.A. Andre & Sons (Ontario) Limited	\$28,624	Corporate Services
June 10	Sidewalk maintenance at multiple locations	Sidewalks Plus	\$39,000	Transportation & Public Works
June 10	Treatment of noxious weeds at multiple locations	Greenshield Pest Control Inc.	\$33,250	Transportation & Public Works
June 10	Postage for tax bills	Canada Post Corporation	\$33,404	Corporate Services
June 10	Wireless radio headsets for Kingston Fire and Rescue	Metal Craft Marine Inc.	\$28,618	Corporate Services

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
June 17	Noise attenuation equipment for The Tett Centre	Parklane Mechanical Acoustics	\$48,651	Corporate Services
June 17	Supply and install rooftop air conditioning units at the Grand Theatre	Modern Niagara Toronto Inc.	\$49,547	Corporate Services
June 18	Remove and reinstall flagpoles at Portsmouth Olympic Harbour	Sydenham Welding Limited	\$20,440	Community Services
June 19	Annual software subscription and hardware for spam and firewall security services	CDW Canada Inc.	\$21,169	Corporate Services
June 20	Starbucks coffee machine for Airport	Starbucks Coffee Canada	\$23,539	Office of the CAO
June 20	Supply of one Bitzer Compressor for the INVISTA Centre	Modern Niagara Building Services	\$33,350	Community Services
June 21	Flagpoles and flags at multiple locations	Ewing Flagpole Co. Inc.	\$25,252	Community Services
June 21	Annual software subscription fee for Traffic Count Processing	Miovision Technologies Incorporated	\$25,000	Transportation & Public Works
June 24	Supply and install electric vehicle charging stations at the Frontenac parking lot	Services FLO Inc	\$24,950	Community Services

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
June 27	Asphalt for road repair at Abbey Dawn Road	G. Tackaberry & Sons Construction Co. Ltd.	\$24,140	Transportation & Public Works
June 27	Material testing at multiple locations	SNC Lavalin GEM Ontario Inc.	\$40,000	Transportation & Public Works
June 28	Tick spraying at Grass Creek Park	Eco-Tick Solutions	\$28,476	Transportation & Public Works
June 28	Archaeological assessment (stage three) at 612 John Counter Blvd.	Golder Associates Ltd.	\$49,988	Major Projects