



**City of Kingston
Information Report to Council
Report Number 19-231**

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 of Purchasing
Date of Meeting: September 17, 2019
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of July 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 July 2019.

Recommendation:

This report is for information purposes only.

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Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF FINANCIAL OFFICER
AND CITY TREASURER

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

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Lanie Hurdle, Interim Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Peter Huigenbos, Acting Commissioner, Community Services

Jim Keech, President & CEO, Utilities Kingston

Sheila Kidd, Commissioner, Transportation & Public Works

Deanne Roberge, Acting Commissioner, Corporate Services

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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.

All publically posted offers to procure that exceed and estimated value of \$100,000 are subject to applicable trade treaty requirements.

Exhibit A to this report provides information on tenders, Requests for Proposals and contracts awarded in the month of July 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 July.

Section 4.6 of By-Law Number 2000-134 outlines procedures governing emergency procurements. Exhibit C to this report provides information on an emergency procurement for emergency works that have been identified to address a number of structural deficiencies at Hangar 5 at the Kingston Airport. Facilities Management & Construction Services will be assisting the Airport to expedite resolution of these matters. Roney Engineering Ltd. were selected to prepare the design and to implement the work on the basis that they conducted the review that identified the issues, their familiarity with this building, expertise in structural engineering and restoration, and that they have performed similar emergency reviews and work for the City in the past and were available to complete this review on short notice. Roney Engineering selected Emmons & Mitchel Constructed Limited to perform the construction portion of the work based on their availability, reputation and expertise.

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.

July 2019 procurement activities that are not included in this report are as follows:

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- 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

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, Purchasing 613-546-4291 extension 2229

Other City of Kingston Staff Consulted:

Applicable City Departments

Exhibits Attached:

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

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

Exhibit C: Emergency Procurement – July 2019

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

1. Request for Proposal: F31-TPW-EN-2019-07

Professional Engineering Services for 2019 Pavement
Condition Assessment

Closing Date: June 18, 2019

Supplier / Service Provider	Price
Infrastructure Management Service Inc.	\$ 84,720
Stantec Consulting	\$ 98,900
StreetScan Canada ULC	\$155,000

2. Request for Proposal: F31-CES-FMCS-2019-09

Sewer, Watermain & Road Reconstruction on
Collingwood Street

Closing Date: July 5, 2019

Supplier / Service Provider	Price
Gordon Barr Ltd.	\$626,497
Akman Construction Inc.	\$662,460
Len Corcoran Excavating Ltd.	\$697,690
Dig 'N Dirt Ltd.	\$837,380

3. Request for Proposal: F31-TIS-EN-2019-11

Construction Services for Leroy Grant Pathway

Closing Date: July 5, 2019

Supplier / Service Provider	Price
Kiley Paving Ltd.	\$ 684,000
O. Bettschen Construction Ltd.	\$ 741,369
Len Corcoran Excavating Ltd.	\$ 747,871
Coco Paving Inc.	\$1,238,980

4. **Request for Proposal:** **F31-CES-FMCS-2019-08**
Grass Cutting and Lawn Maintenance

Closing Date: July 10, 2019

Price Schedule A: City Owned and Operated Properties
(Weekly, Spring and Fall)

Supplier / Service Provider	Price
Sharpe Lawn & Garden Service Ltd.	\$ 88,170
Hughes Construction and Landscaping	\$381,850
Baldwin Brothers	\$187,100

Price Schedule B: Vacant Land Properties and Buildings
(Bi-Weekly, Spring and Fall)

Supplier / Service Provider	Price
Hughes Construction and Landscaping	\$14,350
Sharpe Lawn & Garden Service Ltd.	\$20,005
Baldwin Brothers	\$56,720

Price Schedule C: Closed Landfill Sites (May through Oct)

Supplier / Service Provider	Price
Sharpe Lawn & Garden Service Ltd.	\$15,300
Baldwin Brothers	\$24,750
Hughes Construction and Landscaping	\$37,400

5. **Request for Proposal:** **F31-CES-FMCS-2019-09**
Construction Services – Woodbine Fire Station

Closing Date: July 17, 2019

Supplier / Service Provider	Price
David J. Cupido Construction Ltd.	\$388,000
Bourgon Construction	\$406,965
Frecon Construction	\$492,000
Jeffrey G. Wallans Construction Limited	\$430,576

Procurement Subject to Trade Treaty Thresholds

6. Request for Proposal: F31-CES-FMCS-2019-05
Kirkpatrick Park Fountain Restoration

Closing Date: July 11, 2019

Supplier / Service Provider	Price
Asbex Ltd.	\$ 80,000
Emmons & Mitchell Construction Limited	\$250,000
T. Donaldson Construction Ltd.	\$134,000
Quinan Construction Ltd.	\$ 60,000

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

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
July 02	Structural design for the Transit facility expansion	Shoalts And Zaback Architects	\$38,000	Corporate Services
July 03	Road reconstruction surveying equipment for the John Counter Boulevard bridge - phase 5	Cansel Survey Equipment Inc.	\$33,668	Transportation & Public Works
July 03	Quality assurance testing for asphalt cement at multiple locations	Dr. Simon A.M. Hesp	\$24,000	Transportation & Public Works
July 03	Liquid applied flooring at the J.K. Tett Centre	Stoncor Group	\$21,000	Corporate Services
July 05	Landscape Architectural Service for McBurney Park	Architecture 49 Inc.	\$29,950	Community Services
July 09	Vaulted ceiling shoring at City Hall	T. Donaldson Construction Ltd.	\$36,000	Corporate Services
July 23*	Phase 3 of archaeological site work for the Third Crossing Bridge Project	Golder Associates Ltd	Up to \$50,000	Major Projects
July 23*	Development of a Site Plan for the Kingston East Library in conjunction with the Third Crossing Bridge Project	Hatch Corporation	Up to \$50,000	Major Projects

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
July 30	Electronic signage at multiple locations	Creative Display Technologies	\$29,640	Community Services

* Retainer agreements to a maximum of \$50,000 each to extend professional consulting services provided as part of the design and planning work. New contracts are awarded, as required, to procure additional support services as part of the Integrated Project Delivery model.

Emergency Procurement – July 2019

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
July 17	Emergency works have been identified to address a number of structural deficiencies at Hangar 5 at the Kingston Airport.	Roney Engineering	\$109,310	Corporate Services