



**City of Kingston
Information Report to Council
Report Number 19-255**

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: October 15, 2019
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of August 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 August 2019.

Recommendation:

This report is for information purposes only.

October 15, 2019

Page 2 of 4

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

PH

Jim Keech, President & CEO, Utilities Kingston

JK

Sheila Kidd, Commissioner, Transportation & Public Works

SK

Deanne Roberge, Acting Commissioner, Corporate Services

DR

October 15, 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.

Any publically posted offers to procure that exceed an 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 August 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 August.

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.

August 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.

October 15, 2019

Page 4 of 4

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 - August 2019 Awards

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

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

1. Request for Proposal: F31-CAO-LS-2019-01

Insurance Claims and Risk Management Software

Closing Date: August 8, 2019

Supplier / Service Provider	Price
ClearRisk	\$ 54,000
Mindwire	\$152,480
Ventiv	\$189,180

Procurement Subject to Trade Treaty Thresholds

2. Request for Proposal: F31-CES-FMCS-2018-15

New Fleet Maintenance Garage

Closing Date: August 27, 2019

Supplier / Service Provider	Price
Buttcon Limited	\$ 16,320,000
EllisDon Corporation	\$ 17,599,000
Robert J.Bourgon & Associates	\$ 15,899,000
Quad Pro Construction Inc.	\$ 15,386,000
JR Certus Construction Co. Ltd.	\$ 19,985,000
Peak Engineering & Construction Ltd.	\$ 15,823,000
M.Sullivan & Son Limited	\$ 16,667,000
Garritano Bros. Ltd.	\$ 16,165,640

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

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
August 1	Maintenance of sliding doors at Kingston Airport	Quinte Door Systems Ltd.	\$20,000	Office of the CAO
August 2	Cleaning sweeper for the Kingston Airport	Tradeport International Corporation	\$35,000	Office of the CAO
August 6	Supply and installation of network equipment at the Confederation Basin Marina	Bell Canada	\$24,186	Corporate Services
August 6	Organic green bins for the Kingston Area Recycling Facility	Orbis Canada Limited	\$26,611	Transportation & Public Works
August 13	Maintenance and technical support for the Server Management Software (VmWare)	CDW Canada Corp.	\$21,394	Corporate Services
August 20	Structural Assessment Survey of Hangar 4 at the Kingston Airport	Read Jones Christoffersen Ltd.	\$26,750	Corporate Services
August 20	Civil and electrical detailed design drawings at Old Mill Road intersection	WSP Canada Inc.	\$50,000	Transportation & Public Works
August 21	Crack repair and surface coating at John Brewer Tennis Court	All Lined Up	\$38,450	Community Services

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
August 22	Conceptual design of the west shore trail and landscaping for coordination between Belle Park and the Third Crossing Bridge Project	Hatch Corporation	Up to \$50,000*	Major Projects
August 22	Conceptual design of the east shore trail and landscaping for coordination between the Waterfront Trail and the Third Crossing Bridge Project	Hatch Corporation	Up to \$50,000*	Major Projects
August 23	Computer equipment for multiple locations	Dell Canada Inc.	\$36,957	Corporate Services
August 23	Engineering consulting services for the Third Crossing Bridge Project	HMC Consulting Services	\$49,500*	Major Projects
August 28	Executive search for the Chief Administrative Officer	The Legacy Executive Search Partners Inc.	\$25,000	Corporate Services
August 29	Building automation upgrade at multiple locations	Calderwood Automation Inc.	\$30,290	Corporate 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.