



**City of Kingston
Information Report to Council
Report Number 19-274**

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: November 19, 2019
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of September 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 September 2019.

Recommendation:

This report is for information purposes only.

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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:

Peter Huigenbos, Acting Commissioner, Community Services

Brad Joyce, Acting Commissioner, Corporate Services

Jim Keech, President & CEO, Utilities Kingston

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.

All 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 September 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 September.

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.

September 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.

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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 - September 2019 Awards

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

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

1. Request for Proposal: F31-CES-AP-2019-03

Self-propelled snow blower for Norman Rogers Airport

Closing Date: August 22, 2019

Supplier / Service Provider	Price
Fortbrand	\$ 414,014
Larue T70	\$ 542,448
Larue T85	\$ 562,448

2. Tender: ENG-2019-09

Road repairs at King St. E. and Frontenac Village

Closing Date: August 27, 2019

Supplier / Service Provider	Price
Morven Construction	\$ 126,189
Dig'N Dirt Ltd.	\$ 137,458
Len Corcoran Excavating Ltd.	\$ 148,960
Kiley Paving Ltd.	\$ 228,990
Coco Paving Ltd.	\$ 279,600

Procurement Subject to Trade Treaty Thresholds**3. Request for Proposal: F31-EN-2018-02**

John Counter Blvd. Bridge and Roadway Construction
Phase 5(b) Princess Street to East of Portsmouth
Avenue

Closing Date: July 17, 2019

Supplier / Service Provider	Price
R.W. Tomlinson Limited	\$ 26,947,096
Coco Paving Ltd.	\$ 28,673,201
Gordon Barr Limited	N/A*
Toronto Zeineth	N/A*
Dagmar Construction Inc.	N/A*

* Does not include score for Price as evaluation score did not meet minimum threshold.

4. Request for Proposal: F31-CFO-IS&T-2019-01

Professional services to upgrade Liferay for the City of
Kingston's website

Closing Date: September 5, 2019

Supplier / Service Provider	Price
Youngsoft	\$ 90,450
Bell	\$ 144,115
Veriday	\$ 279,520

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

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
September 4	East shore arch work for the Third Crossing Bridge Project	Golder Associates Ltd.	Up to \$25,000	Major Projects
September 4	Drainage improvements on Lakeshore Boulevard	Morven Construction Ltd.	\$45,240	Transportation & Public Works
September 9	Treatment of ash trees at multiple locations	Treescape Tree Care Professionals Ltd.	\$26,552	Transportation & Public Works
September 10	Security system upgrade at Rideaucrest	Alliance Security Systems	\$35,964	Corporate Services
September 13	Capital project design workshop	Jones and Jones	\$34,544	Major Projects
September 18	Resurfacing of Lancaster Drive	Limestone District School Board	\$29,374	Transportation & Public Works
September 18	Project management software licensing fees for multiple users	Upland Software Inc.	\$23,566	Corporate Services
September 19	Installation of boilers at Kingston Airport	E.S. Fox Limited	\$24,528	Corporate Services

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
September 20	Road rehabilitation work at multiple locations	Kiley Paving Ltd.	\$27,539	Transportation & Public Works
September 25	Generator inspection and maintenance for various properties	Gal Power Systems Ottawa	\$24,190	Corporate Services
September 26	Concrete paving on Lancaster Drive	Limestone District School Board	\$36,506	Transportation & Public Works
September 30	Replacement equipment for multiple fire stations	Kawartha Fitness Kingston	\$37,482	Corporate Services
September 30	Consulting services for municipal land use planning for multiple locations	Fotenn Consultants Inc.	\$46,400	Community Services
	Total:		\$416,885	