



**City of Kingston  
Information Report to Council  
Report Number 21-018**

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**To:** Mayor and Members of Council  
**From:** Desiree Kennedy, Chief Financial Officer & City Treasurer  
**Resource Staff:** Lana Foulds, Director, Financial Services  
**Date of Meeting:** December 15, 2020  
**Subject:** Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of October 2020

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**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**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 October 2020.

**Recommendation:**

This report is for information only.



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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 publicly posted offers to procure that exceed an estimated value of \$100,000 are subject to applicable trade treaty requirements including selection of the highest scoring proponent.

Exhibit A to this report provides information on tenders, Requests for Proposals and contracts awarded in the month of October that met the established criteria of delegated authority under Section 3.4 of By-Law Number [2000-134](#).

Exhibit A includes the results of the request for proposal for winter maintenance services for 70 city facilities and parking lots. Submissions were evaluated by site based on the price and non-price criteria outlined in the request for proposal with contracts awarded to multiple vendors based on the highest scoring proposals. The exhibit provides information on the number of site locations and estimated contracts awarded to each service provider. Total monthly service costs are comparable to the previous contracts.

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 October.

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.

October 2020 procurement activities that are not included in this report are as follows:

- value of the purchase, if less than \$20,000; and

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- 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:**

None

**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:**

Lana Foulds, Director, Financial Service, 613-546-4291 extension 2209

**Other City of Kingston Staff Consulted:**

Applicable City Departments

**Exhibits Attached:**

Exhibit A - Request for Proposal Summary – October 2020 Awards

Exhibit B – Signed Contract Summary (\$20,000 - \$50,000) – October 2020

**Request for Proposal Summary - October 2020 Awards  
(highest ranked award highlighted)**

- 1. Request for Proposal:**     **F18-CFO-FS-PS-2020-02**  
   Winter Maintenance at Various Locations
- Closing Date:**                October 5, 2020

<b>Supplier / Service Provider</b>	<b>Number of Site Locations with the Highest Overall Score</b>	<b>Estimated annual cost*</b>	<b>% of Total Cost</b>
Baldwin Brothers	23	\$255,092.00	38%
Hughes Construction & Landscaping	8	\$147,000.00	22%
Hughson Fencing & Guiderail	35	\$229,920.00	35%
Pleasant View	4	\$ 32,000.00	5%
Tyler Marshall Lawn Care	0	-	0%
Zomer Corporation	0	-	0%
<b>Total:</b>	<b>70</b>	<b>\$644,012.00</b>	<b>100%</b>

\* Estimated annual cost based on quoted monthly fee times four (4) months.

**Signed Contract Summary (\$20,000 - \$50,000) – October 2020**

<b>Purchase Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group</b>
October 2	Replacement of some walls with fire rated construction at the Memorial Centre	T Donaldson Construction Ltd.	20,500.00	Corporate Services
October 7	Rental of mid-size telescopic loaders for clearing snow at transit stops	Sontrac Equipment	38,400.00	Transportation & Public Works
October 8	Replacement of heating system at the McLaughlin Woodworking museum	Brough Sheet Metal Co Ltd.	22,083.00	Corporate Services
October 9	Replacement of HVAC system at the Kingston Lion's Hall	Brough Sheet Metal Co Ltd.	21,822.00	Corporate Services
October 16	2021 renewal fee to advertise municipal job postings	Linked In	22,875.00	Corporate Services
October 19	Thirteen (13) defibrillators (lifecycle replacement) for fire trucks	Stryker Canada ULC	28,421.25	Corporate Services
October 19	Three bunker gear washers for installation in several fire stations	Dalex Canada Inc.	29,970.00	Corporate Services
October 20	Supply and installation of roof membrane and shingles at Fire Station Number 1 (1648 Joyceville Rd.)	KB Homes Ltd.	23,740.00	Corporate Services
October 20	Conceptual design for Bayridge Dr. from Henderson Blvd. to Cataragui Woods Dr. for bike paths & intersection improvements	WSP Canada Inc.	38,250.00	Transportation & Public Works

<b>Purchase Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group</b>
October 29	Repair building automation systems in multiple corporate facilities	Calderwood Automation Inc.	32,782.50	Corporate Services
October 30	Cold mix patching material for potholes during the winter control	Coco Paving Inc.	23,600.00	Transportation & Public Works
October 30	Disposal of fall leaf waste	Tomlinson Environmental Services Ltd.	31,500.00	Corporate Services
	<b>Total</b>		<b>333,943.75</b>	