



**City of Kingston
Information Report to Council
Report Number 21-068**

To: Mayor and Members of Council
From: Desiree Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Date of Meeting: February 16, 2021
Subject: Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Months of November and December 2020

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.

The November 2020 Delegation of Authority report was deferred as a result of the 2021 budget schedule. Therefore, 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 both November and December 2020.

Recommendation:

This report is for information only.

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Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF FINANCIAL
OFFICER & CITY TREASURER

**Desiree Kennedy, Chief
Financial Officer & City
Treasurer**

ORIGINAL SIGNED BY CHIEF
ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Community Services

Peter Huigenbos, Commissioner, Business, Environment & Projects

Brad Joyce, Acting Commissioner, Corporate Services

Jim Keech, President & CEO, Utilities Kingston

Not required

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 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 months of November and December 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 months of November and December.

Section 4.6 of By-Law Number 2000-134 outlines procedures governing emergency or time sensitive procurements. Exhibit C includes an emergency procurement for Northern Restoration Inc. to complete works required on the restoration of the east and west cupolas at the Frontenac County Courthouse. A notice of default was unexpectedly received from the original contractor on this project requiring time sensitive work to be completed in order to complete the project prior to the winter season.

Exhibit D provides information on procurements made through group buying programs under delegated authority provisions. Council previously delegated authority to the Chief Information Officer to enter into OEM Client/Supplier agreements for Information Systems and Technology products and services through OEM Cooperative Purchasing.

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.

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November and December 2020 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.

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 – November and December 2020 Awards

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

Exhibit C - Emergency and Time Sensitive Procurement – November and December 2020

Exhibit D - Delegated Group Buying – November and December 2020

**Request for Proposal Summary – November and December 2020 Awards
(highest ranked award highlighted)**

1. Request for Proposal: F18-CS-FR-2020-01

Newest Model Year Tanker Fire Truck

Closing Date: September 30, 2020

Supplier / Service Provider	Price
ResQtech Systems Inc.	\$530,502
Safetek Emergency Vehicles Inc.	\$517,901
1200 Darch Fire Inc.	\$513,529

2. Request for Proposal: F18-TIS-SW-2020-03

Municipal Solid Waste Transfer, Transportation & Disposal

Closing Date: October 23, 2020

Supplier / Service Provider	Price
Waste Management	\$1,582,575
E360s	\$1,565,350
Waste Connections	\$1,608,300

3. Tender: ENG-2020-08Culvert Replacement at White Church Road &
Seabrooke Road**Closing Date:** November 17, 2020

Supplier / Service Provider	Price
K. Mulrooney Trucking	\$179,743.44
Aarde Construction	\$180,172.50
O. Bettschen Construction	\$185,575.00
Akman Construction Inc.	\$219,190.55
Fidelity Engineering	\$223,450.12
Gordon Barr	\$230,720.00
Len Corcoran Excavating	\$233,920.00
Crain's Construction	\$272,085.00
Kiley Paving	\$343,225.00
RW Tomlinson	\$383,245.00

Signed Contract Summary (\$20,000 - \$50,000) – November and December 2020

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group
November 04	Electric vehicle bus charger installation at Kingston Transit	RW Electric, 681185 Ontario Inc.	\$ 36,880.00	Corporate Services
November 06	Carpet replacement City Hall front lobby	Eastern Ontario Terrazzo & Tile Co. Ltd.	\$ 27,920.00	Corporate Services
November 15	Industry and technology research subscription for CIO's office	Gartner Canada Inc.	\$ 20,900.00	Corporate Services
November 16	Analyst support and advisory services	Gartner Canada Inc.	\$ 35,700.00	Corporate Services
November 17	Transit Signal Priority mapping consultation	IBI Group Professional Services (Canada) Inc.	\$ 49,060.00	Transportation & Public Works
November 18	Engineering Services High Gate Creek – Dunham Park Pathway (Geotechnical Investigation)	WSP Canada Inc.	\$ 23,525.00	Transportation & Public Works
November 20	City of Kingston & Frontenac Homelessness System review	Incite Consulting	\$ 25,650.00	Chief Administrative Officer's Office
November 24	Roof access ladder - Cataraqui Kinsmen Arena	TA Andre & Sons (Ontario) Limited	\$ 33,800.00	Corporate Services
November 25	Winter control anti-ice liquid	Pollard Distribution Inc.	\$ 42,000.00	Transportation & Public Works

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group
November 25	VEEAM backup & recovery solution plus annual maintenance	Zycom Technology Inc.	\$ 22,926.54	Corporate Services
December 04	Grand OnStage streaming video production for virtual program - January-May 2021	Viva Productions	\$ 20,000.00	Business, Environment & Projects
December 07	Winter control cold mix patching material for potholes	Coco Properties Corp.	\$ 23,600.00	Transportation & Public Works
December 07	Interior alterations to the Provincial Offences Act Court at 362 Montreal St.	David J Cupido Construction	\$ 25,000.00	Corporate Services
December 08	Renewal - annual support for CGI gBiz software maintenance	CGI Information Systems & Management	\$ 22,500.00	Corporate Services
December 10	Electric Bus tooling	New Flyer Industries	\$ 25,529.53	Transportation & Public Works
December 11	Central Library Bishops House Exterior consulting services	Read Jones Christoffersen Ltd.	\$ 29,307.75	Corporate Services
December 12	E-learning platform annual fee	Docebo NA Inc.	\$ 34,112.00	Corporate Services
December 14	Furniture and fixtures for Fire Stations 4, 5, 6, 7, and 10	Reid & Siemonsen	\$ 34,875.00	Corporate Services
December 14	Soil and water management consulting services	Geofirma Engineering Ltd.	\$ 27,920.00	Business, Environment & Projects

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group
December 15	APC Data Centre infrastructure annual maintenance	Synergy Data Centres	\$ 32,000.00	Corporate Services
December 21	Annual licence and maintenance agreement for Mitel Software Assurance Core System - 3300	Southeastern Telecommunication Services	\$ 33,528.86	Corporate Services
December 22	Purchase of Ventrac Sidewalk Snow Vehicle	Turf Care Products Canada Ltd.	\$ 21,370.00	Transportation & Public Works
	Total		\$648,104.68	

Emergency and Time Sensitive Procurement - November/December 2020

Purchase Date	Project	Successful Vendor	Value (no taxes)	Group
November 19	Completion of the restoration of the east and west cupolas at the Frontenac County Courthouse	Northern Restoration Inc.	\$ 148,100	Corporate Services

Delegated Group Buying - November/December 2020

Purchase Date	Project	Successful Vendor	Value (no taxes)	Group
December 9	Cyber security platform for end using computing devices	Bell Canada	\$ 244,686	Corporate Services
December 18	Network security and performance upgrade for 362 Montreal Street	Bell Canada	\$ 75,026	Corporate Services
	Total		\$ 319,712	