



**City of Kingston  
Information Report to Council  
Report Number 21-092**

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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:** March 23, 2021  
**Subject:** Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of January 2021

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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 January 2021.

**Recommendation:**

This report is for information only.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY CHIEF FINANCIAL  
OFFICER & CITY TREASURER

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

ORIGINAL SIGNED BY CHIEF  
ADMINISTRATIVE OFFICER

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**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 month of January 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 January.

Section 4.6 of By-Law Number 2000-134 outlines procedures governing emergency or time sensitive procurements. Exhibit C includes an emergency procurement for Environmental Contracting Services for a time sensitive flood remediation at 805 Ridley Drive. Immediate remediation was required to prevent mould growth and to allow for use of the facility as a shelter.

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.

January 2021 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.

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**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 – January 2021 Awards

Exhibit B - Signed Contract Summary (\$20,000 - \$50,000) – January 2021

Exhibit C - Emergency/Time Sensitive Procurement – January 2021

**Request for Proposal Summary – January 2021 Awards  
(highest ranked award highlighted)**

**1. Request for Proposal: F31-TPW-CAMF-2020-02**

**Closing Date:** May 31, 2020

Purchase and Delivery of up to 12 Light Duty Electric Vehicles  
(Product Category: Sub-Compact Cross Over SUV)

<b>Supplier / Service Provider</b>	<b>Price</b>
KIA Canada Inc.	\$264,537
Hyundai Canada	\$292,096
Petrie Ford	\$245,805
Blue Mountain Chrysler Limited	\$249,823

Supply of Light Duty Fleet Vehicles: Purchase & Delivery  
of up to 40 Light Duty Vehicles

<b>Supplier / Service Provider</b>	<b>Price</b>
Petrie Ford	\$770,287
Blue Mountain Chrysler Limited	\$823,640
Rush Truck Centres	\$1,584,794

**2. Request for Proposal: F18-CS-FMCS-2020-33**

Four (4) Tub Replacements at Rideaucrest Home

**Closing Date:** December 3, 2020

<b>Supplier / Service Provider</b>	<b>Price</b>
Arjo Canada Inc.	\$79,774.84
Neptune Securities Services	\$83,000.00
Cornerstone medical Incorporated	\$119,100.00

**3. Request for Proposal: F18-CS-FMCS-2020-21**

Chiller Replacement at 1211 John Counter Boulevard

**Closing Date:** December 11, 2020

<b>Supplier / Service Provider</b>	<b>Price</b>
MNBS a Division of Modern Niagara Toronto Inc.	\$184,646.00
1000 Island Mechanical Ltd.	\$203,135.00
PSL Mechanical Heating and Air Conditioning Inc.	\$209,909.26
Black & McDonald Ltd.	\$218,000.00
E.S. Fox Ltd.	\$299,944.00

**4. Tender: F18-EN-2020-14**Construction Services Shoreline Improvement &  
Accessible Pathway**Closing Date:** January 22, 2021

<b>Supplier / Service Provider</b>	<b>Price</b>
RW Tomlinson Ltd.	\$2,691,311.60
Len Corcoran Excavating Ltd.	\$2,889,189.50
K. Mulrooney Trucking	\$2,930,000.53
CSL Group Ltd.	\$3,169,041.16
Akman Construction Inc.	\$3,737,175.22

**Signed Contract Summary (\$20,000 - \$50,000) – January 2021**

<b>Purchase Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group</b>
January 05	Automatic vehicle location (AVL) annual service for public works vehicles and equipment	Trackmatics Inc.	\$ 46,098.00	Transportation & Public Works
January 07	Accumulated snow removal at disposal site	Len Corcoran Excavating Ltd.	\$ 37,500.00	Transportation & Public Works
January 07	42 Terry Fox Drive Unit Rentals	Martin's Storage And Data Management	\$ 26,493.84	Business, Environment & Projects
January 08	Parking management system (AIMS) and mobile enforcement application annual licenses and support	Electronic Data Collection Corporation	\$ 45,200.00	Transportation & Public Works
January 11	Cleaning supplies for INVISTA	Swish Maintenance Ltd.	\$ 42,243.59	Business, Environment & Projects
January 11	Backup data storage hardware annual service	Zycom Technology Inc.	\$ 34,546.04	Corporate Services
January 12	Waste Disposal - Portsmouth Olympic Harbour	Waste Management of Canada	\$ 22,259.93	Business, Environment & Projects
January 14	Planning services for large files	Fotenn Consultants Inc.	\$ 49,000.00	Community Services
January 18	Web development services for digital service delivery - various systems	Youngsoft Inc. - Canada	\$ 20,644.00	Corporate Services



<b>Purchase Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group</b>
January 19	Fire support vehicle fuel	Suncor Energy Products (Superpass)	\$ 40,000.00	Corporate Services
January 19	Bulk diesel fuel - Fire Regional Training Centre	W.O. Stinson & Son Ltd.	\$ 45,000.00	Corporate Services
January 19	Kingston Fire & Rescue annual maintenance for the Wireless P2P Radio System	Bell Mobility	\$ 42,000.00	Corporate Services
January 19	Kingston Fire & Rescue annual wireless full site system support and monitoring	Bell Mobility	\$ 35,400.00	Corporate Services
January 19	Fire station alerting active monitoring annual service	CareHawk Inc.	\$ 27,020.00	Corporate Services
January 19	Radio Licenses - KFR Sites	Receiver General of Canada	\$ 32,286.00	Corporate Services
January 19	Kingston Fire & Rescue CAD annual support	Bell Canada	\$ 46,868.65	Corporate Services
January 20	Landscape Architect for various playground improvements	Wentworth Landscapes	\$ 31,370.00	Transportation & Public Works
January 22	Access control and security systems - Kingston East Community Centre	Comnet Networks and Security Inc.	\$ 42,065.00	Corporate Services
January 22	Rideaucrest washroom renovation architectural design services	Shoalts and Zaback Architects	\$ 27,888.16	Corporate Services

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group
January 25	Ceiling repair - Courthouse	Environmentall Contracting Services	\$ 24,555.00	Corporate Services
January 28	Transportation of mixed glass from Kingston & Area Recycling Centre	Dennis Fortier Transport Inc.	\$ 26,976.00	Transportation & Public Works
	<b>Total</b>		<b>\$745,414.21</b>	

**Emergency and Time Sensitive Procurement - January 2021**

<b>Purchase Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (no taxes)</b>	<b>Group</b>
January 14	Flood remediation at 805 Ridley Drive	Environmentall Contracting Services	\$ 53,200	Corporate Services