



**City of Kingston
Information Report to Council
Report Number 21-105**

To: Mayor and Members of Council
From: Desiree Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Date of Meeting: April 20, 2021
Subject: Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of February 2021

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 February 2021.

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, 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 February 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 February.

Section 4.6 of By-Law Number 2000-134 outlines procedures governing emergency or time sensitive procurements. Exhibit C includes an emergency procurement for Modern Niagara Building Services to remove and replace the two dehumidifiers at the Cataraqui-Kinsmen arena. The existing equipment was malfunctioning and needed to be replaced in order to complete the ice rental season.

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.

February 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 – February 2021 Awards

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

Exhibit C - Emergency and Time Sensitive Procurement – February 2021

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

1. Tender: **EN-2020-16**

McBurney Park Wading Pool to Splash Pad Conversion
& Playground Improvements

Closing Date: January 20, 2021

Supplier / Service Provider	Price
Kiley Paving Ltd.	\$555,499.00
CSL Group Ltd.	\$555,817.00
Len Corcoran Excavating	\$575,910.00
R. Stover Landscape Maintenance Ltd.	\$608,624.72

2. Request for Proposal: **F31-CSG-CS-2021-1**

Livestream Equipment – Grand Theatre

Closing Date: February 1, 2021

Supplier / Service Provider	Price
Aligned Vision Group	\$45,000.00
Applied Electronics	\$45,346.00
Apex Sound	\$57,554.00
Christie Lites	\$71,595.47
Solotech	\$69,589.88

3. Request for Proposal: F18-EN-2020-22

Professional Engineering Services for 2021 Pavement
Condition Assessment

Closing Date: December 17, 2020

Supplier / Service Provider	Price
Stantec	\$130,000
Englobe Corp.	\$118,680
Applied Research Associates, Inc.	\$169,000

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

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group
February 02	Blue Card Train-the-Trainer Instructor Program	Aoys Fire Training Ltd.	\$ 20,000.00	Corporate Services
February 03	Specialized OSIM structural engineering inspections for bridges, culverts and large retaining walls	Keystone Bridge Management Corp.	\$ 34,775.75	Transportation & Public Works
February 04	Rideaucrest's Building Automation System annual preventative maintenance	Siemens Canada Ltd.	\$ 27,515.00	Corporate Services
February 04	Engineering services to support Third Crossing Phase 1 east shore civil work	HMC Consulting Services	\$ 49,500.00	Business, Environment & Projects
February 04	Consulting design service, tender preparation support and contract administration for the construction of two pedestrian signals to upgrade existing school crossings	WSP Canada Inc.	\$ 37,475.00	Transportation & Public Works
February 04	Cyber Security software deployment and configuration consulting	Bell Canada	\$24,882.00	Corporate Services
February 05	Septic pumping at Cataraqui-Kinsman Arena	THF Limited - Smith's Septic Tank Service	\$ 22,967.80	Business, Environment & Projects
February 08	Annual storage/archival management fee	Queen's University Archives	\$ 25,000.00	Corporate Services

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group
February 11	Two rotary hoists for lifting tandem axle units for Kingston Fire and Rescue's Mechanical Division	ISN Canada Group Holdings Inc.	\$ 27,800.00	Corporate Services
February 12	Upgrade of fourteen Level 2 electric vehicle (EV) chargers and equipment	Services FLO Inc.	\$ 25,525.00	Business, Environment & Projects
February 12	Landscape architectural design for various playground improvements and retrofits	Lashley and Associates Corporation	\$ 29,170.00	Transportation & Public Works
February 18	Hourly truck rentals for Public Works to perform snow removal operations at various locations	Dig'n Dirt Ltd. and Len Corcoran Excavating Ltd.	\$48,200.00	Transportation & Public Works
February 23	Cascade software annual license and service	PMH Insights Inc.	\$ 25,158.49	Chief Administrative Officer
February 24	Kingston Area Recycling Centre annual preventative equipment maintenance	Chadwick Engineering Limited	\$ 25,907.20	Transportation & Public Works
February 24	Rideaucrest resident room window curtains	Stevens Sales and Marketing Inc.	\$ 45,135.00	Corporate Services
February 25	Fire protective wear	Safedesign Apparel Limited	\$ 26,594.55	Corporate Services
	Total		\$495,605.79	

Emergency and Time Sensitive Procurement - February 2021

Purchase Date	Project	Successful Vendor	Value (no taxes)	Group
February 25	Remove and replace two dehumidifiers at Cataraqui/Kinsmen Arena	Modern Niagara Building Services	\$ 87,361	Business, Environment & Projects