



**City of Kingston
Information Report to Council
Report Number 21-127**

To: Mayor and Members of Council
From: Desiree Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Date of Meeting: May 18, 2021
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of March 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 March 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 Not required

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 March 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 March.

Exhibit C 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.

March 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 – March 2021 Awards

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

Exhibit C – Delegated Group Buying – March 2021

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

1. Request for Quotations: FMCS-2020-24

Architectural and Engineering Services for the Women's
Dormitory Renovation at Kingston Fire and Rescue Brock
Street Fire Station #4

Closing Date: October 2, 2020

Supplier / Service Provider	Price
J.L. Richards & Associates Ltd.	\$52,095
CSV Consultants Inc.	\$61,600
Shoalts and Zaback Ltd.	\$60,000

2. Request for Proposal: F18-TPW-PW-2021-03

Supply of Aggregate Materials

Closing Date: January 28, 2021

Supplier / Service Provider	Price/Unit
COCO Properties Inc.	\$8.50
G. Tackaberry & Sons Construction Ltd.	\$9.75
Lafarge Canada	\$9.49
RW Tomlinson Ltd.	\$9.20
O. Bettchen Construction Ltd.	\$10.25

*Awarded to top three (3) ranked proponents based on unit price, location, and availability of material.

3. Request for Proposal: F18-TPW-TS-2021-01

Localized Repairs at the Chown Memorial Parking
Garage

Closing Date: February 10, 2021

Supplier / Service Provider	Price
BE Construction Ltd.	\$59,275.00
United Building Restoration Ltd.	\$69,000.00
Bassi Construction LP	\$99,680.00
TA Andre and Sons Ltd.	\$125,957.00
Duratec Building Systems	\$122,418.00
National Structures Inc.	\$271,186.40
Brook Restoration Ltd.	\$142,175.00

4. Tender: ENG-2021-02

Bridge Cleaning, Pressure Washing and Sealing

Closing Date: February 17, 2021

Supplier / Service Provider	Price Per Cleaning
R.W. Tomlinson Ltd.	\$60,450.00
Dedicated Environmental Services	\$61,199.40
Norbrook Contracting Ltd.	\$104,408.00

5. Request for Proposal: F18-TPW-PW-2021-05

Tree Planting Contractor

Closing Date: February 19, 2021

Supplier / Service Provider	Price
Drakes Landscaping (1856141 Ontario Inc.)	\$266,250.00
Zomer Corporation	\$239,992.60
CSL Group Ltd.	\$248,250.00

6. Request for Proposal: F18-EN-2021-05

Reconstruction of Abbey Dawn Road, Highway 2, and St. Lawrence Avenue

Closing Date: February 24, 2021

Supplier / Service Provider	Price Per Cleaning
BT Engineering Inc.	\$268,319.00
Dillon Consulting Limited	\$320,576.25
J.L. Richards & Associates Limited	\$274,478.00
IBI Group	\$386,225.00
WSP Canada Inc.	\$412,977.50
Equity Property Management & Development	\$269,180.00

7. Request for Proposal: F18-TPW-PW-2021-04

Pavement Markings

Closing Date: February 25, 2021

Supplier / Service Provider	Price Per Cleaning
McGuinness Pavement Markings	\$1,095,100
Upper Canada Road Services Inc.	\$1,312,650
Metro Pavement Markings	\$1,470,250

8. Request for Proposal: F18-TPW-PW-2021-07

Sidewalk and Bus Shelter Pressure Washing

Closing Date: March 17, 2021

Supplier / Service Provider	Price Per Cleaning
Elite Window Cleaning Inc.	\$10,680.00
SQM Janitorial Services Inc.	\$14,310.00
Dedicated Environmental Services Inc.	\$21,242.47
D&B Property Maintenance	\$17,225.00
TTS Service Group	\$16,963.75
Monardo's Services Inc.	\$36,559.56
Interims Building Maintenance	\$45,990.00

9. Tender: **ENG-2021-07**

Crack Sealing and Localized Road Repairs

Closing Date: March 17, 2021

Supplier / Service Provider	Price Per Cleaning
Pavetech Ottawa Ltd.	\$203,478.10
Neptune Security Services	\$232,426.00
Kiley Paving Ltd.	\$389,998.58

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

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group
March 04	Flushing and investigative work for the Wolfe Island Ferry Terminal/Dock	Ministry of Transportation	23,999.49	Transportation & Public Works
March 05	Housing and homelessness consultant support	2526976 Ontario Ltd.	20,000.00	CAO Office
March 08	Solar powered sign	Stinson ITS Inc.	31,130.00	Transportation & Public Works
March 10	Postage for tax and neighbourhood mailings	Canada Post Corporation	28,192.43	Corporate Services
March 16	Green Organics Carts - Green Bin	Orbis Canada Limited	31,986.72	Transportation & Public Works
March 17	Annual elevator maintenance at multiple City buildings	Kone Inc.	21,208.50	Corporate Services
March 17	Floor graphics for physical distancing	Gilmore Reproductions	25,309.50	Transportation & Public Works
March 26	Engineering services for 805 Ridley Sprinkler	Callidus Engineering Inc.	29,000.00	Corporate Services
March 26	Concept & Design Development of Waterside Way Park & Trails	Basterfield & Associates	49,358.00	Transportation & Public Works

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group
March 29	Phase 1 of turtle mitigation measures Princess St.	Dedicated Environmental Services Inc.	28,561.23	Transportation & Public Works
		Total	\$288,745.87	

Delegated Group Buying - March 2021

Purchase Date	Project	Successful Vendor	Value (no taxes)	Group
March 18	Database maintenance and technical support	Oracle Canada U L C	\$50,255.61	Corporate Services
March 22	Network switch replacements	Bell Canada	\$61,558.65	Corporate Services