



**City of Kingston
Information Report to Council
Report Number 21-145**

To: Mayor and Members of Council
From: Desiree Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Date of Meeting: June 22, 2021
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of April 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 April 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 April 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 April.

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.

April 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.

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.

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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 – April 2021 Awards

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

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

- 1. Request for Proposal: F18-TPW-PW-2021-09**
Supply of Hot Mix Asphalt

Closing Date: February 10, 2021

Supplier / Service Provider	HL2 (Sand mix) Unit Price	HL3 Unit Price
COCO Paving Inc.	\$91	\$87
Kiley Paving Ltd.	\$93	\$88
G. Tackaberry & Sons Construction Ltd.	\$100	\$86

- 2. Request for Proposal: F18-EN-2021-04**
Development of Waterside Way Park and Trails

Closing Date: February 26, 2021

Supplier / Service Provider	Price
Basterfield & Associates	\$49,367.00
Thinc Design	\$82,535.00
RK & Associates	\$42,030.00
MBTW Group	\$57,525.00
Lashley & Associates	\$86,838.75
Wentworth Landscapes	\$58,272.50
Architecture 49 Inc	\$92,455.00
Whitehouse Urban Design	\$88,357.00

3. Request for Proposal: F18-TPW-ENG-2021-06

Contract Administration Software Solution

Closing Date: March 17, 2021

Supplier / Service Provider	Price
AEC Solutions Inc.	\$55,840.00
Cobblestone Software	\$60,803.43
Gaea Global Tech	\$56,658.00

4. Request for Proposal: F18-TPW-PW-2021-12

Urban Tree Inventory Update

Closing Date: April 8, 2021

Supplier / Service Provider	Price per Tree
Davey Tree Expert Co. of Canada Ltd.	\$2.89
Aboud & Associates	\$3.20
Urban Forest Innovations	\$3.95
Kuntz Forestry Consulting Inc.	\$4.55
AECOM Canada Ltd.	\$5.72

5. Tender: ENG-2021-03

Road Rehabilitation Frost, Carnaby, Fleet & Wembley

Closing Date: April 14, 2021

Supplier / Service Provider	Price
Coco Paving Inc.	\$324,455
Kiley Paving Ltd.	\$343,267
G. Williams Paving Ltd.	\$363,065
R.W. Tomlinson Ltd.	\$532,050

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

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group
April 6	Compliance monitoring - Kingston East landfill	Malroz Engineering Inc.	23,569.18	Business, Environment & Projects
April 7	Stage 4 Archaeology - Richardson Beach	Past Recovery Archaeological Services	43,040.00	Transportation & Public Works
April 9	Refuge Canada Travelling Exhibition	Canadian Museum of Immigration at Pier 21	26,250.00	Business, Environment & Projects
April 9	City wide tree stumping	ETC Eco Tree Care Inc.	41,196.75	Transportation & Public Works
April 12	Building Automation System repairs - Courthouse	Calderwood Automation Inc.	24,750.00	Corporate Services
April 13	DASH upgrade support	sCube Inc.	20,000.00	Corporate Services
April 14	Literacy Services	Kingston Literacy & Skills	20,833.33	Chief Administrative Office
April 16	Planning services for large files	Fotenn Consultants Inc.	49,000.00	Community Services
April 19	HVAC Maintenance - Rideaucrest	Modern Niagara Building Services	29,611.20	Corporate Services

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group
April 22	Chiller Replacement consulting - 500 O'Connor Dr.	WSP Canada Inc.	20,250.00	Corporate Services
April 22	Landscaping and grass cutting - various facilities	Sharpe Lawn & Garden Service Limited	45,540.00	Corporate Services
April 22	Cisco network switch - 500 O'Connor Drive	Bell Canada	23,211.68	Corporate Services
April 28	Electric Ride-on Sweeper	Tennant Sales and Service Company	44,205.00	Transportation & Public Works
April 29	Programming for Municipal Fee Assistance Program application	Youngsoft Inc. - Canada	49,400.00	Corporate Services
	Total		\$460,857.14	