



**City of Kingston
Information Report to Council
Report Number 21-176**

To: Mayor and Members of Council
From: Desiree Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Date of Meeting: July 13, 2021
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of May 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 May 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	Not required
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 May 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 May.

Exhibit C provides information on awards made in the month of May through group buying programs under delegated authority provisions. Council previously delegated authority to the Chief Information Officer to award contracts through OECM Cooperative Purchasing for technology products and services, including software and data licencing and maintenance and support services for City applications. In addition, Council delegated authority to the Director of Corporate Asset Management & Fleet specific to the acquisition of capital equipment sourced through Local Authority Services (LAS).

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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May 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.

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 – May 2021 Awards

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

Exhibit C – Delegated Group Buying – May 2021

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

1. Request for Proposal: F18-CS-FMCS-2021-16

Designated Substances Abatement at 113 Lower Union Street

Closing Date: April 6, 2021

Supplier / Service Provider	Price
Preston Construction	\$ 67,815.00
T. Donaldson Construction Ltd.	\$126,000.00
Environmentall Contracting Services Inc.	\$ 96,783.54
Salandria Ltd.	\$174,970.30

2. Request for Proposal: F18-CS-FMCS-2021-11

Elevator 1, 2 & 4 at Rideaucrest Home

Closing Date: April 27, 2021

Supplier / Service Provider	Price
Elevator One Inc.	\$456,000.00
TKE	\$345,540.00
Otis Canada Inc.	\$423,340.00

Note: Elevator 4 has been removed as it was provisional.

3. Request for Proposal: F18-CS-FMCS-2021-05

Energy Management Service Provider

Closing Date: April 22, 2021

Supplier / Service Provider	Price
Modern Niagara Toronto Inc.	\$215,677.25
Walter Fedy	\$224,435.00
MCW Energy Solutions	\$370,828.74
Internat Energy Solutions	\$563,153.58

4. Request for Proposal: F18-TPW-TS-2021-02

Henderson Boulevard Multi-Use Pathway Construction

Closing Date: May 12, 2021

Supplier / Service Provider	Price
O. Bettschen Construction Ltd.	\$605,765.00
Len Corcoran Excavating Ltd.	\$644,339.25
Kiley Paving Ltd.	\$669,000.00
Coco Paving Inc.	\$760,650.00
CSL Group Ltd.	\$879,682.00

5. Request for Proposal: F18-TPW-SW-2021-01

Corporate Waste Systems, Collection, Transfer,
Transportation, Disposal and Diversion Services

Closing Date: May 14, 2021

Supplier / Service Provider	Price
E360s	\$258,769.00
Waste Connections	\$283,920.00
Waste Management	\$315,191.00

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

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group
May 3	Dust Control Chemicals	Morris Chemicals Inc.	25,780.00	Transportation & Public Works
May 7	Touchless Barcode Scanning Devices	Ticketmaster Canada LP	33,900.00	Corporate Services
May 10	City Website Service Renewal	Siteimprove Inc.	21,597.00	Corporate Services
May 10	Housing Process and Service Review	Orgcode Consulting, Inc.	22,400.00	Chief Administrative Officer
May 17	Roof Replacement - Forestry Building	Amherst Roofing and Sheetmetal Ltd.	32,980.00	Corporate Services
May 20	Firewall Security	Accara Inc.	41,430.00	Corporate Services
May 26	Vault Masonry - Milton Cemetery	KB Homes Ltd.	23,200.00	Corporate Services
May 28	Traffic Counting Services	Miovision Technologies Incorporated	25,000.00	Transportation & Public Works
May 31	Gas Dock Kiosk Renovation - Portsmouth Olympic Harbour	T Donaldson Construction Ltd.	21,204.77	Corporate Services
	Total		\$247,491.77	

Delegated Group Buying - May 2021

Purchase Date	Project	Successful Vendor	Value (no taxes)	Group
May 3	2021 PeopleSoft Software Support Renewal	Oracle Canada U L C	\$ 152,883	Corporate Services
May 5	Teranet Exchange Renewal	Teranet Inc.	\$ 77,032	Corporate Services
May 6	2016 Altec AT37G Bucket Truck	Global Rental Canada, ULC	\$ 85,236	Transportation & Public Works
May 18	2021 Case 580SN Backhoe	JR Brisson Equipment	\$ 137,059	Transportation & Public Works
		Total	\$ 452,210	