



**City of Kingston  
Report to Council  
Report Number 21-190**

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**To:** Mayor and Members of Council  
**From:** Brad Joyce, Commissioner, Corporate Services  
**Resource Staff:** Speros Kanellos, Director, Facilities Management and Construction Services  
**Date of Meeting:** July 13, 2021  
**Subject:** Award of Contract – City Hall Stairwell Equipment Relocation

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**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

The purpose of this report is to seek Council approval to award a contract to Malette Electric Limited for relocation of electrical equipment from the stairwells at City Hall.

One (1) compliant submission was received and evaluated in response to Request for Proposal (RFP) F18-CS-FMCS-2021-18. It is recommended that F18-CS-FMCS-2021-18 for relocation of stairwell equipment at City Hall be awarded to Malette Electric Limited. In accordance with Section 3.4 (iv) of By-Law 2000-134, "A By-Law to Establish Purchasing Policies and Procedures for the City of Kingston", Council approval is required when less than three (3) valid responses from vendors are received.

**Recommendation:**

**That** Council authorize the Mayor and Clerk to enter into an agreement with Malette Electric Limited pursuant to RFP F18-CS-FMCS-2021-18, in the amount of \$99,777.00 plus applicable taxes for relocation of electrical equipment from the stairwells at City Hall, as well as any related amendments thereto or other documents required to complete the work as directed by the

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Director, Facilities Management and Construction Services and in a form satisfactory to the Director of Legal Services.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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**Brad Joyce, Commissioner,  
Corporate Services**

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	Not required
Peter Huigenbos, Commissioner, Business, Environment & Projects	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Sheila Kidd, Commissioner, Transportation & Public Works	Not required

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**Options/Discussion:**

The purpose of this work is to rectify fire code violations noted in an Inspection Order dated May 8th, 2019. Combustible materials, including electrical equipment, are not allowed to be located in any exit stair as they create a fire hazard for those exiting in an emergency. The required action listed was to relocate or remove electrical equipment from the exit stairs to minimize the risk of injury to persons because of contact with energized equipment, and to minimize the risk of accidental ignition.

All power equipment currently located in both the North and South stairwells of City Hall is to be removed, relocated outside, and replaced with new equipment. This includes all electrical as well as information technology equipment, wiring and cabling. As City Hall is a National Historic Site of Canada with municipal heritage designations under both Parts IV and V of the Ontario Heritage Act, special precautions and procedures are required to ensure heritage attributes are adequately maintained and protected while completing selective demolition and new work. Proposals were required to reflect the historical significance and special procedures relating to the heritage attributes of the deliverables.

The Request for Proposal for F18-CS-FMCS-2021-18 for the relocation of stairwell equipment at City Hall was advertised on Biddingo and closed on June 7, 2021. One (1) submission was received and evaluated by one (1) member of the Facilities Management and Construction Services team.

Below is a summary of the company that submitted a bid for this RFP, and their score based on the evaluation criteria.

Rank	Proponent	Cost	Score
1	Malette Electric Limited	\$99,777.00	83.3

It is recommended that this contract be awarded to Malette Electric Limited, having submitted a high scoring submission within budget. The mandatory submission and technical requirements of the RFP were met.

Seven (7) proponents downloaded the documents from Biddingo for this RFP, however only one (1) submission was received. Staff contacted some of those contractors to determine why they hadn't submitted bids and were informed that they were too busy to take on this work. This parallels other consultations that staff have had with local contractors on the lack of bids received on RFPs such as this. With a large volume of work available to local contractors, most companies are not seeking additional work at this time.

There are sufficient funds available in the current capital budget to proceed with the award of a contract as recommended in this report.

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**Existing Policy/By-Law:**

Section 3.4 (iv) of By-Law 2000-134, "A By-Law to Establish Purchasing Policies and Procedures for the City of Kingston", as amended.

**Notice Provisions:**

None

**Accessibility Considerations:**

None

**Financial Considerations:**

There are sufficient funds available in the current capital budget to proceed with the award of a contract as recommended in this report.

**Contacts:**

Speros Kanellos, Director, Facilities Management and Construction Services 613-546-4291 extension 3133

**Other City of Kingston Staff Consulted:**

Jeff Rempel, Manager, Facilities Management and Construction Services

Katie Brennan, Project Manager, Facilities Management and Construction Services

**Exhibits Attached:**

None