



**City of Kingston
Information Report to Council
Report Number 21-196**

To: Mayor and Members of Council
From: Desiree Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Date of Meeting: August 10, 2021
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of June 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 June 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 June 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 June.

Exhibit C includes two time-sensitive procurements, both awarded to Cimco Refrigeration. With the recent news of the upcoming hockey season proceeding at the Leon's Centre, the installation of a back-up pump is required prior to the start of hockey training camp in August. The Leon's Centre currently utilizes a Cimco refrigeration plant and has an annual maintenance contract with them. The condenser and the brine pump in the refrigeration system at the Cataraqi Community Centre also requires replacement. With an estimated lead time of approximately 12 weeks to receive this equipment, it was necessary to place the order for equipment as soon as possible in order to have the ice pads open to community groups by September.

Exhibit D provides information on awards made in the month of June 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).

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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.

June 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 Services, 613-546-4291 extension 2209

Other City of Kingston Staff Consulted:

Applicable City Departments

Exhibits Attached:

Exhibit A - Request for Proposal Summary – June 2021 Awards

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

Exhibit C - Time Sensitive and Emergency Procurements – June 2021

Exhibit D - Delegated Group Buying – June 2021

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

1. Request for Proposal: F18-CSG-CS-2020-02

Princess Street Sidewalk Public Art Project

Closing Date: March 19, 2021

Supplier / Service Provider	Points*
Brandon Vickerd	90
Christine Dewancker	84
Don Maynard	81

* Fixed price; proposals based on non-price criteria

2. Request for Proposal: F18-TPW-TR-2021-01

Kingston Transit Permanent Bus Operator Safety Barriers

Closing Date: April 7, 2021

Supplier / Service Provider	Price
The Aftermarket Parts Company, LLC	\$ 821,296.16
Mississauga Bus, Coach & Truck Repairs Inc.	\$1,023,937.00
Prevost, a division of Volvo Group Canada Inc.	\$1,216,329.78

3. Request for Quotation: F18-CS-FMCS-2021-06

Four (4) Tub Replacements at Rideaucrest Home

Closing Date: April 14, 2021

Supplier / Service Provider	Price
Cornerstone Medical Incorporated	\$119,100.00
Cardinal Health Canada Inc.	\$ 81,980.00
Arjo Canada Inc.	\$ 93,726.72
Handicare Canada	\$ 95,216.50

4. Request for Proposal: F18-CS-HR&OD-2021-01

Payroll Scheduling, Time, and Attendance Review

Closing Date: April 27, 2021

Supplier / Service Provider	Price*
KPMG LLP	\$130,000.00
RSM Canada Consulting LP	\$129,110.00
Workforce Edge Consulting Inc.	\$139,710.00
Blackline Consulting	\$133,120.00
Deloitte Inc.	\$165,000.00
Think Best Practice Inc.	\$145,920.00
GroupeX Ltd.	\$ 70,300.00

* Project budget provided; proposals based on non-price criteria and other value for money considerations

5. Request for Proposal: F18-CS-CCE-2021-01

Radio Advertising

Closing Date: April 29, 2021

Supplier / Service Provider*	Price
Corus Entertainment	\$13,650.00
Rogers Media	\$15,210.00
Bell Media	\$19,890.00

* Top 3 ranked proponents awarded.

6. Request for Proposal: F18-CS-FMCS-2021-21

City Hall – Restoration of North and South Exterior Exit Stairs

Closing Date: June 2, 2021

Supplier / Service Provider	Price
B.A. Construction & Restoration Inc.	\$294,150.00
A. Santin Mason Contractor Ltd.	\$482,000.00
Phoenix Restoration Inc.	\$423,800.00
Roof Tile Management Inc.	\$424,800.00

7. Request for Quotation: F18-TPW-CAMF-2021-08

Sidewalk Plows (4)

Closing Date: June 22, 2021

Supplier / Service Provider	Price
Equipements Plannord Inc.	\$674,000.00
Tenco Inc.	\$705,399.84
Joe Johnson Equipment	\$588,580.00

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

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group
June 7	Purchase of five pay and display machines for various locations	Precise Parklink Inc.	\$ 39,496.00	Transportation & Public Works
June 7	Engineering services for City Hall HVAC upgrades	Greer Galloway Consulting Engineers	\$ 40,811.00	Corporate Services
June 8	Engagement HQ - Year 3 subscription support renewal	Bang the Table Canada	\$ 25,500.00	Corporate Services
June 9	Renewal of annual support agreement	OpenDataSoft	\$ 24,000.00	Corporate Services
June 11	Supply and install automatic entrance gate at Kingston Area Recycling Centre	Lennox Fence Inc.	\$ 29,250.00	Transportation & Public Works
June 11	Lifecycle replacement of seven custom depot bins	Universal Handling Equipment Co., (Owosso) LLC	\$ 33,279.00	Transportation & Public Works

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group
June 16	Lifecycle replacement of four rear-mount salt/sand spreaders for sidewalk plows	Joe Johnson Equipment Inc.	\$ 32,624.00	Transportation & Public Works
June 16	Concrete for sidewalk and curb repairs	Sousa Ready Mix	\$ 39,400.00	Transportation & Public Works
June 17	International Association for Public Participation (IAP2) - Foundations in Public Participation Program	Richard M Delaney & Associates	\$ 32,000.00	Corporate Services
June 24	Purchase of multi-function dump body attachment	Equipements Lourds Papineau Inc.	\$ 42,707.56	Transportation & Public Works
June 24	Teknion office furniture for 701 Division St.	Johnsons Business Interiors	\$ 25,503.10	Transportation & Public Works
June 28	Lateral wall bracing at roof decking 701 Division St.	Mike Sullivan Construction	\$ 27,250.00	Corporate Services
June 28	2021 system maintenance fees	Vailtech Inc.	\$ 28,518.71	Corporate Services

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group
June 30	Purchase of 2021 electric forklift	Doosan Industrial Vehicle America Corp.	\$35,020.01	Transportation & Public Works
June 30	Removal of Sir John A. Macdonald pedestal	Heritage Grade	\$ 28,885.00	Community Services
	Total		\$484,244.38	

Time Sensitive or Emergency Procurements - June 2021

Purchase Date	Project	Successful Vendor	Value (no taxes)	Group
June 4	Back Up Pump - Leon's Centre Ice Plant	Cimco Refrigeration	\$ 65,000	Corporate Services
June 28	Condenser Replacement - Cataraqui Kinsmen Arena	Cimco Refrigeration	\$ 253,000	Business, Environment & Projects
	Total		\$ 318,000	

Delegated Group Buying - June 2021

Purchase Date	Project	Successful Vendor	Value (no taxes)	Group
June 22	Subscription Renewal for Talend Platform	Talend Canada Ltd.	\$ 52,887	Corporate Services
June 25	2021 John Deere Grader	Brandt Tractor Ltd.	\$ 424,800	Transportation & Public Works
	Total		\$ 477,687	