



**City of Kingston
Information Report to Council
Report Number 21-214**

To: Mayor and Members of Council
From: Desiree Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Date of Meeting: September 21, 2021
Subject: Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of July 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 July 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 July 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 July. Exhibit C provides information on awards made in the month of July through group buying programs under specific delegated authority provisions.

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.

July 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 – July 2021 Awards

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

Exhibit C - Delegated Group Buying – July 2021

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

1. Request for Proposal: F18-CS-FMCS-2021-19

Kingston East Community Centre PV Solar Design/Build

Closing Date: May 13, 2021

Supplier / Service Provider	Price
RESCo Energy Inc.	\$517,600.00
VCT Group Inc.	\$760,470.00
Otter Energy	\$525,488.00
EG Energy Management Inc.	\$638,850.00
Essex Power Corporation	\$670,216.00
Spark Power Corporation	\$703,500.00

2. Request for Quotation: F18-TPW-CAMF-2021-09

Wheel Loaders – Public Works

Closing Date: June 17, 2021

Supplier / Service Provider	Price
Hartington Farm Services Ltd.	\$ 217,000.00
Brandt Tractor Ltd.	\$ 239,000.00
JR Brisson Equipment Ltd.	\$ 250,377.00
Strongco Limited Partnership	\$ 252,450.00

3. Request for Quotation: F18-TPW-CAMF-2021-09

Wheel Loaders – Utilities Kingston

Closing Date: June 17, 2021

Supplier / Service Provider	Price
Hartington Farm Services Ltd.	\$ 187,100.00
JR Brisson Equipment Ltd.	\$ 190,800.00
Brandt Tractor Ltd.	\$ 229,000.00
Strongco Limited Partnership	\$ 218,350.00

4. Request for Proposal: F18-CS-FMCS-2021-17

Seniors Centre Roof Replacement

Closing Date: June 23, 2021

Supplier / Service Provider	Price
Amherst Roofing & Sheet Metal Ltd.	\$518,500.00
French Brothers Roofing	\$529,563.60
Always Roofing	\$483,810.00
T. Hamilton & Son Roofing	\$569,412.00

5. Request for Proposal: F18-TPW-TS-2021-03

Bayridge Drive Taylor Kidd Blvd Pedestrian Signals

Closing Date: July 8, 2021

Supplier / Service Provider	Price
Hybrid Construction Group	\$277,777.77
Dig'N Dirt Ltd.	\$369,696.89
Coco Paving Inc.	\$378,978.00

6. Request for Proposal: F18-TPW-TS-2021-04

Montreal Street and Weller Avenue Pedestrian Signal Improvements

Closing Date: July 14, 2021

Supplier / Service Provider	Price
Hybrid Construction Group	\$237,777.77
Coco Paving Inc.	\$260,660.00
Dig'N Dirt Ltd.	\$266,030.84

7. Request for Proposal: F18-CFO-FS-2021-05

Provision of Security Guard Services

Closing Date: July 20, 2021

Supplier / Service Provider	Price Score out of 40	All Other Criteria Score out of 60	Total Score out of 100
G4S Secure Solutions Ltd.	36.1	51.4	87.5
GardaWorld Protective Services	31.6	50.6	82.2
Iron Horse Security	30.0	43.8	73.8
Neptune Security Services	40.0	31.2	71.2
Canadian Corps of Commissionaires Kingston and Region	26.7	39.1	65.8
Strike Force Security Services	31.2	20.4	51.6

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

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group
July 5	Project Management Software Annual Renewal For Multiple Users	Upland Software Inc.	25,981.10	Corporate Services
July 6	Tax Bill Postage	Canada Post Corporation	35,307.02	Corporate Services
July 7	Aluminum Bleachers	WH Reynolds Cambridge Ltd.	21,677.00	Transportation & Public Works
July 8	Cisco Catalyst 9300 24-Port Switch	Bell Canada	43,575.57	Corporate Services
July 8	Two-Factor System Authentication Implementation Plan	Bell Canada	25,435.24	Corporate Services
July 15	Conservation assessment - Memorial Hall	Asbex Limited	25,069.50	Community Services
July 15	25 Mattresses	Specialty Furniture Inc.	23,470.00	Community Services
July 19	Column Foundation Reinforcement - 1211 John Counter Boulevard	KB Homes Ltd.	29,350.00	Corporate Services

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group
July 26	Solar Powered Driver Feedback Signs	Stinson ITS Inc.	31,130.00	Transportation & Public Works
July 27	Cybersecurity United Security Management - Annual Subscription	Alien Vault Inc.	33,772.00	Corporate Services
July 27	Chown Garage Elevator Repairs	Kone Inc.	23,913.00	Transportation & Public Works
July 27	Engineering Construction Services Support for East Shore - Third Crossing	HMC Consulting Services Inc.	49,500.00	Business, Environment & Projects
	Total		\$368,180.43	

Delegated Group Buying - July 2021

Purchase Date	Project	Successful Vendor	Buying Group	Value (no taxes)	Group
July 15	2022 Freightliner Mechanical Sweeper	Joe Johnson Equipment	Local Authority Services	\$ 363,936	Transportation & Public Works
July 29	Cisco Network Switch	Bell Canada	OECM Cooperative Purchasing	\$ 56,840	Corporate Services
	Total			\$ 420,775	