



**City of Kingston
Report to Council
Report Number 21-244**

To: Mayor and Members of Council
From: Sheila Kidd, Commissioner, Transportation & Public Works
Resource Staff: Kyle Bolton, Operations Manager, Public Works Services
Date of Meeting: October 5, 2021
Subject: Award of Contract – Sign Reflectivity Inspection and Inventory Update

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

The Municipal Minimum Maintenance Standards (MMS), Reg. 239/02, under the *Municipal Act* requires municipalities to inspect its regulatory traffic signs once per calendar year to ensure the signs meet the retro-reflectivity requirements of the Ontario Traffic Manual.

Public Works issued a Request for Quotation (RFQ) No. F18-TPW-PW-2021-16 Sign Reflectivity Inspection and Inventory Update.

Section 3.4 iv) of the Purchasing By-law requires that approval be sought by separate report to Council when there are fewer than three valid responses received.

Only one response to the RFQ was received, therefore Council approval is required to award the contract. Once approved, the work will commence in October 2021.

Recommendation:

That Council authorize the Mayor and Clerk to enter into a contract, in a form satisfactory to the Director of Legal Services, with Advantage Data Collection, for the retro-reflectivity inspection and inventory update of the City of Kingston's regulatory traffic signage.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Sheila Kidd, Commissioner,
Transportation & Public Works**

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	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

Public Works maintains over 30,000 signs in the municipal right-of-way, park areas, and trails. It is a requirement in the Minimum Maintenance Standards (MMS), Reg. 239/02, under the *Municipal Act* to inspect regulatory and warning signs, once per year, to ensure they meet the retro-reflectivity requirements of the Ontario Traffic Manual. The retro-reflectivity inspection is done using a retro-reflectometer, like the RoadVista 922, to measure the reflectivity of the sign material. This inspection will include an update to the City's regulatory and warning sign inventory to ensure our asset management database is accurate.

On September 2, 2021, one Request for Quotation submission was received for RFQ No. F18-TPW-PW-2021-16 Sign Reflectivity Inspection and Inventory Update. The submission was reviewed and ranked as per the criteria set out in the RFQ.

The proponent provided a complete submission, including calibration certificates for their portable retro-reflectometer devices and three relevant references.

The table below provides the total score and total price submitted excluding HST from the proponent.

Bidder	Total Score	Total Stipulated Lump Sum (Excluding HST)
Advantage Data Collection	95	\$59,500

Advantage Data Collection has been providing this service to the City of several years. They are a reputable contractor and their work has been satisfactory. Staff is recommending the contract be awarded to Advantage Data Collection. The contract will commence in October 2021, with a completion date of November 30, 2021.

Existing Policy/By-law:

By-Law Number 2000-134, a By-law to Establish Purchasing Policies and Procedures.

Notice Provisions:

None

Accessibility Considerations:

None

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Financial Considerations:

There are sufficient funds in the annual Public Works operating budget to award this contract.

Contacts:

Kyle Bolton, Manager, Public Works Services, 613-546-4291 extension 1861

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

None