



**City of Kingston
Information Report to Council
Report Number 21-241**

To: Mayor and Members of Council
From: Desiree Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Date of Meeting: October 19, 2021
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of August 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 August 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

Craig Desjardins, Acting Commissioner, Corporate Services

Jim Keech, President & CEO, Utilities Kingston Not required

Brad Joyce, 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 August 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 August.

Exhibit C includes two time-sensitive procurements. The first was awarded to Modern Niagara for mechanical upgrades related to 113 and 113 ½ Lower Union. These works are part of a sequence of contracts with a time schedule that provides for supportive housing units to be occupied before the winter season.

A time sensitive contract was also awarded to Branch Audio Visual to purchase and install new equipment to replace the technology in Council Chambers. Recognizing the recent challenges with supply chain issues related to technology equipment, these planned upgrades are being accelerated in order to be ready for the return to in-person meetings.

Exhibit D provides information on awards made in the month of August through group buying programs under 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.

August 2021 procurement activities that are not included in this report are as follows:

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- 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 – August 2021 Awards

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

Exhibit C - Time Sensitive and Emergency Procurements – August 2021

Exhibit D - Delegated Group Buying – August 2021

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

1. Request for Proposal: F18-CS-FMCS-2021-10

Bishops House Building Envelope Heritage Restoration

Closing Date: July 27, 2021

Supplier / Service Provider	Price
Emmons & Mitchell Construction (2000) Ltd.	\$916,387.50
BA Construction & Restoration Inc.	\$889,570.00
BRC Restoration Inc.	\$965,000.00
Phoenix Restoration Inc.	\$1,094,956.00
Heritage Grade, a Division of Asbex Ltd.	\$1,372,967.93

2. Request for Proposal: F18-CS-IST-2021-01

Professional Services for AODA Compliance

Closing Date: July 9, 2021

Supplier / Service Provider	Price (average)
Onix Networking Canada Inc.	\$109,283.00
NetCentric Technologies	\$112,500.00
Crawford Technologies	\$147,000.00
AbleDocs Inc.	\$137,250.00
QAC Consultants Inc.	\$17,147,651.00

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

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group
August 03	Installation of new fencing - 362 Montreal St.	Link Line Fence Ltd.	\$ 48,000.00	Corporate Services
August 03	Roof replacement - Grand Theatre	Amherst Roofing and Sheetmetal Ltd.	\$ 45,000.00	Corporate Services
August 09	Paving cold mix	Coco Properties Corp.	\$ 23,600.00	Transportation & Public Works
August 09	Pave crossing at St. Martha St./ Jasmine St.	Kiley Paving Ltd.	\$ 26,068.50	Transportation & Public Works
August 09	Baling Wire	Machinex Recycling Services Inc.	\$ 42,121.20	Transportation & Public Works
August 10	Compressor replacement - INVISTA Center	Cimco Refrigeration	\$ 41,000.00	Business, Environment & Projects
August 12	e-Learning Platform - annual fee	Docebo NA Inc.	\$ 39,111.00	Corporate Services
August 13	Green Organics Carts	Orbis Canada Limited	\$ 20,744.64	Transportation & Public Works

Purchase Date	Project	Successful Vendor	Value (No Taxes)	Group
August 18	Space accomodations design	Johnsons Business Interiors	\$ 34,606.80	Transportation & Public Works
August 20	Emerald Ash Borer treatments	Treescape Tree Care Professionals Ltd.	\$ 36,354.50	Transportation & Public Works
August 24	Recruitment Services	Boyden Canada	\$ 34,000.00	Office of the CAO
August 24	Solar Inverter Replacement - 95 Lappans Lane	Quantum Renewable Energy Inc.	\$ 37,350.14	Corporate Services
August 24	Electric vehicle chargers - 701 Division St.	MH Electric	\$ 22,100.00	Business, Environment & Projects
August 30	Culvert replacement - McKay St.	Len Corcoran Excavating Ltd.	\$ 39,970.00	Transportation & Public Works
August 31	Card access system - 1181 John Counter Blvd.	Alliance Security Team	\$ 44,288.66	Corporate Services
	Total		\$534,315.44	

Time Sensitive or Emergency Procurements - August 2021

August 31	Equipment and installation to replace Council Chambers A/V systems	Branch Audio Visual	\$	58,717
		Total	\$	199,034

of the CAC

Corporate Service

Delegated Group Buying - August 2021

Purchase Date	Project	Successful Vendor	Buying Group	Value (no taxes)	Group
August 9	Freightliner High Pressure Jetting Unit	Joe Johnson Equipment Inc.	Local Authority Services	\$ 294,409	Transportation & Public Works
August 12	Kubota Tractor	Hartington Equipment	Local Authority Services	\$ 313,089	Transportation & Public Works
	Total			\$ 607,498	