



**City of Kingston  
Information Report to Council  
Report Number 21-266**

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**To:** Mayor and Members of Council  
**From:** Desiree Kennedy, Chief Financial Officer & City Treasurer  
**Resource Staff:** Lana Foulds, Director, Financial Services  
**Date of Meeting:** November 16, 2021  
**Subject:** Tender and Contract Awards Subject to the Established Criteria  
for Delegation of Authority for the Month of September 2021

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**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 September 2021.

**Recommendation:**

This report is for information only.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY CHIEF FINANCIAL  
OFFICER & CITY TREASURER

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**Desiree Kennedy, Chief  
Financial Officer & City  
Treasurer**

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
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 September 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 September.

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.

September 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 – September 2021 Awards

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

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

**1. Request for Proposal: F18-EN-2021-11**

Bridge Rehabilitation of Collins Creek Bridge, Detailed Design, Tender and Inspection

**Closing Date:** May 12, 2021

<b>Supplier / Service Provider</b>	<b>Price</b>
D.M. Wills Associates Limited	\$113,254.00
Art Engineering	\$73,875.00
WSP Canada Inc.	\$500,564.00
Dillon Consulting Limited	\$164,543.00
Q & E Engineering Inc.	\$170,490.00

**2. Request for Proposal: F18-CS-FMCS-2021-24**

Professional Services for the Detailed Design and Contract Administration of the Cataraqui/Kinsmen Arena Recladding – 1030 Sunnyside Road

**Closing Date:** August 20, 2021

<b>Supplier / Service Provider</b>	<b>Price (average)</b>
Fishburn Sheridan & Associates Ltd.	\$57,000.00
CSV Consultants Inc.	\$88,462.00
Shoalts and Zaback Architects Ltd.	\$128,320.00

**3. Tender: EN-2021-16**

Construction Services for Tennis and Pickleball Courts -  
Bayridge Drive

**Closing Date:** August 20, 2021

<b>Supplier / Service Provider</b>	<b>Price (average)</b>
Kiley Paving Ltd.	\$412,524.95
Morven Construction	\$432,764.00
Len Corcoran Excavating Ltd.	\$465,549.00
O. Bettschen Construction Ltd.	\$597,731.00

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

<b>Purchase Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group</b>
September 03	Blue boxes - 64 Litre	Nova Products	\$20,006.00	Transportation & Public Works
September 03	Single Family Curbside Audits	AET Group Inc.	\$22,122.38	Transportation & Public Works
September 09	Parking lot pole LED lights	Guillevin International Inc.	\$34,020.00	Corporate Services
September 09	Remedial grading and paving - John Counter Boulevard	Kiley Paving Ltd.	\$47,000.00	Transportation & Public Works
September 14	Grass seed - various locations	TCO Agromart Ltd.	\$26,250.00	Transportation & Public Works
September 15	Removal of weeds and brush - Milton Cemetery	Zomer Corp.	\$21,690.00	Transportation & Public Works
September 15	Amenity replacements for various parks	Sharpe Lawn & Garden Service Limited	\$37,510.00	Transportation & Public Works
September 22	Standpipe replacement - Chown Parking Lot	Fast Response Fire System Inc.	\$20,761.00	Corporate Services
September 22	Architectural services related to 805 Ridley - CHMC Rapid Housing Initiative Improvements	Shoalts and Zaback Architects Ltd.	\$50,000.00	Office of the CAO
September 24	Rubber tire loader	Sontrac Equipment	\$21,200.00	Transportation & Public Works
	<b>Total</b>		<b>\$300,559.38</b>	