



**City of Kingston
Report to Council
Report Number 21-283**

To: Mayor and Members of Council
From: Craig Desjardins, Acting Commissioner, Corporate Services
Resource Staff: Speros Kanellos, Director, Facilities Management & Construction Services
Date of Meeting: November 16, 2021
Subject: Award of Contract – Flooring Replacement at the Kingston Grand Theatre

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

The purpose of this report is to seek Council approval to award a contract to M & M Carpet Inc. for the supply and installation of new carpet at the Kingston Grand Theatre, located at 218 Princess Street.

One (1) compliant submission was received and evaluated in response to Request for Proposal (RFP) F18-CS-FMCS-2021-31. It is recommended that F18-CS-FMCS-2021-31, Flooring Replacement at the Kingston Grand Theatre be awarded to M & M Carpet Inc. In accordance with Section 3.1 (iv) of By-Law 2000-134, "A By-Law to Establish Purchasing Policies and Procedures for the City of Kingston", Council approval is required when less than three (3) valid responses from vendors are received.

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Recommendation:

That Council approve the award of contract for Flooring Replacement at the Kingston Grand Theatre to M & M Carpet Inc. pursuant to RFP F18-CS-FMCS-31, for the supply and installation of new carpet at the Kingston Grand Theatre; and

That Council authorize the Mayor and Clerk to execute the contract with M & M Carpet Inc. as well as any other related documents required for that contractor to complete the work, in a form satisfactory to the Director of Legal Services.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Craig Desjardins, Acting
Commissioner, Corporate
Services**

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	
Brad Joyce, Commissioner, Transportation & Public Works	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:

The purpose of this work is to remove the existing broadloom within the first and second floor theatre vestibules and replace it with new carpet tile. The existing carpet is fraying, stained and is due for an upgrade. The new carpet tile is designed for high traffic areas and will be easier to maintain than the existing carpet. This work is being completed as part of larger venue refresh that also includes painting and lighting upgrades. It is also work that needs to be completed in a timely manner given the high level of use that is expected starting in January 2022 now the facility can re-open at full capacity.

The Request for Proposal F18-CS-FMCS-2021-31, Flooring Replacement at the Kingston Grand Theatre was advertised on Biddingo and closed on October 26, 2021. One (1) submission was received and evaluated by three (3) members of the Facilities Management & Construction Services team.

The evaluation was based on the pre-determined criteria as outlined in the Request for Proposal:

1. Experience and Qualifications – 15%
2. Work Plan and Methodology – 12%
3. Schedule – 15%
4. Accessibility – 3%
5. Pricing – 55%

Rank	Proponent	Cost	Score
1	M & M Carpet Inc.	\$56,756.40	62.8

It is recommended that this contract be awarded to M &M Carpet Inc. The mandatory submission and technical requirements of the RFP were met, and their references responded with positive comments so staff are confident the vendor can complete the work as required.

Staff have also consulted with contractors more widely regarding the lack of bids received in response to RFPs such as this one. It has been indicated that, due to a large volume of work available to local contractors, most companies are not seeking additional work at this time. Seventeen (17) proponents downloaded the documents from Biddingo for this RFP, however only the one (1) submission was received.

Existing Policy/By-Law:

Section 3.4 (iv) of By-Law 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:

Section 4.4.14 Materials and Finishes of The Facility Accessibility Design Standards (FADS).

Financial Considerations:

There are sufficient funds available in the current capital budget to proceed with the award of a contract as recommended in this report.

Contacts:

Speros Kanellos, Director, 613-546-4291 extension 3133

Other City of Kingston Staff Consulted:

Colin Wiginton, Director, Arts & Culture Services

Dianne Zemba, Manager, Grand Theatre

Therol Peterson, Manager, Facilities, Facilities Management & Construction Services

Andrea Labey, Operations Coordinator, Facilities Management & Construction Services

Exhibits Attached:

None