



**City of Kingston
Information Report to Council
Report Number 24-017**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Brent Funnell, Manager, Procurement
Date of Meeting: December 19, 2023
Subject: October 2023 Tender and Contract Awards Subject to
Delegation of Authority

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

Section 21.1 of City of Kingston By-Law Number 2022-154, A By-Law to Establish a Procurement Policy for the City of Kingston, requires a monthly information report be provided to Council summarizing all procurement contracts with a value exceeding \$100,000 that were awarded by delegated authority. Accordingly, this information report provides Council with details of contracts greater than \$100,000 awarded for the month of October 2023 that meet the established criteria of delegated authority for both standard and non-standard procurements.

Recommendation:

This report is for information only.

December 19, 2023

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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, Growth & Development Services

Jennifer Campbell, Commissioner, Community Services Not required

Neil Carbone, Commissioner, Corporate Services Not required

David Fell, President & CEO, Utilities Kingston Not required

Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives Not required

Brad Joyce, Commissioner, Infrastructure, Transportation
& Emergency Services Not required

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Options/Discussion:

[City of Kingston By-Law Number 2022-154](#), a By-Law to Establish a Procurement Policy for the City of Kingston, provides for the delegation of authority to award contracts under both standard and non-standard procurement methods. Schedule C to By-Law Number 2022-154 delegates the approval authority to senior staff and Procurement Services for both procurement methods.

Standard Procurement

Standard procurement is defined as the acquisition of goods, services, or construction, or a combination thereof, in accordance with the standard procurement method for the type and value of the deliverables as determined in By-Law Number 2022-154. Utilizing the standard procurement method, Schedule C to By-Law Number 2022-154 provides for the delegated authority to award contracts greater than \$100,000 but less than \$500,000 to City Directors and Procurement Services, and contracts greater than \$500,000 to the City Commissioners and Procurement Services.

Standard procurements greater than \$100,000 require a competitive process conducted in accordance with the procurement's solicitation document. As provided for in the solicitation document, tenders are evaluated and awarded based solely on price, whereas request for proposals (RFPs) are based on the highest ranked proponent based on pre-determined price and non-price criteria.

No award of contract may be approved unless:

- Sufficient funding is available in an approved budget;
- The selection of the standard procurement method is determined in accordance with By-Law Number 2022-154; and
- The procurement process was conducted in accordance with City of Kingston By-Law Number 2022-154.

All procurements that exceed an estimated value of \$121,200 (goods and services) and \$302,900 (construction) are subject to applicable trade treaty requirements.

Exhibit A to this report provides information on standard procurements over \$100,000 that met the established criteria of delegated authority under City of Kingston By-Law Number 2022-154 and were awarded in the month of October.

Non-Standard Procurement

Non-standard procurement is defined as the procurement of deliverables through a process other than the standard method required for the type and value of the deliverables as determined in City of Kingston By-Law Number 2022-154. Schedule C to City of Kingston By-Law Number 2022-154 provides for a higher level of approval authority to award contracts under

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a non-standard procurement method. A non-standard procurement cannot be approved, and no contract can be awarded, unless sufficient funding is available in an approved budget.

Exhibit B to this report provides information on the non-standard procurements over \$100,000 that were awarded in the month of October.

October 2023 procurement activities that are not included in this report are as follows:

- value of the purchase, if less than \$100,000;
- any awards closing in this time period that were approved separately by Council.

Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) Considerations

The [Accessibility for Ontarians with Disabilities Act, 2005](#) is a consideration and may form part of the evaluation criteria for any Request for Proposal administered by the City of Kingston.

Existing Policy/By-Law

[City of Kingston By-Law Number 2022-154](#), “A By-Law to Establish a Procurement Policy for the City of Kingston”

Notice Provisions

None

Financial Considerations

All procurements, as reported, have sufficient funding available in an approved budget.

Contacts:

Lana Foulds, Director, Financial Service, 613-546-4291 extension 2209

Brent Funnell, Manager, Procurement, 613-546-4291 extension 2452

Other City of Kingston Staff Consulted:

Applicable City Departments

Exhibits Attached:

Exhibit A – Summary of Standard Procurements Over \$100,000 – October 2023 Awards

Exhibit B – Summary of Non-Standard Procurements Over \$100,000 – October 2023 Awards

Summary of Standard Procurements over \$100,000 October 2023 Awards

Proponents are listed in order of ranking based on pre-determined evaluation criteria.

The successful proponent appears first in each table unless stated otherwise.

1. Request for Proposal: F18-CS-LE-2023-02

Single Space Smart Parking Meters

Closing Date: June 28, 2023

Supplier / Service Provider	Term Price (4 years)
JJ MacKay Canada Ltd.	\$148,875.00
CivicSmart Inc.	\$166,617.00
IPS Group Inc.	\$203,260.00

Summary of Non-Standard Procurements over \$100,000 October 2023 Awards

Single Source Procurements

October 12, 2023

Financial Services

Development of 2024 Development Charges Background Study and By-Law

The City's current Development Charges By-Law Number 2019-116 is set to expire on September 29, 2024. To continue to impose development charges, the City will need to adopt a new development charges by-law prior to this date.

The development process and the development charges regime has been subject to significant change over the last three years, particularly with a provincial priority to implement strategies that would support increased development in response to a housing shortage.

To ensure an efficient and collaborative process, it is beneficial to have a consultant that is already familiar with the City's operations, has extensive knowledge and experience with the City of Kingston's current policies, capital plans, historic levels of service and development fee structures, and is familiar with key development stakeholders.

Watson & Associates Economists Ltd. is the consulting firm that prepared the City's background study in support of the by-law five years ago and has recently completed a variety of assignments for the City that will feed into and/or inform this development charges background study.

Supplier / Service Provider	Price
Watson & Associates Economists Ltd.	\$114,000.00

October 24, 2023

Business, Real Estate & Environment

Repairs & Upgrades to the Environmental Control and Infrastructure Systems

In August 2023, the network of groundwater pumps and overhead electrical infrastructure that provide environmental control at the closed Belle Park landfill site were vandalized and needed repair. Environmental control must be maintained at the former landfill site to prevent environmental impacts to the adjacent Cataraqui River.

On September 5th, 2023, due to the time sensitivity of this work, City Council approved and authorized non-standard, single source procurements, in an amount not to exceed \$1,500,000 in the aggregate, to carry out emergency repairs and upgrades at Belle Park. Under this approval, a contract was awarded to Oosterhoff Electrical Services Ltd. based on their relevant and site-specific knowledge of the work required.

Supplier / Service Provider	Price
Oosterhoff Electrical Services Ltd.	\$341,000.00