



**City of Kingston
Information Report to Council
Report Number 24-046**

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: January 23, 2024
Subject: November 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 November 2023 that meet the established criteria of delegated authority for both standard and non-standard procurements.

Recommendation:

This report is for information only.

January 23, 2024

Page 3 of 4

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 City of Kingston 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 City of Kingston By-Law Number 2022-154. Utilizing the standard procurement method, Schedule C to City of Kingston 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 City of Kingston 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 \$133,800 (goods and services) and \$334,400 (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 November.

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

January 23, 2024

Page 4 of 4

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 non-standard procurements over \$100,000 for fleet purchases that were awarded in the month of November through the Local Authority Services/Canoe Procurement Group buying program. Procurement Services is delegated the authority to approve a request from a department to leverage group buying. With this authority, Procurement Services validates each group buying program to ensure it meets or exceeds the procurement requirements as defined in the City's procurement by-law.

November 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 – November 2023 Awards

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

Summary of Standard Procurements over \$100,000 November 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-TPW-ES-2023-29

Stormwater System Improvements on King Street East –
Place D’Armes to Anglin Bay

Closing Date: October 19, 2023

Supplier / Service Provider	Price
Gordon Barr Ltd.	\$4,804,594.00
Len Corcoran Excavating Ltd.	\$6,314,118.00

2. Request for Proposal: F18-TPW-CAMF-2023-03

Three Newest Model Tracked Sidewalk Snow Removal
Vehicles

Closing Date: October 16, 2023

Supplier / Service Provider	Total Price
Les Equipements Plannord Inc.	\$647,700.00

3. Request for Proposal: F18-CS-FMCS-2023-25

Consulting Services – City Hall Heritage Restoration –
216 Ontario Street, Kingston

Closing Date: October 5, 2023

Supplier / Service Provider	Price
MTE Consultants Inc.	\$194,361.00
Read Jones Christoffersen	\$241,000.00
WSP Canada Inc.	\$236,200.00
RDH Building Science Inc.	\$365,962.50
Kongats Architects	\$414,900.00
EVOQ Architecture Inc.	\$449,310.00
+VG Architects	\$480,000.00
Watson MacEwen Teramura Architects	\$504,103.00
ERA Architects Inc.	\$618,200.00

4. Request for Proposal: F18-ITES-PWSW-2023-03

Supply and Delivery of Winter Control Liquid for Anti-
Icing/De-Icing and Pre-Wetting

Closing Date: October 31, 2023

Supplier / Service Provider	Total Price (Five Year Term)
Pollard Distribution Inc.	\$420,300.00
Da-Lee Dust Control Ltd.	\$494,640.00

5. Request for Proposal: F18-CS-FMCS-2023-29

Repaving Centre 70 Arena – 100 Days Road, Kingston

Closing Date: November 2, 2023

Supplier / Service Provider	Price
R.W. Tomlinson Ltd.	\$283,406.50
Kiley Paving Ltd.	\$301,814.00
GIP Paving Inc.	\$315,019.00
Morven Construction	\$394,945.99

6. Request for Proposal: F18-TPW-FR-2023-01

Pumper Truck

Closing Date: September 20, 2023

Supplier / Service Provider	Price
Safetek Emergency Vehicles Ltd.	\$1,484,831.00
Commercial Emergency Equipment	\$1,212,000.20
City View Specialty Vehicles	\$1,298,525.00
Dependable Emergency Vehicles	\$1,536,023.00
Darch Fire	\$1,569,966.84

7. Request for Proposal: F18-CS-CC-2023-01

Electronic Agenda and Meeting Management Software
as a Service Solution

Closing Date: August 14, 2023

Supplier / Service Provider	Total Price (Three Year Term)
eScribe Meetings Ltd.	\$234,155.55

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

Group Buying

Corporate Asset Management & Fleet

Sourcing Partner: Local Authority Services/Canoe Procurement Group

November 1, 2023

Mini Excavator – Kubota KX057

Category: Medium Construction Equipment Program

Supplier / Service Provider	Price
Hartington Equipment	\$126,473.48

November 15, 2023

Truck Chassis x 2 – International HV607

Category: Class 4-8 Chassis Program

Supplier / Service Provider	Price
Rush Truck Centres of Canada Ltd.	\$408,028.78

November 20, 2023

Truck Chassis x 7 Single Axel Plow (2 w/ towing package)

Category: Class 4-8 Chassis Program

Supplier / Service Provider	Price
Rush Truck Centres of Canada Ltd.	\$1,283,669.95

November 21, 2023

Heavy Equipment Vehicle – Labrie Automizer Side Load Body

Category: Waste Management Equipment Program

Supplier / Service Provider	Price
Joe Johnson Equipment Inc.	\$691,933.62

November 27, 2023

Stainless Steel Body Plow Truck Chassis x 3

Category: Winter Maintenance Equipment Program

Supplier / Service Provider	Price
Viking Cives Ltd.	\$597,051.000

November 27, 2023

Stainless Steel Body Plow Truck x 4 (2 w/ trailer package)

Category: Winter Maintenance Equipment Program

Supplier / Service Provider	Price
Viking Cives Ltd.	\$801,681.46