



**City of Kingston
Report to Council
Report Number 24-065**

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: February 20, 2024
Subject: December 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 December 2023 that meet the established criteria of delegated authority for both standard and non-standard procurements.

Recommendation:

This report is for information only.

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Options/Discussion:**Background**

[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 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 \$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 December.

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-

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Law Number 2022-154 provides for a higher level of approval authority to award contracts under 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 awarded in the month of December through group buying programs. Procurement Services is delegated the authority to approve a request from a department to leverage group buying after validating that the respective group buying program meets or exceeds the procurement requirements as defined in the City's procurement by-law. Exhibit B also provides information on an emergency procurement for facility abatement & remediation services for the Days Road Fire Station.

December 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"

Financial Considerations

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

Contacts:

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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 – December 2023 Awards

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

Summary of Standard Procurements over \$100,000 December 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-FMCS-2023-31

Supply & Installation of Emergency Communications
Consoles at 500 O'Connor Drive, Kingston

Closing Date: November 21, 2023

Supplier / Service Provider	Price
Evans Consoles Corporation	\$108,143.98
Sustema Inc.	\$106,841.88

2. Request for Proposal: F18-CAO-RLS-2023-05

Provision of Services to Fully Design Layout, Supply,
Deliver and Assemble Fitness Equipment for INVISTA
Fitness & Wellness Centre

Closing Date: June 30, 2023

Supplier / Service Provider	Price
FDF Group	\$149,090.18

3. Request for Proposal: F18-TPW-ES-2023-33

Enhanced Flood Protection of Abbey Dawn Road,
Highway 2 and St. Lawrence Avenue

Closing Date: December 1, 2023

Supplier / Service Provider	Price
R.W. Tomlinson Ltd.	\$3,766,900.00
GIP Paving Inc.	\$4,446,363.75
Len Corcoran Excavating Ltd.	\$4,944,452.00

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

Emergency Procurement

December 7, 2023

Facilities Management & Construction Services

Abatement & Remediation at KFR Fire Station #10 – 127 Days Road

Kingston Fire & Rescue Station #10 requires emergency abatement & remediation services due to mold identified within the building. The work includes abatement, reinstatement of walls, ceiling work, insulation, and vapour barriers as well as enhancing the HVAC system for the dorm area of the facility. The work is anticipated to be completed in February 2024.

Supplier / Service Provider	Price
Environmentall Contracting Services	\$120,000.00

Group Buying

Corporate Asset Management & Fleet

Sourcing Partner: Local Authority Services/Canoe Procurement Group

December 3, 2023

Route optimization software for Solid Waste Heavy Equipment Vehicles

Category: Fleet Management Program

Supplier / Service Provider	Price
Rubicon Global LLC	\$117,960.00

December 12, 2023

NPR-HD Gas Crew Cab Truck

Category: Truck Program

Supplier / Service Provider	Price
Surgenor Truck Group	\$97,256.72

December 14, 2023

Heavy Equipment Vehicle - Broom Bear Mechanical Sweeper Truck

Category: Sweeper & Vacuum Equipment Program

Supplier / Service Provider	Price
Joe Johnson Equipment Inc.	\$498,653.00

December 21, 2023

Heavy Equipment Vehicles - Labrie Automizer Side Load Body x 1 and Mack LRE Truck Chassis x 1 – both with ultra service level agreements

Category: Truck Program

Supplier / Service Provider	Price
Surgenor Truck Group	\$845,080.00