



**City of Kingston
Report to Council
Report Number 24-085**

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: March 19, 2024
Subject: January 2024 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 January 2024 that meet the established criteria of delegated authority for both standard and non-standard procurements.

Recommendation:

This report is for information only.

March 19, 2024

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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 Not required

Jennifer Campbell, Commissioner, Community Services Not required

Neil Carbone, Commissioner, Corporate Services

David Fell, President & CEO, Utilities Kingston Not required

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

Brad Joyce, Commissioner, Infrastructure, Transportation
& Emergency Services

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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 City of Kingston 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 January.

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

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By-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 related to Information Systems & Technology purchases made through the Chief Information Officer's delegated authority in the month of January. The Chief Information Officer has delegated authority to renew recurring maintenance and support agreements through a single source process.

January 2024 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:

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 – January 2024 Awards

Exhibit B – Summary of Non-Standard Procurements over \$100,000 – January 2024 Awards

Summary of Standard Procurements over \$100,000 January 2024 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-2023-27

Washrooms Renovations Phase 2 – Rideaucrest Home

Closing Date: November 21, 2023

Supplier / Service Provider	Price
David J. Cupido Construction Ltd.	\$3,985,991.00
Jean Daoust Construction Inc.	\$5,991,815.00

2. Request for Tender: F18-TPW-ES-2023-31

Culvert Replacements – Kingston Mills Road

Closing Date: November 23, 2023

Supplier / Service Provider	Price
Trisan Construction	\$222,382.90
Len Corcoran Excavating Ltd.	\$245,865.00
K. Mulrooney Trucking Ltd.	\$261,301.78
Strong Bros. General Contracting Ltd.	\$288,911.62
Dig'N Dirt Ltd.	\$290,843.23
R.W. Tomlinson Ltd.	\$307,070.40
Gordon Barr Ltd.	\$313,805.00
Scott Trudeau Construction Corp.	\$315,794.20
Robert Nash Excavating Inc.	\$326,945.44
GIP Paving Inc.	\$327,750.00
Fidelity Engineering & Construction	\$344,976.74
Kiley Paving Ltd.	\$389,922.00

3. Request for Proposal: F18-ITES-FR-2023-01

Aerial Truck

Closing Date: December 21, 2023

Supplier / Service Provider	Price
City View Emergency Vehicles	\$2,053,000.00
Commercial Emergency Equipment	\$2,235,900.00

4. Request for Proposal: F18-CS-FMCS-2023-36

Hanson Memorial Parking Structure 2024 Restoration

Closing Date: December 21, 2023

Supplier / Service Provider	Price
United Building Restoration Ltd.	\$2,650,280.00
Interior Concrete Coatings	\$3,223,267.00
Strong Bros. General Contracting Ltd.	\$3,663,100.00
Roof and Building Service Intl.	\$5,966,485.00

5. Request for Tender: F18-TPW-ES-2023-23

Trail Improvements – Various Sites

Closing Date: January 24, 2024

Supplier / Service Provider	Price
Al White Landscaping and Excavating	\$192,318.00
Kiley Paving Ltd.	\$197,866.00
Morven Construction	\$201,953.50
Len Corcoran Excavating Ltd.	\$229,330.00
Dig'N Dirt Ltd.	\$234,772.48
K. Mulrooney Trucking Ltd.	\$249,226.76
Strong Bros. General Contracting Ltd.	\$272,674.00

Summary of Non-Standard Procurements over \$100,000 January 2024 Awards

Single Source Procurements

Information Systems & Technology

January 8, 2024

Renewal of Annual Support and Maintenance Agreement for Cisco Security

The annual support and maintenance service agreement for Cisco Security, the City's network infrastructure platform, was renewed with Bell Canada.

Supplier / Service Provider	Price
Bell Canada	\$360,932.76

January 16, 2024

Renewal of Annual Support and Maintenance for CityView Platform

An agreement for support and maintenance services for the CityView Platform was renewed with N Harris Computer Corporation. The CityView platform is used to facilitate and manage business licensing, as well as administrative monetary penalties (AMP's) and other by-law enforcement activities.

Supplier / Service Provider	Price
N Harris Computer Corporation	\$100,573.19

January 17, 2024

Renewal of Annual Support and Maintenance for Peoplesoft HRMS

The agreement for annual support and maintenance services for Peoplesoft HRMS was renewed with Oracle Canada ULC. Peoplesoft HRMS is used to manage human resources and payroll activities.

Supplier / Service Provider	Price
Oracle Canada ULC	\$185,455.07

January 23, 2024

Renewal of Annual Subscription, Support, and Maintenance for NearMap Imagery

The annual subscription, support, and maintenance services for NearMap Imagery, the City's photo imagery platform, was renewed with Teranet Inc. NearMap provides the City with high resolution bi-annual air photo imagery acquisition.

Supplier / Service Provider	Price
Teranet Inc.	\$384,636.00