



**City of Kingston
Report to Council
Report Number 24-118**

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: April 16, 2024
Subject: February 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 February 2024 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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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

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 February.

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

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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 February through a single source procurement or a group buying program. Procurement Services is delegated the authority to review and approve a request from a department to award non-standard procurements over \$100,000, including group buying programs, after validating that the procurement meets or exceeds the requirements as defined in the City's procurement by-law. Prior to awarding under a group buying program, Procurement Services, along with user departments, explore pre-qualified options within desired group buying categories with additional consideration for current market pricing, project experience, knowledge and quality of work.

February 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 – February 2024 Awards

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

Summary of Standard Procurements over \$100,000 February 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-2023-32

Design/Build Construction Services for the development of a new residential triplex – 255 Yonge Street, Kingston

Closing Date: January 17, 2024

| Supplier / Service Provider | Price |
|--------------------------------|----------------|
| CaraCo Development Corporation | \$976,000.00 |
| Mascon Construction LP | \$1,186,546.86 |
| Buttcon East Limited | \$1,908,000.00 |

2. Request for Proposal: F18-CS-FMCS-2023-28

Audio System Replacement – Slush Puppie Place

Closing Date: January 25, 2024

| Supplier / Service Provider | Price |
|--|--------------|
| Branch AV | \$431,977.87 |
| Solotech | \$444,620.83 |
| Aligned Vision Group | \$714,995.00 |
| Horizon Solutions | \$978,728.05 |
| Christie Lites Sales | \$780,738.95 |
| Ontario Electrical Construction Company Ltd. | \$848,870.00 |

3. Request for Tender: F18-ITES-ES-2024-01

Surface Treatment – Various Locations

Closing Date: February 28, 2024

| Supplier / Service Provider | Price |
|------------------------------------|----------------|
| Greenwood Paving (Pembroke) Ltd. | \$1,991,091.60 |
| Miller Pavement Products | \$2,046,685.00 |

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

Single Source Procurements

February 2, 2024

Transportation & Transit

Consulting Services for Development of a new Integrated Mobility Plan

The Transportation & Transit department is undertaking a public engagement process for the development of an Integrated Mobility Plan. The City's Planning department recently retained Saffy Inc. to support the communications, engagement, and public consultation components for the Official Plan project. Due to the interdependencies between the two plans and the unique engagement approach being used by the consultant, a single source procurement has been awarded to support similar work for the Integrated Mobility Plan based on the interdependencies between the two plans and the opportunities for resource and cost efficiencies.

| Supplier / Service Provider | Price |
|-----------------------------|--------------|
| Saffy Inc. | \$107,650.00 |

February 6, 2024

Information Systems & Technology

Renewal of Annual Licensing, Support and Maintenance Agreement for Geographic Information Systems Software

The annual licensing, support and maintenance service agreement was renewed with Esri Canada. The City's Enterprise Geographic Information Systems (GIS) platform uses Esri's software as its core technology. The Chief Information Officer has delegated authority to renew recurring maintenance and support agreements through a single source process.

| Supplier / Service Provider | Price |
|-----------------------------|--------------|
| Esri Canada | \$100,740.00 |

February 13, 2024

Information Systems & Technology

Renewal of Annual Subscription and Support for Research and Advisory Services

The annual subscription and support for research and advisory services was renewed with Info-Tech Research Group to allow for continuity of ongoing research and administrative services.

| Supplier / Service Provider | Price |
|------------------------------------|--------------|
| Info-Tech Research Group | \$125,862.50 |

Group Buying

February 15 & 16, 2024

Recreation and Leisure Services

Compressor, Header, and Electrical Panel Replacements at Cataraqui Community Centre

Sourcing Partner: Local Authority Services/Canoe Procurement Group

Category: Arena Products: Ice Rink & Area Equipment with Related Supplies & Services

| Supplier / Service Provider | Price |
|------------------------------------|--------------|
| CIMCO Refrigeration | \$361,070.00 |

February 27, 2024

Facilities Management & Construction Services

Supply, Delivery & Installation of Office Furniture for Various City Departments

Sourcing Partner: The Minister of Government and Consumer Services (MGCS) – Vendor of Record (VOR)

Category: Office Seating and Furniture

| Supplier / Service Provider | Upset Annual Spend |
|------------------------------------|---------------------------|
| Teknion Limited | \$500,000.00 |

February 28, 2024

Facilities Management & Construction Services

Engineering Services – Replacement of Mechanical Equipment at Various City Locations

Sourcing Partner: Ontario Education Collaborative Marketplace (OECM)

Category: Facilities and Operations – Professional Engineering Services (Mechanical and Electrical)

| Supplier / Service Provider | Upset Annual Spend |
|------------------------------------|---------------------------|
| Callidus Engineering Inc. | \$300,000.00 |