



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 10-209

TO: Mayor & Members of Council
FROM: Jim Keech, President & CEO, Utilities Kingston
RESOURCE STAFF: Mark Van Buren, Director, Engineering Department
DATE OF MEETING: June 15, 2010
SUBJECT: AWARD OF PROPOSAL – RFP-EN-2010-15

EXECUTIVE SUMMARY:

One proposal was received in response to RFP EN-2010-15 Provision of Sidewalk Management Field Collection Services for the City of Kingston. In accordance with the City's Purchasing Policy, Council approval is required when less than three (3) bids are received.

RECOMMENDATION:

THAT the proposal from Sidewalks Plus Limited in response to RFP-EN-2010-15 Provision of Sidewalk Management Field Collection Services, in the amount of \$72,000.00 (plus GST), be accepted.

AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY PRESIDENT & CEO, UTILITIES KINGSTON _____ Jim Keech, President and CEO, Utilities Kingston
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER _____ Gerard Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Cynthia Beach, <i>Sustainability & Growth</i>	N/A
Terry Willing, <i>Community Services</i>	N/A
Denis Leger, <i>Transportation, Properties & Emergency Services</i>	N/A
Jim Keech, President and CEO, <i>Utilities Kingston</i>	✓

(N/R indicates consultation not required)

June 15, 2010

- Page 2 -

OPTIONS/DISCUSSION:

On Wednesday, June 9, 2010, one Proposal for RFP EN-2010-15 was received as follows (prices exclude GST):

Sidewalks Plus Limited \$72,000.00

Sidewalk Plus Limited is a reputable service provider who has conducted sidewalk evaluations for various municipalities in Ontario and Canada, and has also performed sidewalk repair works for the City of Kingston over the course of the last two years. The price proposal received from Sidewalks Plus Limited is within the amount budgeted by the Engineering Department Capital Works Program 90303 to complete this sidewalk evaluation project.

EXISTING POLICY/BY LAW:

Purchasing By-Law 2000-134 Section 3.4 states that Commissioners and Directors have delegated authority to approve the award of contracts valued over \$50,000 when all four of the following criteria is satisfied:

- i) When there is a sufficient approved budget; **Yes**
- ii) When all procedures for the establishment of prices in Section 4 of this by-law have been followed; **Yes**
- iii) When the lowest Bid or Proposal is accepted; **Yes and**
- iv) When at least three valid responses from Vendors have been received. **No**

Where any one of the criteria is not present, the procurement must be approved by separate report to Council.

NOTICE PROVISIONS: N/A

ACCESSIBILITY CONSIDERATIONS: N/A

FINANCIAL CONSIDERATIONS:

There are sufficient funds allocated to complete this project under the Engineering Department Capital Works Program 90303

CONTACTS:

Dan Franco, P.Eng., Engineering Department ext. 3226

OTHER CITY OF KINGSTON STAFF CONSULTED: N/A

EXHIBITS ATTACHED: N/A