



CITY OF KINGSTON
INFORMATION REPORT TO COUNCIL

Report No.: 10-184

TO: Mayor and Council
FROM: Stephen Dickey, Deputy Treasurer
RESOURCE STAFF: Janis Morrison, Purchasing Coordinator
DATE OF MEETING: 2010-07-20
SUBJECT: Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of May 2010

EXECUTIVE SUMMARY:

This information report is to:

1. Advise council of tenders/RFPs approved and contracts awarded greater than \$50,000 that meet the established criteria of delegated authority for the month of May 2010.
2. Report additional information on contracts awarded by senior staff between the \$20,000 and \$50,000 level for the month of May 2010.

RECOMMENDATION:

This report is for information purposes only.

AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY DIRECTOR OF FINANCIAL SERVICES Stephen Dickey, Deputy Treasurer
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER Gerard Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

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

(N/R indicates consultation not required)

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OPTIONS/DISCUSSION:

In accordance with the reporting requirements of the purchasing by-law, Schedule A to this report provides information on tenders/RFPs approved and contracts awarded greater than \$50,000 that meet the established criteria of delegated authority for the month of May 2010. Under section 3.4 of the purchasing by-law, council has approved the delegation of authority to approve tender and award contracts greater than \$50,000 to the city commissioners or designate, when all of the following conditions have been satisfied:

- there is sufficient approved budget;
- all procedures for the establishment of prices in by-law 2000-134 as amended, have been followed;
- the lowest tender is accepted;
- at least three tenders have been received.

The purchasing by-law requires that all awards and contracts in excess of \$50,000 not meeting these provisions are the subject of separate reports to council for award purposes.

As directed by council motion, Schedule B provides additional information on contracts awarded by senior staff between the \$20,000 and \$50,000 level for the same period. Section 3.1(iv) of the purchasing by-law identifies the annual budget as financial approval to proceed with a purchase. There is no authority to make purchases that are not within budget parameters. In addition, council receives budget variance reports on a quarterly basis including quarterly budget works-in-progress reports that provide an update on the status of capital works.

May 2010 procurement activities that are not included in this report are as follows:

- value of the purchase, if less than \$20,000;
- tenders closing in this time frame that were approved separately by council at previous council meetings.

EXISTING POLICY/BY LAW:

By-law 2000-134 "A By-law to Establish Purchasing Policies and Procedures for the City of Kingston", as amended.

NOTICE PROVISIONS:

Not applicable

ACCESSIBILITY CONSIDERATIONS:

The Ontario Disabilities Act is a consideration and forms part of the evaluation criteria of all Requests for Proposals administered by the City of Kingston.

FINANCIAL CONSIDERATIONS:

Not applicable

CONTACTS:

Janis Morrison, Purchasing Coordinator, Financial Services

Ext. 2229

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OTHER CITY OF KINGSTON STAFF CONSULTED:

Paula Nichols, Manager of Parking, Transportation Services	Ext. 2392
Mark Campbell, Construction Manager, Engineering	Ext. 3139
Pat Burns, Director, Human Resources & Organization Development	Ext. 1280
Speros Kanellos, Director, Real Estate & Construction Services	Ext. 3133
Damon Wells, Director, Public Works Services	Ext. 2313

EXHIBITS ATTACHED:

Schedule A – Tender/RFP/Contract Summary May 2010
Schedule B – Signed Contract Summary (\$20,000 - \$50,000) May 2010

TENDER/RFP/CONTRACT SUMMARY – May 2010 Awards

GRASS CUTTING AND LAWN MAINTENANCE	
Closing Date: April 14, 2010	RFP F31-PWS-PW-3-2010
Supplier/Service Provider	Per Occasion Price (Including Taxes)
Sharpe Lawn & Garden Services Limited	\$ 8,680.35
Tyler Marshall Lawn Care & Property Maintenance	\$ 10,463.26
Coral Services	\$ 13,216.88

CONSTRUCTION REPAIRS AND RESTORATION TO THE ROBERT BRUCE MEMORIAL PARKING GARAGE	
Closing Date: April 28, 2010	RFP F31-CS-TR-PO-2010-02
Supplier/Service Provider	Total Price (Excluding Taxes)
Clifford Restoration Limited	\$ 449,350.00
Duron Ontario Limited	\$ 467,865.00
Albatech Building Restoration Inc.	\$ 480,900.00
H. R. Doornekamp Construction Limited	\$ 500,000.00
Darran Green Construction Inc.	\$ 606,315.00
T. A. Andre and Sons Ontario Limited	\$ 955,966.00

SEWER, WATERMAIN & ROAD RECONSTRUCTION ON MACK STREET	
Closing Date: May 19, 2010	ENG-2010-05
Supplier/Service Provider	Total Price (Excluding Taxes)
J. Harrison Excavating & Pipeline	\$ 1,371,093.00
Taggart Construction Limited	\$ 1,556,082.00
Dig'n Dirt Limited	\$ 1,627,770.36
Len Corcoran Excavating Limited	\$ 1,655,294.00
1610617 Ontario Limited o/a Buildall	\$ 2,359,603.30

FRONTENAC COUNTY COURT HOUSE JANITORIAL CONTRACT	
Closing Date: May 19, 2010	RFP F31-CS-CA-2010-2
Supplier/Service Provider	Monthly Price (Excluding Taxes)
Impact Cleaning Services	\$ 4,440.63
Canadian Cleaning Services	\$ 5,600.00
Hurley Janitorial Services	\$ 5,903.53
Steam Plus	\$ 6,800.00
Omni Facility Services	\$ 6,925.90
CGR Janitorial	\$ 6,250.00
Dirt Busters Cleaning Services	\$ 6,800.00
The Harlow Service	\$ 7,363.35
A.V.R. Janitorial	\$ 9,500.00

CONTRACT ADMINISTRATION SERVICES FOR THE REPAIR AND RESTORATION OF CHOWN AND HANSON PARKING GARAGES	
Closing Date: May 19, 2010	RFP F31-CS-TR-PO-2010-4
Supplier/Service Provider	Per Occasion Price (Excluding Taxes)
Halcrow Yolles	\$ 74,813.00
Halsall	\$ 118,565.00
G. D. Jewell	\$ 133,434.00
McIntosh Perry	\$ 255,935.00

SIGNED CONTRACT SUMMARY (\$20,000-\$50,000) May 2010

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group/Department
April 23, 2010	Subscription to monitoring and tracking program.	ManagingEnergy.com	\$ 48,500.00	Corporate Services
May 21, 2010	Retainer assignment of a senior Organizational Effectiveness Advisor	Blackstone Partners	\$ 20,000.00	Office of the CAO