



CITY OF KINGSTON  
**INFORMATION REPORT TO COUNCIL**

Report No.: 10-226

TO: Mayor and Council

FROM: Stephen Dickey, Deputy Treasurer

RESOURCE STAFF: Janis Morrison, Purchasing Coordinator

DATE OF MEETING: 2010-08-24

SUBJECT: Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of June 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 June 2010.
2. Report additional information on contracts awarded by senior staff between the \$20,000 and \$50,000 level for the month of June 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 &amp; Growth</i>	√
Terry Willing, <i>Community Services</i>	√
Denis Leger, <i>Transportation, Properties &amp; 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 June 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.

June 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:**

David Snow, Manager Airport	613-389-6404 Ext. 4
Fire Chief Harold Tulk	Ext. 5204
Colin Wiginton, Manager, Cultural Services	Ext. 1357
Speros Kanellos, Director, Real Estate & Construction Services	Ext. 3133
Jim de Hoop, Director, Community and Family Services	Ext. 4957

**EXHIBITS ATTACHED:**

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

**TENDER/RFP/CONTRACT SUMMARY – June 2010 Awards**

<b>Municipal Housing Strategy for the City of Kingston and County of Frontenac</b>	
Closing Date: June 2, 2010	RFP F31-CDS-CFS-2010-03
Supplier/Service Provider	Total Price (Excluding Taxes)
SHS Consulting	\$ 56,350.00
Terra Housing Consultants	\$ 61,500.00
OrgCode Consulting Inc.	\$ 66,500.00
FoTenn Consultants Inc.	\$ 80,470.00
GHK International (Canada) Limited	\$ 88,500.00

<b>Heavy Duty 3500 Truck</b>	
Closing Date: June 2, 2010	RFP F31-CDS-F&R-2010-2
Supplier/Service Provider	Total Price (Excluding Taxes)
Gananoque Chevrolet Cadillac GMC Buick	\$ 39,603.00
Colombo Motors	\$ 41,919.12
Taylor Chev Cadillac GMC Buick	\$ 42,451.00
Edwards Ford Sales Limited	\$ 43,893.00
James Braden Ford	\$ 44,651.00

<b>Two Special Services Vehicles</b>	
Closing Date: June 2, 2010	RFP F31-CDS-F&R-2010-3
Supplier/Service Provider	Total Price (Excluding Taxes)
Taylor Chev Cadillac GMC Buick	\$ 76,546.00
Leggat Chev	\$ 77,240.00
Gananoque Chevrolet Cadillac GMC Buick	\$ 77,972.00

<b>Lane Widening for Cycling Routes – Centennial Drive from Taylor Kidd to          Davis Drive and Cataraqui Woods Drive from Clyde Court to west of          Gardiners Road</b>	
Closing Date: June 9, 2010	ENG-2010-11
<b>Supplier/Service Provider</b>	<b>Total Price (Excluding Taxes)</b>
Cruickshank Construction Limited	\$ 494,601.60
Ccco Paving Inc.	\$ 598,999.70
Morven Construction Limited	\$ 798,490.00

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

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group/Department
February 16, 2010	Design and approvals for Catarraqui Estates new roadway	AECOM	\$ 28,750.00	Real Estate and Construction Services
June 1, 2010	To conduct a search for a Commissioner, Community Services	Feldman, Daxon Partners Inc.	\$ 27,000.00	Office of the CAO
June 7, 2010	Consulting Services for Pump House Steam Museum HVAC and Roof Insulation	Genivar	\$ 29,800.00	Sustainability & Growth
June 17, 2010	Replacement of helipad at Kingston Airport	Sousa Ready Mix	\$ 38,342.00	Transportation, Properties & Emergency Services