



**CITY OF KINGSTON**  
**INFORMATION REPORT TO COUNCIL**

Report No.: 10-279
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**TO:** Mayor and Council

**FROM:** Desiree Kennedy, City Treasurer

**RESOURCE STAFF:** Stephen Dickey, Deputy Treasurer  
 Janis Morrison, Purchasing Coordinator

**DATE OF MEETING:** 2010-09-07

**SUBJECT:** Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of July 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 July 2010.
2. Report additional information on contracts awarded by senior staff between the \$20,000 and \$50,000 level for the month of July 2010.

**RECOMMENDATION:**

This report is for information purposes only.

**AUTHORIZING SIGNATURES:**

ORIGINAL SIGNED BY DIRECTOR OF FINANCIAL SERVICES <hr/> Desiree Kennedy, City Treasurer
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER <hr/> Gerard Hunt, Chief Administrative Officer

**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

Cynthia Beach, <i>Sustainability &amp; Growth</i>	√
Terry Willing, <i>Community Services</i>	N/R
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 July 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.

July 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:**

Speros Kanellos, Director, Real Estate & Construction Services

Ext. 3133

Lanie Hurdle, Director, Recreation & Leisure Services

Ext. 1231

Mark Campbell, Construction Manager

Ext. 3139

John Johnson, Manager, Facilities

Ext. 1241

**EXHIBITS ATTACHED:**

Schedule A – Tender/RFP/Contract Summary July 2010

Schedule B – Signed Contract Summary (\$20,000 - \$50,000) July 2010

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

<b>Storm Sewer &amp; Road Reconstruction on Mowat Avenue</b>	
<b>Closing Date:</b> July 14, 2010	<b>Contract</b> ENG-2010-06
<b>Supplier/Service Provider</b>	<b>Total Price (Excluding Taxes)</b>
Dig'n Dirt Limited	\$ 647,891.42
Len Corcoran Excavating Limited	\$ 674,349.00
Cruickshank Construction Limited	\$ 738,630.91
Taggart Construction Limited	\$ 741,172.60
J. Harrison Excavating Limited	\$ 785,407.75
Coco Paving Incorporated	\$ 862,982.60

<b>Construction Services for John Machin Park &amp; Soccer Field Maintenance at Various Sites</b>	
<b>Closing Date:</b> July 14, 2010	<b>RFP</b> EN-2010-13
<b>Supplier/Service Provider</b>	<b>Total Price (Excluding Taxes)</b>
Len Corcoran Excavating Limited	\$ 2,254,261.68
Dol Turf Restoration Limited	\$ 2,687,936.61
Cruickshank Construction Limited	\$ 2,799,889.17
Morven Construction Limited	\$ 2,834,971.27
Parkside Landscaping and Contracting	\$ 4,803,486.39

<b>Construction Services for Renovations for the Potter's Guild at the Harold Harvey Arena</b>	
<b>Closing Date:</b> July 14, 2010	<b>RFP F31-RCS-2010-03</b>
Supplier/Service Provider	Total Price (Excluding Taxes)
Wemp & Smith Construction Limited	\$ 126,260.00
Jeffrey G. Wallans Construction Limited	\$ 127,000.00
David J. Cupido Construction Limited	\$ 173,000.00

<b>Provide Engineering Services for a Generator Installation at 362 Montreal Street</b>	
<b>Closing Date:</b> July 21, 2010	<b>RFP F31-TPES-RC-FM-2010-5</b>
Supplier/Service Provider	Total Price (Excluding Taxes)
Kirkland Engineering	\$ 23,000.00
D.D.D.G. Engineering	\$ 28,556.00
HSP Engineering	\$ 34,600.00
McKee Engineering	\$ 37,750.00
J & B Engineering	\$ 39,387.50
Genivar	\$ 56,900.00
Greer Galloway Group	\$ 61,050.00
Ausenco Engineering	\$ 98,360.00
CIMA	\$ 135,450.00
TWD Technologies	\$ 205,880.00

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

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group/Department
July 7, 2010	To Provide Labour and Equipment to Fabricate and Install Handrail at Radisson Hotel Harbour Front and to Remove Existing Handrail	Sydenham Welding Limited	\$ 26,294.00	Sustainability & Growth
July 23, 2010	Joyceville Road Culvert Replacement	Cruikshank Construction	\$ 38,525.00	Public Works Services
July 28, 2010	Demolition of Various Buildings at Lake Ontario Park	Westendorp Demolition	\$ 49,660.00	Sustainability & Growth
July 29, 2010	OSIM Bridge Inspection/Bridge Management Program	Genivar	\$ 42,625.00	Public Works Services