CITY OF KINGSTON
INFORMATION REPORT TO COUNCIL

TO: Bert Meunier, Chief Administrative Officer
FROM: Denis Leger, Commissioner of Corporate Services
PREPARED BY: Janis Morrison, Purchasing Agent
DATE OF MEETING: 2004-09-07

RECOMMENDATION TO COUNCIL:
Not Applicable

ORIGIN/PURPOSE:
This Information Report is to advise council of tenders approved and contracts awarded that meet the established criteria of delegated authority for the months of July 2004.

OPTIONS/DISCUSSION:
Council has approved the delegation of authority to approve tenders and award contracts to the Department Heads of the City of Kingston, when all of the following conditions have been satisfied:

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

July 2004 procurement activities that are not included in this report are as follows:
- value of the purchase, if less than $50,000 and not tendered
- tenders closing in July that were approved by Council at July/August council meetings

The following information is provided with respect to tenders awarded since the last report.
### Tenders/Contracts Approved By Delegated Authority – Closing in July

Awarded after the last Report to Council 04-267 on August 17, 2004

**PART A - SCHEDULE ‘A’**

| Tender OS-P 1-2004 | Parking Area Up-Garage – Phase II, Seniors Centre, 56 Francis Street, Kingston Ontario, closed on July 14, awarded to Dibble Construction Limited having submitted the lowest bid of $108,310.00. (Taxes Included). |

**PART B – Tenders/Contracts/RFP’S Closed, Not Yet Awarded**

**Action:** To be awarded in subsequent months


**PART C – Tenders Closed**

**Action:** Not meeting the established criteria (Subject(s) of separate individual report)

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Description</th>
</tr>
</thead>
</table>

**EXISTING POLICY/BY-LAW:**

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

**LINK TO STRATEGIC PLAN:**

Not Applicable

**FINANCIAL CONSIDERATIONS:**

Not Applicable

**CONTACTS:**

| Janis Morrison | Purchasing Agent | 546-4291 | 2229 |
| Gerard Hunt | Manager of Finance | 546-4291 | 2205 |
DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
The following individuals had tenders and/or contracts closing during the reporting period.

- Bud Steele  Manager, Fleet  546-4291  2216
- John Sawarna  Capital & Grants, Engineering Services  384-1770  3169
- Barclay Mayhew  Manager, Properties  546-4291  1233

NOTICE PROVISIONS:
N/A

APPENDICES:
Schedule A – Tenders/Contracts Summary For This Reporting Period.

---

Denis Leger  
Commissioner of Corporate Services

Bert Meunier  
Chief Administrative Officer
PART A - SCHEDULE A
TENDER/CONTRACT SUMMARY

TENDER OS-P 1-2004 Closing Date – July 14, 2004
Parking Area Up-Grade – 56 Francis Street

<table>
<thead>
<tr>
<th>Supplier/Service Provider</th>
<th>Bids Received (Including Taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dibblee Construction Limited</td>
<td>$108,310.00</td>
</tr>
<tr>
<td>Len Corcoran Excavating Limited</td>
<td>$118,611.00</td>
</tr>
<tr>
<td>Don Hart Construction Limited</td>
<td>$120,401.75</td>
</tr>
<tr>
<td>Holsgrove Trucking &amp; Excavating Limited</td>
<td>$124,000.00</td>
</tr>
<tr>
<td>O. Bettschen Construction Limited</td>
<td>$130,751.00</td>
</tr>
<tr>
<td>Morven Construction Limited</td>
<td>$131,230.00</td>
</tr>
</tbody>
</table>