TO: Mayor and Council
FROM: Stephen Dickey, Deputy Treasurer
RESOURCE STAFF: Janis Morrison, Purchasing Coordinator
DATE OF MEETING: 2010-02-02
SUBJECT: Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of December 2009

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 December 2009.
2. Report additional information on contracts awarded by senior staff between the $20,000 and $50,000 level for the month of December 2009.

RECOMMENDATION:
This report is for information purposes only.

AUTHORIZING SIGNATURES:

<table>
<thead>
<tr>
<th>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</th>
<th>ORIGINAL SIGNED BY DIRECTOR OF FINANCIAL SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gerard Hunt, Chief Administrative Officer</td>
<td>Stephen Dickey, Deputy Treasurer</td>
</tr>
</tbody>
</table>

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

| Commissioner Beach, Sustainability & Growth | ✓ |
| Commissioner Thurston, Community Development Services | ✓ |
| Commissioner Leger, Corporate Services | ✓ |
| Jim Keech, President, Utilities Kingston | ✓ |

(N/R indicates consultation not required)
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 December 2009. 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.

December 2009 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 timeframe that were approved separately by council at previous council meetings.

EXISTING POLICY/BY LAW:

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
OTHER CITY OF KINGSTON STAFF CONSULTED:

Jim de Hoop, Director, Community and Family Services  Ext. 4957
Paula Nichols, Manager, Parking, Parking Operations  Ext. 2392
John Giles, Manager, Solid Waste  Ext. 2701
Mark Van Buren, Director, Engineering  Ext. 3218
Ron McKelvie, Chief Information Officer, Information Systems & Technology  Ext. 1333
Jamie Brash, Supervisor, Facilities Maintenance, Corporate Asset Operations  Ext. 2370
David Mignault, Manager of Organization Development and Grant Liaison, Human Resources  Ext. 3187
& Organization Development
Speros Kanellos, Director, Real Estate and Construction Services  Ext. 3133
Colin Wighton, Manager, Cultural Services  Ext. 1357

EXHIBITS ATTACHED:

Schedule A – Tender/RFP/Contract Summary, December 2009
Schedule B – Signed Contract Summary ($20,000 - $50,000), December 2009
TENDER/RFP/CONTRACT SUMMARY – December 2009

No projects closed in December meeting the reporting criteria for Schedule A.
<table>
<thead>
<tr>
<th>Purchase Order Date</th>
<th>Project</th>
<th>Successful Vendor</th>
<th>Value (No Taxes)</th>
<th>Group/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 7, 2009</td>
<td>Affordable Housing Programs Administration</td>
<td>The Asset Management Group</td>
<td>Greater than $20,000.00</td>
<td>Community Development Services</td>
</tr>
<tr>
<td>November 25, 2009</td>
<td>Condition Assessment and Life Cycle Analysis Report for 19 Surface Parking Lots</td>
<td>J. T. Watson &amp; Associates</td>
<td>$48,000.00</td>
<td>Corporate Services</td>
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<tr>
<td>December 1, 2009</td>
<td>Drainage and Storm Sewer Maintenance</td>
<td>Dig'n Dirt Limited</td>
<td>$22,789.57</td>
<td>Public Works</td>
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<tr>
<td>December 1, 2009</td>
<td>Accessible Retrofit at the Grand Theatre</td>
<td>Shoalts &amp; Zaback Architects Limited</td>
<td>$28,875.00</td>
<td>Corporate Services</td>
</tr>
<tr>
<td>December 4, 2009</td>
<td>Key Accountability Study</td>
<td>Hay Group</td>
<td>$39,175.00</td>
<td>Corporate Administrative Team</td>
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<tr>
<td>December 7, 2009</td>
<td>Restoration of the Spirit of Sir John A. as laid out in the Proposal</td>
<td>E.R.A. Architects Incorporated</td>
<td>$27,600.00</td>
<td>Sustainability &amp; Growth</td>
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<tr>
<td>December 8, 2009</td>
<td>Software Support Renewal</td>
<td>Hewlett-Packard Canada</td>
<td>$37,154.40</td>
<td>Corporate Services</td>
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<tr>
<td>December 14, 2009</td>
<td>Version 8.1a Upgrade of Carte Graph and New Subscription Cost</td>
<td>Applied Geologies Incorporated</td>
<td>$29,483.00</td>
<td>Public Works</td>
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<tr>
<td>December 21, 2009</td>
<td>Supply Of Indoor Walk Off Mats</td>
<td>Cintas Canada Limited</td>
<td>Greater than $20,000.00</td>
<td>Corporate Administrative Team</td>
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<tr>
<td>December 23, 2009</td>
<td>Outdoor Furniture</td>
<td>Paris Equipment Manufacturing Limited</td>
<td>$44,232.40</td>
<td>Corporate Services</td>
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<tr>
<td>Purchase Order Date</td>
<td>Project</td>
<td>Successful Vendor</td>
<td>Value (No Taxes)</td>
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<tr>
<td>December 23, 2009</td>
<td>10 Gauge Baling Wire</td>
<td>Machinex Recycling Services</td>
<td>$21,780.00</td>
<td>Public Works</td>
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<tr>
<td>December 31, 2009</td>
<td>Digital Information Network</td>
<td>Cantech Solutions</td>
<td>$39,709.43</td>
<td>Corporate Services</td>
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