



**City of Kingston  
Information Report to Council  
Report Number 15-358**

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**To:** Mayor and Members of Council  
**From:** Desirée Kennedy, Chief Financial Officer and City Treasurer  
**Resource Staff:** Steve Dickey, Director of Financial Services  
Janis Morrison, Purchasing Coordinator  
**Date of Meeting:** September 15, 2015  
**Subject:** Tender and Contract Awards Subject to the Established Criteria  
for Delegation of Authority for the Month of July 2015

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**Executive Summary:**

Section 3.5 of By-Law 2000-134, a By-Law to Establish Purchasing Policies and Procedures, as amended, requires that an information report be provided to Council on a monthly basis detailing the circumstances of all procurements made by delegated authority. In addition, as directed by Council motion, contracts between \$20,000 and \$50,000 awarded by senior staff are also reported to Council on a monthly basis.

Accordingly, this information report provides Council with details of purchases greater than \$50,000 that meet the established criteria of delegated authority as well as contracts awarded by senior staff between the \$20,000 and \$50,000 level for the month of July, 2015.

**Recommendation:**

This report is for information purposes only.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY CHIEF FINANCIAL OFFICER AND CITY TREASURER

**Desirée Kennedy, Chief Financial Officer  
and City Treasurer**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Gerard Hunt, Chief Administrative Officer**

**Consultation with the following Commissioners:**

Cynthia Beach, Corporate & Strategic Initiatives

Not Required

Lanie Hurdle, Community Services

Denis Leger, Transportation, Facilities & Emergency Services

Jim Keech, President and CEO, Utilities Kingston

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Section 3.4 of By-Law 2000-134, a By-Law to Establish Purchasing Policies and Procedures, as amended, provides for the delegation of authority to award contracts greater than \$50,000 to the City's commissioners or designates, 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.

All awards and contracts in excess of \$50,000 not meeting these provisions are the subject of separate reports to Council for award purposes.

Exhibit A to this report provides information on tenders, RFPs and contracts awarded in the month of July that met the established criteria of delegated authority under Section 3.4 of By-Law 2000-134.

As directed by Council motion, Exhibit B provides additional information on contracts awarded by senior staff between the \$20,000 and \$50,000 level.

Section 3.1(iv) of By-Law 2000-134 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. Council also receives budget variance reports on a quarterly basis including quarterly works-in-progress reports that provide an update on the status of capital works.

July 2015 procurement activities that are not included in this report are as follows:

- value of the purchase, if less than \$20,000; and
- 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:**

There are no notice requirements under the *Municipal Act, 2001* for this report.

**Accessibility Considerations:**

The *Accessibility for Ontarians with Disabilities Act, 2005* is a consideration and forms part of the evaluation criteria of all Requests for Proposals administered by the City of Kingston.

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**Financial Considerations:**

There are no financial implications to be considered in this report.

**Contacts:**

Steve Dickey, Director, Financial Services, Extension 2370

Janis Morrison, Purchasing Coordinator, Financial Services, Extension 2229

**Other City of Kingston Staff Consulted:**

Sheila Kidd, Director, Transportation Services

Speros Kanellos, Director, Facilities Management & Construction Services

Adam McCluskey, Manager, Recreation Facilities, Recreation & Leisure Services

**Exhibits Attached:**

Exhibit A: Tender / Request For Proposal (RFP) Summary July 2015 Awards

Exhibit B: Signed Contract Summary (\$20,000 - \$50,000) July 2015

## Tender / Request For Proposal (RFP) Summary July 2015 Awards (in order of ranking)

- 1. Contract:** **ENG-2015-07**  
Asphalt Repairs Various Roads
- Closing Date:** July 8, 2015

| Supplier / Service Provider          | Prices (Excluding Taxes) |
|--------------------------------------|--------------------------|
| 130247 Canada Inc./Inter City Paving | \$ 909,640.05            |
| Kiley Paving Limited                 | \$ 955,544.45            |
| Coco Paving Incorporated             | \$1,278,820.00           |
| Cruickshank Construction Limited     | \$2,793,307.00           |

- 2. Request For Proposal:** **F31-CSG-RLS-2015-76**  
Construction Services for Collins Bay Wharf
- Closing Date:** July 15, 2015

| Supplier / Service Provider           | Prices (Excluding Taxes) |
|---------------------------------------|--------------------------|
| *Kehoe Marine Construction            | \$525,240.00             |
| H. R. Doornekamp Construction Limited | \$625,984.05             |
| Galcon Marine Limited                 | \$637,931.00             |

\*Final negotiated contract price with highest ranked proponent: \$497,231.00.

**3. Request For Proposal: F31-TFES-TS-FL-2015-19**

Purchase of Eight 2016 Model Year, Single Axle, 16,500 GVWR, with Dual Rear Wheels and 11 Foot Dump Body, 4x2, DWR Trucks

**Closing Date: July 22, 2015**

| <b>Supplier / Service Provider</b> | <b>Prices (Excluding Taxes)</b> |
|------------------------------------|---------------------------------|
| Petrie Ford Sales                  | \$344,768.00                    |
| Bence Ford                         | \$354,377.36                    |
| Campbell Ford                      | \$358,750.00                    |
| Maclvor Dodge                      | \$366,934.00                    |
| Donway Ford                        | \$388,652.00                    |
| Surgenor Truck                     | \$391,825.20                    |
| Barrie Chrysler                    | \$397,340.00                    |
| Tallman Truck                      | \$421,258.56                    |

**Signed Contract Summary (\$20,000-\$50,000) – July 2015**

| <b>Purchase Order Date</b> | <b>Project</b>                                                                                                        | <b>Successful Vendor</b>            | <b>Value (No Taxes)</b> | <b>Group / Department</b>                       |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------|-------------------------------------------------|
| June 22                    | For cleaning and powder coating stainless steel deck equipment at Artillery Park Aquatic Centre                       | St. Lawrence Pools                  | \$26,105.00             | Community Services                              |
| July 27                    | For the supply, installation, programming, testing and verification of four RoamAlert door packs for Rideaucrest Home | Austco                              | \$28,895.43             | Transportation, Facilities & Emergency Services |
| July 27                    | For labour and materials to complete the pump enclosure building at Portsmouth Olympic Harbour                        | Wemp and Smith Construction Limited | \$22,000.00             | Community Services                              |