



**City of Kingston
Information Report to Council
Report Number 15-388**

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: October 20, 2015
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of August 2015

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 August, 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

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 August 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.

August 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

Steve J. Murphy, Manager, Facility Construction Projects

Troy Stubinski, Public Works, Operations Manager

Exhibits Attached:

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

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

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

1. Request for Proposal: F31-TFES-TS-FL-2015-21

Award of Contract for Lease of Five Compact Model Cars

Closing Date: August 5, 2015

Supplier / Service Provider	24 Month Cost (Excluding Taxes)
Gananoque Chev	\$5,012.28
Quest Automotive	\$7,897.92
Somerville Leasing	\$8,376.00
Airport Nissan (1)	\$8,430.48
Airport Nissan (2)	\$8,808.24
Petrie Ford (1)	\$8,868.24
Petrie Ford (2)	\$9,097.20

2. Request for Proposal: F31-EN-2015-04

John Counter Blvd. Embankment Construction Phase 3

Closing Date: August 12, 2015

Supplier / Service Provider	Price (Excludes Taxes)
AECON Construction	\$11,155,809.30
BOT	\$12,675,440.00
Cruickshank Construction	\$12,949,000.00
Taggart Construction	\$13,359,266.70
Len Corcoran Excavating	\$15,389,973.00

3. Tender: F18-CSI-RELD-2015-01

Lot 432 Cataraqui Estates Industrial Business Park
Alterations - at the Intersection of Venture Drive and
Resource Road, Kingston, Ontario

Closing Date: August 12, 2015

Supplier / Service Provider	Prices (Excluding Taxes)
J. Harrison Excavating & Pipeline	\$375,787
Taggart Construction Limited	\$456,000
Len Corcoran Excavating Limited	\$524,865
Gordon Barr Limited	\$551,100

4. Request for Proposal: F31-TFES-FMCS-2015-17

Architectural Services for an Addition to the Pump House
Steam Museum

Closing Date: August 19, 2015

Supplier / Service Provider	Fee Percentage based on estimated Construction Cost of \$800,000
The Ventin Group Limited	7.40
Shoalts and Zaback Architects Limited	8.90
RAW	7.98
Workshop Architecture	11.95
Watson MacEwen Taramura Architects	10.50
gh3 Incorporated	11.50
MTBA	11.98
CSV Architects	14.50
J.L. Richards	15.50
Archisystem Incorporated	8.90
Design Workshop Architects	18.5 + \$19,500

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

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
August 11	To supply equipment for the measurement and verification sub-metering application at the INVISTA Centre	Cypress Power Limited	\$40,237.00	Community Services
August 12	For minor demolition and interior renovations at City Hall for the new Heritage Resource Centre	Cupido Construction Limited	\$38,937.00	Transportation, Facilities & Emergency Services
August 13	For the provision of detailed and comprehensive building condition assessments for the Portsmouth Olympic Harbour and the Cataraqui Arena	EXP Services Incorporated	\$41,460.00	Transportation, Facilities & Emergency Services
August 18	Tree Replacement Program - Planting 250 Trees	Zomer Corporation	\$41,247.50	Public Works Services