



**City of Kingston
Information Report to Council
Report Number 15-420**

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: November 17, 2015
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of September 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 September, 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 N/R

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 September 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.

September 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:

Speros Kanellos, Director, Facilities Management & Construction Services

Steve Murphy, Manager, Facilities Construction Projects

David Johnston, Chief Information Officer

Luke Follwell, Director, Recreation & Leisure Services

Troy Stubinski, Manager, Public Works

Exhibits Attached:

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

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

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

- 1. Contract:** **ENG-2015-11**
 Memorial Centre Sewer
- Closing Date:** September 2, 2015

Supplier / Service Provider	Prices (Excluding Taxes)
K. Mulrooney Trucking	\$152,509.88
AWD Contractors	\$173,353.67
Gordon Barr Limited	\$183,022.50
Dig 'N Dirt Limited	\$183,452.82
Len Corcoran Excavating Limited	\$184,925.00
Taggart Construction Limited	\$205,912.00

- 2. Request for Proposal:** **F31-PWS-PW-2015-06**
 Tree Order – Fall 2015
- Closing Date:** September 2, 2015

Supplier / Service Provider	Prices (Excluding Taxes)
Dutchmaster Nurseries Limited	\$ 72,657.50
Uxbridge Nurseries Limited	\$ 87,843.00
Sheridan Nurseries	\$112,164.00

3. Request for Proposal: F31-TFES-FMCS-2015-20

Demolition of Vacant Buildings - 2931 Tiller Lane

Closing Date: September 4, 2015

Supplier / Service Provider	Prices (Excluding Taxes)
Environmentall Contracting	\$33,000.00
JMX	\$58,500.00
Salandria	\$48,898.00
Westendorp	\$43,000.00
Wemp & Smith	\$65,000.00
Tri-Phase Group	\$85,835.00

4. Request for Proposal: F31-CSG-RLS-2015-109

Construction Services for Westbrook Meadows Park

Closing Date: September 16, 2015

Supplier / Service Provider	Prices (Excluding Taxes)
Len Corcoran Excavating Limited*	\$491,989.80
Kiley Paving Limited	\$499,574.65
CSL Group Limited	\$676,013.36

* The final negotiated price was \$476,214.80.

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

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
September 8	Supply and Install AV Systems in 3 meeting rooms located at 1211 John Counter Blvd., Kingston, ON	Sight N Sound Design	\$33,471.00	Transportation, Facilities & Emergency Services
September 16	To provide moving services at 1211 John Counter Blvd. Kingston, ON	AMJ Campbell	\$34,451.00	Transportation, Facilities & Emergency Services
September 17	Professional consulting services for the Open Government Work Plan	The Elstree Group	\$23,500.00	City Treasurer's Office
September 18	Installation of a sprinkler system at the Harold Harvey Arena	Troy Life & Fire Safety Limited	\$49,536.50	Transportation, Facilities & Emergency Services