



**City of Kingston  
Information Report to Council  
Report Number 16-005**

---

**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:** December 15, 2015  
**Subject:** Tender and Contract Awards Subject to the Established Criteria  
for Delegation of Authority for the Month of October 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 October, 2015.

**Recommendation:**

This report is for information purposes only.

December 15, 2015

Page 2 of 4

**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

N/R

Denis Leger, Transportation, Facilities & Emergency Services

Jim Keech, President and CEO, Utilities Kingston

December 15, 2015

Page 3 of 4

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 October 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.

October 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.

December 15, 2015

Page 4 of 4

**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, Realty Construction Projects

Colin Wiginton, Director, Cultural Services

**Exhibits Attached:**

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

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

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

**1. Request for Proposal: RFP-F31-TFES-TS-FL-2015-18**

Purchase of Two 2016 Model Year, Tandem Axle Plow Trucks with Interchangeable Body System, V Body Sander Spreader and Fully Detachable Front Plow, Wing and Harness Assembly

**Closing Date:** September 14, 2015

Supplier / Service Provider	Prices (Excluding Taxes)
Cornwall Freightliner	\$466,872.57
Harper Truck Centre	\$543,038.00
Francis Canada	\$552,218.00
Surgenor Truck	\$574,000.00

**2. Request for Proposal: RFP-F31-PWS-PW-SW-2015-02**

Supply of Blue and Grey Recycling Boxes

**Closing Date:** October 21, 2015

Supplier / Service Provider	Prices (Excluding Taxes)
Gracious Living Corporation	\$56,997.50
Peninsula Plastics Limited	\$57,000.00
Orbis Canada	\$62,880.00

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

<b>Purchase Order Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group / Department</b>
October 1	Exterior Masonry Repairs to the JK Tett Centre	A. Santin	\$24,190.00	Corporate & Strategic Initiatives
October 6	To provide consultant services to renovate 362 Montreal Street for a new Customer Service Call Centre	MMH Architects Incorporated	\$32,000.00	Transportation, Facilities & Emergency Services
October 13	Repoint all random rubble stonework at grade on City Hall's North Wing, West Face	Edgewater Stonemasons	\$23,000.00	Transportation, Facilities & Emergency Services
October 28	Supply of a site plan for the Fleet Maintenance Garage at 701 Division Street	McIntosh Perry	\$27,540.00	Transportation, Facilities & Emergency Services