



**City of Kingston
Information Report to Council
Report Number 16-058**

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: January 26, 2016
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of November 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 November, 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

Not Required

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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 November 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.

November 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, Realty Construction Projects

Luke Follwell, Director, Recreation & Leisure Services

John Bolognone, City Clerk

Exhibits Attached:

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

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

**Tender / Request For Proposal Summary
November 2015 Awards (in order of ranking)**

1. Request for Proposal: RFP-F31-TFES-TS-FL-2015-24

Purchase of Nine 2016 Model Year, Pickup Trucks

Closing Date: November 4, 2015

Supplier / Service Provider	Prices (Excluding Taxes)
Gananoque Chevrolet	\$241,041.00
Highland Auto	\$242,890.94
Addison Chevrolet	\$247,626.00
Petrie Ford	\$261,895.00
Performance Chrysler	\$270,105.00
Metro Chrysler	\$275,025.00
Barrie Chrysler	\$275,594.00

2. Request for Proposal: F31-TFES-FCMS-2015-23

701 Division Street Public Works Garage Roof
Repair/Replacement

Closing Date: November 10, 2015

Supplier / Service Provider	Prices (Excluding Taxes)
Amherst Roofing and Sheetmetal Limited	\$144,317.00
Roof & Building Service International	\$198,500.00
Eileen Roofing Incorporated	\$207,700.00
Morin Insulation and Roofing Limited	\$173,780.00

3. Request for Proposal: F31-TFES-TS-FL-2015-26

Purchase of Eight 2016 Model Year Cargo Vans

Closing Date: November 25, 2015

Supplier / Service Provider	Prices (Excluding Taxes)
Petrie Ford	\$232,777.00
Barrie Chrysler	\$239,580.00
East Court Ford	\$242,991.00

4. Request for Proposal: F31-CSG-RLS-2015-125

Construction Services for Kingston Community Health Centre Parkette

Closing Date: November 25, 2015

Supplier / Service Provider	Prices (Excluding Taxes)
Len Corcoran Excavating Limited	\$136,919.00
Kiley Paving Limited	\$154,435.10
CSL Group Limited	\$240,720.75
Cruickshank Construction Limited	\$253,635.00
Jeffrey G. Wallans Construction Limited	\$284,825.00

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

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
November 9	SHARP MX7500n Pro Series Document System for printing, copying and scanning	Craig Bell OT Group	\$37,010.04	Corporate and Strategic Initiatives
November 25	Provide professional engineering services to conduct detailed investigation, design and a procurement process for a transit transfer point	McIntosh Perry	\$43,170.00	Transportation, Facilities & Emergency Services
November 27	Demolition of surplus building located at 360 Kingston Mills Road	Westendorp	\$39,000.00	Transportation, Facilities & Emergency Services