



**City of Kingston  
Information Report to Council  
Report Number 16-100**

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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:** March 22, 2016  
**Subject:** Tender and Contract Awards Subject to the Established Criteria  
for Delegation of Authority for the Month of January 2016

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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 January 2016.

**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 January 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.

January 2016 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

Sheila Kidd, Director, Transportation

Colin Wiginton, Director, Cultural Services

Adam McCluskey, Manager, Recreation Facilities

**Exhibits Attached:**

Exhibit A: Tender / Request For Proposal (RFP) Summary January 2016 Awards

Exhibit B: Signed Contract Summary (\$20,000 - \$50,000) January 2016

## Tender / Request For Proposal Summary - January 2016 Awards (in order of ranking)

**1. Request for Proposal: F31-TFES-TS-FL-2015-27**

Award of Contract for Automotive Fuel Delivery

**Closing Date:** November 25, 2015

Supplier / Service Provider	Estimated Annual Cost (Excluding Taxes)
FS Partners	\$2,637,348.60
Suncor	\$2,728,894.06
Rosen	\$2,754,885.28

**2. Request for Proposal: F31-CT-FS-PS-2016-1**

Inspect, Test and Maintain Fire Protection Systems in  
Specified City of Kingston Facilities

**Closing Date:** January 13, 2016

Supplier / Service Provider	Total Occasion Pricing for Services in 32 City Facilities (Excluding Taxes)
Troy Life & Fire Safety Limited	\$22,140.00
Star Life Fire & Safety Incorporated	\$40,111.90
Brown's Fire Protection	\$42,830.85
Fast Response Fire System Incorporated	\$43,296.00
Drapeau Automatic Sprinkler Corporation	\$44,269.33
Trinity Fire and Security	\$59,065.37
Chubb Edwards	\$68,126.00
Dion Fire Extinguishers - Extinguishers Only	\$18,320.00 (incomplete)

**3. Request for Proposal: F31-PWS-SW-2016-01**

Transportation and processing services for the City's Municipal Hazardous or Special Waste (MHSW) facility.

**Closing Date:** January 20, 2016

<b>Supplier / Service Provider</b>	<b>Prices (Excluding Taxes)</b>
Drain-All Limited	\$ 80,787.23
Brendar Environmental Incorporated	\$111,750.65
Buckham Transport Limited	\$130,193.95
Tomlinson Environmental Services Incorporated	\$143,542.75

**4. Request for Proposal: F31-PWS-SW-2016-02**

Depot operation services for the City's Municipal Hazardous or Special Waste (MHSW) facility.

**Closing Date:** January 20, 2016

<b>Supplier / Service Provider</b>	<b>Prices (Excluding Taxes)</b>
Drain-All Limited	\$ 73,500.00
Brendar Environmental Incorporated	\$ 89,950.00
Tomlinson Environmental Services Incorporated	\$185,150.00

**Signed Contract Summary (\$20,000-\$50,000) – January 2016**

<b>Purchase Order Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group / Department</b>
December 10	Provide labour and materials to repair the roof at the British Whig Building, 310 King Street, Kingston.	French Brothers Roofing	\$22,496.00	Transportation, Facilities & Emergency Services
January 7	Provide a licence for one year Real Property Tax Analytics application for property assessment benchmarking and property tax management functionality.	iLOOKABOUT Incorporated	\$20,000.00	Office of the City Treasurer
January 21	Provide labour and materials for bathroom renovations and construction of walls for a new office and meeting room for a customer service centre located at 362 Montreal Street, Kingston.	DJ Cupido Construction Limited	\$26,695.36	Transportation, Facilities & Emergency Services
January 21	To fabricate, supply and install 6 custom display cases in City Hall.	Building Tradition	\$29,100.00	Corporate & Strategic Initiatives
January 28	To supply and install a ChlorKing UV system at Tomlinson Aqua Park	Acapulco Pools Limited	\$25,935.00	Community Services