



**City of Kingston
Information Report to Council
Report Number 16-108**

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: April 19, 2016
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of February 2016

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 February 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 February 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.

February 2016 procurement activities that are not included in this report are as follows:

- value of the purchase, if less than \$20,000; and
- awards 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

Nathan Richard, Project Manager, Brownfields

Neal Unsworth, Manager, Parks Development

Exhibits Attached:

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

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

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

- 1. Request for Proposal:** **F31-TFES-FMCS-2016-01**
 Roof Replacement – Airport Terminal
- Closing Date:** February 24, 2016

Supplier / Service Provider	Estimated Annual Cost (Excluding Taxes)
French Brothers Roofing (Belleville) Incorporated	\$149,178.00
Roof & Building Service International	\$190,100.00
Covertite Eastern Limited	\$215,000.00
Morin Insulation and Roofing Limited	\$204,530.00
Amherst Roofing and Sheet Metal Limited	\$221,490.00

- 2. Contract:** **ENG-2016-01**
 Construction & Reconstruction Sidewalks & Bus Pads
 Various Locations
- Closing Date:** February 24, 2016

Supplier / Service Provider	Prices (Excluding Taxes)
Sousa Ready Mix Incorporated	\$489,087.60
Nuroad Construction Limited	\$578,320.00
Parkside Landscaping	\$627,976.00
Bennington Construction Limited	\$644,715.30
Tri Capital Construction Incorporated	\$752,079.00

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

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
February 19	To provide professional services for the completion of a Corporate Green House Gas Inventory for 2014 and 2015	TriEdge and Associates	\$24,220.00	Corporate & Strategic Initiatives
February 19	To provide landscape design services for Memorial Centre and Third Avenue Park	Tocher Heyblom Design Incorporated	\$34,215.00	Community Services