



**City of Kingston
Information Report to Council
Report Number 16-132**

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: May 17, 2016
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of March 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 March 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

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 March 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.

March 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:

Damon Wells, Director, Public Works

Speros Kanellos, Director, Facilities Management & Construction

Deanna Green, Manager, Traffic Division

Neal Unsworth, Manager, Parks Development

Exhibits Attached:

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

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

3. Request for Proposal: F31-TFES-FMCS-2016-6

Rideaucrest Service Elevator Modernization

Closing Date: March 16, 2016

| Supplier / Service Provider | Total Annual Cost (Including Taxes) |
|------------------------------------|--|
| SGS Elevators | \$143,588.00 |
| Thyssen Krupp | \$166,700.00 |
| Ontario East Elevators | \$185,000.00 |

4. Request for Proposal: F31-PWS-PW-2016-017

The Purchase of Traffic Control Signs and Hardware

Closing Date: March 30, 2016

| Supplier / Service Provider | Total Annual Cost (Excluding Taxes) |
|------------------------------------|--|
| BMR Manufacturing Incorporated | \$108,794.37 |
| Stinson Owl-Lite | \$116,097.95 |
| Maximum Signs | \$120,284.09 |
| Strada Sign Supply Incorporated | \$120,065.46 |

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

| Purchase Order Date | Project | Successful Vendor | Value (No Taxes) | Group / Department |
|----------------------------|--|-------------------------------|-------------------------|---------------------------|
| March 7 | To provide landscape architectural design services for Caton's Park | Lashley & Associates | \$48,000.00 | Community Services |
| March 11 | To conduct a review of the City's Building Permit Fees | Watson & Associates | \$40,000.00 | Community Services |
| March 17 | Phase 1 – traffic signal timing and optimization. Site visit and data collection, pedestrian clearance, timing plans and disbursements | Coordinated Traffic Solutions | \$34,325.00 | Public Works Services |