



**City of Kingston  
Report to Council  
Report Number 16-214**

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**To:** Mayor and Members of Council

**From:** Denis Leger, Commissioner, Transportation, Facilities & Emergency Services

**Resource Staff:** Speros Kanellos, Director, Facilities Management & Construction Services

**Date of Meeting:** June 21, 2016

**Subject:** Award of Contract - Rideaucrest Home, Allen Detweiler Nursery School Renovation

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**Executive Summary:**

The purpose of this report is to seek Council approval to award a contract for the renovation of one unused suite within Rideaucrest Home to accommodate the Allen-Detweiler Nursery School pursuant to Request for Proposal F31-TFES-FMCS-2016-16. A request for proposal was used for this procurement as it was important for the proponents to outline a clear plan for infection control and also provide proof of their experience working in an occupied building dedicated to the vulnerable sector.

One proposal was received and staff is recommending a contract be awarded to David J. Cupido Construction Ltd. Pursuant to the Purchasing Bylaw, Council approval is required when less than three proposals are received.

Time is of the essence for this project as the construction needs to take place over the summer period as the nursery school is anticipated to start operations at the beginning of September, 2016.

**Recommendation:**

**That** David J. Cupido Construction Ltd. be awarded the contract for the renovation of one office suite at Rideaucrest Home (F31-TFES-FMCS-2016-16) to accommodate the Allen-Detweiler Nursery School for the total price of \$65,000 plus applicable taxes, and

**That** Council authorizes the Mayor and Clerk to enter into an agreement with David J. Cupido Construction Ltd. in a form satisfactory to the Director of Legal Services.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

**Denis Leger, Commissioner,  
Transportation, Facilities &  
Emergency Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Gerard Hunt, Chief Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Lanie Hurdle, Community Services

Jim Keech, President and CEO, Utilities Kingston

Not required

Desiree Kennedy, Chief Financial Officer & City Treasurer

Not required

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**Options/Discussion:**

Rideaucrest Home is a City owned and operated Long Term Care facility that houses 170 residents and all of the services necessary to support them. On January 12, 2016 (Report Number 16-046) Council approved a license agreement with Allen-Detweiler Nursery School to introduce multi-generational programming at the Rideaucrest Home. The City has entered into a five-year license agreement with Allen-Detweiler Nursery School, commencing September 1, 2016, to provide space in the Rideaucrest Long-Term Care Home for the annual fee of \$6,500.00 plus HST, for the first year, to be increased annually. The Allen-Detweiler Nursery School is a non-profit, cooperative nursery school that operates from September to June, Monday to Friday, from 8:30am to 12:30pm. Minor renovations to the interior of the east corner are required to meet the Ministry of Education standards for a day nursery school. The renovations will include: enlarging one washroom and adding the required number of toilets; installing a partial height wall to separate the existing kitchen from the children's area; replacing the ceiling tiles; enhancing the fire separation between the nursery school and Rideaucrest Home; and painting the entire interior space. Funding has been provided by the Ministry of Education to cover the costs of this renovation.

In accordance with the City's Purchasing By-Law, RFP F31-TFES-FMCS-2016-16 was publicly advertised on Biddingo and closed on June 8, 2016. A request for proposal was used for this procurement as it was important for the proponents to outline a clear plan for infection control and also provide proof of their experience working in an occupied building dedicated to the vulnerable sector. While the RFP was downloaded from the Biddingo site twenty-three times, only one submission was received. The request for proposals outlined the following criteria and weighting:

Criteria	Weight
Price	55%
Experience and References	21%
Methodology and Schedule	21%
AODA Compliance & Accessibility Statement	3%

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The eligible submission was evaluated on this basis and the result (price and scoring) is as shown below:

Company	Total Price	Score
David J. Cupido Construction Ltd.	<b>\$65,000.00</b>	95%

David J. Cupido Construction Ltd. is available to start immediately and have the workforce required to complete the project within forty working days. They have successfully completed many construction projects for the City, including renovations for the POA Courts at 362 Montreal Street; the Customer Service Centre at 1211 John Counter Boulevard; and the Heritage Resource Centre at City Hall. They have experience working in occupied buildings where infection control is a priority, such as Providence Care and the Kingston General Hospital.

**Existing Policy/By-Law:**

By-Law No. 2010-1, Council Procedure By-Law which provides authority for the Mayor and Clerk to sign all agreements that are approved by Council.

As there have been less than three submissions received and therefore does not meet the staff delegation provisions in the City's Purchasing Bylaw, the award of contract requires approval from City Council.

**Notice Provisions:**

Not applicable

**Accessibility Considerations:**

This report and related information is available in alternative formats upon request.

**Financial Considerations:**

The 2016 capital budget for the Allen-Detweiler Nursery School licensee improvements at Rideaucrest Home is \$82,300 and thus, there are sufficient funds to cover the cost of this work. Funding has been received from the Ministry of Education to cover the costs of this renovation.

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**Contacts:**

Speros Kanellos, Director, Facilities Management & Construction Services ext. 3133

**Other City of Kingston Staff Consulted:**

Deb Skeaff, Director, Residential Long Term Care ext. 4252

**Exhibits Attached:**

Not applicable