



CITY OF KINGSTON
INFORMATION REPORT TO COUNCIL

Report No.: 12-218

TO: Mayor and Members of Council

FROM: Desirée Kennedy, City Treasurer

RESOURCE STAFF: Janis Morrison, Purchasing Coordinator

DATE OF MEETING: July 17, 2012

SUBJECT: Tender and Contract Awards Subject to the
Established Criteria for Delegation of Authority for the
Month of May 2012

EXECUTIVE SUMMARY:

This information report is to:

1. Advise Council of tenders/RFPs approved and contracts awarded greater than \$50,000 that meet the established criteria of delegated authority for the month of May 2012.
2. Report additional information on contracts awarded by senior staff between the \$20,000 and \$50,000 level for the month of May 2012.

RECOMMENDATION:

This report is for information purposes only.

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AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY DIRECTOR OF FINANCIAL SERVICES Desirée Kennedy, City Treasurer
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER Gerard Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Cynthia Beach, <i>Sustainability & Growth</i>	N/R
Lanie Hurdle, <i>Community Services</i>	√
Denis Leger, <i>Transportation, Properties & Emergency Services</i>	√
Jim Keech, <i>President and CEO, Utilities Kingston</i>	√

(N/R indicates consultation not required)

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OPTIONS/DISCUSSION:

In accordance with the reporting requirements of the purchasing by-law, Exhibit A to this report provides information on tenders/RFPs approved and contracts awarded greater than \$50,000 that meet the established criteria of delegated authority for the month of May 2012. Under Section 3.4 of the purchasing by-law, Council has approved the delegation of authority to approve tender and award contracts greater than \$50,000 to the city commissioners or designate, 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.

The purchasing by-law requires that all awards and contracts in excess of \$50,000 not meeting these provisions are the subject of separate reports to Council for award purposes.

As directed by Council motion, Exhibit B provides additional information on contracts awarded by senior staff between the \$20,000 and \$50,000 level for the same period.

Section 3.1(iv) of the purchasing by-law 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. In addition, Council receives budget variance reports on a quarterly basis including quarterly budget works-in-progress reports that provide an update on the status of capital works.

May 2012 procurement activities that are not included in this report are as follows:

- value of the purchase, if less than \$20,000;
- 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 *Ontario Disabilities Act* 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:

Stephen Dickey, Deputy Treasurer, Financial Services

Ext. 2370

Janis Morrison, Purchasing Coordinator, Financial Services

Ext. 2229

OTHER CITY OF KINGSTON STAFF CONSULTED:

Harold Tulk, Fire Chief, Fire & Rescue

Damon Wells, Director, Public Works

Stephen Dickey, Deputy Treasurer, Financial Services

Peter Huigenbos, Acting Director, Real Estate & Construction

Wayne Rice, Supervisor, Distributed Computing

Luke Follwell, Manager, Recreation Facilities

Susan Nicholson, Director, Corporate Affairs

EXHIBITS ATTACHED:

Exhibit A: Tender/RFP/Contract Summary May 2012

Exhibit B: Signed Contract Summary (\$20,000 - \$50,000) May 2012

TENDER/ RFP/ CONTRACT SUMMARY – May 2012 Awards

Purchase of One (1) Aerial and Two (2) Pumper Fire Trucks	
Closing Date: March 21, 2012	RFP No. F31-TPES-F&R-2012-1
Supplier/Service Provider	Total Price (Including HST)
Arnprior Fire Truck Corporation	\$ 460,000.00
ResQtech	\$ 477,000.00
Kovatch Mobile Equipment (KME)	\$ 490,030.00
Smeal Fire Apparatus Company	\$ 518,800.00

**Note: the above pricing is for the pumper trucks only
The aerial truck has not been awarded.**

Supply of Winter Control Road Salt	
Closing Date: May 23, 2012	Tender No. F18-PWS-PW-2012-1
Supplier/Service Provider	Total Price (including HST)
The Canadian Salt Company Limited	\$ 91.83 (per tonne) \$1,469,280.00
Sifto Canada Corporation	\$ 93.85 (per tonne) \$1,501,600.00
Cargill Limited	\$ 97.89 (per tonne) \$1,566,240.00

SIGNED CONTRACT SUMMARY (\$20,000-\$50,000) May 2012

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
May 4, 2012	To provide coordination study/short circuit and arc flash hazard analysis engineering study for City of Kingston properties	Schneider-Electric	\$ 43,100.00	Transportation, Properties & Emergency Services
May 11, 2012	100 telephones plus related user licenses	Southeastern Telecommunication Services	\$ 39,800.00	Information Systems & Technology
May 18, 2012	To provide commissioning services for Artillery Park Aquatic Centre	Global Commissioning Services	\$ 22,700.00	Community Services
May 29, 2012	Commodity Tax Review Service	Deloitte & Touche, LLP	Estimated Value \$5,000 - \$30,000	Financial Services
May 29, 2012	Radio advertising using The DRIVE, 98.9 and FLY 98.3	Bell Media Inc.	\$ 35,880.00	Office of the City Solicitor
May 29, 2012	Radio advertising using KIX 93.5 and K-Rock 105.7	Rogers Media Inc.	\$ 49,680.00	Office of the City Solicitor