



**City of Kingston
Information Report to Council
Report Number 18-076**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer and City Treasurer
Resource Staff: Steve Dickey, Director of Financial Services
Date of Meeting: March 20, 2018
Subject: Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of January 2018

Executive Summary:

Section 3.5 of By-Law Number 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 2018.

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 Members of the Corporate Management Team:

Lanie Hurdle, Commissioner, Community Services	√
Jim Keech, President & CEO, Utilities Kingston	√
Denis Leger, Commissioner, Corporate & Emergency Services	√

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Options/Discussion:

Section 3.4 of By-Law Number 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 Number 2000-134, as amended, have been followed;
- the lowest Bid or Proposal is accepted or where the highest scoring proposal in an RFP subject to trade treaty obligations is accepted; and
- at least three valid responses 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, Requests for Proposals and contracts awarded in the month of January that met the established criteria of delegated authority under Section 3.4 of By-Law Number 2000-134. Note that the Purchasing By-Law amendment recently adopted (see Report 18-014) had expanded delegated authority provisions in Section 3.4 to include the award of the highest scoring proposal which is not the lowest price provided the other provisions of that section have been met.

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 Number 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 2018 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 Number 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.

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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.

Financial Considerations:

There are no financial implications to be considered in this report as all procurements noted have been included in previous budgets or budget amendments approved by Council.

Contacts:

Steve Dickey, Director, Financial Services, Extension 2370

Other City of Kingston Staff Consulted:

Applicable City Departments

Exhibits Attached:

Exhibit A: Tender and Request For Proposal Summary January 2018 Awards

Exhibit B: Signed Contract Summary (\$20,000 - \$50,000) - January 2018

Tender and Request For Proposal Summary January 2018 Awards (in order of ranking)

1. Request for Proposal: F31-CFO-FS-PS-2017-6

Janitorial Services for Transit Building, 1181 John Counter Blvd, Transit Building at the Kingston Centre 117 Bath Road, and Lower Robert Bruce Parking Lot

Closing Date: December 13, 2017

Supplier / Service Provider	Prices (Excluding Taxes)
Canadian Cleaning	\$ 69,126.00
Cheema Cleaning	\$ 69,600.00
Glacier Maintenance	\$ 81,000.00

Procurement Subject to Trade Treaty Thresholds

2. Request for Proposal: F31-CSG-RLS-2017-272

Landscape Architectural Services for Vision, Guiding Principles and Conceptual Master Plan for Belle Park

Closing Date: December 21, 2017

Supplier / Service Provider	Prices (Excluding Taxes)
Thinc design	\$ 52,025.00
Lashley + Associates	\$ 45,142.50
Janet Rosenberg & Studio	\$ 137,018.00
MBTW Group	\$ 125,000.00
WSP	\$ 79,980.00
Fotenn	\$ 149,970.13

Signed Contract Summary (\$20,000 - \$50,000) – January 2018

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
December 21	Demolition of a building, 78 Connaught Street	Westendorp Disposal Services	\$34,000.00	Community Services
January 5	Re-loadable monthly transit cards	Bea Transit	\$30,150.00	Transportation & Infrastructure Services
January 5	Microsoft support agreement	Microsoft Canada Inc.	\$27,510.00	Chief Financial Officer
January 8	Aluminum bleachers, Woodbine Park	WH Reynolds Cambridge Ltd.	\$20,797.00	Transportation & Infrastructure Services
January 10	On call towing services	Ward's Towing	\$26,625.00	Transportation & Infrastructure Services
January 11	24 GPS tracking units for solid waste vehicles	Trackmatics Inc.	\$34,697.04	Transportation & Infrastructure Services
January 16	Floor Scrubber for K-Rock Centre	Swish Maintenance Ltd.	\$22,000.00	Community Services
January 16	Safeway granular salt for use at the airport	Sel Warwick Salt Incorporated	\$30,388.00	Corporate & Emergency Services
January 22	Rental of snow blower and spreader for airport	Team Eagle Limited	\$31,500.00	Corporate & Emergency Services
January 25	New pylon sign for Rideau Heights Community Centre	Gorway	\$48,215.94	Community Services

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
January 26	Clearing of brush and material in the area of the new CN Rail overpass on John Counter Boulevard	Len Corcoran Excavating Ltd.	\$46,954.50	Transportation & Infrastructure Services
January 29	City Hall fire alarm and sprinkler design	SNC Lavalin Inc.	\$44,337.50	Corporate & Emergency Services
January 30	Master melt for roads	Pollard Highway Products Limited	\$35,062.50	Transportation & Infrastructure Services
January 31	Interpretation Services	Central Eastern Ontario Translation	\$21,500.00	Community Services