



**City of Kingston
Information Report to Council
Report Number 18-110**

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: April 17, 2018
Subject: Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of February 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 February 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

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Jim Keech, President & CEO, Utilities Kingston

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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.

There were no contracts awarded under Section 3.4 of By-Law Number 2000-134 in the month of February.

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

Section 4.6 of By-Law Number 2000-134 outlines procedures governing time sensitive procurements. Exhibit B to this report provides information on a time sensitive procurement resulting from emergency work required to inspect, secure and repair the chimney at the City owned Pump House Steam Museum. Budget for this work was approved as part of the 2017 Fourth Quarter Capital Project Status Report – Council Report Number 18-078.

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.

February 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.

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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.

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: Signed Contract Summary (\$20,000 - \$50,000) - February 2018

Exhibit B: Time Sensitive Procurement – February 2018

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

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
February 5	Airport janitorial services	Gary's Window Cleaning	\$26,100	Corporate & Emergency Services
February 7	Storm sewer camera inspection program – 2018	Quinte Sewer Service	\$20,000	Transportation & Infrastructure Services
February 7	Rideau Heights Community Centre video surveillance equipment	Accara Inc.	\$27,657	Corporate & Emergency Services
February 8	Local Area Network (LAN) cabling	Southeastern Telecommunication Services	\$20,000	Chief Financial Officer
February 9	Cultural Heritage Interpretation Plan	ERA Architects Inc.	\$24,240	Community Services
February 12	Oracle database software maintenance	Oracle Canada ULC	\$44,677	Chief Financial Officer
February 14	Clearing and grubbing at new Via Station entrance	Len Corcoran Excavating Ltd.	\$46,774	Transportation & Infrastructure Services
February 15	2018 literacy services	Kingston Literacy & Skills	\$25,000	Community Services
February 22	Heavy duty vehicle hoist	Novaquip Lifting Systems Inc.	\$49,321	Transportation & Infrastructure Services
February 22	Structural condition assessment of the Pump House Steam Museum chimney	Roney Engineering Services	\$24,320	Corporate & Emergency Services
February 23	Fleet maintenance software maintenance and support	Asset Works	\$28,478	Transportation & Infrastructure Services

Time Sensitive Procurement – February 2018

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
February 26	Design/build contract for investigation and repairs at Pump House Steam Museum	A. Santin Masonry Construction	\$110,780	Corporate & Emergency Services