



**City of Kingston
Information Report to Council
Report Number 18-172**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer and City Treasurer
Resource Staff: Steve Dickey, Director of Financial Services
Ahmed Zayan, Manager of Purchasing
Date of Meeting: July 10, 2018
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of May 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 May 2018.

Recommendation:

This report is for information purposes only.

July 10, 2018

Page 2 of 4

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	√

July 10, 2018

Page 3 of 4

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 May that met the established criteria of delegated authority under Section 3.4 of By-Law Number 2000-134.

As directed by Council motion, Exhibit B provides information on purchase orders between \$20,000 and \$50,000 awarded by senior staff in the month of May.

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.

May 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.

July 10, 2018

Page 4 of 4

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

Ahmed Zayan, Manager of Purchasing Services, Extension 2229

Other City of Kingston Staff Consulted:

Applicable City Departments

Exhibits Attached:

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

Exhibit B: Purchase Order Summary (\$20,000 - \$50,000) - May 2018

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

Procurement Subject to Trade Treaty Thresholds

1. Request for Proposal: F31-TIS-TS-PO-2017-2

Supply, Delivery, removal and Installation of Pay and Display Meters

Closing Date: December 13, 2017

Supplier / Service Provider	Price (Excluding Taxes)
Cale Systems Inc.	\$ 945,000
Precise Parklink	\$ 966,000
Amano McGann	\$ 1,056,615
J.J. MacKay Canada Ltd.	\$ 849,800
ATS Traffic	\$ 1,259,770
Lacombi	\$ 1,015,975

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

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
May 1	Treatment of Noxious Weeds	Greenshield Pest Control Inc.	\$42,250	Transportation & Infrastructure Services, Operations
May 1	Asphalt Supply for 1 year	Williams Hot Mix Ltd.	\$35,250	Transportation & Infrastructure Services, Operations
May 2	Asphalt Supply for 1 year	Kiley Paving Ltd.	\$36,800	Transportation & Infrastructure Services, Operations
May 7	Human Resources Software Tool and Workshops	Predictive Success Corporation	\$23,630	Corporate & Emergency Services
May 8	Kingston Airport Instrument Landing Replacement, Design and Coordination	WSP Canada Inc.	\$28,212	Corporate & Emergency Services
May 8	Restoration Design of Kirkpatrick Fountain, Frontenac County Courthouse	Taylor Hazell Architects	\$39,900	Corporate & Emergency Services
May 10	ArcGIS, GeoEvent Server Licenses	Esri Canada Limited.	\$37,000	Chief Financial Officer
May 11	Concrete Supply for 1 year	Sousa Ready Mix	\$42,150	Transportation & Infrastructure Services, Operations
May 11*	Bridge Architectural Advisor for the Third Crossing Bridge Project	DTAH	Up to \$50,000	Transportation & Infrastructure Services, Engineering & Major Projects

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
May 11*	Bridge Design Advisor for the Third Crossing Bridge Project	Parsons Inc.	Up to \$50,000	Transportation & Infrastructure Services, Engineering & Major Projects
May 11*	Geotechnical, Archaeological and Geo-environmental Advisor for the Third Crossing Bridge Project	Golder Associates Ltd.	Up to \$50,000	Transportation & Infrastructure Services, Engineering & Major Projects
May 11*	Project Management Advisor and Environmental Permitting Advisor for the Third Crossing Bridge Project	JL Richards & Assoc Ltd.	Up to \$50,000	Transportation & Infrastructure Services, Engineering & Major Projects
May 15	Sidewalk Trip Hazard Cutting - Sidewalk Maintenance	Sidewalks Plus	\$42,900	Transportation & Infrastructure Services, Operations
May 16	Emergency Preparedness support, IS&T	Vertex3 Inc.	\$21,979	Chief Financial Officer
May 17	Kingston Fire Training Equipment, Maze for Training Tower	Drager Safety Canada Ltd.	\$34,912	Corporate & Emergency Services
May 22	Hardware and Software Maintenance of two EMC VNX 5300 Storage Arrays	EMC Corporation of Canada	\$34,241	Chief Financial Officer
May 25	Window Replacement at Station 1, Station 2 and Station 7	Rep Windows and Doors	\$35,829	Corporate and Emergency Services

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
May 28	Rental of John Deere 11' Mower	Green Tractors Inc.	\$21,000	Transportation & Infrastructure Services, Operations
May 28	Mould Remediation & Air Ventilation and Detection Systems at Solid Waste Garage on Creekford Road	ES Fox Limited	\$46,725	Transportation & Infrastructure Services, Operations
May 29	Additional scope of work for planning framework for Reddendale	Dillon Consulting Limited	\$39,215	Community Services
May 31	Consulting services for Organizational Development Roadmap	Stratford Managers Corporation	\$24,000	Corporate & Emergency Services

* Retainer agreements to a maximum of \$50,000 each to extend professional consulting services provided as part of the preliminary design and business plan work. New contracts will be awarded, as required, to procure additional support services as part of the Integrated Project Delivery model.