



**City of Kingston
Information Report to Council
Report Number 18-359**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer and City Treasurer
Resource Staff: Ahmed Zayan, Manager of Purchasing
Date of Meeting: November 6, 2018
Subject: Tender and Contract Awards Subject to the Established Criteria for Delegation of Authority for the Month of August 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 August 2018.

Recommendation:

This report is for information purposes only.

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.

Exhibit A to this report provides information on tenders, Requests for Proposals and contracts awarded in the month of August 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 August.

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.

August 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.

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:

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 - August 2018 Awards

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

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

1. Request for Proposal: RFP-F31-CES-FMCS-2018-09

Contract for janitorial services at 705 Division Street

Closing Date: May 16, 2018

Supplier / Service Provider	Price (Excluding Taxes)
Canadian Cleaning	\$ 400,800.00
Eco Living	\$ 426,867.72
Cheema Cleaning	\$ 429,336.00
GDI	\$ 500,475.00

2. Tender: F18-ENG-2017-12

Highway 38 to Unity Road Intersection road upgrades

Closing Date: August 1, 2018

Supplier / Service Provider	Price (Excluding Taxes)
K. Mulrooney Trucking Ltd.	\$ 700,886.17
Morven Construction Ltd.	\$ 894,480.00
Coco Paving Inc.	\$ 931,630.00
R.W. Tomlinson	\$ 968,401.75
Dig 'N Dirt Ltd.	\$1,004,468.65
Len Corcoran Excavating Ltd.	\$1,094,577.00

3. Request for Proposal: RFP-F31-CS-LTC-2018-4

Supply and delivery of medical and incontinence products to Rideaucrest Long-Term Care facility

Closing Date: August 16, 2018

Supplier / Service Provider	Pricing Score	Total Score
Medical Mart	51	83
Cardinal Health Canada	9	44
Ontario Medical Supply	4	39
Polymed Chirurgical Inc.	4	36
The Stevens Company	4	32
Bowers Medical Supply	3	25
Sands Canada	1	2

4. Tender: F18-ENG-2018-05

Realignment of Portsmouth Avenue

Closing Date: August 29, 2018

Supplier / Service Provider	Price (Excluding Taxes)
R.W. Tomlinson Ltd.	\$ 2,118,137.59
Len Corcoran Excavating Ltd.	\$ 2,150,953.00
Gordon Barr Ltd.	\$ 2,360,164.00
Coco Paving Inc.	\$ 2,805,000.00

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

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
August 02	Portable ladder stand and supplies	Tenaquip Limited	\$25,284	Transportation & Infrastructure Services, Operations
August 02	Executive search services	Feldman Daxon Partners Inc.	\$38,000	Chief Administrative Officer
August 07	Hot mix paving for Sunnyside Road	G. Williams Paving Limited	\$48,500	Transportation & Infrastructure Services, Operations
August 07	Roofing system replacement and repairs for 935 Sydenham Road	French Brothers Roofing	\$22,766	Corporate & Emergency Services
August 10	Boiler repairs at the Memorial Centre	Carmichael Engineering Ltd.	\$27,857	Community Services
August 15	Structural repairs for 91 Lappans Lane	Mike Sullivan Construction	\$32,850	Corporate & Emergency Services
August 15	Labour to repair heat pumps at Rideaucrest	Hamilton Smith Limited	\$40,100	Corporate & Emergency Services
August 16	Auxiliary power backup system annual maintenance	Synergy Data Centres	\$49,987	Chief Financial Officer

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
August 20	Sanitary lateral installation at 193 Resource Road (Lot 435)	Taggart Construction Ltd.	\$36,710	Community Services
August 21	IT research and advisory services	Info-Tech Research Group	\$38,200	Chief Financial Officer
August 24	Portable public toilets at Breakwater Park	Royal Flushers	\$30,770	Community Services
August 27	Organic green bins and carts for the Kingston Recycling Centre	Orbis Canada Limited	\$21,672	Transportation & Infrastructure Services, Operations