



**City of Kingston  
Report to Council  
Report Number 18-364**

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<b>To:</b>	<b>Mayor and Members of Council</b>
<b>From:</b>	<b>Desirée Kennedy, Chief Financial Officer and City Treasurer</b>
<b>Resource Staff:</b>	<b>Ahmed Zayan, Purchasing Manager</b>
<b>Date of Meeting:</b>	<b>November 6, 2018</b>
<b>Subject:</b>	<b>Award of Contract for Inspection, Maintenance and Repairs of Overhead Doors for City of Kingston</b>

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**Executive Summary:**

City staff is seeking Council's approval to award the standing order contract for the Overhead Door Services for the City of Kingston to Upper Level Doors Inc. City of Kingston By-law Number 2000-134, a By-law to Establish Purchasing Policies and Procedures, requires City staff to obtain Council's approval to award a contract when all of the conditions under section 3.4 have not been satisfied. In this instance, section 3.4 iv of the By-law, which states that three valid responses must be received, was not satisfied. Request for Proposal F31-CFO-FS-PS-2018-06 received two valid responses and Upper Level Doors submission was the highest scoring proposal and lowest overall price.

**Recommendation:**

**That** Council approve the award of contract for Overhead Doors services for the City of Kingston to Upper Level Doors Inc. for a period of two (2) years effective the date of the signing of the contract. A further one-year extension may be requested at the sole discretion of the City of Kingston; and

**That** Council authorize the Mayor and City Clerk to execute the contract with Upper Level Doors Inc. in a form satisfactory to the Director of Legal Services.

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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:**

Financial Services facilitated the Request for Proposal process for Overhead Door services on behalf of various City of Kingston departments. Subsequent to the award of contract, these services are managed by the respective departments. Services include bi-annual maintenance, inspection services, and repair services on an as needed basis.

In accordance with By-law Number 2000-134, Request for Proposal F31-CFO-FS-PS-2018-06 was publicly advertised and closed on August 15, 2018 with two (2) submissions being accepted.

A team consisting of City staff with representatives from Facilities Management and Construction Services, Solid Waste Services and Financial Services participated in the evaluation process. The evaluation was based on the pre-determined criteria as outlined in the Request for Proposal. The following criteria were used in the evaluation:

1. Pricing and Related Costs - 60%
2. Company Profile and References– 17%
3. Methodology of Proposed Services, Resources and Product Characteristics - 20%
4. Accessibility Standards for Customer Service - 3%

The evaluation of the submissions based on the above criteria resulted in the following ranking:

<b>Rank</b>	<b>Name of Proponent</b>	<b>Pricing and Related Costs</b> Score out of 60	<b>All Other Criteria</b> Score out of 40	<b>Total Proposal</b> Score out of 100
1	Upper Level Doors	59	28	87
2	Door Doctor	31	15	46

Suppliers were evaluated for pricing in a number of service categories including routine maintenance services, regular and after-hour repairs and profit markup on replacement parts. Upper Level Doors submitted lower pricing for the majority of pricing categories. As the highest scoring proposal and lowest overall price, Upper Level Doors is being recommended for this award. Their submission illustrated that they have the experience and resources to meet the City’s requirements for these services. This company has previously provided these services to the City with satisfactory results.

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**Existing Policy/By-Law:**

Purchasing By-law Number 2000-134, a By-law to Established Purchasing Policies and Procedures, as amended

**Notice Provisions:**

Notice provisions are not required for this report.

**Accessibility Considerations:**

In the evaluation criteria three percent was allocated to Accessibility Standards.

**Financial Considerations:**

Costs related to overhead door maintenance and repair services are included as part of approved annual operating budgets. In 2017 the City spent approximately \$103,000 on these services.

**Contacts:**

Ahmed Zayan, Purchasing Manager, Extension 2229

**Other City of Kingston Staff Consulted:**

Bud Steele, Manager of Fleet Services, Transit and Fleet Services

Therol Peterson, Manager of Facilities, Facilities Management and Construction Services

Jason Hollett, Supervisor of Solid Waste Disposal, Solid Waste Services

Kathleen Donohue, Law Clerk/Office Manager, Legal Services

John Bleackley, Administrative Assistant - Environment, Real Estate & Environment Initiatives

Nicole Furlong, Secretary 1 - Facilities, Facilities Management and Construction Services

Jessie Pennock, Corporate Buyer, Financial Services

**Exhibits Attached:**

There are no exhibits attached to this report.