



**CITY OF KINGSTON**  
**INFORMATION REPORT TO COUNCIL**

**Report No.: 12-135**

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**TO:** Mayor and Members of Council

**FROM:** Desirée Kennedy, City Treasurer

**RESOURCE STAFF:** Janis Morrison, Purchasing Coordinator

**DATE OF MEETING:** May 15, 2012

**SUBJECT:** Tender and Contract Awards Subject to the  
Established Criteria for Delegation of Authority for the  
Month of March 2012

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**EXECUTIVE SUMMARY:**

This information report is to:

1. Advise Council of tenders/RFPs approved and contracts awarded greater than \$50,000 that meet the established criteria of delegated authority for the month of March 2012.
2. Report additional information on contracts awarded by senior staff between the \$20,000 and \$50,000 level for the month of March 2012.

**RECOMMENDATION:**

This report is for information purposes only.

**AUTHORIZING SIGNATURES:**

ORIGINAL SIGNED BY DIRECTOR OF FINANCIAL SERVICES Desirée Kennedy, City Treasurer
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER Gerard Hunt, Chief Administrative Officer

**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

Cynthia Beach, <i>Sustainability &amp; Growth</i>	N/R
Lanie Hurdle, <i>Community Services</i>	√
Denis Leger, <i>Transportation, Properties &amp; Emergency Services</i>	√
Jim Keech, <i>President and CEO, Utilities Kingston</i>	√

***(N/R indicates consultation not required)***

**OPTIONS/DISCUSSION:**

In accordance with the reporting requirements of the purchasing by-law, Exhibit A to this report provides information on tenders/RFPs approved and contracts awarded greater than \$50,000 that meet the established criteria of delegated authority for the month of March 2012. Under Section 3.4 of the purchasing by-law, Council has approved the delegation of authority to approve tender and award contracts greater than \$50,000 to the city commissioners or designate, when all of the following conditions have been satisfied:

- there is sufficient approved budget;
- all procedures for the establishment of prices in by-law 2000-134 as amended, have been followed;
- the lowest tender is accepted;
- at least three tenders have been received.

The purchasing by-law requires that all awards and contracts in excess of \$50,000 not meeting these provisions are the subject of separate reports to Council for award purposes.

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

Section 3.1(iv) of the purchasing by-law 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. In addition, Council receives budget variance reports on a quarterly basis including quarterly budget works-in-progress reports that provide an update on the status of capital works.

March 2012 procurement activities that are not included in this report are as follows:

- value of the purchase, if less than \$20,000;
- tenders closing in this time frame that were approved separately by Council at previous Council meetings.

**EXISTING POLICY/BY LAW:**

By-law 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 *Ontario Disabilities Act* is a consideration and forms part of the evaluation criteria of all Requests for Proposals administered by the City of Kingston.

**May 15, 2012**

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**FINANCIAL CONSIDERATIONS:**

There are no financial implications to be considered in this report.

**CONTACTS:**

Stephen Dickey, Deputy Treasurer, Financial Services

Ext. 2370

Janis Morrison, Purchasing Coordinator, Financial Services

Ext. 2229

**OTHER CITY OF KINGSTON STAFF CONSULTED:**

Peter Huigenbos, Project Engineer, Real Estate & Construction Services

Neal Unsworth, Manager, Parks Development

Debra Krakow, Project Manager, Real Estate & Construction Services

Robert Steele, Manager, Fleet

Therese Greenwood, Manager, Communications

**EXHIBITS ATTACHED:**

Exhibit A: Tender/RFP/Contract Summary March 2012

Exhibit B: Signed Contract Summary (\$20,000 - \$50,000) March 2012

**TENDER/ RFP/ CONTRACT SUMMARY – March 2012 Awards**

Reconstruction and Road Widening of John Counter Blvd. (Aberfoyle Road to Division Street)	
Closing Date: March 14, 2012	RFP No. ENG-2012-03
Supplier/Service Provider	Total Price (Excluding HST)
Coco Paving Incorporated	\$ 9,876,000.00
Cruickshank Construction	\$ 10,061,434.80
Len Corcoran Excavating Limited	\$ 10,257,838.00
Leveque Brothers	\$ 10,315,217.74
Taggart Construction	\$ 10,369,344.65
Gordon Barr Limited	\$ 10,448,202.50
Bonnechere Excavating	\$ 10,450,289.44
K. Mulrooney Trucking	\$ 11,833,364.53

Fire Training Centre, Phase 2 - Engineering Services	
Closing Date: March 21, 2012	RFP No. F31-TPES-2012-03
Supplier/Service Provider	Total Price (including HST)
Thomas Brown Architects	\$ 84,076.00
Read Jones Christoffersen	\$ 87,900.00
AECOM	\$ 142,226.00

<b>Three (3) ¾ Ton Cargo Vans</b>	
<b>Closing Date:</b> March 21, 2012	<b>RFP No.</b> F31-TPES-TS-FL-2012-09
<b>Supplier/Service Provider</b>	<b>Total Price (including HST)</b>
Taylor Auto Mall	\$ 77,512.35
Gananoque Chev, Buick, GMC Cadillac Limited	\$ 78,627.66
Edwards Ford	\$ 83,390.61

<b>One (1) ¾ Ton Cargo Van with Trailer Tow Package for the Kingston Frontenac Public Library</b>	
<b>Closing Date:</b> March 21, 2012	<b>RFP No.</b> F31-TPES-TS-FL-2012-10
<b>Supplier/Service Provider</b>	<b>Total Price (including HST)</b>
Taylor Auto Mall	\$ 26,886.09
Georgian Commercial	\$ 26,979.88
Gananoque Chev, Buick, GMC Cadillac Limited	\$ 27,512.11
Edwards Ford	\$ 27,757.37

**SIGNED CONTRACT SUMMARY (\$20,000-\$50,000) March 2012**

<b>Purchase Order Date</b>	<b>Project</b>	<b>Successful Vendor</b>	<b>Value (No Taxes)</b>	<b>Group/ Department</b>
March 1, 2012	The Supply of Walk Off Mats to Various City Locations.	Cintas Canada Limited	Greater than \$20,000 over the two year Contract Term	Financial Services – Purchasing
March 7, 2012	To Provide Electrical Design Service for Pathway Lighting.	Genivar Incorporated	\$ 30,447.00	Community Services
March 15, 2012	To provide services required to conduct an assessment of and recommendation for the City's proposed parkland dedication by-law.	The Planning Partnership	\$ 40,000.00	Community Services
March 22, 2012	John Deere Utility Tractor and associated equipment.	Clow Farm Equipment	\$ 23,609.00	Transportation, Properties and Emergency Services
March 29, 2012	10 Licenses for Informart Media Monitoring Services	Informart –a Division of Post Media Network Incorporated	\$ 45,000.00	Corporate Affairs