



CITY OF KINGSTON
INFORMATION REPORT TO COUNCIL

Report No.: 12-059

TO: Mayor and Members of Council

FROM: Desirée Kennedy, City Treasurer

RESOURCE STAFF: Janis Morrison, Purchasing Coordinator

DATE OF MEETING: February 21, 2012

SUBJECT: Tender and Contract Awards Subject to the
Established Criteria for Delegation of Authority for the
Month of December 2011

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 December 2011.
2. Report additional information on contracts awarded by senior staff between the \$20,000 and \$50,000 level for the month of December 2011.

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

(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 December 2011. 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.

December 2011 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.

FINANCIAL CONSIDERATIONS:

No financial implications are to be considered in this report.

CONTACTS:

Janis Morrison, Purchasing Coordinator, Financial Services
Stephen Dickey, Deputy Treasurer, Financial Services

Ext. 2229
Ext. 2370

OTHER CITY OF KINGSTON STAFF CONSULTED:

Speros Kanellos, Director, Real Estate & Construction Services
Robert Steele, Manager, Fleet, Transportation Services
Peter Huigenbos, Project Engineer, Real Estate & Construction Services

EXHIBITS ATTACHED:

Exhibit A: Tender/RFP/Contract Summary December 2011
Exhibit B: Signed Contract Summary (\$20,000 - \$50,000) December 2011

TENDER/ RFP/ CONTRACT SUMMARY – December 2011 Awards

Purchase of One (1) 2012 ¾ Ton Cargo Van	
Closing Date: December 14, 2011	RFP No. F31-TPES-TS-FL-2011-19
Supplier/Service Provider	Total Price (Including HST)
Gananoque, Chev, Buick, GMC Cadillac Limited	\$ 26,657.83
Taylor Auto Mall	\$ 27,120.00
Edwards Ford	\$ 28,498.60

SIGNED CONTRACT SUMMARY (\$20,000-\$50,000) December 2011

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group/ Department
December 2, 2011	Commissioning Agent Services for the Transit Facility Expansion	CX Canada Incorporated	\$ 28,650.00	Transportation, Properties & Emergency Services
December 21, 2011	Supply and install flooring for 1425 Midland Avenue	Stradwick Carpet One	\$ 29,517.38	Transportation, Properties & Emergency Services