



CITY OF KINGSTON
INFORMATION REPORT TO COUNCIL

Report No.: 12-129

TO: Mayor and Members of Council

FROM: Desirée Kennedy, City Treasurer

RESOURCE STAFF: Janis Morrison, Purchasing Coordinator

DATE OF MEETING: April 17, 2012

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

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 February 2012.
2. Report additional information on contracts awarded by senior staff between the \$20,000 and \$50,000 level for the month of February 2012.

RECOMMENDATION:

This report is for information purposes only.

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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>	√
Denis Leger, <i>Transportation, Properties & Emergency Services</i>	√
Jim Keech, <i>President and CEO, Utilities Kingston</i>	√

(N/R indicates consultation not required)

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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 February 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.

February 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.

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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:

Speros Kanellos, Director, Real Estate & Construction Services

Luke Follwell, Manager, Recreation Facilities

Neal Unsworth, Manager, Parks Development

Wally Ferris, Director, Recreation & Leisure Services

John Giles, Manger, Solid Waste Operations

Robert Steele, Manager, Fleet

EXHIBITS ATTACHED:

Exhibit A: Tender/RFP/Contract Summary February 2012

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

TENDER/ RFP/ CONTRACT SUMMARY – February 2012 Awards

Supply of Operations Services for the City of Kingston Municipal Hazardous or Special Waste Facility	
Closing Date: February 1, 2012	RFP No. F31-PWS-PW-2012-01
Supplier/Service Provider	Total Price (Excluding HST)
Drain-All Limited	\$ 93,150.00
Scott Environmental Group Limited	\$ 99,636.00
Brendar Environmental Incorporated	\$ 103,155.00

Hybrid Half Ton Crew Cab Pickup Truck	
Closing Date: February 8, 2012	RFP No. F31-TPES-TS-FL-2012-01
Supplier/Service Provider	Total Price (Including HST)
Georgian Chevrolet	\$ 32,297.91
Gananoque, Chev, Buick, GMC Cadillac Limited	\$ 37,445.94
Taylor Auto Mall	\$ 37,573.63

Hybrid Half Ton Crew Cab Pickup Truck 4x4	
Closing Date: February 8, 2012	RFP No. F31-TPES-TS-FL-2012-02
Supplier/Service Provider	Total Price (including HST)
Georgian Chevrolet	\$ 41,447.27
Gananoque, Chev, Buick, GMC Cadillac Limited	\$ 41,623.55
Taylor Auto Mall	\$ 41,748.98

Compact SUV AWD	
Closing Date: February 8, 2012	RFP No. F31-TPES-TS-FL-2012-03
Supplier/Service Provider	Total Price (Including HST)
6910009 Canada Incorporated	\$ 26,526.75
Edward's Ford	\$ 29,512.21
Gananoque, Chev, Buick, GMC Cadillac Limited	\$ 32,538.35

Brush Chipper	
Closing Date: February 8, 2012	RFP No. F31-TPES-TS-FL-2012-04
Supplier/Service Provider	Total Price (Including HST)
G. C. Duke	\$ 25,425.00
Nortrax	\$ 29,324.80
Vermeer	\$ 29,380.00
Eastern Farm Equipment	\$ 30,990.25

Purchase of Track and Field Equipment	
Closing Date: February 8, 2012	RFP No. F31-CSG-RLS-2012-04
Supplier/Service Provider	Total Price (Excluding HST)
T. Litzen Sports Limited	\$ 196,982.01
Sports Systems Canada Incorporated	\$ 270,828.00
Groupe Sports-Inter Plus Incorporated	\$ 267,192.50
Len Corcoran Excavating Limited	\$ 242,435.00

Supply of Transportation & Processing Services for the City of Kingston Municipal Hazardous or Special Waste Facility	
Closing Date: February 8, 2012	RFP No. F31-PWS-SW-2012-02
Supplier/Service Provider	Total Price (Excluding HST)
Scott Environmental Group	\$ 108,235.00
Lacombe Waste Services	\$ 112,762.00
Buckham Transport	\$ 128,790.00
Veolia ES Canada Industrial Services	\$ 162,980.00
Brendar Environmental	\$ 168,585.00

The Supply of Traffic Control Signs & Hardware	
Closing Date: February 15, 2012	RFP No. EN-2012-03
Supplier/Service Provider	Total Price (Excluding HST)
B.M.R. Manufacturing Incorporated	\$ 103,060.76
Maximum Signs	\$ 106,160.70
Owl-Lite Rentals, Sales & Manufacturing	\$ 115,634.66
Mechanical Advertising	\$ 122,053.30

Reconstruction of Concrete Sidewalks & Ramps at Various Locations	
Closing Date: February 22, 2012	Contract ENG-2012-01
Supplier/Service Provider	Total Price (Excluding HST)
Parkside Landscaping	\$ 926,398.80
Sousa Ready Mix	\$ 996,224.40
Kiley Paving Limited	\$ 1,089,000.00
Nuroad Construction	\$ 1,139,245.60
Wemp & Smith	\$ 1,249,565.33
Miwel Construction	\$ 1,260,962.68
North Key Construction	\$ 1,325,433.24
Cruickshank Construction	\$ 1,558,265.00

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

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group/ Department
February 2, 2012	Award of contract for Refrigeration Maintenance Programs at City of Kingston ice rinks.	Black & McDonald	\$ 47,534.62	Community Services
February 3, 2012	To supply, deliver and install units of BHM patient 3m straight tracking in individual resident rooms.	Motion Specialties	\$ 40,000.00	Community Services
February 8, 2012	Preparation of Remediation Cost Estimate for 11 and 19-23 Queen Street, Kingston.	Geofirma Engineering Limited	\$ 24,300.00	Transportation, Properties & Emergency Services
February 27, 2012	To provide services required to develop a Sustainable Turf Care Management Plan.	MMM Group Limited	\$ 48,375.00	Community Services
February 28, 2012	To perform work on the British Whig Building, pertaining to the wall above Morrison's Restaurant.	Ricardo Roofing	\$ 23,548.00	Transportation, Properties & Emergency Services