



**City of Kingston  
Report to Council  
Report Number 15-154**

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<b>To:</b>	<b>Mayor and Members of Council</b>
<b>From:</b>	<b>Jim Keech, President and CEO, Utilities Kingston</b>
<b>Resource Staff:</b>	<b>Mark Van Buren, Director of Engineering</b>
<b>Date of Meeting:</b>	<b>January 27, 2015</b>
<b>Subject:</b>	<b>Cartegraph Unlimited Licence Agreement</b>

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**Executive Summary:**

The City's Engineering Department utilizes Cartegraph software to manage its right-of-way inventory in order to facilitate the creation of capital programs and manage operations. Cartegraph has been in use by the department for fifteen years.

Recent changes to the software have increased its capability with respect to operations management and field worker productivity by leveraging newer mobile technology and applications. In order to take advantage of this, it is anticipated that more staff within the Engineering and Public Works departments will require use of the software.

Cartegraph offers an Unlimited Licence Agreement (ULA) through its Canadian agent Applied Geographics Inc. (AGL). AGL is the sole vendor of Cartegraph in Canada. A ULA allows unlimited installations, maintenance and support across the corporation.

The average annual cost of the ULA for the period 2015-2018 is \$92,647 (exclusive of applicable taxes). In accordance with *By-law 2000-134, A By-Law to Establish Purchasing Policies and Procedures*, Council approval is required, as staff recommends entering into a sole source contract that exceeds \$50,000.

January 27, 2014

Page 2 of 5

**Recommendation:**

**That** the Engineering Department be authorized to sole source, pursuant to Purchasing By-Law 2000-134, software licensing and annual support and maintenance with Applied Geologies Inc., the sole Canadian vendor of Cartegraph software, in the average amount of \$92,647 per year for four years covering 2015-2018, plus applicable taxes.

**That** Council direct the Mayor and Clerk to execute any agreement in a form to the satisfaction of the Legal Services Department and any other documentation with Applied Geologies Inc. required to finalize this procurement.

January 27, 2014

Page 3 of 5

**Authorizing Signatures:**

ORIGINAL SIGNED BY PRESIDENT & CEO, UTILITIES KINGSTON

**Jim Keech, President and CEO,  
Utilities Kingston**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Gerard Hunt, Chief Administrative Officer**

**Consultation with the following Commissioners:**

Cynthia Beach, Corporate & Strategic Initiatives	Not required
Lanie Hurdle, Community Services	Not required
Denis Leger, Transportation, Facilities & Emergency Services	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

January 27, 2014

Page 4 of 5

**Options/Discussion:**

The City's Engineering Department utilizes Cartegraph software to manage its right-of-way inventory. Cartegraph has been in use for approximately fifteen years and has been integrated with the City's enterprise GIS. This integrated system provides core data management software for the department. Information regarding the majority of the City's right of way assets (including roads, bridges, storm system, traffic signs/signals, active transportation infrastructure etc.) is managed in Cartegraph. This right of way information is essential for creating the multi-year infrastructure program and tracking projects. Integration with the GIS provides a means of mapping and analyzing the information, distributing Engineering information to other City departments and, in some cases, the public.

Cartegraph recently released a new version that has increased its capability with respect to operations management and field worker productivity by leveraging newer mobile technology and applications. The department has already successfully developed applications for traffic sign maintenance and has assisted the Public Works Department with a tree inspection and maintenance application. Leveraging these technologies will provide more efficient data collection and management allowing better decision making and reporting of right-of-way activity. In order to do this, it is anticipated that more staff within the Engineering and Public Works departments, and potentially other departments, will require use of the software.

Cartegraph offers an Unlimited Licence Agreement (ULA) through its Canadian agent Applied Geographics Inc. (AGL). The new version of the software is proprietary intellectual property of Cartegraph and cannot be provided by any other vendor in the market. AGL is the sole vendor of Cartegraph in Canada. A ULA would allow for any number of software installations across the corporation. This would allow for unlimited system growth at a fixed cost for the duration of the four year Agreement covering the period from 2015-2018. In addition, AGL, in recognition of the City's long standing and ongoing commitment to Cartegraph as a data management platform of choice, is offering a significantly discounted rate. Rates for a ULA are population based. A city the size of Kingston would typically pay initiation fees and subsequent yearly fees of \$125,000 US to \$150,000 US. AGL has significantly reduced these fees. Given anticipated system expansion, the role Cartegraph has in departmental decision making, and the discounted fees, it would be advantageous to enter into a ULA.

The average annual cost for the ULA is \$92,647 (exclusive of applicable taxes). The current overall yearly investment in Cartegraph represents less than one percent of the average annual capital program budget. In accordance with *By-law 2000-134, A By-Law to Establish Purchasing Policies and Procedures*, Council approval is required, as staff recommends entering into a sole source contract that exceeds \$50,000.

**Existing Policy/By Law:**

By-Law 2000-134 a By-Law to Establish Purchasing Policies and Procedures.

**Notice Provisions:**

There are no notice provisions with this report.

January 27, 2014

Page 5 of 5

**Accessibility Considerations:**

There are no accessibility provisions with this report.

**Financial Considerations:**

There are sufficient funds allocated in the current approved capital budget for the first year of the ULA. Subsequent years will be funded from the 2015-2018 capital budget.

**Contacts:**

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John Piraino, Asset Management Coordinator, 613-546-4291 Ext. 3168

**Other City of Kingston Staff Consulted:**

Alan McLeod, Senior Legal Counsel, 613-546-4291 Ext. 1237

**Exhibits Attached:**

Not applicable.