



**City of Kingston
Information Report to Council
Report Number 15-167**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer and City Treasurer
Resource Staff: Steve Dickey, Director of Financial Services
Janis Morrison, Purchasing Coordinator
Date of Meeting: February 17, 2015
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of December 2014

Executive Summary:

Section 3.5 of By-Law 2000-134, a By-Law to Establish Purchasing Policies and Procedures, as amended, requires that an information report be provided to Council on a monthly basis detailing the circumstances of all procurements made by delegated authority. In addition, as directed by Council motion, contracts between \$20,000 and \$50,000 awarded by senior staff are also reported to Council on a monthly basis.

Accordingly, this information report provides Council with details of purchases greater than \$50,000 that meet the established criteria of delegated authority as well as contracts awarded by senior staff between the \$20,000 and \$50,000 level for the month of December, 2014.

Recommendation:

This report is for information purposes only.

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 Commissioners:

Cynthia Beach, Corporate & Strategic Initiatives	Not Required
Lanie Hurdle, Community Services	
Denis Leger, Transportation, Facilities & Emergency Services	
Jim Keech, President and CEO, Utilities Kingston	Not Required

Section 3.4 of By-Law 2000-134, a By-Law to Establish Purchasing Policies and Procedures, as amended, provides for the delegation of authority to award contracts greater than \$50,000 to the City's commissioners or designates, 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.

All awards and contracts in excess of \$50,000 not meeting these provisions are the subject of separate reports to Council for award purposes.

Exhibit A to this report provides information on tenders, RFPs and contracts awarded in the month of December that met the established criteria of delegated authority under Section 3.4 of By-Law 2000-134.

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

Section 3.1(iv) of By-Law 2000-134 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. Council also receives budget variance reports on a quarterly basis including quarterly works-in-progress reports that provide an update on the status of capital works.

December 2014 procurement activities that are not included in this report are as follows:

- value of the purchase, if less than \$20,000; and
- 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 *Accessibility for Ontarians with Disabilities Act, 2005* is a consideration and forms part of the evaluation criteria of all Requests for Proposals administered by the City of Kingston.

This report may be available in alternative formats upon request.

Financial Considerations:

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

Contacts:

Steve Dickey, Director of Financial Services, Extension 2370

Janis Morrison, Purchasing Coordinator, Financial Services, Extension 2229

Other City of Kingston Staff Consulted:

Jeremy DaCosta, Manager, Transit

Cherie Mills, Manager, Planning & Development

Speros Kanellos, Director, Facilities Management and Construction

Exhibits Attached:

Exhibit A: Tender / RFP Summary December 2014

Exhibit B: Signed Contract Summary (\$20,000 - \$50,000) December 2014

**Tender / Request For Proposal (RFP) Summary
December 2014 Awards (in order of ranking)**

- 1) **RFP:** F31-CS-PD-2014-02
City of Kingston Commercial Land Review
Closing Date: December 3, 2014

Supplier / Service Provider	Prices (Excluding Taxes)
SGL/urbanMetrics	\$ 88,219.75
Tate/Dillon	\$119,483.00
Altus/Stantec	\$213,530.00

Signed Contract Summary (\$20,000-\$50,000) – December 2014

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
December 1	Services to undertake an Estate Residential Review	RFA Planning Consultant Incorporated	\$20,000.00	Community Services
December 10	Furniture for the J K Tett Centre	School House Products Incorporated	\$27,477.60	Transportation, Properties and Emergency Services
December 19	Cleaning of the Transit Shelters	Glacier Maintenance Incorporated	\$34,379.80	Transportation, Properties and Emergency Services