



**City of Kingston
Information Report to Council
Report Number 15-193**

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: March 24, 2015
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of January 2015

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 January, 2015.

Recommendation:

This report is for information purposes only.

March 24, 2015

Page 2 of 4

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

March 24, 2015

Page 3 of 4

Options/Discussion:

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 January 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.

January 2015 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.

March 24, 2015

Page 4 of 4

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:

David Johnston, Chief Information Officer

Speros Kanellos, Director, Facilities Management and Construction Services

Luke Follwell, Director, Recreation & Leisure Services

Jeremy Da Costa, Manager, Transit

Exhibits Attached:

Exhibit A: Tender / RFP Summary January 2015

Exhibit B: Signed Contract Summary (\$20,000 - \$50,000) January 2015

**Tender / Request For Proposal (RFP) Summary
January 2015 Awards (in order of ranking)**

- 1) **Contract:** ENG-2014-08
 Bayridge Drive Extension Sierra Avenue to Creekford Road
- Closing Date:** January 28, 2015

Supplier / Service Provider	Prices (Excluding Taxes)
Cruickshank Construction Limited	\$ 1,579,259.04
Taggart Construction Limited	\$ 1,630,427.00
J. Harrison Excavating	\$ 1,644,822.09
Gordon Barr Limited	\$ 1,647,750.00
Dig'N Dirt	\$ 1,670,751.46
Crains' Construction	\$ 1,677,135.00
Coco Paving	\$ 1,688,980.00
Len Corcoran Excavating	\$ 1,709,995.00
AWD Construction Limited	\$ 1,816,802.71
Aecon Construction	\$ 1,858,888.00
K. Mulrooney Trucking	\$ 2,121,208.85

Signed Contract Summary (\$20,000-\$50,000) – January 2015

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
January 14	Thirty-five (35) development support days for the Hastus software system for Kingston Transit	Giro Incorporated	\$44,275.00	Transportation, Properties and Emergency Services
January 16	Gartner Canada Service Agreement for Research and Advisory Services	Gartner Canada Incorporated	\$46,700.00	Office of the City Treasurer
January 21	Harold Harvey Ice and Snow Accumulation Management	T. Donaldson Construction Limited	\$47,000.00	Transportation, Properties and Emergency Services
January 22	Removal and Installation of Stair Railing at Portsmouth Olympic Harbour	Crom Contracting	\$27,187.80	Community Services