



**City of Kingston
Information Report to Council
Report Number 15-202**

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: April 21, 2015
Subject: Tender and Contract Awards Subject to the Established Criteria
for Delegation of Authority for the Month of February 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 February, 2015.

Recommendation:

This report is for information purposes only.

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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

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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 February 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.

February 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.

This report is available in an alternate format upon request by contacting Customer Service at contactus@cityofkingston.ca or 613-546-0000.

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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:

Luke Follwell, Director, Recreation & Leisure Services

Mark Van Buren, Director, Engineering Services

Neal Unsworth, Manager, Parks Development

Katie Clarke, Manager, Program Delivery

Exhibits Attached:

Exhibit A: Tender / RFP Summary February 2015

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

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

- 1) **Request For Proposal:** F31-CSG-RLS-2014-118
Construction Services for Woodbine Park Splash Pad

Closing Date: November 19, 2014

Supplier / Service Provider	Prices (Excluding Taxes)
Emmons & Mitchell Construction (2000) Limited	\$464,344.00*
Len Corcoran Excavating Limited	\$614,635.50
Kiley Paving Limited	\$709,959.40

* Final negotiated contract price with highest ranked proponent: \$350,418.38.

- 2) **Request For Proposal:** F31-CS-LTC-2015-1
Supply & Delivery of Medical Products

Closing Date: January 21, 2015

Supplier / Service Provider	Prices (Excluding Taxes)
Medical Mart	\$100,000.00
Cardinal Health Canada	\$110,000.00
Ontario Medical Supply	\$125,000.00

3) **Request For Proposal:** F31-CSG-RLS-2015-06

Landscape Architectural Design Services for Victoria Park

Closing Date: February 4, 2015

Supplier / Service Provider	Prices (Excluding Taxes)
Janet Rosenberg & Studio	\$ 63,516.00
MBTW	\$ 65,741.00
Lashley Associates	\$ 79,545.00
Douglas Ruhland	\$ 78,824.50
MMM Group Limited	\$ 77,320.00
D Fountain	\$ 69,372.50
Thinc Design	\$ 90,955.00
EDA	\$ 75,245.00
Alex Budrevics	\$ 74,000.00
PMA	\$100,313.00
Terra Vista	\$ 69,980.00
Scott Wentworth	\$ 99,155.00
MHBC	\$117,956.00

- 4) **Request For Proposal:** F31-TFES-FMCS-2015-02
Provincial Offences Act Court Renovation - Phase 2

Closing Date: February 11, 2015

Supplier / Service Provider	Prices (Excluding Taxes)
David J. Cupido Construction Limited	\$1,232,000.00
Dalren Limited	\$1,303,000.00
Jean Daoust Construction Incorporated	\$1,442,800.00
Starcor Incorporated	\$1,487,117.00
Matheson Constructors Limited	\$1,475,000.00
M. J. Dixon Construction Limited	\$1,448,000.00

- 5) **Request For Proposal:** ENG-2015-03
Short Term Vehicle Leases

Closing Date: February 18, 2015

Supplier / Service Provider	Prices (Excluding Taxes)
Quest Automotive Leasing Services	\$132,060.48
The Leasing Centre	\$150,480.00
Sommerville National Leasing & Rentals Limited	\$211,344.00

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

Purchase Order Date	Project	Successful Vendor	Value (No Taxes)	Group / Department
February 10	Ninety-one 24" Dell Monitors, Model P2414H	Dell Canada	\$23,863.84	Community Services/ Information Systems & Technology
February 27	Consulting services for landscape architectural design services for Westbrook Meadows Community Park	Basterfield & Associates Incorporated	\$25,175.00	Community Services