



**City of Kingston
Report to Council
Report Number 24-177**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Brent Funnell, Manager, Procurement
Date of Meeting: July 9, 2024
Subject: May 2024 Tender and Contract Awards Subject to Delegation of Authority

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

Section 21.1 of City of Kingston By-Law Number 2022-154, A By-Law to Establish a Procurement Policy for the City of Kingston, requires a monthly information report be provided to Council summarizing all procurement contracts with a value exceeding \$100,000 that were awarded by delegated authority. Accordingly, this information report provides Council with details of contracts greater than \$100,000 awarded for the month of May 2024 that meet the established criteria of delegated authority for both standard and non-standard procurements.

Recommendation:

This report is for information only.

July 9, 2024

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Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF

FINANCIAL OFFICER & CITY TREASURER

**Desiree Kennedy, Chief
Financial Officer & City
Treasurer**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Growth & Development Services

Jennifer Campbell, Commissioner, Community Services

Neil Carbone, Commissioner, Corporate Services

David Fell, President & CEO, Utilities Kingston Not required

Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives Not required

Brad Joyce, Commissioner, Infrastructure, Transportation
& Emergency Services

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Options/Discussion:**Background**

City of Kingston By-Law Number 2022-154, A By-Law to Establish a Procurement Policy for the City of Kingston, provides for the delegation of authority to award contracts under both standard and non-standard procurement methods. Schedule C to By-Law Number 2022-154 delegates the approval authority to senior staff and Procurement Services for both procurement methods.

Standard Procurement

Standard procurement is defined as the acquisition of goods, services, or construction, or a combination thereof, in accordance with the standard procurement method for the type and value of the deliverables as determined in City of Kingston By-Law Number 2022-154. Utilizing the standard procurement method, Schedule C to By-Law Number 2022-154 provides for the delegated authority to award contracts greater than \$100,000 but less than \$500,000 to City Directors and Procurement Services, and contracts greater than \$500,000 to the City Commissioners and Procurement Services.

Standard procurements greater than \$100,000 require a competitive process conducted in accordance with the procurement's solicitation document. As provided for in the solicitation document, tenders are evaluated and awarded based solely on price, whereas request for proposals (RFPs) are based on the highest ranked proponent based on pre-determined price and non-price criteria.

No award of contract may be approved unless:

- Sufficient funding is available in an approved budget;
- The selection of the standard procurement method is determined in accordance with City of Kingston By-Law Number 2022-154; and
- The procurement process was conducted in accordance with City of Kingston By-Law Number 2022-154.

All procurements that exceed an estimated value of \$133,800 (goods and services) and \$334,400 (construction) are subject to applicable trade treaty requirements.

Exhibit A to this report provides information on standard procurements over \$100,000 that met the established criteria of delegated authority under City of Kingston By-Law Number 2022-154 and were awarded in the month of May.

Non-Standard Procurement

Non-standard procurement is defined as the procurement of deliverables through a process other than the standard method required for the type and value of the deliverables as determined in City of Kingston By-Law Number 2022-154. Schedule C to City of Kingston

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By-Law Number 2022-154 provides for a higher level of approval authority to award contracts under a non-standard procurement method. A non-standard procurement cannot be approved, and no contract can be awarded, unless sufficient funding is available in an approved budget.

Exhibit B to this report provides information on non-standard procurements over \$100,000 awarded in the month of May through both Single Source Procurement and Group Buying Programs. Procurement Services is delegated the authority to approve a request from a department to leverage group buying programs after validating that the respective group buying program meets or exceeds the procurement requirements as defined in the City's procurement by-law.

May 2024 procurement activities that are not included in this report are as follows:

- value of the purchase, if less than \$100,000;
- any awards closing in this time period that were approved separately by Council.

Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) Considerations

The [Accessibility for Ontarians with Disabilities Act, 2005](#) is a consideration and may form part of the evaluation criteria for any Request for Proposal administered by the City of Kingston.

Existing Policy/By-Law

City of Kingston By-Law Number 2022-154, "A By-Law to Establish a Procurement Policy for the City of Kingston"

Financial Considerations

All procurements, as reported, have sufficient funding available in an approved budget.

Contacts:

Lana Foulds, Director, Financial Service, 613-546-4291 extension 2209

Brent Funnell, Manager, Procurement, 613-546-4291 extension 2452

Other City of Kingston Staff Consulted:

Applicable City Departments

Exhibits Attached:

Exhibit A – Summary of Standard Procurements over \$100,000 – May 2024 Awards

Exhibit B – Summary of Non-Standard Procurements over \$100,000 – May 2024 Awards

Summary of Standard Procurements over \$100,000 May 2024 Awards

Proponents are listed in order of ranking based on pre-determined evaluation criteria.

The successful proponent appears first in each table unless stated otherwise.

1. Request for Proposal: F18-CS-HSS-2024-03

Social Housing Portfolio – Building Condition
Assessments

Closing Date: April 3, 2024

Supplier / Service Provider	Price
Roth IAMS Ltd.	\$127,894.00
Accent Building Sciences Inc.	\$73,435.00
Pinchin Ltd.	\$106,200.00
WSP Canada Inc.	\$315,639.50

2. Request for Proposal: F18-ITES-ES-2024-08

Sir John A. MacDonald Blvd. CN Rail Overpass
Rehabilitation Design

Closing Date: April 24, 2024

Supplier / Service Provider	Price
Toward Sustainable Infrastructure Inc.	\$139,970.00
Ainley Graham and Associates Ltd.	\$187,786.50

3. Request for Tender: F18-ITES-TT-2024-03

Active Transportation Improvements on Bayridge Drive –
Phase 2

Closing Date: May 16, 2024

Supplier / Service Provider	Price
GIP Paving Inc.	\$12,795,444.00
R.W. Tomlinson Ltd.	\$13,638,000.00

4. Request for Tender: F18-ITES-TT-2024-02

Princess Street and Collins Bay Road Active
Transportation Improvements – Phase 2

Closing Date: May 21, 2024

Supplier / Service Provider	Price
Len Corcoran Excavating Ltd.	\$2,652,046.00

5. Request for Tender: F18-GDS-BREE-2024-02

Sewer and Road Reconstruction on Innovation Drive

Closing Date: May 24, 2024

Supplier / Service Provider	Price
Morven Construction	\$922,600.00
K. Mulrooney Trucking Ltd.	\$944,696.14
Dig N' Dirt Ltd.	\$989,323.35
Len Corcoran Excavating Ltd.	\$1,089,880.00
Al White Landscaping and Excavating	\$1,179,894.50

Summary of Non-Standard Procurements over \$100,000 May 2024 Awards

Single Source Procurements

May 6, 2024

Information Systems & Technology

Renewal of Annual Support, Licensing and Maintenance Agreement for Microsoft Products

Renewal of the Microsoft Canada Ltd. annual support, licensing and maintenance service agreement, which the City uses as its core operating system and database workload management tool of host sites.

Supplier / Service Provider	Price
Microsoft Canada Ltd.	\$217,962.66

May 16, 2024

Human Resources & Organization Development Services

Employee & Family Assistance Program Services

Manulife, the City's benefit provider, recently made a decision to change providers for their Employee & Family Assistance Program Services (EFAP). Because interruptions in services would cause significant anxiety to those who utilize the services, it was in the City's best interest that the continuation of services stay with the current service provider, being Homewood Health. Staff have negotiated a lower rate than previously paid and have entered into a 3-year agreement with Homewood Health.

Supplier / Service Provider	Price
Homewood Health	\$258,513.84

May 24, 2024

Arts and Culture Services

Mobile Stage

A new mobile stage was procured from Stageline Mobile Stage Inc. (Stageline) for live performances. Stageline is the only mobile stage supplier in Canada that can provide mobile staging equipment of the size required by the City. Staff did perform market research and reached out to some suppliers out of the country for pricing to ensure due diligence was achieved. Only one supplier responded (Kansas, USA) and quoted a high price, which did not include shipping, duties and brokerage fees.

Supplier / Service Provider	Price
Stageline Mobile Stage Inc.	\$146,205.00

Group Buying

May 5, 2024

Corporate Asset Management and Fleet

Electric Buses (2) – 2024 New Flyer Xcelsior Charge NG Bus

Sourcing Partner: Metrolinx

Category: Twelve (12) Metre Battery Electric Transit Buses

Supplier / Service Provider	Price
New Flyer Industries Canada ULC	\$3,083,801.08

May 10, 2024

Corporate Asset Management and Fleet

Two (2) Kubota M7060 Utility Trackers with Loader

Sourcing Partner: Canoe Procurement Group

Category: Utility Vehicle Program

Supplier / Service Provider	Total Price
Hartington Equipment	\$176,118.50

May 10, 2024

Information Systems & Technology

Managed Detection and Response (“MDR”) Monitoring Solution

Sourcing Partner: Ontario Education Collaborative Marketplace (“OECM”)

Category: Software License Products and Related Services

Supplier / Service Provider	Total Price
Softchoice Corporation	\$193,356.33

May 13, 2024

Facilities Management & Construction Services

Custodial and Janitorial Supplies and Equipment

Sourcing Partner: Ontario Education Collaborative Marketplace (“OECM”)

Category: Custodial and Janitorial Supplies, Equipment and Related Services

Supplier / Service Provider	Price
Swish Maintenance Ltd.	Average 15%-30% discount off list pricing. Total estimated annual spend of \$350,000