



**City of Kingston
Report to Council
Report Number 24-212**

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: September 17, 2024
Subject: July 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 July 2024 that meet the established criteria of delegated authority for standard procurements and non-standard procurements.

Recommendation:

This report is for information only.

September 17, 2024

Page 2 of 4

Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF

FINANCIAL OFFICER & CITY TREASURER

p.p.

**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 Not required

Jennifer Campbell, Commissioner, Community Services Not required

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

September 17, 2024

Page 3 of 4

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 July.

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

September 17, 2024

Page 4 of 4

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 July 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.

July 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 Services, 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 – July 2024 Awards

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

Summary of Standard Procurements over \$100,000 July 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 Quotation: F18-CS-FMCS-2024-11

Rideaucrest Home – Duct Cleaning

Closing Date: June 20, 2024

Supplier / Service Provider	Price
Enviro Plus Duct Cleaning Ltd.	\$116,800.00
1 Clean Air	\$149,800.00

2. Request for Tender: F18-ITES-ES-2024-15

Victoria Street, Union Street & Collingwood Street
Combined Sewer Separation and Road Rehabilitation

Closing Date: June 27, 2024

Supplier / Service Provider	Price
Gordon Barr Ltd.	\$10,643,412.25
K. Mulrooney Trucking Ltd.	\$11,544,754.41
Len Corcoran Excavating Ltd.	\$11,989,590.00
R.W. Tomlinson Ltd.	\$13,096,500.00

3. Request for Quotation: F18-ITES-PW-2024-05

Asphalt Rejuvenation

Closing Date: June 27, 2024

Supplier / Service Provider	Annual Price
Superior Road Products	\$343,000.00

4. Request for Proposal: F18-CS-FMCS-2024-08

Culligan Pool Enclosure Architectural Services

Closing Date: June 27, 2024

Supplier / Service Provider	Price
MacLennan Jaunkalns Miller Architects	\$1,065,500.00
CS&P Architects Inc.	\$1,190,252.00
Architecture 49	\$1,195,313.50
Ventin Group Ltd. Architects	\$995,600.00

5. Request for Tender: F18-ITES-ES-2024-38

Montreal Street & John Counter Boulevard. Interim Intersection Improvements

Closing Date: July 19, 2024

Supplier / Service Provider	Price
R.W. Tomlinson Ltd.	\$822,000.00
Dig'N Dirt Ltd.	\$1,151,025.80
GIP Paving Ltd.	\$1,396,444.00

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

Single Source Procurements

July 2, 2024

Engineering Services

Professional Design and Consulting Services

Crawford Wharf sanitary and water works design and consulting services was awarded to J.L. Richards & Associates through a competitive Request for Quotation process. Subsequently, new underground services have been identified, which were not a part of the original scope of work awarded. Engaging with the same design firm provides familiarity and technical advantages that could not be realized with a different consultant. A change in design firm would cause significant disruption in project timelines and may result in increased costs.

Supplier / Service Provider	Price
J.L. Richards & Associates	\$280,731.09

July 16, 2024

Transportation & Transit

Household Travel Survey

R.A. Malatest & Associates Ltd. completed the City's previous household travel survey in 2019. A representative sample of baseline travel data was collected using unique methods and technology, which would be difficult to replicate for comparison purposes. The 2024 survey is a critical first step in meeting timelines to complete the Integrated Mobility Plan and is a critical part of understanding post-pandemic travel patterns. It is in the City's best interest to leverage the same firm to update the survey, which will save time, effort and will avoid unnecessary spending. Additionally, City staff investigated this niche market and concluded that R.A. Malatest was the only Canadian firm that successfully and consistently demonstrated the comprehensive technical services and experience specific to household travel surveys.

Supplier / Service Provider	Price
R.A. Malatest & Associates Ltd.	\$199,889.10

July 30, 2024

Facilities Management & Construction Services

Professional Architectural Services

City staff require timely architectural services related to the purchase of 309 Queen Mary Road, which is intended to support a range of health and community care initiatives, including transitional housing. City staff have been working closely with health care partners such as Kingston Community Health Centres (“KCHC”) and Addiction & Mental Health Services (“AMHS”) on this project. It was identified that Shoalts and Zaback Architects Ltd. (“SZA”) has very specific and current experience in health care and clinical projects and can provide realized cost and schedule efficiencies related to this project. This allows enhanced timeline progressions to meet the very urgent housing needs of the City.

Supplier / Service Provider	Price
Shoalts and Zaback Architects Ltd.	\$490,880.00

Group Buying

July 2, 2024

Corporate Asset Management and Fleet

Asphalt Roller – Weller P385C

Sourcing Partner: Canoe Procurement Group

Category: Road Maintenance Equipment Program

Supplier / Service Provider	Price
Toromont CAT	\$376,073.01

July 3 & 30, 2024

Corporate Asset Management and Fleet

Heavy Equipment Vehicles x 9 (HX620, HV607 x 5, MV607 x 3)

Sourcing Partner: Canoe Procurement Group

Category: Truck Program

Supplier / Service Provider	Total Price
Rush Truck Centres of Canada Ltd.	\$1,946,220.66

July 10, 2024

Corporate Asset Management and Fleet

**Heavy Snow Removal Equipment Vehicles – MW24 with Expandable Plow x 2,
MW24 with Wing and Plow x 1 and MW24 Roller Pro x 1**

Sourcing Partner: Canoe Procurement Group

Category: Winter Maintenance Equipment Program

Supplier / Service Provider	Total Price
Viking Cives Ltd.	\$949,073.93