



**City of Kingston  
Report to Council  
Report Number 24-236**

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**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:** October 15, 2024  
**Subject:** August 2024 Tender and Contract Awards Subject to Delegation of Authority

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**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 August 2024 that meet the established criteria of delegated authority for standard procurements and non-standard procurements.

**Recommendation:**

This report is for information only.



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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 August.

**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 August 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.

August 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 – August 2024 Awards

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

## Summary of Standard Procurements over \$100,000 August 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-CFO-FS-2024-01

Consulting Services for the Feasibility of Vacant Homes  
Tax Program

**Closing Date:** May 31, 2024

Supplier / Service Provider	Price
KPMG LLP	\$171,948.00*
Municipal Tax Equity Consultants Inc.	\$167,170.00
Ernst & Young LLP	\$249,979.20

\* The procurement was posted as two phases including the feasibility study and, if applicable, an implementation phase. The first phase is being awarded at \$97,244.

### 2. Request for Proposal: F18-ITES-SW-2024-02

Waste Carts for Automated Collection

**Closing Date:** June 25, 2024

Supplier / Service Provider	1 Year Term Price (with four 1-year options)
IPL Inc.	\$2,753,576.00

**3. Request for Quotation: F18-ITES-PW-2024-06**

Sign Reflectivity Inspection and Inventory Update

**Closing Date:** July 11, 2024

Supplier / Service Provider	5 Year Term Price
Advantage Data Collection	\$332,000.00

**4. Request for Tender: F18-ITES-ES-2024-28**

Construction Services for Cricket Field and O'Connor Park Site Servicing

**Closing Date:** July 17, 2024

Supplier / Service Provider	Price
Len Corcoran Excavating Ltd.	\$399,993.00
Morven Construction	\$441,525.00
Al White Landscaping and Excavating	\$456,829.80

**5. Request for Tender: F18-ITES-ES-2024-03**

Construction Services for Garrigan, Rodden and Wright Crescent Park Playgrounds

**Closing Date:** July 24, 2024

Supplier / Service Provider	Price
Al White Landscaping and Excavating	\$789,121.65
Kiley Paving Ltd.	\$893,437.01
R. Stover Landscape Maintenance Inc.	\$928,104.00
Strong Bros. General Contracting Ltd.	\$1,225,059.40

**6. Request for Tender: F18-ITES-TT-2024-04**

All Way Stop Installations at Various Locations

**Closing Date:** August 7, 2024

<b>Supplier / Service Provider</b>	<b>Price</b>
Kiley Paving Ltd.	\$326,666.38
Dig'N Dirt Ltd.	\$475,872.53

**7. Request for Tender: F18-ITES-ES-2024-20**

Bath Road Bridge Structural Rehabilitation

**Closing Date:** August 26, 2024

<b>Supplier / Service Provider</b>	<b>Price</b>
R.W. Tomlinson Ltd.	\$276,476.48
KB Civil Constructors Inc.	\$316,635.25
Green Infrastructure Partners Inc.	\$359,959.40
Clearwater Structures Inc. – CMS Inc.	\$397,319.00
Fidelity Engineering & Construction	\$1,444,180.00

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

### Single Source Procurements

August 1, 2024

Engineering Services

#### Design and Construction Services

The City is undertaking the design and reconstruction of the Gardiners Road and Centennial Drive/Creekford Road intersection. This work requires the relocation of the above and below ground Bell Canada owned telecommunication assets and infrastructure.

Supplier / Service Provider	Price
Bell Canada	\$117,590.00

### Group Buying

August 14, 2024

Corporate Asset Management and Fleet

#### Electric Charging Infrastructure

Sourcing Partner: Metrolinx

Category: Supply and Delivery of Battery Electric Bus Charging Equipment

Supplier / Service Provider	Price
ABB E-Mobility Inc.	\$213,890.00