



**City of Kingston  
Report to Council  
Report Number 25-019**

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

**Recommendation:**

This report is for information only.

December 17, 2024

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**Authorizing Signatures:**

ORIGINAL SIGNED BY CHIEF

FINANCIAL OFFICER & CITY TREASURER

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

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

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**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

Not required

Neil Carbone, Commissioner, Corporate Services

David Fell, President & CEO, Utilities Kingston

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 October.

**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 October through single source procurement.

October 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 – October 2024 Awards

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

## Summary of Standard Procurements over \$100,000 October 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-ITES-ES-2024-19

Front Road at Horsey Bay and Little Cataraqui Bay  
Parkette and Shoreline Improvements

**Closing Date:** September 12, 2024

Supplier / Service Provider	Price
CBCL Ltd.	\$107,740.00
Riggs Associates Ltd.	\$127,840.00
Aquafor Beech Ltd.	\$111,120.00
The MBTW Group	\$227,684.50

### 2. Request for Proposal: F18-GDS-PS-2024-01

Professional Engineering Services for a Municipal  
Class Environmental Assessment for the Extension  
of Cataraqui Woods Drive

**Closing Date:** September 13, 2024

Supplier / Service Provider	Price
RV Anderson Associates Ltd.	\$390,322.00
BT Engineering	\$234,070.00
Jewel Engineering	\$187,467.00
CBCL Ltd.	\$238,937.00
Concept Dash	\$352,290.00

**3. Request for Proposal: F18-CS-FMCS-2024-19**

Kingston Fire & Rescue – Station 10 Interior  
Improvements

**Closing Date:** September 27, 2024

<b>Supplier / Service Provider</b>	<b>Price</b>
T. Donaldson Construction Ltd.	\$381,500.00
David J. Cupido Construction Ltd.	\$467,800.00
Emmons & Mitchell (2000) Construction Ltd.	\$648,000.00

**4. Request for Tender: F18-ITES-ES-2024-44**

Culvert Rehabilitations

**Closing Date:** October 10, 2024

<b>Supplier / Service Provider</b>	<b>Price</b>
Clearwater Structures Inc.	\$1,147,682.30
Michels Canada Co.	\$1,356,873.80
Louis W. Bray Construction Ltd.	\$1,714,310.00
Fidelity Engineering & Construction	\$2,226,000.00
R.W. Tomlinson Ltd.	\$2,490,888.87
Aqua Tech Solutions Inc.	\$3,807,372.20

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

### Single Source Procurement

October 17, 2024

Information Systems & Technology

#### Program and Facility Booking System

This is a reoccurring annual subscription for services and support for the PerfectMind software portal system which is used to support the City's recreation program and facility bookings.

Supplier / Service Provider	Price
PerfectMind	\$107,520.00

### Limited Tendering Procurement

October 9, 2024

Information Systems & Technology

#### Storage Backup Repository Expansion

There are only three authorized providers that can support the City's particular configuration and warranty service requirements for this equipment. A limited tendering process was conducted and submissions from the three eligible vendors were evaluated based on both price and non-price criteria in determining the award of contract to ITI Canada Inc.

Supplier / Service Provider	Price
ITI Canada	\$134,708.97