



**City of Kingston  
Report to Council  
Report Number 25-063**

---

**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:** February 18, 2025  
**Subject:** December 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 December 2024 that meet the established criteria of delegated authority for standard procurements and non-standard procurements.

**Recommendation:**

This report is for information only.

February 18, 2025

Page 2 of 4

**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 Not required

Jennifer Campbell, Commissioner, Community Services

Neil Carbone, Commissioner, Corporate & Emergency Services

David Fell, President & CEO, Utilities Kingston Not required

Ian Semple, Acting Commissioner, Transportation & Infrastructure  
Services

February 18, 2025

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 December.

**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

February 18, 2025

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 December through 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.

December 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 – December 2024 Awards

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

## Summary of Standard Procurements over \$100,000 December 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-2024-02**

Kingston Frontenac Housing Corporation – Operational Review

**Closing Date:** September 18, 2024

Supplier / Service Provider	Price
KPMG LLP	\$135,294.00
Harry Cummings and Associates	\$42,308.00
The Agora Group of Companies	\$200,000.00

**2. Request for Proposal: F18-CS-FMCS-2024-13**

Corporate Elevator Maintenance (monthly service)

**Closing Date:** October 7, 2024

Supplier / Service Provider	Price (5-year term)
Kone Inc.	\$370,980.00
Schindler Elevator Corp.	\$556,920.00
TK Elevator (Canada) Ltd.	\$604,200.00

**3. Request for Quotation: F18-CS-FMCS-2024-23**

Flat Roof Replacement and Overlay Repairs at  
1425 Midland Avenue

**Closing Date:** October 10, 2024

<b>Supplier / Service Provider</b>	<b>Price</b>
iTeck Roofing Inc.	\$552,383.66
T. Hamilton & Son Roofing Inc.	\$566,650.00
Pedra Roofing and Sheet Metal Ltd.	\$618,363.00
Always Roofing Ltd.	\$667,870.00
Semple Gooder Roofing Corp.	\$749,343.00
Simluc Contractors Ltd.	\$773,670.00
Amherst Roofing and Sheet Metal Ltd.	\$785,267.00
French Brothers Roofing (Belleville) Inc.	\$790,086.55
Dafoe Roofing Ltd.	\$809,655.00
Proteck Roofing Ltd.	\$814,068.99
Industrial Roofing Services Ltd.	\$814,432.00
Tectra Group Inc.	\$843,400.00
E-D Roofing Ltd.	\$922,350.00
Flynn Canada	\$994,304.00
Pollard Roofing	\$1,051,630.00

**4. Request for Proposal: F18-ITES-PW-2024-10**

Princess Street Overpass Guard Rail & Handrail  
Rehabilitation

**Closing Date:** November 20, 2024

<b>Supplier / Service Provider</b>	<b>Price</b>
Trillith Contracting Inc.	\$265,429.10
Fidelity Engineering & Construction	\$518,520.00

**5. Request for Proposal: F18-CS-FMCS-2024-22**

Creekford Road Electrical Upgrades

**Closing Date:** November 28, 2024

<b>Supplier / Service Provider</b>	<b>Price</b>
Malette Electric Ltd.	\$200,000.00

**6. Request for Proposal: F18-ITES-PW-2024-09**

Forest Management Strategy

**Closing Date:** December 3, 2024

<b>Supplier / Service Provider</b>	<b>Price</b>
Diamond Head Consulting Ltd.	\$159,320.00
Natural Resource Solutions Inc.	\$149,809.00
Kuntz Forestry Consulting Inc.	\$128,800.00

**7. Request for Tender: F18-ITES-ES-2024-50**Road Intersection Widening and Pathway Construction  
Services for Montreal Street at John Counter Boulevard**Closing Date:** December 4, 2024

<b>Supplier / Service Provider</b>	<b>Price</b>
Len Corcoran Excavating Ltd.	\$6,470,534.00
R.W. Tomlinson Ltd.	\$6,594,953.74
K. Mulrooney Trucking Ltd.	\$6,989,952.07
Gordon Barr Ltd.	\$8,622,209.98
GIP Paving Inc.	\$8,783,772.55

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

### Single Source Procurement

December 2, 2024

Information Systems & Technology

#### Annual Support Services and Maintenance Renewal – CityView

Renewal of CityView annual support and maintenance services. The City uses CityView to support licensing and enforcement operations.

Supplier / Service Provider	Price
N Harris Computer Corp.	\$108,650.51

December 4, 2024

Information Systems & Technology

#### Annual Support Services and License Subscription Renewal – NearMap

Renewal of the NearMap annual support and licensing subscription. The City uses NearMap for air photo imagery. The subscription also includes licensing for the NearMap web application and web service delivery.

Supplier / Service Provider	Price
Teranet Inc.	\$333,636.00



December 16, 2024

Facilities Management & Construction Services

### Security Guard Services

Extension of existing security guard services contract with Paladin Security Group Ltd. to align with the anticipated timing of the security needs review and recommendations.

Supplier / Service Provider	Price (6-month term)
Paladin Security Group Ltd.	\$409,100.00

December 16, 2024

Facilities Management & Construction Services

### Chiller Repair and Maintenance at Kingston Police, 705 Division Street

The chiller unit located at 705 Division Street required unanticipated repairs to ensure the ongoing function of the building. Carrier Enterprise Canada LP is the sole provider of both parts and service for this specific unit.

Supplier / Service Provider	Price
Carrier Enterprise Canada LP	\$116,750.00

December 18, 2024

Corporate Asset Management & Fleet

### Transit Bus Transmissions

Due to the specific nature of transmissions required as part of the City's refurbishment and asset lifecycle management strategy for transit buses, there is only one exclusive manufacturer. The City has entered into a bulk order commitment for 12 transmissions directly from the manufacturer in order to maximize incentives and discounts.

Supplier / Service Provider	Price
Voith Turbo Inc.	\$206,400.00

## Group Buying

December 19, 2024

Transportation and Transit

### Replacement of Automatic Passenger Count Equipment for Transit Buses

Sourcing Partner: Metrolinx

Category: Accessories and Equipment

Supplier / Service Provider	Price
Consat Canada Inc.	\$205,603.16