



**City of Kingston
Report to Council
Report Number 25-077**

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: March 18, 2025
Subject: January 2025 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 January 2025 that meet the established criteria of delegated authority for standard procurements and non-standard procurements.

Recommendation:

This report is for information only.

March 18, 2025

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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 & Emergency Services

David Fell, President & CEO, Utilities Kingston

Not required

Ian Semple, Acting Commissioner, Transportation & Infrastructure 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 January.

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 January 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.

January 2025 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 – January 2025 Awards

Exhibit B – Summary of Non-Standard Procurements over \$100,000 – January 2025 Awards

Summary of Standard Procurements over \$100,000 January 2025 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-FMCS-2024-21

Kingston Frontenac Public Library – Isabel Turner
Renovations

Closing Date: November 21, 2024

Supplier / Service Provider	Price
David J Cupido Construction Ltd.	\$5,668,000.00
T.A. Andre & Sons (Ontario) Ltd.	\$5,373,895.00
Frecon Construction Ltd.	\$5,133,000.00
Roof and Building Service Intl.	\$6,230,000.00

2. Request for Quotation: F18-CS-FMCS-2024-25

Flat Roof Replacement and Overlay at Portsmouth
Olympic Harbour

Closing Date: December 17, 2024

Supplier / Service Provider	Price
Roof and Building Service Intl.	\$548,800.00
Perth Roofing	\$557,640.45
Tectra Group Inc.	\$595,578.00
Amherst Roofing and Sheet Metal	\$792,388.08
Industrial Roofing Services Ltd.	\$859,100.00
Flynn Canada Ltd.	\$907,447.74
Semple Gooder Roofing Corp.	\$916,340.00

3. Request for Tender: F18-ITES-ES-2024-49

Construction Services for Off Leash Dog Park
Improvements

Closing Date: January 15, 2025

Supplier / Service Provider	Price
Len Corcoran Excavating Ltd.	\$278,633.00
Al White Landscaping and Excavating	\$289,900.00
Wemp and Smith Construction Ltd.	\$294,712.69
Kiley Paving Ltd.	\$314,557.68
AFW Construction Ltd.	\$336,015.00
R. Stover Landscape Maintenance Inc.	\$340,208.73
AWD Contractors	\$337,803.20
Kehoe Marine	\$432,570.00
Dig N Dirt Ltd.	\$482,103.58

Summary of Non-Standard Procurements over \$100,000 January 2025 Awards

Single Source Procurement

January 7, 2025

Information Systems & Technology

Annual Licensing and Support Services Renewal – Nutanix

Renewal of the Nutanix annual licensing and support services; this software system allows applications to be hosted on virtual servers which maximizes productivity and output.

Supplier / Service Provider	Price (5-year term)
ITI Canada	\$158,778.48

January 16, 2025

Planning Services

Roundabout Design Services – 998 Highway 15

As the engineer of record related to the offsite works agreement for development work at 998 Highway 15, Forefront Engineering completed the original intersection design. Given their knowledge of the project and existing infrastructure they have been awarded the contract to complete the design for a roundabout entrance that leads into 998 Highway 15.

Supplier / Service Provider	Price
Forefront Engineering	\$131,030.00

January 29, 2025

Corporate Asset Management & Fleet

Professional Consulting Services – Corporate Asset Management Plans

Dillion Consulting Ltd. provided consulting services to complete the City’s Corporate Asset Management Plan for its non-core assets as outlined in Ontario Reg. 588/17. To ensure continuity of efforts and to leverage previous experience, Dillion Consulting Ltd. has been awarded the contract to assist with the next phase of the asset management requirements.

Supplier / Service Provider	Price
Dillon Consulting Ltd.	\$323,295.00

Group Buying

January 2, 2025

Information Systems & Technology

Mobile and Wireless Devices and Services

Sourcing Partner: Province of Ontario – Supply Ontario

Category: Mobile Devices and Services

Supplier / Service Provider	Approximate Price (annual)
Rogers Business Services	\$400,000.00

- Approximate annual price based on the prior year’s average spend. Costs may vary based on the number of staff subscribers, devices, and usage.

January 20, 2025

Recreation & Leisure Services

Condenser, Power Feed and Engine Room Breaker Replacements at Kingston Memorial Centre

Sourcing Partner: LAS/Canoe Procurement Group

Category: Ice Rink & Arena Equipment with Related Supplies & Services

Supplier / Service Provider	Price
CIMCO Refrigeration	\$257,518.00