

Date: 2023-11-03

Subject: **Request to Begin Procurement – Supply and Delivery of Various Automotive Parts and Supplies for a Three (3) Year Period**

Contact: Brian Johnson, Acting Fleet Services Supervisor, Fleet Services

Report Number: Public Works & Engineering-2023-965

Recommendations:

1. That the report titled: **Request to Begin Procurement – Supply and Delivery of Various Automotive Parts and Supplies for a Three (3) Year Period**, be received; and,
2. That the Purchasing Agent be authorized to commence procurement for the supply and delivery of Various Automotive Parts and Supplies for Fleet Services and Brampton Fire and Emergency Services.

Overview:

- **Staff seek Council approval to commence the procurement for the Supply and Delivery of Various Automotive Parts and Supplies for a Three (3) Year Period with the option to renew for three (3) additional one (1) year periods.**
- **Staff require stock and non-stock automotive parts and supplies for preventative maintenance services and systematic inspections to ensure vehicles and equipment are well-maintained and safe for City staff.**
- **Sufficient funding has been identified for the first year of this contract in the 2024 base operating budget within the Public Works and Engineering and Fire and Emergency Services Departments, which is subject to Council approval.**
- **Staff will ensure that sufficient funds are requested through subsequent budget submissions for future years of this contract, which is subject to Council approval.**

Background:

Fleet Services owns and maintains approximately one thousand and fifty (1050) non-revenue City-owned licensed vehicles and various pieces of equipment. Brampton Fire and Emergency Services (BFES) owns and maintains three-hundred and forty (340) City-owned licensed vehicles and various pieces of equipment. Fleet Services and BFES repair and maintain all Fleet and Fire vehicles, while supplying City staff with essential supplies to meet operational requirements.

Vehicles and equipment are utilized by several City departments, including but not limited to: Fire and Emergency Services, Parks Operations, Recreation, Road Operations, Enforcement & By-Law Services, as well as Animal Services.

Current Situation:

It is critical that City departments be provided with operable vehicles, equipment and supplies to deliver a high level of continuous service to Brampton residents.

Stock and non-stock automotive parts and supplies are required by City departments to perform preventative maintenance services and systematic inspections to ensure vehicles and equipment are safely operating for City staff, while meeting the minimum safety standards and regulations under the Ministry of Transportation of Ontario.

Fleet Services recommends that a competitive procurement be conducted to establish a contract for the Supply and Delivery of Various Automotive Parts and Supplies for a Three (3) Year Period with the option to renew for three (3) additional one (1) year periods.

Corporate Implications:

Financial Implications:

Sufficient funding has been identified for the first year of this contract in the 2024 base operating budget within the Public Works and Engineering and Fire and Emergency Services Departments. However, the contract award will be subject to Council's approval of 2024 budget allocation for this initiative. Departmental staff will ensure that sufficient funds are requested through subsequent budget submissions for future years of this contract, subject to Council approval.

Purchasing Implications:

A public Procurement Process will be conducted and the lowest compliant bid will be eligible for Contract award. Purchase approval shall be obtained in accordance with the Purchasing By-law.

All communication with Bidders involved in the procurement must occur formally, through the contact person identified in the Bid Document.

Strategic Focus Area:

This report focuses on the Government & Leadership strategic focus area by ensuring that City vehicles are well-maintained and City staff operate safe vehicles while delivering high-quality services to Brampton residents.

Conclusion:

This report recommends that the Purchasing Agent be authorized to commence the procurement for the Supply and Delivery of Various Automotive Parts and Supplies for a Three (3) Year Period, as described in the report.

Authored by:

Reviewed by:

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