



Report
Staff Report
 The Corporation of the City of Brampton
 11/27/2024

Date: 2024-10-16

Subject: **Request to Begin Procurement – Retro-reflectivity Inspection and Signs Inventory Data Collection Services for a Three-Year Initial Term with Two Optional One-Year Terms**

Contact: Rod Landry, Supervisor, Traffic Outside Services, Road Maintenance, Operations and Fleet

Report number: Public Works & Engineering-2024-848

RECOMMENDATIONS:

1. That the report from Rod Landry, Supervisor, Traffic Outside Services, to the Committee of Council Meeting of November 27, 2024, re: **Request to Begin Procurement – Retro-reflectivity Inspection and Signs Inventory Data Collection Services for a Three-Year Initial Term with Two Optional One-Year Terms**, be received; and
2. That the Purchasing Agent be authorized to commence procurement for the Retro-reflectivity Inspection and Signs Inventory Data Collection Services.

OVERVIEW:

- This report is to obtain Council authorization to commence the procurement process for Retro-reflectivity Inspection and Signs Inventory Data Collection for a Three-Year Initial Term with Two Optional One-Year Terms at the City's sole discretion.

BACKGROUND:

Pursuant to the City's Procurement By-law, this report is presented before Committee of Council for the approval to begin the procurement process for Retro-reflectivity Inspection and Signs Inventory Data Collection services for a three-year initial term with two optional one-year terms.

CURRENT SITUATION:

The City of Brampton conducts inspection of traffic signs annually in line with the Municipal Act 2001, Minimum Maintenance Standards for Municipal Highways, Section

11 requirements. The City retains a third-party contractor to conduct retro-reflectivity inspections and collection of sign inventory data of newly installed traffic signs annually.

The City entered a contract with the current contractor in June 2021 for a one-year initial term and three one-year optional terms period. The contract terms including the optional three one-year terms are ending on December 31, 2024.

For the retro-reflectivity inspection and sign inventory data collection services to continue, staff recommends beginning the procurement process of Retro-reflectivity Inspection and Signs Inventory Data Collection Services for a three-year Initial term with two optional one-year terms beginning in 2025.

CORPORATE IMPLICATIONS:

Financial Implications:

Based on the estimated value of this initiative, sufficient funding for year one (1) has been identified in the 2025 Capital Budget within the Public Works and Engineering Departments, subject to Council approval. Department staff will ensure that sufficient funds are requested for the subsequent years of the contract in future budget submissions, subject to Council approval.

Purchasing Implications:

A public procurement process will be conducted, and the Bid submissions shall be evaluated in accordance with the published evaluation process within the bid document. Purchase approval shall be obtained in accordance with the Purchasing By-law.

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

STRATEGIC FOCUS AREA:

This report supports the Transit & Connectivity focus area through the incorporation of the Vision Zero framework into transportation planning, design and operations to prevent fatal and serious injury from motor vehicle collisions within the City right-of-way.

CONCLUSION:

This report recommends that the Purchasing Agent be authorized to commence the procurement for Retro-reflectivity Inspection and Signs Inventory Data Collection for a three-year Initial term with two optional one-year terms as described in this report.

Authored by:

Reviewed by:

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