



Report
Staff Report
The Corporation of the City of Brampton
11/13/2024

Date: 2024-10-24

Subject: **Request to Begin Procurement - Watering Services for Hanging Baskets, Planters and Planting Beds at Various Citywide Locations for a Three (3) Year Period**

Contact: Brian Macklin, Manager, Parks Operations, Parks Maintenance & Forestry Division

Report number: Community Services-2024-863

RECOMMENDATIONS:

1. That the report from Brian Macklin, Manager, Parks Operations, Parks Maintenance & Forestry to the Committee of Council Meeting of November 13, 2024 re: **Request to Begin Procurement - Watering Services for Hanging Baskets, Planters and Planting Beds at Various Citywide Locations for a Three (3) Year Period** be received; and
2. That the Purchasing Agent be authorized to commence the procurement for watering services for hanging baskets, planters and planting beds at various citywide locations on an as needed basis for a three (3) year period.

OVERVIEW:

- **The purpose of this report is to obtain Council authorization to begin procurement for watering services for hanging baskets, planters and planting beds at various citywide locations on an as needed basis for a three (3) year initial term with the option to renew for two (2) additional one (1) year periods.**
- **The current contract expires November 30, 2024.**
- **Staff will ensure that sufficient funds are requested through the subsequent Park Maintenance & Forestry's operating budget submissions for the new three (3) year contract, for the Mayor's consideration.**

BACKGROUND:

The Parks Maintenance and Forestry Division oversees the maintenance of all hanging baskets, planters and planting beds citywide. There are approximately 649 hanging baskets, 90 planters and 82 flower bed locations citywide that require watering services. In order to ensure continuity of service, a new procurement is required to establish a 3-year maintenance contract to replace the existing contract which expires on November 30, 2024.

CURRENT SITUATION:

The current watering contract will expire on November 30, 2024. To ensure watering services will be available at non-irrigated locations, there is a requirement to replace these contracts by January 1, 2025. The scope of work shall include watering of hanging baskets, planters and planting beds that do not have irrigated systems at various citywide locations on an as needed basis.

The Community Services Department is prepared to begin the procurement process for watering services for hanging baskets, planters and planting beds at various citywide locations on an as needed basis for a three (3) year period, with the option to renew for two (2) additional one (1) year periods. The contract will be subjected to yearly approvals in the Community Services budget for years 2025 to 2029.

CORPORATE IMPLICATIONS:**Financial Implications:**

Staff will ensure that sufficient funds are requested through the subsequent Parks Maintenance & Forestry's operating budget submissions for the new three (3) year contract for the Mayor's consideration.

Other Implications:**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 Tender Document.

STRATEGIC FOCUS AREA:

Environmental Resilience & Sustainability – focusing on nurturing, protecting and beautifying the environment for a sustainable future.

Health & Wellbeing – focusing on citizens’ belonging, health, wellness and safety by providing well maintained outdoor spaces for all residents.

CONCLUSION:

This report recommends that the Purchasing Agent be authorized to commence the procurement for watering services for hanging baskets, planters and planting beds at various citywide locations on an as needed basis for a three (3) year period with the option to renew for two (2) optional one (1) year periods.

Authored by:

Reviewed by:

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Approved by:

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