



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

**Date:** 2024-11-10

**Subject:** **Request to Begin Procurement Various Transit Goods and Services.**

**Contact:** Ryan Booth, Director, Transit Operations and Maintenance

**Report number:** Brampton Transit-2024-916

**RECOMMENDATIONS:**

1. That the report titled re: **Request to Begin Procurement Various Transit Goods and Services**, to the Committee of Council meeting on November 27<sup>th</sup>, be received; and
2. That the Purchasing Agent be authorized to commence procurement, in accordance with the Purchasing By-Law for:
  - a) Fully formulated conventional diesel engine coolant.
  - b) Transit bus body and structure repairs.
  - c) Transit bus air conditioning preventative maintenance, repair services, and supply of spare parts.
  - d) Supply and delivery of aftermarket bus parts.
  - e) Towing services for light, medium, and heavy vehicles.
  - f) Transit bus safety inspections, preventative maintenance, and on-demand repair services.

**OVERVIEW:**

- **These procurements provide Transit Maintenance access to the goods and services, at competitive prices, necessary to ensure safe and reliable buses are available to meet Transit's vehicle requirements plan.**
- **Awarded contract amounts are not guaranteed, as contracts are established with upset limits and payments are issued only on approved service work orders.**
- **All supply and delivery of goods and services shall be obtained in accordance with the City's Purchasing By-Law and within approved budgets.**

**BACKGROUND:**

The Contracts listed in this report are set to expire during 2025, therefore, as per City's Purchasing by-law, new procurements are required to ensure continuity in service delivery.

Contracts are traditionally established with upset limits and new Contracts will follow the same proactive approach, allowing Transit staff to acquire repair services and parts on an as and when required basis.

**CURRENT SITUATION:**

Upset limit estimates for new Contracts are based on historical usage, Transit's anticipated growth over the contracts term and adjusted to factor in the impact of economic inflation.

Decisions on Contract durations are influenced by the uncertainty created by inflation, which limits the ability of the vendor community to maintain firm pricing on multi-year contracts. As a result, the choice of initial term and optional years is decided on a by case basis.

**a. Fully formulated conventional diesel engine coolant**

A public procurement Tender process will be conducted, and the lowest price compliant Bid will be eligible for contract award.

**b. Transit bus body and structure repairs**

A public procurement RFP process will be conducted, and the submissions will be evaluated in accordance with the published evaluation process.

**c. Transit bus air conditioning preventative maintenance, repair services, and supply of spare parts**

A public procurement RFP process will be conducted, and the lowest price compliant Bid will be eligible for contract award.

**d. Supply and delivery of aftermarket bus parts**

A public procurement RFP process will be conducted, and the submissions will be evaluated in accordance with the published evaluation process.

The objective of this Contract is to pre-qualify vendors that prove sourcing and logistical abilities to supply and deliver transit bus consumable parts listed in the bid as often as required.

On a weekly basis, pre-qualified vendors are informed of parts that need to be re-stocked and the vendors with the lowest quotes receive the order for the week.

Consumable parts are low value commodities with fluctuating unit prices. This weekly bidding approach ensures the City benefits from the lowest market prices from reliable companies.

**e. Towing services for light, medium, and heavy vehicles**

A public procurement Tender process will be conducted, and the lowest price compliant Bid will be eligible for contract award.

This is a joint procurement with By-law Enforcement, Fleet, and Fire & Emergency Services.

**f. Transit bus safety inspections, preventative maintenance, and on-demand repair services**

A public procurement RFP process will be conducted, and the submissions will be evaluated in accordance with the published evaluation process.

By establishing the new contracts outlined in this report, Brampton Transit will be well positioned to continue the proper maintenance and service of the City's bus fleet. Furthermore, these services will ensure an adequate number of buses are available to meet operational requirements, safely and reliably.

**CORPORATE IMPLICATIONS:**

**Financial Implications:**

Funding for the goods and services, noted in this report, is available from the Goods and Service inventory account.

As expenses for these items are incurred, they will be allocated to various Transit Operating accounts and Capital projects, as appropriate. Transit will ensure there are sufficient funds available in future years, subject to Council approval.

**Other Implications:**

**Purchasing Implications**

A Public procurement process will be conducted for all these above-mentioned projects, and the lowest compliant bid will be eligible for Contract awards.

Purchase approval shall be obtained in accordance with the Purchasing By-law for all the projects listed in this BPR.

All communication with bidders involved in the procurement must occur formally, through the contact person identified in the respective Tender or RFP Document.

### **STRATEGIC FOCUS AREA:**

This report supports the following Corporate Strategic Plan priorities:

- **Transit & Connectivity:** Focusing on transportation and connected infrastructure that is safe, convenient, efficient, and sustainable by enhancing transit services.
- **Environmental Resilience & Sustainability:** Focusing on nurturing and protecting our environment for a sustainable future by enhancing energy and climate resilience.

The actions described in this report ensure that goods and services are procured through open and transparent process, and that Transit service remains safe and reliable.

Completion of the procurements described in this report also support Transit's contribution to Brampton's goals as a green City through provision of alternative modes of transportation.

### **CONCLUSION:**

To ensure continuous maintenance of the City's Transit buses and to meet operational demands, it is recommended that Council authorize the Purchasing Agent to commence procurements, as described in this report.

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