



**Report**  
**Staff Report**  
The Corporation of the City of Brampton  
**6/4/2025**

**Date:** 2025-05-13

**Subject:** **Request to Begin Procurement – Sign Manufacturing and Installation Parts for a One Year Period with Four Optional One Year Period**

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

**Report number:** Public Works & Engineering-2025-430

**RECOMMENDATIONS:**

1. That the report from Rod Landry, Supervisor, Traffic Outside Services, Roads Maintenance, Operations and Fleet to the Committee of Council Meeting of June 4, 2025, re: **Request to Begin Procurement – Sign Manufacturing and Installation Parts for a One Year Period with Four Optional One Year Period**, be received; and
2. That the Purchasing Agent be authorized to commence the procurement for the Sign Manufacturing and Installation Parts for a One Year Period with Four Optional One Year Period.

**OVERVIEW:**

- This report is to obtain Council authorization to commence the procurement process for Sign Manufacturing and Installation Parts for a One Year Period with Four Optional One Year Period at the City's sole discretion.

**BACKGROUND:**

Pursuant to the City's Procurement By-law, this report is presented before the Committee of Council to approve the begin procurement process for Sign Manufacturing and Installation Parts for a One Year Period with Four Optional One Year Period.

**CURRENT SITUATION:**

The City of Brampton's Traffic Outside Services' team manufactures all traffic signs installed within the City's right-of-way. In addition, the team fulfills ad-hoc requests from other City departments for such items as signs, banners, wraps, stickers, etc.

Traffic Outside Services maintains a contract for the supply of base materials on an as-required basis for the manufacturing and installation of signs. The scope of the contract includes the supply of retroreflective sheeting, graphic film, tapes, blanks (Aluminum sheets), posts and related hardware. These items are required to manufacture and install traffic signs to meet provincial requirements.

The City entered into a contract with the current suppliers commencing November 11, 2021. The initial one year term with two optional one year periods of the contract expired on April 30, 2025.

Staff recommend proceeding with a procurement for sign manufacturing and installation parts for a one year period with four optional one year periods. Any extensions will be based on the contractors' performance, available budget, pricing and successful negotiations.

### **CORPORATE IMPLICATIONS:**

#### **Financial Implications:**

Funding for this contract is included in the 2025 operating and capital budgets. Departmental staff will ensure that sufficient funds are requested through future budget submissions for future years of the contract.

Cost estimates are currently aligned with the annual budget amounts. However, if the contract exceeds the annual budget, department staff have indicated that they will review non-critical operating and capital budgets to identify reallocation opportunities or cost savings to mitigate the impact as this is primarily a demand-driven service.

#### **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 the 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's right-of-way.

**CONCLUSION:**

This report recommends that the Council approve and authorize the purchasing agent to begin procurement for Sign Manufacturing and Installation Parts for a One Year Period with Four Optional One Year Period.

Authored by:

Reviewed by:

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