

**Date:** 2021-03-04

**Subject:** **Request to Begin Procurement for Installation, Removal and Maintenance of Winter Lights at Various Locations for a Three (3) Year Period**

**Contact:** Ed Fagan, Acting Director, Parks Maintenance & Forestry  
(905) 874 - 2913

**Report Number:** Community Services-2021-397

**Recommendations:**

1. That the report titled **Request to Begin Procurement for Installation, Removal and Maintenance of Winter Lights at Various Locations for a Three (3) Year Period**, dated March 4, 2021, to the Committee of Council Meeting of April 14, 2021 be received; and
2. That the Purchasing Agent be authorized to commence procurement for the installation, removal and maintenance of Winter Lights at various locations for a three (3) year period.

**Overview:**

- The purpose of this report is to obtain Council authorization to commence the procurement for the installation, removal and maintenance of Winter Lights at various locations for a three (3) year period
- Funding is available subject to yearly approvals in the Community Services 2021 – 2023 operating budget. The second and third year (2022-2023) budgeted amount may include CPI increases and is subject to annual budget approvals.

**Background:**

The 2021 Community Services operating budget includes sufficient funding to support the first year of the proposed three (3) year contract for the installation, removal and maintenance of Winter Lights at various locations.

### **Current Situation:**

The Community Services Department is ready to begin the procurement process for the installation, removal and maintenance of Winter Lights at various locations within the City of Brampton for a three (3) year period with two (2), one (1) year optional periods.

### **Corporate Implications:**

#### Financial Implications:

Funding for the installation, removal and maintenance of Winter Lights at various locations is an approved operating program, which currently has sufficient funding for year one of the contract. Staff will ensure that there is sufficient funding in operating budget for the future years of the contract, subject to Council approval.

#### Scope of the Project:

The scope of work shall include installation and removal of light strands and static lights and displays at various locations within the City of Brampton for a three year from 2021 to 2023, with two (2), one year (1) year optional renewal periods.

#### Project Budget

The Contract will be subject to yearly approvals in the Community Services operating budget for 2021, 2022 and 2023. The second and third year (2022-2023) may also include CPI increases and is subject to annual budget approvals.

#### 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.

### **Term of Council Priorities:**

This report supports the Term of Council Priority “Brampton is a Healthy and Safe City” by focusing on community safety, encouraging active and healthy lifestyles, and enhancing facilities to increase access for residents.

**Conclusion:**

This report recommends that the Purchasing Agent be authorized to commence the procurement as described in this report.

Authored by:

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Reviewed by:

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Ed Fagan  
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