

Date: 2021-05-25

Subject: **Begin Procurement Report – Gasoline and Diesel Fuels from Retail and/or Commercial Outlets for City owned Vehicles and Equipment for a Three (3) Year Period**

Secondary Title: **Request to Begin Procurement- Gasoline and Diesel Fuels for Fleet Services and Fire and Emergency Services for a Three (3) Year Period.**

Contact: Mike Parks, Director, Road Maintenance, Operations & Fleet
905-874-2572

Mike.Parks@brampton.ca

Report Number: Public Works & Engineering-2021-657

Recommendations:

1. THAT the report titled: Begin Procurement Report - Gasoline and Diesel Fuels from Retail and/or Commercial Outlets for City owned Vehicles and Equipment for a Three (3) Year Period, to the Committee of Council meeting of June 9, 2021, be received; and
2. THAT the Purchasing Agent be authorized to commence the procurement for Gasoline and Diesel Fuels from Retail and/or Commercial Outlets for City owned Vehicles and Equipment for a Three (3) Year Period.

Overview:

- The purpose of this report is to obtain authorization to begin procurement for Gasoline and Diesel Fuels from Retail and/or Commercial Outlets for City owned Vehicles and Equipment for a Three (3) Year Period with two (2) additional one (1) year renewal options.
- The City's current contracts expire on December 31, 2021.

Background:

The fueling needs of all corporate owned vehicles and equipment that require gasoline or diesel fuel need to be met. Fleet Services and Fire and Emergency Services do not have the ability to dispense gasoline from internal fuel locations and therefore rely on the provision of gasoline from commercial fueling locations. Contract to be set up with an upset limit, with payments based on actual quantities of fuel ordered and delivered and the prevailing energy prices.

Current Situation:

The City's existing contracts are set to expire December 31, 2021. A procurement process is required to ensure the award of a new contract.

Fire and Emergency vehicles must stay within their response areas and there are an insufficient amount of fuel outlets for any one specific vendor to be able to service these needs. Therefore, this requires a primary and secondary vendor for Fire and Emergency Services fuel needs.

Corporate Implications:

Fleet Services is requesting to begin the procurement process in order to maintain services and service delivery timelines with our clients and the public.

Purchasing Comments:

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 must occur formally, through the contact person identified in the Bid Document.

Financial Implications:

Funding for this initiative is available in the 2021 operating budget within the Public Works and Engineering and Fire and Emergency Services Departments. Departmental staff will ensure that sufficient funds are requested through subsequent budget submissions for this initiative, subject to Council approval.

Strategic Plan:

This report achieves the Corporate Excellence Priority of the Strategic Plan by responding to customer service requests in a timely and appropriate manner to ensure service levels are met.

Living the Mosaic 2040 Vision

This report directly aligns with the vision that Brampton is a well-run City by ensuring effective management of municipal assets

Term of Council Priorities:

This report achieves the Strategic Plan of Move and Connect by ensuring effective management of municipal assets

Conclusion:

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

Authored by

Authored by:

Aaron Moss,
Manager, Fleet Services,
Roads Maintenance, Operations and Fleet
Public Works and Engineering

Reviewed by:

Michael Parks, C.E.T.
Director, Road Maintenance, Operations and Fleet,
Public Works and Engineering

Approved by:

Jason Schmidt-Shoukri, BSc Arch Eng., MPA
Commissioner, Public Works and Engineering

Submitted by:

David Barrick,
Chief Administrative Officer

Attachments: