

Date: 2021-08-11

Subject: **Begin Procurement Report – Supply and Delivery of Uniforms for Transit Staff for a Three (3) Year Period**

Secondary Title: Transit Staff request Council approval to begin procurement to establish a contract for the supply and delivery of uniforms for Transit Operations, Transit Services and Transit Maintenance Staff for a Three (3) Year Period

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Report Number: Brampton Transit-2021-1053

Recommendations:

1. That the report titled; **Begin Procurement Report – Supply and Delivery of Uniforms for Transit Staff for a Three (3) Year Period**, to the Committee of Council meeting of October 13, 2021, be received; and
2. That the Purchasing Agent be authorized to begin procurement for the **Supply and Delivery of Uniforms for Transit Staff for a Three (3) Year Period**.

Overview:

- **This report seeks Council authorization to begin procurement for the Supply and Delivery of Uniforms for Transit Staff for a Three (3) Year Period with Two (2) Additional One (1) Year Optional Renewal Periods;**
- **Transit’s current contract is set to expire on March 31, 2022.**

Background:

As per the Collective Agreement between the City of Brampton and the Amalgamated Transit Union Local #1573, Transit’s frontline staff are required to wear uniforms with specifications and entitlements as set out in this Agreement.

The City's current purchasing contract for the supply and delivery of uniforms was established in April of 2017, as a result of a competitive procurement. Upon contract award, a blanket purchase order was issued to the successful bidder, allowing staff to order uniforms as required, to ensure that they are suitably and professionally attired, when delivering Transit services to the citizens of Brampton.

The current contract is set to expire on March 31, 2022.

Current Situation:

With the current contract end date approaching, Transit staff are seeking approval to begin procurement for a replacement contract by fall of 2021, to ensure a seamless supply of uniforms, under a new blanket Purchase Order.

The supply and delivery of uniforms is for Transit Operators, Transit Supervisors, Transit Maintenance and Transit Services staff.

Corporate Implications:

Establishing a contract for the purchase of uniforms will ensure Brampton Transit has the required resources available to properly attire its uniformed staff and thereby satisfy the Collective Agreement requirements.

Purchasing Comments:

A public Procurement Process will be conducted and the Proposal 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 the Supply and Delivery of Transit Operations, Transit Services and Transit Maintenance Staff Uniforms for a Three (3) Year Period, with Two (2) Additional One (1) Year Optional Renewal Periods, will be available from account 200107.001.2205.0001, subject to Council budget approval.

This will be an upset limit contract, with no guarantees of spend. Any unused funds shall be retained by the City, on contract closure.

Term of Council Priorities:

An uninterrupted supply of quality uniforms for Transit's frontline employees is required for a seamless delivery of Transit services to the Community, helping achieve the City's Strategic Plan of Move and Connect.

Living the Mosaic – 2040 Vision

This report directly aligns with the vision that Brampton will be a mosaic of safe, integrated transportation.

Conclusion:

It is recommended by staff that Council authorize the Purchasing Agent to commence procurement, as described in this report.

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