

Date: 2023-02-15

Subject: **Request to Begin Procurement – SHORT TERM RENTAL OF PICK UP TRUCKS AND COMPACT CARS FOR A THREE (3) YEAR PERIOD**

Contact: Anna San Juan, Fleet Administration Supervisor, Fleet Services

Report Number: Public Works & Engineering-2023-203

Recommendations:

1. That the report from Anna San Juan, Fleet Administration Supervisor, Fleet Services, to the Council Meeting of April 5, 2023, re: **Request to Begin Procurement – SHORT TERM RENTAL OF PICK UP TRUCKS AND COMPACT CARS FOR A THREE (3) YEAR PERIOD**, be received;
2. That the Purchasing Agent be authorized to begin a competitive procurement for the Short Term Rental of Pick Up Trucks and Compact Cars for a Three (3) Year Period;

Overview:

- **This report seeks Council approval to commence the procurement for the Short Term Rental of Pick Up Trucks and Compact Cars for a Three (3) Year Period with the option to renew for two (2) additional one (1) year periods.**

Background:

Season Vehicle Rental Program

Currently, Fleet Services uses a seasonal rental program of a minimum of 40 vehicles consisting of pick up trucks and compact cars. Annually, from April to November, the rental pick up trucks and compact cars are allocated to various internal divisions Citywide.

During these months from April to November, Parks Operations hires approximately 300 seasonal staff, in which we provide transportation for to assist in meeting their operational needs. The Parks Operations' staff maintain over 850 parks including daily duties of grass cutting, litter collection, graffiti removal, planting, sports field maintenance, playground inspections, etc. for which pick up trucks are required to transport crews, equipment, furniture and plants.

In addition, the Property Standards division hires a dozen seasonal students, who require short-term rental of compact cars to complete their daily duties. The Property Standards' team regularly inspects private properties; ensuring minimum maintenance standards are met. In addition, this group issues compliance orders and zoning notices Citywide.

It is essential that our internal user groups be provided with operable vehicles during these months to deliver a high level of continuous service to our Brampton residents.

Current Situation:

The current contract is set to expire June 30, 2023. Fleet Services recommends that a competitive procurement be conducted to establish a new contract for the Short Term Rental of Pick Up Trucks and Compact Cars for a Three (3) Year Period with the option to renew for two (2) additional one (1) year periods.

Corporate Implications:

Financial Implications:

Sufficient funding for Year One (1) of this initiative has been identified in the 2023 Operating Budget within the Public Works and Engineering Department. Departmental staff will ensure that sufficient funds are requested for additional years of this contract in future budget submissions, subject to Council approval.

Other Implications:

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 achieves the Strategic Plan of Move and Connect by ensuring seamless delivery of public services to the community.

Brampton is a Well-run City

This report directly aligns with the vision that Brampton is a well-run city of safe and integrated transportation.

Conclusion:

It is recommended that the Purchasing Agent be authorized to commence the procurement for the Short Term Rental of Pick Up Trucks and Compact Cars for a Three (3) Year Period, as described in this report.

Authored by:

Anna San Juan
Supervisor, Fleet Administration
Roads Maintenance, Operations and
Fleet
Public Works & Engineering

Reviewed by:

Rob Gasper
Director
Roads Maintenance, Operations and Fleet
Public Works & Engineering

Approved by:

Marlon Kallideen
Interim Commissioner
Public Works & Engineering

Approved by:

Marlon Kallideen
Chief Administrative Officer