



Legislation Text

File #: 11-0576, Version: 2

Resolution to Award Purchase Orders to Asplundh Tree Expert Company (\$90,000.00), Advanced Tree Care Services (\$40,000.00) and Owen Tree Service (\$30,000.00) for Tree Removal, Stump Removal and/or Tree Trimming Services, ITB - 4141

Attached for your review and approval is a resolution to authorize tree removal, stump removal and tree trimming services totaling \$160,000.00 to: Asplundh Tree Expert Company (not to exceed \$90,000.00) for tree removal, stump removal, typical municipal trimming and tree pruning; Advanced Tree Care Services (not to exceed \$40,000.00) for tree removal and tree trimming; and Owen Tree Service (not to exceed \$30,000.00) for stump removal for the Field Operations Service Unit, Public Services Area. The resolution also authorizes an option for the City Administrator to extend each of the purchase orders for three additional one-year periods, with the same amounts, terms and conditions, not to exceed a total of \$160,000.00 each year, subject to the approval of the annual appropriation of funds.

As a result of several staff retirements, Field Operations plan to utilize contracted services in order to address essential work. This work was identified by the Tree Inventory Analysis report and will include tree and stump removals as well as tree trimming and pruning. The tree inventory analysis report placed priority one tree removals, stump removal, and tree trimming as work that needs to be completed immediately.

City staff prepared Invitations to Bid and published them on bid net. Four companies responded to the invitation to bid. The bids were divided into four groups: tree and log removal, stump removal, typical municipal trimming, and structural pruning. Asplundh Tree Expert Company was determined to be the lowest responsible bidder for all four groups. It is anticipated that one company will not be able to perform the services required in a timely manner. Thus, staff has decided to award the tree and log removal, stump removal and tree trimming services to the 1st and 2nd lowest responsible bidder. Asplundh Tree Expert Company will be awarded purchase orders for each of the four categories. Advanced Tree Care will be awarded purchase orders for tree removal and tree trimming as the 2nd lowest responsible bidder. Owen Tree Services will be awarded a purchase order for stump removal as the 2nd lowest responsible bidder. It is anticipated that it will not be necessary to award a second purchase order for tree pruning; however, if it becomes necessary, it will be awarded to Guardian Tree Experts because it has the most experienced tree climbers and specializes in structural pruning that requires special care. If a purchase order to Guardian Tree Experts is required, it is not expected to exceed \$10,000.00 per year.

Company	Tree Removal*	Stump Removal*	Trimming*	Pruning*
Owen Tree	\$68.00/hr	\$55.00/hr	\$55.00/hr	\$55.00/hr
Advanced Tree	\$62.50/hr	\$75.00/hr	\$50.00/hr	\$50.00/hr
**Guardian Tree	no bid	no bid	no bid	\$90.00/hr
Asplundh Tree	\$57.00/hr	\$43.00/hr	\$48.34/hr	\$48.00/hr

*Per person

**Guardian has the most experienced climbers and specializes in structural pruning.

Asplundh Tree Expert Company received Contract Compliance approval on August 10, 2010. Advanced Tree Care Services received Contract Compliance approval on April 6, 2011. Owen Tree Service received Contract Compliance approval on April 18, 2011.

Funds are available in the Public Services Area, Field Operations Service Unit, Park Operations and Forestry FY11, operating budget.

Prepared by: Craig Hupy, Field Operations Manager

Reviewed by: Sue F. McCormick, Public Services Administrator

Approved by: Tom Crawford, Interim City Administrator

Whereas, The Field Operations Unit of the Public Service Area has experienced numerous retirements and has essential work that is necessary to complete;

Whereas, The Public Services Area, Field Operations Service Unit have available funds for this purchase in the Field Operations Unit, Park Operations and Forestry operating budget;

Whereas, Staff bid documents were published and advertised over Bid Net;

Whereas, The bids were divided into four groups, with each company having the opportunity to bid on all four groups;

Whereas, Asplundh Tree Expert Company was determined to be the lowest responsible bidder for all five groups;

Whereas, It is anticipated that one company will not be able to perform the services required in a timely manner, thus staff has decided to award multiple contractors;

Whereas, It is anticipated that sufficient funds will be appropriated in the FY12 and FY13 Public Services Area, Field Operations Service Unit, Park Operations and Forestry operating budget should the City elect to exercise its option and extend the terms of the agreements;

Whereas, Asplundh Tree Expert Company received Contract Compliance approval on August 10, 2010;

Whereas, Advanced Tree Care Services received Contract Compliance approval on April 6, 2011; and

Whereas, Owen Tree Service received Contract Compliance approval on April 18, 2011;

RESOLVED, That City Council approve purchase orders for tree and log removal, stump removal and tree trimming services to Asplundh Tree Expert Company (not to exceed \$90,000.00), Advanced Tree Care Services (not to exceed \$40,000.00) and Owen Tree Service (not to exceed \$30,000.00) totaling \$160,000.00 per year;

RESOLVED, That the City Administrator be authorized to issue the purchase orders to Asplundh Tree Expert Company, Advanced Tree Care Services and Owen Tree Service;

RESOLVED, That the City Administrator be authorized to extend each of the purchase orders for fiscal years 12, 13 and 14, with the same amounts, terms and conditions, not to exceed a total of \$160,000.00 each year, subject to the approval of the annual appropriation of funds; and

RESOLVED, That City Council authorizes the City Administrator to take necessary administrative action to implement this resolution.