



## Legislation Text

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### Report to Mayor and City Council

Tuesday, October 02, 2018

Discussion

#### **SUBJECT:**

**CONSIDER AWARDING A THREE-YEAR CONTRACT TO WEST COAST ARBORISTS, INC. TO PROVIDE TREE MAINTENANCE SERVICES FOR THE PERIOD OF OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2021 (CITY COUNCIL)**

#### **I. SUMMARY**

On December 5, 2017, a Request for Proposal (RFP) notice was published to solicit qualified firms for tree maintenance services. A total of three firms responded and submitted their proposals, which were opened on January 8, 2018. After reviewing and evaluating the proposals, it was determined that West Coast Arborists, Inc. was the most qualified to provide tree maintenance services to the City. Staff is now seeking City Council approval to award a three-year contract to West Coast Arborists, Inc. to provide services for the period of October 1, 2018 through September 30, 2021, with one additional three-year extension at the City's sole election ("Agreement").

#### **II. RECOMMENDATION**

Take the following actions:

1. AWARD a three-year contract to West Coast Arborists, Inc. to provide tree maintenance services for the period of October 1, 2018 through September 30, 2021, with one additional three-year extension at the City's sole election; AND
  2. AUTHORIZE the Mayor to execute the contract after approval as to form by the City Attorney and REQUIRE any exercise of the optional extension to be presented to the City Council for approval.
- 1.

#### **III. ALTERNATIVES**

1. DO NOT AWARD a three-year contract to West Coast Arborist, Inc.

2. TAKE any other action the City Council deems appropriate and consistent with the law.

#### **IV. BACKGROUND**

The Public Works Department is responsible for the care and maintenance of approximately 21,000 trees located throughout the City in various public parkways, medians, parks, and City facilities. On September 29, 2011, the City Council awarded West Coast Arborists, Inc. (“WCA”) a three-year contract to provide tree maintenance services for the period of September 6, 2011 through June 30, 2014, with one optional three-year extension at the City’s sole election.

On July 18, 2014, the City Council awarded West Coast Arborists, Inc. a three-year contract to provide tree maintenance services for the period of July 1, 2014 through June 30, 2017, with one optional three-year extension at the City’s sole election. In June, 2017, however, the City elected not to exercise the optional three year extension, and instead decided to amend the Agreement to extend it for an additional six (6) month period from July 1, 2017 to December 31, 2017. In December 2017, the City and WCA amended the Agreement again to provide for renewal on a month-to-month basis for the period of January 1, 2018 through April 30, 2018, while the City issued the associated request for proposals.

On December 7, 2017, the City issued a Request for Proposals (RFP) seeking qualified vendors to provide tree maintenance services. A total of three (3) bidders responded and submitted proposals. All proposals were reviewed for completeness, compliance with RFP requirements, qualifications, hiring and training practices, professional references, experience and cost. Based on the evaluation process, the following two (2) proposers were considered responsive:

Firm	Per Annum Cost
1. West Coast Arborists, Inc.	\$656,588.03
2. Mariposa Landscapes Inc.	\$749,000.00

West Coast Arborists, Inc. received the highest rating and had the lowest pricing.

Staff recommends that the City Council award a contract to West Coast Arborists, Inc., to provide tree maintenance services from October 1, 2018 through September 30, 2021, with one additional three-year extension at the sole discretion of the City.

Should the City decide to exercise the additional extension, the agreement has the potential of reaching September 30, 2024.

#### **V. FISCAL IMPACT**

No additional impact. Funds for tree trimming services were included in the FY 2018-19 budget, so no additional funds are being requested at this time.

## **VI. EXHIBITS**

1. Proposed West Coast Arborists Contract (pgs. 4 - 47)

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