Report to Mayor and City Council

Thursday, December 09, 2021

Discussion

SUBJECT:

CONSIDER AWARDING A CONTRACT TO GREAT SCOTT TREE SERVICES INC. TO PROVIDE TREE MAINTENANCE SERVICES FOR THE PERIOD OF THREE YEARS

I. SUMMARY

This item was presented to City Council on November 16, 2021 but is being brought back due to incorrect insurance requirements that were included that were more appropriate for a construction contract rather than a maintenance contract. All bidders proposed on the same insurance requirements of $4M general aggregate and $2M per occurrence (Exhibit B of the Contract contains the correction to the insurance provisions). On September 16, 2021, a Request for Proposal (RFP) notice was published to solicit qualified firms for tree maintenance services. A total of five firms responded and submitted their proposals, which were opened on September 27, 2021. After reviewing and evaluating the proposals it was determined that Great Scott Tree Services, Inc. was the lowest responsive and responsible bidder to provide tree planting and maintenance services to the City. Staff is now seeking City Council approval to award a contract to Great Scott Tree Services, Inc. to provide services for a three-year period, with two additional one-year extensions at the City's sole discretion. (Exhibit No. 1)

II. RECOMMENDATION

TAKE the following actions:

1. AWARD a three-year contract to Great Scott Tree Services, Inc. in the amount of $2,500,615.00 to provide tree planting and maintenances services with two additional one-year extensions at the City's sole discretion; 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.

III. ALTERNATIVES

1. DO NOT AWARD a three-year contract to Great Scott Tree Maintenance Services, 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 18,652 trees located throughout the City in various public parkways, medians, parks, and City facilities.

On September 16, 2021, the City issued a Request for Proposals (RFP) seeking qualified vendors to provide tree maintenance services. A total of five (5) bidders responded and submitted proposals. A comprehensive and inclusive selection team comprised of the below individuals reviewed the proposals:

- Carson's Landscape Supervisor,
- Carson's Right of Way Superintendent,
- Carson's Landscape and Building Superintendent,
- Carson's Principal Civil Engineer/City Engineer
- Irvine's Lead Tree Maintenance Specialist/ Certified Arborist

The selection team reviewed and evaluated the proposals based on the criteria outlined in the RFP that included experience, completeness, compliance with RFP requirements, qualifications, professional references, cost, and overall proposal. As a result, it was determined that Great Scott Tree Maintenance Services, Inc. was the lowest responsive and responsible bidder with a point average of 4.86 and a bid amount of $833,538.33 per year. Below is a list of the proposers and their rankings:

Firm	Point Avg.	Per Annum Cost
1. Great Scott Tree Maintenance Inc.	4.86	$833,538.33
2. West Coast Arborist, Inc.	4.08	$945,069.33

powered by Legistar™

3. Mariposa Landscapes Inc.	3.96	$1,026,030.33
4. United Pacific Services	3.40	$1,051,408.66
5. North Star Care Inc.	2.97	$978,677.08

Staff recommends that the City Council award a contract to Great Scott Tree Maintenance Services for a three-year period, with two additional one-year extensions at the sole discretion of the City.

V. FISCAL IMPACT

Funds for this project were included in the FY 2021/22 budget account 101-80-840-106-6004. The department will request the remaining budget for the contract sum during the FY 2022/23, FY 2023/24, and FY2024/25 budget process.

VI. EXHIBITS

1. Tree Maintenance Contract Great Scott (pgs. 4-59)

1.

Prepared by: Ariel De La Paz, Landscape and Building Maintenance Superintendent

powered by Legistar™