

Agenda Item - 7.b.**City of Garden Grove****INTER-DEPARTMENT MEMORANDUM**

To:	Scott C. Stiles	From:	William E. Murray
Dept.:	City Manager	Dept.:	Public Works
Subject:	Approval of an Agreement with West Coast Arborists, Inc., RFP No. S-1188, for tree maintenance services. (Cost: not to exceed \$290,000 per year) (<i>Action Item</i>)	Date:	6/28/2016

OBJECTIVE

To receive City Council approval to enter into an agreement with West Coast Arborists, Inc. (WCA), RFP No. S-1188, for tree maintenance services in an amount not to exceed \$290,000 per year.

BACKGROUND

The City has an urban forest of approximately 19,000 trees. A combination of contractual and in-house staff is strategically used to maintain the City's urban forest that encompasses a variety of trees in the right of way and residential parkway areas. This approach allows for an in-house staff of six (6) full time employees and two (2) part time employees to handle an average of 1,100 citizen requests annually; in addition to tree planting, emergencies and other priorities. The contractual services include tree removal, tree trimming with a cost effective grid pruning system and an up-to-date GPS tree inventory. The City's urban forest brings many benefits to the community such as adding shade to reduce the Heat Island Effect from surrounding pavement and concrete, stabilizing soils by protecting landscapes from storm events, along with minimizing the City's carbon footprint by absorbing pollutants and cleaning the air.

DISCUSSION

The existing tree maintenance contract expires on October 11, 2016. RFP No. S-1188 was advertised on March 4, 2016. The proposal document was posted on the City's website on March 4, 2016, via the Planet Bids on-line bidding

system. A mandatory pre-proposal meeting was held on March 16, 2016, with seven (7) companies in attendance. Three (3) proposals were received and opened on April 4, 2016. The Source Selection Committee (SSC) review scores were completed on May 4, 2016. The analysis below indicates the Proposal Pricing and the SSC scores:

COMPANY NAME	FINAL SSC SCORES
West Coast Arborist, Inc.	2,886
Great Scott Tree Service, Inc.	2,370
Trimming Land Co.	1,647

WCA has the highest scoring proposal, based on the widest selection and most current equipment, positive references, and most competitive pricing that best fits the needs of the City.

FINANCIAL IMPACT

The new contract for tree services is not-to-exceed \$290,000 per year. Funds are available in the Fiscal Year 2016/17 budget.

RECOMMENDATION

It is recommended that the City Council:

- Award the contract to West Coast Arborists, Inc., in the firm, fixed price amount of \$290,000 per year with an option to extend one year at a time, not to exceed the amount of \$1,450,000, over a five-year period; and
- Authorize the City Manager to execute the agreement on behalf of the City and make minor modifications as appropriate thereto.

By: Richard Gosselin

Public Works Supervisor

ATTACHMENTS:

Description

[Agreement](#)

Upload Date

6/15/2016

Type

Cover Memo

File Name

West_Coast_Agreement_2016.pdf