TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER DEPARTMENT: PUBLIC WORKS

DATE: APRIL 16, 2007 CMR:196:07

SUBJECT: APPROVAL OF A CONTRACT WITH TRUGREEN LANDCARE IN AN AMOUNT NOT TO EXCEED $565,000 FOR THE 2006-2008 TREE MAINTENANCE PROJECT

RECOMMENDATION

Staff recommends that Council:

1. Approve and authorize the City Manager or his designee to execute the attached contract with TruGreen LandCare (Attachment A) in an amount not to exceed $265,000 for the 2006-2007 Tree Maintenance Project.

2. Authorize the City Manager or his designee to exercise the option to renew the contract for the second year (2007-2008) in an amount not to exceed $300,000, provided the contractor is responsive to the City's needs and the quality of the contractor's work is acceptable. Funding for the second year is contingent upon Council approval of the FY 2007-2008 budget. The 2-year contract total will not exceed $565,000.

DISCUSSION

Project Description

The work to be performed under the contract includes routine pruning, hazardous tree removal and storm damage cleanup of City trees. The primary focus of the project will be routine pruning for clearance and safety in Maintenance Areas 2 and 3 (see Attachment B). Programmed contract tree maintenance provides a pro-active cycle of basic tree maintenance for the entire city. Should an emergency or other priority situation arise, contract crews from TruGreen LandCare may be utilized in other areas of the City as well. Four crews with trucks and equipment will be required each work day during the life of the contract.

The International Society of Arboriculture (ISA) and American National Standards Institute (ANSI) standards for tree pruning are used as the pruning specifications for this contract. The contract specifies that each contract crew shall have one member that is ISA-certified or equivalent. In addition, the City provides a full time inspector for this project.

Contract tree maintenance work by area was started in FY1999-2000. Staff has traditionally outsourced programmed contract tree maintenance work to ensure that a specified work force can focus on that year’s maintenance area. Outsourcing of the work is more economical and frees up City tree maintenance personnel for the greater variety of work they perform including tree removals, tree plantings and tree pruning requests from the rest of the City that are not included...
in this year’s maintenance area. The contract for this fiscal year was delayed in order to complete the work under last year’s contract. Additionally, staff completed a small separate contract on Welch Road.

A notice inviting formal bids for the project was posted at City Hall and sent to 11 contractors. The bidding period was 27 days. Bids were received from 2 qualified contractors on April 3, 2007, as listed on the attached bid summary (Attachment C). Bids ranged from a high of $118.00 per crew hour to a low bid of $100.00 per crew hour.

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<thead>
<tr>
<th>Summary of Bid Process</th>
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<tbody>
<tr>
<td>Bid Name/Number</td>
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<tr>
<td>Proposed Length of Project</td>
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<tr>
<td>Number of Bids Mailed to Contractors</td>
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<td>Number of Bids Mailed to Builder’s Exchanges</td>
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<td>Total Days to Respond to Bid</td>
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<td>Pre-Bid Meeting?</td>
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<tr>
<td>Number of Company Attendees at Pre-Bid Meeting</td>
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<tr>
<td>Number of Bids Received:</td>
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<td>Bid Price Range</td>
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*Bid summary provided in Attachment C. The Certification of Nondiscrimination is Attachment D.

Staff has reviewed all bids submitted and recommends that the bid of $100.00 per crew hour submitted by TruGreen LandCare be accepted and that TruGreen LandCare be declared the lowest responsible bidder. The bid is 5 percent above the staff estimate of $95.00 per crew hour.

Staff confirmed with the Contractor's State License Board that the contractor has an active license on file. The contractor has successfully completed several projects for the City in the past, including, most recently, the Welch Road Street Tree Project.

**RESOURCE IMPACT**
Funds for this project are included in the FY 2006-2007 Public Works Department Operations Division budget.

**POLICY IMPLICATIONS**
The approval of this contract is consistent with existing policies.

**ENVIRONMENTAL REVIEW**
The recommended action is exempt from review under the California Environmental Quality Act pursuant to CEQA Guidelines Section 15301(h) [maintenance of existing landscape].
ATTACHMENTS
Attachment A:  Contract
Attachment B:  Area Maps
Attachment C:  Bid Summary
Attachment D:  Certification of Nondiscrimination

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