



City of San Antonio

Agenda Memorandum

File Number:18-5483

Agenda Item Number: 5.

Agenda Date: 11/1/2018

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Tree and Palm Trimming, Maintenance and Removal Services - Parks

SUMMARY:

This ordinance authorizes a contract with Burkett Arbor Care, LLC to provide tree and palm trimming, maintenance and removal services on an as needed basis for the Parks and Recreation Department for an estimated annual amount of \$165,000.00. Funding for this contract is available through the department's FY 2019 Operating Budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by Burkett Arbor Care, LLC to provide tree and palm trimming, maintenance and removal services for the Parks and Recreation Department. The services are required to reduce potential hazards, provide clearance for vehicles and pedestrians, prune branches away from structures, and maintain or improve the overall health and structure of trees and palms at all Parks and Recreation locations.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Tree and Palm Trimming, Maintenance and Removal Services - PARKS" on June 25, 2018, with a submission deadline of August 3, 2018. Four responses were received and all were deemed eligible for evaluation. Burkett Arbor Care, LLC is recommended for contract award based on the City's standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the Parks and Recreation Department and J&L

Consulting. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, qualifications; 30 points allotted for proposed plan; and 20 points allotted for respondent's price schedule. Ten preference points were allotted for the Small Business Economic Development Advocacy Program, ESBE Prime Contractor Program Affirmative Procurement Initiative, and ten preference points allotted for the M/WBE Prime Contractor Program Affirmative Procurement Initiative. Additional categories of consideration included references and financial qualifications.

The Evaluation Committee met on September 5, 2018 to interview the four responsive respondents. After committee review and discussion, individual technical scores were submitted and presented. Burkett Arbor Care, LLC received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be upon award through September 30, 2021. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will provide tree and palm trimming, maintenance and removal services for the Parks and Recreation Department. The contractor will provide all labor, materials and equipment to reduce potential hazards, provide clearance for vehicles and pedestrians, prune branches away from structures, maintain a safe environment, provide care for aging canopies and maintain or improve the overall health and structure of tree and palms at all Parks and Recreation locations. Burkett Arbor Care, LLC is accredited as a certified arborist, Tree Risk Assessment Qualification (TRAQ), Oak Wilt Certification, Tree Care Industry Association (TCIA) and International Society of Arboriculture.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Burkett Arbor Care, LLC is an emerging, small, women-owned firm that received twenty evaluation preference points as they are located within the San Antonio Metropolitan Statistical Area.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the Parks and Recreation Department would be required to process individual procurements on an as needed basis to provide tree and palm trimming and removal services. Processing individual procurements will affect the cost and timeliness of required services. The department does not have the staff to perform these services in-house.

FISCAL IMPACT:

This ordinance authorizes a contract with Burkett Arbor Care, LLC to provide tree and palm trimming, maintenance and removal services for an estimated annual cost of \$165,000.00. Funding is available from the FY 2019 Operating Budget.

RECOMMENDATION:

Staff recommends the approval of this contract with Burkett Arbor Care, LLC to provide the Parks and Recreation Department with tree and palm trimming, maintenance and removal services for an estimated annual cost of \$165,000.00.

This contract is procured by means of Request for Competitive Sealed Proposal and a Contract Disclosure Form is required.