



# City of San Antonio

## Agenda Memorandum

**File Number:** 18-6201

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**Agenda Item Number:** 6.

**Agenda Date:** 12/6/2018

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Tree and Palm Maintenance - CCDO

### **SUMMARY:**

This ordinance authorizes a contract with Booker's Tree Service, LLC to provide tree and palm maintenance and removal services on an as needed basis for an estimated annual cost of \$157,000.00. Funding for this contract is available through the Center City Development and Operations Department FY 2019 Adopted General Fund Budget.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action is a proposal submitted by Booker's Tree Service, LLC to provide tree and palm maintenance and removal services for the Center City Development and Operations 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 located throughout the downtown Right of Way streets and the River Walk.

The City issued a Request for Competitive Sealed Proposal (RFCSP) 6100010623 for "Tree and Palm Maintenance - CCDO" on August 24, 2018, with a submission deadline of September 26, 2018. Two responses were received and both were deemed eligible for evaluation. Booker's Tree Service, LLC is recommended for contract award based on the City's standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the Center City Development and Operations

Department and the Development Services Department. 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, SBE 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 October 19, 2018 and after committee review and discussion, individual technical scores were submitted and presented. Booker's Tree Service, 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 December 31, 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 maintenance and removal services for the Center City Development and Operations Department. The contractor will provide all labor, materials, and equipment to provide maintenance and removal services on various species of trees and palms located on both sides of the River Walk that stretches 3.2 miles as well as on Right of Way street locations in downtown San Antonio. These emergency and non-emergency services are required to reduce potential hazards, provide clearance for vehicles and pedestrians, prune branches away from structures, provide clear sightlines, and maintain or improve the overall health and structure of trees and palms located in downtown San Antonio and along the River Walk. Booker's Tree Service is accredited as a certified arborist, Tree Risk Assessment Qualification (TRAQ), and International Society of Arboriculture.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Booker's Tree Service, LLC is a small, minority-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 Center City Development and Operation Department would be required to process individual procurements on an as needed basis to provide tree and palm maintenance 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 Booker's Tree Service, LLC to provide tree and palm maintenance

and removal services for an estimated annual cost of \$157,000.00. Funding for this contract is available through the Center City Development and Operations Department FY 2019 Adopted General Fund Budget.

**RECOMMENDATION:**

Staff recommends the approval of this contract with Booker's Tree Service, LLC to provide the Center City Development and Operations Department with tree and palm maintenance services for an estimated annual cost of \$157,000.00.

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