



City of San Antonio

Agenda Memorandum

File Number: 19-1265

Agenda Item Number: 5.

Agenda Date: 3/7/2019

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Tree and Palm Maintenance - BESD, Aviation & Various Departments

SUMMARY:

This ordinance authorizes contracts with Goodwill Industries of San Antonio in an estimated annual amount of \$250,000.00 and Burkett Arbor Care, LLC in an estimated annual amount of \$130,000.00 to provide tree and palm maintenance and removal services on an as needed basis. Funding for these contracts is included and available in each department's respective FY 2019 Adopted Operating Budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action are the proposals submitted by Goodwill Industries of San Antonio and Burkett Arbor Care, LLC to provide tree and palm maintenance and removal services for the Building and Equipment Services Department, Aviation Department and various departments including the Department of Human Services, San Antonio Public Library, San Antonio Fire Department, Solid Waste Management Department, and San Antonio Metropolitan Health Department. These 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 various City locations.

The City issued a Request for Competitive Sealed Proposal (RFCSP) 6100010327 for "Tree and Palm Maintenance - BESD & Various Departments" on September 17, 2018, with a submission deadline of October 19, 2018. The RFCSP allowed for multiple contract awards based upon the following categories / departments: Group 1 Building and Equipment Services Department; Group 2 Aviation Department; and Group 3 Various City Departments.

Three proposal responses were received and all were deemed eligible for evaluation. Goodwill Industries of San Antonio and Burkett Arbor Care, LLC are recommended for contract award based on the City's standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the Building and Equipment Services Department, Aviation Department, San Antonio Public Library, San Antonio Fire Department, and 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 December 6, 2018 and after committee review and discussion, individual technical scores were submitted and presented. Goodwill Industries of San Antonio received the highest ranking for Group 1 Building and Equipment Services Department and Group 3 Various Departments. The scope of work for these two categories primarily consists of tree trimming with very limited palm tree maintenance. Based upon the scope of work for these two categories, Goodwill Industries received the highest ranking based upon their experience in tree trimming, available equipment, and their approach to complete the required work.

Burkett Arbor Care, LLC received the highest ranking for Group 2 for the Aviation Department. The scope of work for the Aviation Department differs from the other two categories in that it includes a large number of palm trees located in high traffic areas that will require maintenance. The evaluation committee ranked Burkett Arbor Care highest in this category based upon their experience working in high profile locations and available equipment to perform work in a timely fashion in high traffic areas.

Goodwill Industries of San Antonio and Burkett Arbor Care, LLC are both recommended for award for their respective proposal groups 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:

These contracts will provide tree and palm maintenance and removal services for the Building and Equipment Services Department, Aviation Department, and other various departments. The contractors will provide all labor, materials, and equipment to provide maintenance and removal services on various species of trees and palms located at City facilities throughout 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 vision, and maintain or improve the overall health and structure of trees and palms at various City locations. Both Goodwill Industries of San Antonio and Burkett Arbor Care, LLC are accredited as a certified arborists, Certified Tree Safety Professionals, 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. Burkett Arbor Care, LLC is a 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 Building and Equipment Services Department, Aviation Department, and various departments 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. These departments do not have the staff to perform these services in-house.

FISCAL IMPACT:

This ordinance authorizes a contract with Goodwill Industries of San Antonio to provide tree and palm maintenance and removal services for Building and Equipment Services Department for an estimated annual cost of \$79,000.00, and Various Departments for an estimated annual cost of \$171,000.00, and authorizes a contract with Burkett Arbor Care, LLC for the Aviation Department for an estimated annual cost of \$130,000.00, for a total estimated contract amount of \$380,000.00 annually. Funding for these contracts is included and available in each department's respective FY 2019 Adopted Operating Budget.

RECOMMENDATION:

Staff recommends the approval of these contracts with Goodwill Industries of San Antonio and Burkett Arbor Care, LLC and to provide the Building and Equipment Services Department, Aviation Department, and various departments with tree and palm maintenance and removal services for a total estimated amount of \$380,000.00 annually.

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