

Staff Summary Report



Council Meeting Date: 8/9/2012

Agenda Item Number: 5B5

SUBJECT: Request approval of a one-year contract renewal with West Coast Arborist, Inc. for tree trimming services for the downtown trees and various City parks and facilities for the Public Works Department.

DOCUMENT NAME: 20120809fslg04 PURCHASES (1004-01)

COMMENTS: Total cost of this contract will not exceed \$100,000 during the one-year contract renewal period.

PREPARED BY: Lisa Goodman, CPPB, Procurement Officer, 480-350-8533

REVIEWED BY: Jerry Hart, CPA, Deputy Finance & Technology Director - Finance, 480-350-8505
Michael Greene, CPM, Central Services Administrator, 480-350-8516
Don Bessler, Public Works Director, 480-350-8205
Oliver Ncube, Parks Manager, 480-350-5234

LEGAL REVIEW BY: Dave Park, Assistant City Attorney, 480-350-8907

DEPARTMENT REVIEW By: Ken Jones, Finance & Technology Director, 480-350-8504

FISCAL NOTE: (T09-041-01) Sufficient funds have been appropriated in cost centers 2551 thru 2559 (General Fund), 2511 and 2512 (Golf Fund), and 3611 (Performing Arts Fund) for the anticipated expenditures in the current fiscal year.

RECOMMENDATION: Approve the renewal of the contract.

ADDITIONAL INFO: City Council originally approved the award of this contract on October 16, 2008 for an initial two-year period with three one-year renewal options. This renewal request is for the third of three available renewal options. The contract is utilized by the Public Works Department for the ongoing maintenance of trees primarily in downtown Tempe as well as various City parks and facilities. There are approximately 6,000 trees in the City's park system. Two hundred of the trees are in the downtown area.

Contractor Performance

West Coast Arborists' performance was rated by the Public Works Department on the following criteria:

- Personnel are responsive, cooperative and available
- Overall quality of products or services delivered
- Timeliness of performance
- Quality of follow-up in resolving complaints or problems
- Firm's promptness in submitting accurate invoices

In all categories, West Coast Arborists, Inc. received scores indicating they are exceeding standards established by the contract.

Recommendation

It is recommended that the contract be renewed.

Cost

There is no cost increase associated with the renewal request.