

CITY OF TEMPE
REQUEST FOR COUNCIL ACTION

Council Meeting Date: 08/04/2016
Agenda Item: 5B10

ACTION: Ratify the award of a two-year contract with three, one-year renewal options to West Coast Arborists, Inc. for palm tree trimming and maintenance services for use by the Public Works Department.

FISCAL IMPACT: Total cost for this contract will not exceed \$100,000 during the initial two-year contract period. Sufficient funds have been appropriated in General Fund cost centers 2553 (Diablo Stadium Maintenance), 2554 (Parks Maintenance – Rio Salado), 2555 (Landscape Maintenance), 2556 (North Parks), 2557 (Parks Maintenance – Rio Salado Community Facilities District), 2559 (South Parks), and Golf Fund cost center 2512 (Ken McDonald Golf Course) for the anticipated expenditures in the current fiscal year.

RECOMMENDATION: Ratify the contract award.

BACKGROUND INFORMATION: The Tempe Procurement Code Sec. 26A-5(d) authorizes the City Manager or designee the authority to award and sign contracts exceeding \$50,000 during those months when the City Council meets only once. Any award action taken shall be presented for ratification at the next regularly scheduled City Council meeting.

Request For Proposal (RFP) #16-077 was issued to establish a term contract for palm tree trimming and maintenance services. The contract will be utilized for scheduled and as-needed maintenance of approximately 2,200 palm trees located in rights-of-way, medians, parks, golf courses, and at various City facilities.

Evaluation Process

Notification of the RFP was sent to over 135 vendors and three (3) proposals were received from the following firms:

- West Coast Arborists, Inc.
- Mariposa Landscape Arizona, Inc.
- Caretaker Landscape and Tree Management

The proposals were evaluated and scored by a committee comprised of Public Works and Procurement staff using the following criteria contained within the RFP:

Criteria	Weight
Pricing	35%
Firm's qualifications/municipal expertise and references	25%
Key personnel experience, expertise and certifications	20%
Methodology/quality control plan	15%
Completeness of proposal/acceptance of terms and conditions	5%

Results of Scoring

Scoring results are as follows:

Offeror	Score
West Coast Arborists, Inc.	970
Mariposa Landscape Arizona, Inc.	885
Caretaker Landscape and Tree Management	755

Pricing proposed by each firm is presented in the following table:

Pricing includes clean-up and disposal fees	West Coast Arborists, Inc.	Mariposa Landscape Arizona, Inc.	Caretaker Landscape and Tree Management
1. Annual palm trimming/skinning (includes seed pod and volunteer removal, inspection and recommendation)*	\$34.75 ea.	\$49.50 ea.	\$55 to \$65 ea.
2. Palm skinning and shaving, as-needed	\$10/foot	\$14/foot	\$10/foot
3. Volunteer removal, as needed	\$10 ea.	\$25 ea.	\$40 each
4. Palm tree removal to include stump grinding to 2 inches below grade			
Height 1' to 10'	\$195 ea.	\$285 ea.	\$80 ea.
Height 11' to 20'	\$325 ea.	\$490 ea.	\$125 ea.
Height 21' to 40'	\$625 ea.	\$850 ea.	\$300 ea.
Height 41' to 70'	\$995 ea.	\$925 ea.	\$500 ea.
5. Palm stump removal to include stump grinding to 2 inches below grade			
Diameter 1" to 12"	\$50 ea.	\$85 ea.	\$75 ea.
Diameter 13" to 24"	\$75 ea.	\$135 ea.	\$95 ea.
Diameter 25" and up	\$95 ea.	\$165 ea.	\$125 ea.
6. Palm inspection and recommendations	\$50 ea.	\$185 ea.	\$0 ea.
7. Pest, chemical or similar treatment (City provides product)	\$50 ea.	\$70 ea.	\$45/hour
8. Palm planting (contractor provides palm)			
Mexican Fan Palm – height 5' to 25'	\$90/foot	\$92/foot	\$110/foot
California Fan Palm – height 5' to 25'	\$140/foot	\$118/foot	\$110/foot
Date Palm – height 5' to 25'	\$450/foot	\$226/foot	\$123.60/foot

*Approximately 90% of the contract value is spent on Item #1 annual palm trimming/skinning. When evaluating costs this line item was given greater consideration than other line items bid.

Contract Award

The contract was award via delegated authority to West Coast Arborists, Inc. The pricing offered by the firm for the annual palm tree trimming and skinning services, which account for a majority of the contract spend, was the lowest. West Coast Arborists has a well-qualified work crew and will provide the City with added value such as a certified wildlife protector and an internet driven inventory software. The software was developed by West Coast Arborists' tree care professionals and will provide the City with access to tree records and work histories of Tempe's urban forest along with access to live data that can be linked directly to a GIS program for geo-coding purposes.

Reasons for Ratification

Ratification of this award is necessary because the evaluation process was not completed prior to the deadline of the last Regular Council Meeting in June. Staff considered holding off on the award until August 4th but believed it was important to award this contract so the contractor could begin palm tree trimming services prior to the monsoon season coupled with the need to perform trimming in the downtown area before Arizona State University begins its fall session.

ATTACHMENTS: Vendor Offer Form

STAFF CONTACT(S): Tony Miano, Deputy Public Works Director - Field Services, (480) 350-8297

Department Director: Renie Broderick, Internal Services Director
 Legal review by: David Park, Assistant City Attorney
 Prepared by: Lisa Goodman, CPPO, Procurement Officer