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APPROVED
BY THE CITY COUNCIL

SEP 7 1999

OFFICE OF THE
CITY CLERK

DEPARTMENT OF
FINANCE

PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

5730 - 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

PH 916-433-6240
FAX 916-399-0263

September 7, 1999

PS:Admin:99055:RBH:DK:rf

City Council
Sacramento, California

Honorable Members In Session:

SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1806, TREE TRIMMING AND REMOVAL SERVICES, IN A TOTAL AMOUNT NOT TO EXCEED \$195,000.00

LOCATION AND COUNCIL DISTRICT: Citywide

STAFF RECOMMENDATION

Staff recommends that the City Council adopt specifications and accept the lowest responsible bid resulting from Bid No. 1806 for Tree Trimming and Removal Services. Award is recommended to West Coast Arborists, Inc., 2200 East Via Burton Street, Anaheim, CA 92806, in a total amount not to exceed \$195,000.00 per contract year.

CONTACT PERSON: Martin Fitch, Tree Services Superintendent, 433-6258
Dennis Kerhulas, Senior Buyer, 433-6242

FOR COUNCIL MEETING OF: September 7, 1999

SUMMARY:

Attached is a tabulation of sealed proposals received by the City Clerk for furnishing services in accordance with the specifications used in the bidding process, and recommendation for award of Bid No. 1806 for Tree Trimming and Removal Services, to be used by the Tree Services Division.

BACKGROUND INFORMATION:

This contract will be used by the Tree Services Division of the Neighborhoods, Planning and Development Services Department for annual tree trimming and removal of City trees as required. The Sacramento Urban Forest Management Plan, as approved by the City Council in July of 1994, provides the guidelines for managing this program.

Staff recommends that the contract be awarded to West Coast Arborists, Inc., 2200 East Via Burton Street, Anaheim, CA 92806, in a total amount not to exceed \$195,000.00 per contract year. Theirs was the lowest responsible bid received as shown on the attached bid tabulation sheet (Attachment 1). Because the bid total of \$98,085.00 represents items and quantities selected for bid evaluation purposes only, staff recommends that the City Council authorize a contract in a total amount not to exceed \$195,000.00 per year, which more closely reflects the actual amount anticipated to be expended each year of this potential four (4) year contract.

FINANCIAL CONSIDERATIONS:

Funding for tree trimming and removal services is derived from the approved budgets of several organizations. For the current fiscal year (FY99/00), anticipated expenditures include \$100,000.00 from the Tree Services Division general operating fund and the Citywide Landscape and Lighting Assessment District, \$30,000.00 from Park Maintenance, and \$6,000.00 from the Public Works Department. Additional funds will come from other City organizations based on tree trimming and removal needs and availability of budgeted funds. Total expenditures will not exceed \$195,000.00 per contract year.

ENVIRONMENTAL CONSIDERATIONS:

A Negative Declaration was prepared for the Sacramento Urban Forest Management Plan and ratified by City Council. The adoption of specifications and award of bid as described within this report is consistent with the Urban Forest Management Plan and its associated Negative Declaration. No further compliance with the California Environmental Quality Act (CEQA) is necessary.

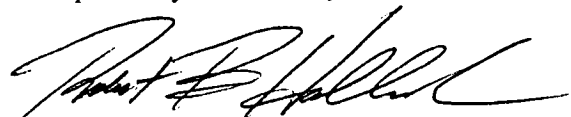
POLICY CONSIDERATIONS:

This recommendation is consistent with the requirements for competitive bidding as detailed in Title 57 of the Sacramento City Code.

MBE/WBE EFFORTS:

Requests for bid (RFB) were sent to sixteen (16) Contractors, four (4) of which are E/SBE firms. Of the seven (7) responses received none were from E/SBE firms.

Respectfully Submitted,



Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:



ROBERT P. THOMAS
City Manager

**BID TABULATION SHEET FOR BID NO. 1806 -
TREE TRIMMING AND REMOVAL SERVICES**

Bidder	Total Bid Categories A - D	5 % EBE/SBE Preference	Prompt Payment Discount	Net Evaluation Total
West Coast Arborists	\$ 98,085.00	None	2%-20 <\$1961.70>	<u>\$ 96,123.30</u>
Environmental Professional Associates	\$158,537.84	None	5% - 10	\$158,537.84
Tip Top Arborists	\$161,370.00	None	N - 30	\$161,370.00
Golden Bear Arborists	\$162,152.00	None	N -30	\$162,152.00
Richard's Tree Services	\$168,000.00	None	N-30	\$168,000.00
Arbor Care	\$194,027.00	None	N-30	\$194,027.00
Triple 'R' Tree Service	\$316,575.00	None	N-30	\$316,575.00

Total Award of Contract To: West Coast Arborists, Inc.
2200 East Via Burton St.
Anaheim, CA 92806

Total Amount of Contract: \$195,000.00⁽¹⁾

Using Department: Tree Services Division

Original Estimated Cost: \$195,000.00

Due Date: August 11, 1999

Total Bid Amount: \$98,085.00

⁽¹⁾The lowest responsible bid amount of \$98,085.00 represents the total for those items selected for evaluation purposes only. Authorization is requested to enter into a contract in an amount not to exceed \$195,000.00 per year, which more closely reflects the actual amount anticipated to be expended each year of this potential 4 year contract.

Total No. of Bids Solicited	No. of E/SBE Bids Solicited	No. of E/SBE Responses	Award to E/SBE Vendor?
16	4	0	No

TITLE OF BID
TREE TRIMMING AND REMOVAL SERVICES

BID NO.1806

Due Date AUGUST 11, 1999	Estimate \$195,000.00	Successful Bidder
Date of Award	Contract Number	Total Price of Awarded Bid


Name of Firm	Phone #	Address (Include ZIP Code)	S/EBE
Office of Small Business Development Attn: Aaron Chong		Mail Code 1114	
Business Journal		1401 21st Street Sacramento, CA 95815	
Construction Data		1791 Tribute Rd., Ste. D Sacramento, CA 95815-4403	
Eldridge Bid Reporter		P. O. Box 699 West Sacramento, CA 95691	
International Data Base Bidnet		P. O. Box 5600 Albany, NY 12205	
NIGP		11800 Sunrise Valley Dr., #1050 Reston, VA 22091	
Small Business Exchange		703 Market Street, Suite 1000 San Francisco, CA 94103	
Arbor Care		5745 Alder Ave. Sacramento, CA 95828	
Poulson, Gibson & Connor, Arborists, Inc.		7770 Chancery Court Citrus Heights, CA 95610	
Triple "R" Tree Service		4833 Monet Way Sacramento, CA 95842-2416	
Trees R Us		3130 Watt Avenue Sacramento, CA 95821	
Golden Bear Arborist, Inc.		146 E. Railroad Ave. Monrovia, CA 91016	
Asplundh Tree Expert Co.		41 Mt. Olympus Place Clayton, CA 94517	
Tree Care Incorporated		11530 Elks Circle Rancho Cordova, CA 95742	
Tree Tech Services		8609 Weyand Sacramento, CA 95828	
Advanced Tree Service		2212 Brunton Way Sacramento, CA 95833	

QUALITY



IMMACULATE EQUIPMENT

Modern Fleet of over 100 vehicles
 Daily inspections
 90 Day inspections by maintenance dept.
 Annual OSHA aerial device inspection
 Clean & freshly painted
 Free of graffiti & debris



TRAFFIC CONTROL PLAN
 Incorporates Work Area Traffic Control (W.A.T.C.H.) Handbook
 City Traffic & Safety Operating Rules for the State of California
 Manual of Traffic Controls
 Proper coning & signage

CALIFORNIA CONTRACTOR

LICENSE NUMBER BOND NUMBER
 366764 685555

WEST COAST ARBORISTS INC
 EXPIRATION DATE 12/96

CONTRACTOR'S LICENSE
 Licensed by the State Contractor's License Board under #366764 since 1976
 Class C61 & C27/D49

COMMITMENT



OUTSTANDING STAFF QUALIFICATIONS

Over 30 Certified Arborists
 Over 50 Certified Treeworkers
 English speaking, Certified Arborist on the job site at all times

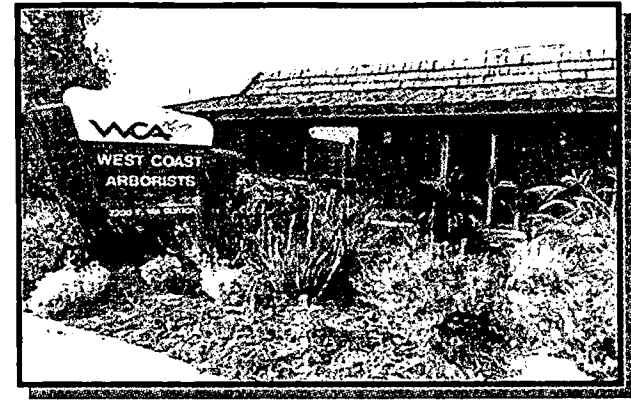


MODEL SAFETY PROGRAM

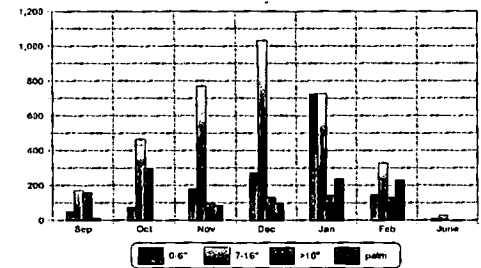
Safety Committee
 Injury & Illness Safety Program
 Bi-weekly Tailgate Safety Meeting
 On the Job Training
 Buddy System with new hires



SERVICE

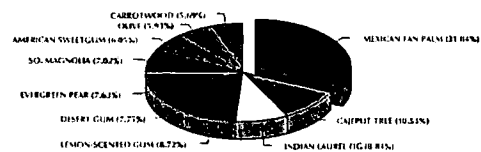


WORK SUMMARY GRAPH September through June



STATE-OF-THE-ART TECHNOLOGY
 Innovative computer systems with Pentium processors
 Futuristic Xerox Majestic Color Copier/Printer/Scanner
 Full time computer department
 Weekly computer training available to all employees

SPECIES FREQUENCY GRAPH Top 10 Species Pruned



SAVING CALIFORNIA CITIES MONEY EVERYDAY!

As a result of the current and ongoing state budget crisis, municipalities in California are being stretched to their financial limits. City staffs are being asked to find "real" long term solutions and are searching high and low for areas where operations can be performed more effectively and efficiently, or both. One such area is tree maintenance. Tree maintenance can be contracted out resulting in savings of up to 50% and increased service levels to citizens.

West Coast Arborists, Inc. has a twenty year track record of working for more than sixty California municipalities. Under a competitive bid process, we have developed a complete and comprehensive tree maintenance program. Our tree maintenance program includes a well defined quality control plan which incorporates certified personnel, safety, pruning specifications, equipment, hours of operation, public relations, traffic control, scheduling of work, computerized billing, and public convenience.

Our state of the art technology has kept us a step ahead of the rest. With our advanced resources we are able to provide statistical reports for trim cycle projections and work completed highlights. Our unlimited capabilities can assist your tree maintenance department to their fullest potential.

This program can save your city money. Please have your representative contact us for a presentation or further information.

Call 1(800) 521-3714

2200 E. Via Burton Street
Anaheim, California 92806



FILED
West Coast Arborists, Inc.

AUG 1 1972
*Providing the Best Service to Communities with
Quality Tree Maintenance since 1972*

Tree Trim and Removal Services

EPA Limited DBA PROVCO	158,537 ⁸⁴
Richard Tree Service Inc.	168,000 -
West Coast Arborist Inc.	98,085 -
WCA ack addendum 1	_____
Tree Tech Services	No Bid
Golden Bear Arborist	162,150 -
Tip Top Arborist	161,370 -
Arbor Care	194,027 -
Triple R Tree Service	316,575 -

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