



## MEMORANDUM

**To:** Mayor and City Council

**From:** Brad Reid, Parks and Recreation Director

**Date:** May 9, 2017

**Reference:** Consider award of Bid Q-0417-02 for a Tree Maintenance Services Annual Contract, by Elite Tree Service, as budgeted; and authorize the City Manager to sign all necessary documents.

**2030:** Sustainable City Government: Excellent and Well-Maintained City Infrastructure and Facilities

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### Introduction:

On March 24, 2017, the Parks and Recreation Department solicited bids for Tree Maintenance Services. On April 11, 2017 seven (7) tree maintenance vendors turned in bids for consideration. Elite Tree Service was the “low bid” and offers the “best value”.

- Bid Q-0417-02 for Tree Maintenance Services Opened April 11, 2017. Contract includes structural pruning, hazardous limb and tree removal, stump grinding and debris haul-off.
- Seven (7) bids received (bid tabulation attached).
- Bid was “Best Value” instead of “Low Bid” with weighted evaluation criteria.
- Budgeted amount of \$50,000.00.
- Contract term is for one-year with options to renew four (4) additional one year terms.

### Analysis:

In order to properly maintain the public forest, the City of Coppel annually contracts with a professional tree maintenance company. The contract is for trimming and pruning for aesthetic and functional purposes, removal of hazardous limbs and trees and stump grinding. This contract covers emergency removal of downed or damaged trees after weather events as well as regular maintenance that is necessary for the health of the forest and the safety of the community.

The Parks and Recreation Department worked with Purchasing to bid this contract. The evaluation criteria included: purchase price, reputation of the bidder and of the bidder’s goods and services, quality of the bidder’s goods or services, extent to which the goods or services meet the municipality’s needs, bidder’s past relationship with the municipality, impact on the ability of the municipality to

comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities, total long-term cost to the municipality to acquire the bidder's goods or services, and relevant criteria specifically listed in the request for bids or proposals.

Based on current and previous work history since 2008 with the City of Coppell, lowest bid, equipment and manpower to handle the job, and strong references, it is recommended that Elite Tree Service be awarded Bid Q-0417-02 for the Tree Maintenance Services Annual Contract.

**Legal Review:**

The Purchasing Department has reviewed the documents and determined that this is an appropriate method of contracting with this firm.

**Fiscal Impact:**

The fiscal impact of this Agenda item is \$50,000.00; as budgeted for in the City of Coppell Reforestation and Natural Areas Fund.

**Recommendation:**

The Parks and Recreation Department recommends approval of this item.