

STAFF REPORT
City of Lancaster

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07/28/15
MVB

Date: July 28, 2015
To: Mayor Parris and City Council Members
From: Ronda Perez, Parks, Recreation and Arts Director
Subject: **Award of RFP No. 586-15 – Tree Trimming Services**

Recommendation:

Award RFP No. 586-15, Tree Trimming Services, to Tip Top Arborists, Inc. of Lancaster, CA in the amount of \$213,744 for professional tree maintenance and management services.

Fiscal Impact:

\$220,000.00; source of funding: General Fund, Landscape Maintenance District Assessment Fund, Lighting Maintenance District Assessment Fund including:

203-4636-267 Parks Maintenance Contract Services	\$88,000
482-4636-267 Parks/Landscape Maintenance Districts	\$10,000
483-4636-267 Parks/Lighting Maintenance District	\$10,000
101-4631-267 Parks Maintenance	\$50,000
101-4634-267 Parks Maintenance	\$62,000

The RFP quotes provided by the vendors were based upon tree maintenance performed for the City during the Fiscal Year 2013-14 in terms of trimming, planting and removal of trees. The funding listed above depicts the funds available to perform the abovementioned tasks.

Background:

The City of Lancaster maintains an Urban Forest consisting of over 20,000 trees. Services covered under this bid includes maintaining a comprehensive inventory of all City trees, as well as trimming, planting and removal of trees located in the easement/right of way on main thoroughfares, within parks and in maintenance districts throughout the City.

On May 14, 2015 at 2 PM, the City held a bid opening for RFP No. 586-15. Three (3) sealed bid envelopes were received and opened. All three bids were determined to be complete and qualified bids. The bids were as follows:

1. Tip Top Arborists, Inc. of Lancaster, CA	\$ 213,744.00
2. West Coast Arborists, Inc. of Anaheim, CA	\$ 243,065.00
3. Chriso's Tree Trimming of Tehachapi, CA	\$ 205,005.00

A committee comprised of staff from Finance and Parks, Recreation and Arts reviewed the bid submittals based on evaluation measures identified in the Request for Proposals. These criteria are: pricing, experience performing services of similar size and scope, qualification of staff, emergency response time and local preference. Tip Top Arborists scored the highest number of points; they have several southern California locations and they will be servicing this contract through their home based Lancaster facility, which currently employs 30 Lancaster residents and 10 additional employees from the greater Antelope Valley. The firm offering the lowest pricing lacked similar experience in projects of the size and scope required under this contract and has no branch/location in the Antelope Valley.

BW:jzs