



Staff Report

TO: Mayor, and City Council Members
FROM: Elizabeth Gibbs, Community Services Director
DATE: January 21, 2020
SUBJECT: **Award of Contract to West Coast Arborists, Inc. for Tree Trimming and Tree Maintenance Services**

Background and Analysis:

Pursuant to Beaumont Municipal Code, Chapter 3.01.040, City staff published a Request for Proposals (RFP) for tree trimming and tree maintenance services on October 23, 2019. The RFP was posted on the City's website and PublicPurchase.com, with a closing date of December 12, 2019.

The scope of work included annual tree trimming, tree maintenance, and general arborist inspection and reporting services. Additionally, the successful proposer must hold valid licensing from the California State Contractor's License (CSLB), have an Occupational Safety and Health Administration (OSHA) certification, and an International Society of Arboriculture (ISA) certified arborist on staff.

The following line items were included in the cost proposals:

- Routine annual tree trimming,
- Palm tree trimming,
- Tree pruning,
- Crown raising/clearance pruning,
- Tree removal and stump grinding,
- Root pruning,
- Root barrier installation,
- Tree planting,
- Tree watering,
- General labor rates,
- Day rate service crew,
- Specialty equipment day rate,
- Emergency services,

- General arborist services, and
- Plant health care services.

Staff received four (4) cost proposals from qualified contractors, including West Coast Arborists, Inc.; Mariposa Landscapes, Inc.; United Pacific Services; and Mike's Tree Service. Each cost proposal was reviewed individually by one staff member from Community Services and one staff member from Public Works. Staff used the "routine annual tree trimming service-per tree" as the baseline amount to determine the lowest cost proposal overall. Baseline amounts from the four (4) proposals ranged from \$75 per tree to \$200 per tree.

West Coast Arborists, Inc. (WCA) submitted the lowest overall cost proposal at \$75 per tree for routine annual tree trimming service and their proposal conforms to the terms outlined in the RFP instructions. WCA was invited to interview with staff members from Community Services, which further validated their ability to perform the work outlined in the project scope of work.

The City Attorney drafted an Agreement for Maintenance Services outlining the terms and conditions for both parties (Attachment A).

Fiscal Impact:

Included in the Fiscal Year 2019-2020 adopted budget is an allocation for contractual tree trimming services under account number 100-6050-7068. The cost to prepare this staff report was approximately \$1,000.

Recommended Action:

Award a tree trimming and tree maintenance services contract to West Coast Arborists, Inc. for a period not-to-exceed three years and authorize the Mayor to execute the agreement on behalf of the City of Beaumont.

Attachments:

- A. Agreement for Maintenance Services