



STAFF REPORT
6/22/2022

TO: Honorable Mayor and City Council Members

FROM: Maritza Martinez, Public Works Director

SUBJECT: Authorize award of a maintenance agreement to West Coast Arborist for tree trimming maintenance, in the amount not to exceed \$450,000 annually.

STAFF RECOMMENDATION:

Authorize award of a maintenance agreement to West Coast Arborist for tree trimming maintenance, in the amount not to exceed \$450,000 annually.

BACKGROUND:

The City of Coachella Public Works Department oversees the city's tree forest and its annual tree trimming services. These services are budgeted for in the fiscal year 2022-2023 budget and will exceed \$25,000 between the city LLMDs, parks and street right-of-way areas. As per the City's Purchasing Ordinance these services must be formally bid.

DISCUSSION/ANALYSIS:

The City published a Request for Proposals (RFP) for the Citywide Tree Trimming Maintenance Project No. 050922. The RFP solicited bids for annual tree trimming services for all LLMDs, parks and street trees.

This RFP closed on May 31, 2022 and the City received one response. The respondent was West Coast Arborist. A three-member evaluation panel reviewed and scored the proposal. After review, the panel had follow up discussions with the respondent, and is recommending award of the attached agreement to West Coast Arborist. The revised proposal identifies a grid tree trimming rate of \$72.00 per tree and service request trimming (includes lowering the tree height) rate of \$242.00 per tree.

The city's tree forest totals 4,360 trees. To trim its forest annually at the base grid trim rate is \$313,920 annually. As requests have been made to lower the height of the trees and increase tree canopies staff is recommending an award of "not to exceed" \$450,000 annually to West Coast Arborist. This agreement amount would allow for all trees to be trimmed at the grid rate and approximately 700-800 trees to be trimmed at the service request rate. The agreement as advertised would be for a two- year term, with an option to renew for one additional year.

FISCAL IMPACT:

The recommended action would not have a financial impact as the funds recommended for award have been requested in the proposed FY2022/23 budget.

Attachment:

Exhibit A – Maintenance Agreement