



**STAFF REPORT**  
**6/24/2020**

**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 \$75,000.

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**STAFF RECOMMENDATION:**

Authorize award of a maintenance agreement to West Coast Arborist for tree trimming maintenance, in the amount not to exceed \$75,000.

**BACKGROUND:**

The City of Coachella Public Works Departments require annual tree trimming services. These services are budgeted for in the fiscal year 2020-2021 budget and will exceed \$15,000 between the parks and city street right-of-way areas. As per the City's Purchasing Procedures and Regulations all purchases in excess of \$15,000 require City Council approval and that the award include completion of a formal bid process.

**DISCUSSION/ANALYSIS:**

Staff has reached out to West Coast Arborist whom is the current tree trimming contractor for the LLMDs and requested a proposal that would allow the City of Coachella to piggyback off the completed formal bid process in 2017. West Coast Arborist has provided staff with a letter proposal (Exhibit A), which will hold the pricing of fifty-two dollars (\$52.00) for all grid tree trimming (the grid will include trees located in: city parks, city right-of-ways and common areas).

Staff requests authorization to award West Coast Arborist a maintenance agreement, attached as Exhibit B, in the amount not to exceed \$75,000 for tree trimming services. The contract term would be from July 1, 2020 – June 30, 2021.

**FISCAL IMPACT:**

The recommended action would not have a financial impact as the funds recommended for award have been allocated in the proposed FY2020/21 budget.

Attachments:

Exhibit A – Piggyback Proposal

Exhibit B – Maintenance Agreement