



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	October 26, 2023
Originating Department	Public Works
Contact Person	Jeffrey Perrigo, Director of Public Works
Title	Resolution 23-1927/Authorizing the Mayor to sign a service agreement with Pat's Trees and Landscape Inc. for 2023-2025 Tree Service

Legislative History

- First Presentation - October 12, 2023 Regular Council Meeting
 - Second Presentation - October 26, 2023 Regular City Council Meeting
-

Attachments:

1. Resolution 23-1927/Authorizing the Mayor to Sign a Services Agreement with Pat's Trees and Landscape Inc. for 2023-2025 Tree Service.
 2. Services Agreement with Pat's Tree and Landscape, Inc.
-

Executive Summary

The Department of Public Works ("DPW") recommends the award of the attached contract for 2023-2025 Tree Service to Pat's Tree and Landscape, Inc. ("Contractor"). The Contractor submitted the lowest responsible bid in response to the City's Invitation to Bid. This will be a unit-price-based services contract that uses a work order process to authorize limited scopes of work. DPW anticipates that the combined value of work orders will not exceed \$304,890.00, and has included that in the contract as the "not to exceed" amount. Funding to support the full amount of the contract is available in the City's Streets Fund and Parks Fund.

Background

DPW occasionally requires the support of a tree services contractor to complete tree management work that is beyond DPW's capacity to self-perform. These services include branch trimming, stump grinding, tree removal, and related vegetative work. DPW has historically retained this support through small direct engagements with a qualified vendor. This procurement approach was appropriate for the historically infrequent, low-value nature of these work assignments. Recently, DPW has required

vendor support of its tree and vegetation management work with increased frequency, and the combined value of individual engagements triggers competitive bidding. Due to climate change effects, DPW expects this upward trend in tree and vegetative service support to continue through the next several years. Accordingly, DPW distributed an Invitation to Bid on a City “2023-2025 Tree Service” contract to companies included in the applicable Municipal Research and Services Center (MRSC) roster on October 9, 2023. DPW received one bid in response to this invitation on October 18, 2023, and has determined that the Contractor submitted the lowest responsible bid.

Fiscal & Policy Implications

The cost of this contract is supported by the City’s Streets Fund 101 and Parks Fund 001. The contract price will be \$304,890.00 and does not need any additional budget allocations.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> • Adopt Resolution 	<p>The City will execute the Service Agreement with Pat’s Tree and Landscape, Inc.</p>
<ul style="list-style-type: none"> • No Action 	<p>The City will not execute the Service Agreement. This may impact DPW’s ability to address occasional tree management needs that this contract would support.</p>

Staff Recommendation

Review the proposed contract amendment, provide staff with any additional questions or feedback, and approve the contract.