



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	December 8, 2022
Originating Department	Public Works
Contact Person	Jeff Perrigo, Public Works Director
Title	Resolution 1879/Authorizing the Mayor to Sign Services Agreement with Pat's Tree and Landscape, Inc. for 2022-2023 Tree Service.

Legislative History

- Introduction/Action – December 8, 2022
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Attachments:

1. Resolution 1879/Authorizing the Mayor to Sign Services Agreement with Pat's Tree and Landscape, Inc. for 2022-2023 Tree Service.
 2. City of Lake Forest Park Services Agreement for 2022-2023 Tree Service with Pat's Tree and Landscape, Inc.
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Executive Summary

The Department of Public Works (DPW) recommends the award of the attached contract for 2022-2023 Tree Service with 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 \$100,000.00 and has determined that the full amount of this funding 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 work. In 2022, examples include the sudden falling of the large willow tree adjacent to City Hall and the fallen cottonwood trees across Ballinger Way. DPW has historically retained this support through small (value < \$7,500), purchase orders with a qualified vendor at the time the service is needed. This procurement approach was appropriate for the historically infrequent, low-value nature of these work assignments. Recently, however, DPW has required vendor support for

its tree management work with increased frequency, and the combined value of individual purchases in 2022 now exceeds signing authority for the administration in Resolution 1399, and thresholds for competitive bidding in Resolution 617. Through November 30, DPW has spent \$77,289.02, which is \$47,289.02 over the \$30,000 limit. DPW also expects this upward trend in tree service support to continue through at least the next year, as evidenced by the twenty-five, outstanding locations in the City requiring contractor-supported tree management work resulting from the snowstorm during the week of November 29. Accordingly, DPW distributed an Invitation to Bid on a City “2022-2023 Tree Service” contract to companies included in the applicable Municipal Research and Services Center (MRSC) roster on November 23, 2022. DPW received two bids in response to this invitation on November 30, 2022, 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 not exceed \$100,000.00 and does not need additional budget allocations.

Alternatives

<i>Options</i>	<i>Results</i>
• Adopt Resolution	The City will execute the Service Agreement with Pat’s Tree and Landscape, Inc.
• No Action	The City will not execute the Service Agreement with Pat’s Tree and Landscape, Inc. This may impact DPW’s ability to address occasional tree management needs that this contract would support.

Staff Recommendation

1. Move to approve Resolution 1879 authorizing the Mayor to sign a services agreement with Pat’s Tree and Landscape, Inc. for tree services in 2022 and 2023.
2. In recognition that the City’s need for tree services is generally of an emergency nature and unpredictable, I move to ratify the expenditures made from January 1, 2022, through December 1, 2022, by the Public Works Department that were in excess of the \$30,000 limit for administrative approval of contracts for such services.