



Town of _____

Micanopy

Florida

April 14, 2026

Agenda Item: Authorization to Solicit Qualifications for Tree Trimming, Removal, and Debris Services

Background:

The Town routinely requires tree trimming, tree removal, and debris removal services to maintain public safety, protect infrastructure, and preserve the overall appearance and health of its urban forest. These services are necessary for routine maintenance, storm response, and emergency situations.

Historically, the Town has utilized a local provider, The Tree Doctor, on an as-needed basis. This company has provided reliable service at fair pricing, employs a certified arborist, and maintains appropriate insurance coverage. However, the Town does not currently have a formal continuing services agreement in place for these services.

Analysis:

Staff is proposing to utilize a Request for Qualifications (RFQ) process to establish a continuing services contract with one or more qualified firms. This approach will allow the Town to evaluate firms based on experience, qualifications, responsiveness, and capacity to perform the work, rather than price alone.

The RFQ will include criteria that allow for consideration of local vendors, consistent with the Town's procurement policies, while still ensuring a fair and competitive process. Establishing a continuing services contract will:

- Promote compliance with procurement standards
- Provide consistency in service delivery and expectations
- Improve responsiveness for routine and emergency needs
- Reduce administrative burden associated with repeated procurements

While The Tree Doctor has historically provided quality service, issuing an RFQ ensures the Town evaluates all qualified firms and formalizes a contract for ongoing services.

Recommendation:

Staff recommends that the Commission authorize the issuance of a Request for Qualifications (RFQ) for tree trimming, tree removal, and debris removal services, and authorize the Town Administrator to proceed with the solicitation process and return with a recommendation for award.

Recommended Motion:

Move to authorize staff to issue a Request for Qualifications (RFQ) for tree trimming, tree removal, and debris removal services and to return to the Commission with a recommended award.

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