



AGENDA ITEM SUMMARY

MEETING DATE: May 3, 2022

ITEM TITLE: Consideration of Limb/Branch Contract Award

ITEM SUMMARY: The present contract will expire on June 30, 2022. Following issuance of a second request for proposals, proposals were received on April 27, 2022. Three bids were received, however only two were considered responsive.

The Town's Purchasing and Bid Policy reads in part:

Informal Bidding Process

For all purchases, lease-purchases, and contracts above \$29,999.99 and below the state mandated thresholds for formal bidding prescribed by NCGS § 143-129, informal bids must be obtained. Only written informal proposals will be accepted. The purpose of public bidding is to obtain the best value for tax dollars, to provide fairness in contracting and prevent favoritism. Contracts will be awarded to the lowest responsible bidder, taking into consideration quality, performance and time. A Bid Form will be used for this process. Three (3) written proposals will be sought during the bidding process. In cases where available or appropriate vendors are limited, every effort will be made to obtain bids from at least two (2) vendors. In cases where the item or service is available from a single source, this information must be noted on the Bid Form. For any purchase, lease-purchase or contract cost not previously authorized by the Council in an annual budget appropriation, the Town Council must authorize the award of all bids over \$29,999.99.

The Finance Officer will issue a purchase order to the chosen vendor and the Department Head will proceed with the purchase. The Town Manager is authorized to award a contract to the lowest qualified responsible and responsive bidder for Council-authorized capital street improvement projects. As a post-award information item, the bid tally sheet for each awarded contract (for capital street improvement projects) is to be reported to the Council at its next meeting in order that it becomes a part of that meeting's record.

The Town's limb and branch removal service is valued by property owners, and it is heavily utilized. The service is offered year-round and is completed by dividing the Town into four sectors, with each sector being serviced during a specified week each month. Residents are instructed to stack limbs and branches on their property the week prior to their sector being serviced. The contractor providing the service is required to pick up and properly dispose of all brush and woody items found at the edge of the Town rights of way and related materials such as vines and small roots on every Town street in each sector during the specified week each month.

In addition to the requirements of the service, the contract also includes, trimming of Town and highway rights of way and post-storm debris removal and disposal service. The contractor will be

required to participate when requested in post-storm debris cleanup and disposal as needed, which includes removal of limbs, branches and debris from Public Trust beaches and waterways.

STAFF RECOMMENDATION: Staff recommends awarding the contract to Atlantic Tree Experts, LLC (ATX). This recommendation is made after evaluating each of the three received bids for adherence to the Request for Bid Proposals dated April 13, 2022. ATX has been in business on the Outer Banks for thirty-two years and is observed to have the most experience of the three responding bidders. ATX provided six outstanding letters of recommendation. As requested in the RFP, municipal and property management work was preferred. ATX provided six outstanding letters from municipalities and property management companies. The equipment list that was requested in the RFP also clearly indicates that ATX is most qualified and capable to service the contract.

REQUESTED ACTION: Authorize the Town Manager to enter a two year with contract with the option of renewal with ATX Atlantic Tree Experts, LLC.

ATTACHMENTS: Limb and Branch Tab Sheet
 Evaluation Matrix