



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: October 20, 2025		Subject: Resolution No. 3221 A Resolution of the City of Wilsonville Authorizing the City Manager to Execute Master Goods and Services Contracts for On-Call Arborist Services Staff Member: Amanda Guile-Hinman, City Attorney Department: Legal	
Action Required		Advisory Board/Commission Recommendation	
☒ Motion ☐ Public Hearing Date: ☐ Ordinance 1 st Reading Date: ☐ Ordinance 2 nd Reading Date: ☒ Resolution ☐ Information or Direction ☐ Information Only ☐ Council Direction ☒ Consent Agenda		☐ Approval ☐ Denial ☐ None Forwarded ☒ Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to adopt the Consent Agenda.			
Project / Issue Relates To:			
☐ Council Goals/Priorities:	☐ Adopted Master Plan(s):	☒ Not Applicable	

ISSUE BEFORE COUNCIL:

Whether to approve a slate of consultants to provide on-call arborist on an as-needed basis.

EXECUTIVE SUMMARY:

Since 2015, the City of Wilsonville (“City”) periodically undertakes a formal, competitive procurement process to procure multi-year on-call services on an as-needed basis. The formal procurement process results in the City executing master goods and services contracts with a number of qualified professionals to provide arborist services on an as-needed basis through task orders under the contract(s).

On May 30, 2025, the City published a formal request for proposals for on-call arborist services. From the proposals submitted, the City selected three (3) contractors to perform, on an as needed basis.

To ensure that the on-call services are not utilized for larger capital projects, task order(s) for any one project cannot exceed a total aggregate cost of \$250,000, the limit of the City’s administrative authority to approve contracts. However, the payments issued pursuant to any particular master goods and services contract may exceed \$250,000 through several different projects, which necessitates Council’s authorization under the City’s local public contracting regulations.

The template master goods and services contract is attached as Exhibit A to Resolution No. 3221, and must be substantially similar to the contract that all selected contractors must execute with the City.

EXPECTED RESULTS:

Efficient procurement of goods and services of qualified entities on an as-needed basis through task orders under a master goods and services contract, while ensuring compliance with state and local public contracting regulations.

TIMELINE:

The master goods and services contracts will be effective for one fiscal year, through June 30, 2026, with the City’s option to renew twice, each for an additional one fiscal year, and thus, potentially expiring June 30, 2028.

CURRENT YEAR BUDGET IMPACTS:

N/A – any use of a master goods and services contract will be for a project approved through the budget process.

COMMUNITY INVOLVEMENT PROCESS:

City staff complied with Oregon public contracting requirements for advertising the request for proposals for on-call arborist services.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Having on-call contracts in place allows the City to efficiently and nimbly respond to project needs, saving staff time (project management/department and legal time) and costs associated with undertaking procurement processes for smaller projects.

ALTERNATIVES:

Undertake procurement processes for each individual project.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3221
 - A. Master Goods and Services Contract Template