

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: February 27, 2012
	Agenda Item No. 36D Roll Call No. [] Communication No. <u>12-083</u> Submitted by: William G. Stowe, Assistant City Manager – Public Works Director

AGENDA HEADING:

Award of bid for tree purchase and planting to lowest qualified bidders, Timber Pine, Inc., TNT Landscaping & Nursery, and Midwest Lawn & Irrigation

SYNOPSIS:

The Municipal Arborist wrote specifications for a bid package to be awarded in three parts according to the number of trees in each part. The three parts included procurement and planting of 300, 200, and 100 trees, respectively. The Procurement Agent solicited bids for Tree Purchase and Planting under Bid No. V12-050. Twelve bid packages were sent, and four contractors responded.

The specifications required the prospective bidders to attend a pre-bid conference. Five contractors attended the pre-bid conference, including the four bidding contractors. The purpose of the meeting was to emphasize the City’s approved planting method for trees, review bid specifications, and answer contractor questions. The consensus of the contractors at the pre-bid conference was that no single contractor wanted to receive an award for 600 total trees, and it was agreed that no one would be awarded more than 300 trees.

The Purchasing Agent sent Addendum #1, Provide & Install Plant Materials, for bids to prospective bidders stipulating that there would be three separate awards for Attachments A, B and C. These awards would be made to the lowest compliant bidder for each attachment in succession beginning with Attachment A, then B, and C. The bidder awarded Attachment A would be excluded from consideration for Attachments B and C. The bidder awarded Attachment B would be excluded from consideration for Attachment C. In essence, there were to be three awards to three different bidders representing each of the attachments.

The lowest bid for Attachment A to purchase and plant 300 trees was Timber Pine, Inc. at a total cost of \$49,220. The lowest bidder for Attachment B to purchase and plant 200 trees was Timber Pine, Inc., at a total cost of \$33,170. However, by the clarifications set forth in Addendum #1, Timber Pine may not receive a second award, so the award will go to the second lowest bidder, TNT Landscaping, at a total cost of \$39,200. The lowest bidder for Attachment C to purchase and plant 100 trees was Timber Pine, Inc., at a total cost of \$16,485, and the second lowest bidder was TNT Landscaping, at a total cost of \$19,600. However, by the clarifications set forth in Addendum #1, neither Timber Pine, Inc. nor TNT Landscaping may receive a second award, so the award will go to the third lowest bidder, Midwest Lawn & Irrigation, at a total cost of \$27,000. The total recommended award of \$115,420 is \$16,545 more than if all attachments were being awarded to the lowest overall bidder. However, the average bid price for all 600 trees is \$196 per tree, which is consistent with the most recent tree planting award for Bid V12-033, which had an average price of \$187 per tree. It is recommended that Timber Pine, Inc. be awarded Attachment A at a total cost of \$49,220, TNT be awarded Attachment B

at a total cost of \$39,200, and Midwest Lawn & Irrigation be awarded Attachment C at a cost of \$27,000.

FISCAL IMPACT:

Amount: \$115,420.00

Funding Source: 2011-12/2016-17 CIP, City-Tree Replacement Fund, MSC007/CP051/PWK990000, Page Miscellaneous-6 (also funded through charges to GO Bond, Sanitary, and Stormwater Utility projects and grants or contributions).

ADDITIONAL INFORMATION:

Council action, by Roll Call No. 09-1681 of September 14, 2009, established a City Tree Replacement Fund (CTRF) in the Capital Improvement Program to provide effective and efficient mitigation for trees that must be removed by public improvements and utilities. The fund is generated by the transfer of funding from various sources which fund the construction of the improvements that impact the trees. The fund is now two years old with a current balance of \$198,441. The present planting project, with a total cost of \$115,420, is the first use of CTRF funding which was created for the purpose of purchasing and planting trees.

The present project will have direct oversight from the Municipal Arborist and Public Works Forestry staff. Key elements of the program include ensuring high quality of purchased trees, proper planting depth, and timely completion of Spring planting. All three of these elements will receive emphasis through pre-commencement meetings and regular worksite visits. In recent years, Forestry staff, or their contractors, have planted approximately 300 trees per year. With the support of the new CTRF, the City will be able to plant 1000+ trees annually. The goal for 2012 is to plant 600 trees in the Spring and another 400 trees in the Fall. The ability to contract the planting of trees allows existing Forestry personnel extra time to redirect and maximize efforts in tree maintenance activities. All planting locations were not known at the time of bid, but the HEAT system has 150 recorded tree planting requests, and the balance will be distributed to other street locations where trees are needed.

PREVIOUS COUNCIL ACTION(S):

Date: September 14, 2009

Roll Call Number: 09-1681

Action: [Resolution](#) adopting Tree Preservation [Principles](#) for City Property, Public Improvement Projects and Utilities. ([Council Communication No. 09-663](#)) **Moved by Meyer to adopt. Motion Carried 5-2. Nays: Cownie and Vlassis.**

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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