



Legislation Text

File #: Res. 2019-38R, **Version:** 1

AGENDA CAPTION:

Consider approval of Resolution 2019-38R, awarding a contract to Townsend Tree Service Company, LLC doing business as National Tree Expert Company for tree trimming services in the estimated total amount of \$847,392.00 over a four-year period contingent upon the bidder's timely submission of sufficient insurance in accordance with the City's bid documents; authorizing the purchasing manager to execute the appropriate purchasing documents on behalf of the City; and declaring an effective date.

Meeting date: March 5, 2019

Department: Public Services Department - Tom Taggart, Executive Director Public Services (By Lynda Williams, Purchasing Manager)

Amount & Source of Funding

Funds Required: \$211,848 FY2019, \$211,848 FY2020, \$211,848/plus CPI% FY2021, \$211,848/plus CPI% FY 2022

Account Number: 21006319-52305

Funds Available: \$211,848

Account Name: Contracted Services

Fiscal Note:

Prior Council Action: February 4, 2014 - contract award to Townsend Tree Service Company, dba National Tree Expert Company in the amount of \$345,280.00.

City Council Strategic Initiative: [Please select from the dropdown menu below]

N/A

Choose an item.

Choose an item.

Comprehensive Plan Element (s): [Please select the Plan element(s) and Goal # from dropdown menu below]

- ☐ Economic Development - Choose an item.
- ☐ Environment & Resource Protection - Choose an item.
- ☐ Land Use - Choose an item.
- ☐ Neighborhoods & Housing - Choose an item.
- ☐ Parks, Public Spaces & Facilities - Choose an item.

☐ Transportation - Choose an item.

☒ Not Applicable

Master Plan: *[Please select the corresponding Master Plan from the dropdown menu below (if applicable)]*

Choose an item.

Background Information:

The previous tree trimming contract to Townsend Tree Service Company expires on February 28, 2019 for two (2) three (3) man crews.

On January 17, 2019 six (6) bids were received for Invitation for Bid 219-001 for Tree Trimming Services with Hourly Crew for the purpose of maintaining clearance for electric distribution lines. The recommended contract award is an annual contract for one (1) crew of three (3) personnel. The scope of work for this contract includes emergency trimming and tree clearing as well as out of cycle trimming in areas where needed that fall outside a five-year tree trimming program. (A secondary bid process is in development in coordination with the City arborist for the five-year program and is considered separately from this scope.)

Within the terms and conditions of the contract, the City has the option to extend for three (3) additional one (1) year periods for a total possible contract term of four (4) years for an annual amount of \$211,848 for the first two years. The remaining two (2) years may be subject to an annual 2% increase. Contract extensions may be awarded administratively in the form of an Authorization of Change in Service signed by the Purchasing Manager.

Staff recommends contract award to Townsend Tree Service Company, dba National Tree Expert Company, Parker City, Indiana based on lowest price who provides the best value to the City for the amount of \$211,848.00.

Council Committee, Board/Commission Action:

Click or tap here to enter text.

Alternatives:

Click or tap here to enter text.

Recommendation:

Award a contract to Townsend Tree Trimming Services, LLC, located in Muncie, Indiana in the amount of \$211,848.00.