

# Agenda Report

January 14, 2019

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Public Works  
**SUBJECT: CONTRACT AWARD TO UNITED PACIFIC SERVICES, INC. FOR  
HARDWOOD TREE PRUNING FOR AN AMOUNT NOT TO EXCEED  
\$2,906,750**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the project is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines in accordance with Article 19, Class 1, Section 15031, Existing Facilities, Subsection (h) which exempts maintenance of existing landscaping; and
2. i) Accept the bid dated December 28, 2018 submitted by United Pacific Services, Inc. in response to Notice Inviting Bids for Tree Trimming and Tree Maintenance; ii) reject all other bids received; iii) authorize the City Manager to enter into such contract for hardwood tree pruning for an amount not to exceed \$1,744,050 (which includes a contingency of \$158,550) over a three-year period; and iv) authorize the City Manager to extend the contract for up to two additional one-year terms in the annual amount of \$581,350 (which includes a contingency of \$52,850), subject to the approval of the City Manager, for a maximum contract length of five years and a total contract amount of \$2,906,750.

## **BACKGROUND:**

The City of Pasadena has a rich tradition of maintaining mature city trees, having been awarded a Tree City USA designation for 28 years and Tree City Growth Award for 18 years. To maintain the City's urban forest, the Department of Public Works created a scheduled pruning cycle for 57,000 hardwood trees to improve the health of the urban forest and provide safe conditions within the City of Pasadena. To achieve this goal, the City established a five-year pruning cycle for hardwood street trees and a three-year pruning cycle for trees located in parks, medians, libraries, and other landscaped areas.

To implement the five and three year hardwood pruning cycles, the Department of Public Works uses both City staff and contracts with an outside contractor. The City's contractor prunes approximately 7,000 hardwood City trees per year.

On November 29, 2018, a Notice Inviting Bids was posted on the City website Planet Bids and was published in the *Pasadena Journal* on December 6, 2018. The bid provided bidders with the opportunity to submit proposals to perform work on the City's hardwood trees, palm trees, or submit proposals for both services. The City posting generated notices to 431 vendors and was downloaded by 25 vendors; one was local. Four responses were received by the bid closing date of January 7, 2019, and the bid results for the hardwood tree pruning are as follows:

<u>Bidder</u>	<u>Amount (\$)</u>
1. United Pacific Services, Inc., Fullerton, CA	\$ 528,500
2. Mariposa Landscapes, Inc., Irwindale, CA	\$ 532,000
3. West Coast Arborists, Inc., Anaheim, CA	\$ 833,000
4. Thrifty Tree Service, Inc., Tarzana, CA	\$1,300,250

United Pacific Services, Inc. was the lowest responsive and responsible bidder that met all of the required specification for hardwood tree trimming and tree maintenance. United Pacific Services, Inc. is not currently under contract for other work with the City of Pasadena. Staff has confirmed that the contractor's license and Department of Industrial Relations status are in good standing.

The Department of Public Works recommends that the City Council authorize a labor and materials contract with United Pacific Services, Inc. to perform hardwood tree trimming services for a three-year period in an amount not to exceed \$1,744,050 (\$1,585,500 with a 10% contingency amount of \$158,550). The contract may be extended for two additional one-year terms not to exceed \$581,350 annually, with the approval of the City Manager and without further City Council action, for a total cost of \$2,906,750.

#### **COUNCIL POLICY CONSIDERATION:**

This project is consistent with the City Council's goals to improve, maintain, and enhance public facilities and infrastructure, and to support and promote the quality of life and local economy.

#### **ENVIRONMENTAL ANALYSIS:**

The project is categorically exempt under CEQA pursuant to State CEQA Guidelines in accordance with Title 14, Chapter 3, Article 19, Class 1, Section 15031, Existing Facilities, Subsection (h), which provides exemptions for the maintenance of existing landscaping, native growth, and water supply reservoirs.

**FISCAL IMPACT:**

The cost of this contract is \$2,906,750 and the total cost of this action will be \$1,744,050. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the Department of Public Works, Parks and Natural Resources Division budget (accounts 10122043-811400 and 10122037-811400). It is anticipated that \$581,350 will be spent during the current fiscal year. The remainder of the costs will be spent over the next four fiscal years.

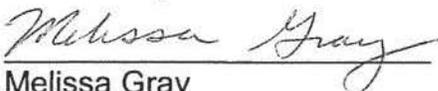
The following table represents a contract summary for the first three years.

Base Bid	\$1,585,500
Contingency Allowance	\$ 158,550
<b>Total Fiscal Impact</b>	<b>\$1,744,050</b>

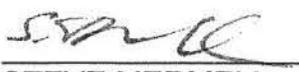
Respectfully submitted,

  
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