



Agenda Report

December 4, 2023

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: CONTRACT AWARD TO GEORGE SALINAS TREE PRESERVATION FOR CITYWIDE TREE AND STUMP REMOVAL SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$687,500 FOR UP TO FIVE YEARS

RECOMMENDATION:

It is recommended that the City Council:

1. Find the project (Contract if Citywide Tree and Stump Removal) is exempt from the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Article 19, Section 15301 (Class 1), and that there are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances; and
2. Accept the bid dated October 19, 2023 submitted by George Salinas Tree Preservation in response to Notice Inviting Bids for Citywide Tree and Stump Removal, finding any irregularity in the bid to be inconsequential; reject all other bids received; authorize the City Manager to enter into a three-year contract for an amount not-to-exceed \$412,500 (which includes a \$37,500 contingency); and authorize the City Manager to extend the contract for up to two additional one-year terms in the annual amount of \$137,500 each (which includes a \$12,500 contingency), subject to the approval of the City Manager, for a maximum total contract amount of \$687,500 over a maximum contract length of five years, whichever comes first.

BACKGROUND:

The City of Pasadena has a rich tradition of maintaining mature City trees, having been awarded a Tree City USA designation for 33 years and Tree City Growth Award for 23 years. With nearly 64,000 City trees to maintain, the Department of Public Works is also responsible for removing dead, dying, diseased, and hazardous trees. Priority removal is given to trees and stumps that warrant an emergency or hazardous condition, while

all other tree and stump removals are completed after public tree notices are posted on subject trees.

The City uses private contractors to augment tree and stump removal services performed by City Staff. The selected contractor will continue to supplement city removal services by removing large scale and time intensive trees and stumps that the City is unable to accommodate.

On September 21, 2023, a Notice Inviting Bids was posted on the City's website OpenGov and was published in the Pasadena Press. A mandatory pre-bid meeting was held on September 28, 2023 and six responses (none by local vendors) were received by the bid closing date of October 19, 2023. The bid results for tree and stump removal are as follows:

<u>Bidder</u>	<u>Amount (\$)</u>
1. George Salinas Tree Preservation, Yorba Linda, CA	\$555,660
2. SGD Enterprises, Van Nuys, CA	\$576,000
3. Mariposa Tree Management, Inc., Irwindale, CA	\$672,000
4. West Coast Arborist, Inc., Anaheim, CA	\$675,000
5. United Pacific Services, Inc., South Gate, CA	\$907,800
6. Utility Tree Service LLC, Chino Hills, CA	\$1,156,602

The City has previously done business with George Salinas Tree Preservation since Fiscal Year 2015 and received contracts totaling \$4,216,091 for tree related services and currently has a contract with Street Maintenance-Forestry Division for citywide tree watering services. Based on prior's years' actual expenditures and the unit pricing submitted by George Salinas Tree Preservation, staff is proposing an amount of \$412,500 for an initial three-year contract as noted on the following page.

George Salinas Tree Preservation is the lowest responsive and responsible bidder that met the required specifications for tree and stump removal services. Due to an inadvertent administrative oversight in the George Salinas Tree Preservation's payment process, the company was not registered with the Department of Industrial Relations (DIR) for approximately four months during 2023, including at the time the bid was submitted. However, staff have confirmed that the contractor's license and DIR status are now in good standing, and George Salinas Tree Preservation has a current DIR registration. Therefore, staff recommends that the City waive any potential nonconformance in the bid on the grounds the bid substantially conforms with the specifications and the inadvertent administrative oversight did not provide an advantage to George Salinas Tree Preservation against other bidders, and has since been corrected. Based on this determination, staff recommends that this vendor be awarded a three-year contract term with an option for two, one-year extension periods, renewable at the discretion of the City Manager.

The contract will be set as follows:

	Year 1 to 3	Year 4 Optional 1 st Extension	Year 5 Optional 2 nd Extension
Base Bid	\$375,000	\$125,000	\$125,000
Contingency Allowance	<u>\$ 37,500</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>
	\$412,500	\$137,500	\$137,500
		TOTAL	\$687,500

The 10% contingency allowance is to address any commodity price fluctuation during the life of the contract and storm related emergency responses.

COUNCIL POLICY CONSIDERATION:

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

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 15301, Existing Facilities, Subsection (h) which provides exemptions for the maintenance of existing landscaping, native growth, and water supply reservoirs.

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FISCAL IMPACT:

The total cost of this contract will be \$687,500. Funding for this action will be addressed by the utilization of existing and future General Fund budgeted appropriations in the Department of Public Works, Street Maintenance Division budget (10122090-811400).

Respectfully submitted:



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MIGUEL MARQUEZ
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