

# TOWN OF PALM BEACH

Information for Town Council Meeting on: May 8, 2018

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TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

FROM: H. Paul Brazil, P.E., Director of Public Works

RE: Award a Contract to Core Services LLC and Property Works for Tree Trimming and Pruning Services  
**Resolution No. 59-2018**

DATE: April 23, 2018

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## **STAFF RECOMMENDATION**

Town staff recommends that Town Council approve Resolution No. 59-2018, awarding purchase orders to Core Services LLC for coconut palm trimming and hourly tree trimming services and to Property Works, for Australian pine tree trimming and pruning services totaling in an amount not-to-exceed \$120,631 for FY18, and establish an annual project budget of \$149,505 and an overall five (5) year budget of \$897,030 including a \$149,000 contingency.

## **GENERAL INFORMATION**

A professional tree-trimming contractor has performed the operation for trimming and pruning of the Town's trees since FY10. A contractor trims the coconut and royal palms twice a year, performs maintenance trimming on other trees in Town owned parks and rights-of-way as directed by the Town arborist and staff, and includes the maintenance of traffic while trimming duties are performed. The trimming of historic and specimen trees is a part of the tree trimming contract. The previous contract was broken out into two (2) bids for services: tree trimming and coconut trimming. A single contractor was low on both services and was awarded both contracts. The vendor was in year three (3) of their contract but failed to perform the required trimming after the recent hurricane and the Town opted to terminate the contract for convenience.

The Town elected to combine all tree trimming services and issued RFB No. 2018-12 for the tree trimming and pruning services. Lot one (1) of the bid is for trimming of the coconut palms and is priced on a per tree basis. This provides a set rate for the trimming of each tree and allows a per tree price for unscheduled trimmings. Lot two (2) is for the once a year trimming of Australian Pines on Wells Rd. Lot three (3) provides for the hourly trimming of hardwoods, mangroves, royal palms and other tree types. The Town also requested pricing on two (2) or three (3) men crews with bucket trucks and all associated equipment or labor needed. The trimming crews are supervised by the vendor and operate under the direction of the Town arborist and/or the Parks Bureau Supervisor.

The hourly trimming and pruning has been reduced to an annual average of 150 hours for the two (2) man crews and 200 hours for the three (3) man crews. All maintenance of traffic is included.

On March 21, 2018, eight (8) vendors submitted bids to perform these services. The Town reviewed the bids and identified primary, secondary, and tertiary vendors in each Lot. This will eliminate the need to rebid services if one or more vendor fails to perform their duties as described in the contract or if their current workload prevents them from responding to Town requests for trimming. The Lots and awarded vendors are described below:

Lot One (1) – Coconut Trimming

- Primary Awardee – Core Services LLC
- Secondary Awardee – The FA Bartlett Tree Expert
- Tertiary Awardee – Property Works

Lot Two (2) – Australian Pines

- Primary Awardee – Property Works
- Secondary Awardee – Zimmerman Tree Service
- Tertiary Awardee – The FA Bartlett Tree Expert

Lot Three (3) – Trimming of Mangroves and Hardwoods

- Primary Awardee – Core Services LLC
- Secondary Awardee – Custom Tree Care
- Tertiary Awardee – Zimmerman Tree Service

Based on submitted bids, Town staff requests awarding purchase orders to the awardees for single coconut palm trimming in the amount of \$39,840, trimming of the Australian pines in the amount of \$6,105 and hourly tree trimming in the amount of \$63,720 totaling \$109,665. The FY18 project budget shall be established at \$120,631 which includes a ten percent (10%) contingency for unforeseen or emergency work. The five (5) year project budget is estimated to be \$897,030, which includes an annual cost of \$149,505 and a \$29,800 annual contingency based on funding in future fiscal years.

**FUNDING/FISCAL IMPACT**

Sufficient funds exist in the Public Works FY18 operating budget to accomplish this work. Future work will be contingent on funding in future fiscal years.

**PURCHASING REVIEW**

This item has been reviewed by the Purchasing Division and approved as recommended.

**TOWN ATTORNEY REVIEW**

This Resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachment

cc: Jane Le Clainche, Director of Finance  
Eric B. Brown, P.E., Assistant Director of Public Works  
Brett Madison, Facilities Division Manager  
Dean Mealy, Purchasing Manager