

## Information for Town Council Meeting on April 9, 2019

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TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II CPPO, Town Purchasing Manager

RE: Resolution Approving Award of Invitation to Bid No. 2019-12, Tree Trimming, Lot 3, Hardwood Trees - **Resolution No. 22-2019**

DATE: 27 March 2019

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### **STAFF RECOMMENDATION**

Town staff recommends the approval of Resolution No. 22-2019 for the Award of Invitation to Bid No. 2019-12, Tree Trimming to a primary, secondary, and tertiary vendor.

### **SUMMARY EXPLANATION/BACKGROUND**

Purchasing issued Invitation to Bid No. 2019-12, Tree Trimming, Lot 3, Hardwood Trees on February 17, 2019. Purchasing completed extensive outreach by contacting 133 potential vendors via email and invited them to participate in the solicitation. Eight firms responded with responsive, responsible bids ranging from the low of \$65,350 to \$153,400 on the high end of the range.

The previous solicitation issued in 2018 for tree trimming consisted of three lots. Lot 1 was for Coconut Trees, Lot 2 was for Australian Pines and Lot 3 was for Hardwoods. We have had no issues with the vendors awarded for the Coconuts and the Australian Pines. The issue has continued to be with the Hardwood Trees.

It was determined to rebid only Lot 3 to secure three vendors to perform per the established Scope of Work.

In review of the Scope of Work requested from Public Works, Purchasing sought bids from bids from qualified bidders to furnish all labor, management, materials, and equipment to provide for Tree Trimming & Pruning Services at various sites throughout the Town of Palm Beach.

The scope issued required tree trimming and pruning services be in accordance with the American National Standards Institute (ANSI Z133-2017) and Palm Beach County Landscape Code 500-35, Number Four (4). Any fees or fines resulting from violations due to the performance of the contractor will be the contractor's sole responsibility.

It is the Town's intent to award an annual contract for services to the low responsive, responsible

bidder, Zimmerman Tree Service as the primary vendor, Custom Tree Care, Inc. as the secondary vendor and Mignano Tree Care, Inc. as the tertiary vendor. It should be noted that the price for the primary vendor to be awarded was reduced by \$8,850 from the bid submitted in 2018.

#### **FISCAL IMPACT/FUNDING SOURCE**

The fiscal impact for the Contract will be \$65,350. The projected five year award is \$393,699 contingent upon funding by the approved budgets. The funding will be from Public Works Operating Budget.

#### **USER DEPARTMENT CONCURRENCE**

Public Works is in full concurrence with this recommendation.

#### **DUE DILIGENCE**

Due Diligence was conducted to determine vendor responsibility, including corporate status and that there are no performance and compliance issues. A total of eight municipalities were contacted for references which were all positive.

#### **TOWN ATTORNEY REVIEW**

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

CC: Jay Boodheshwar, Deputy Town Manager  
Paul Brazil, P.E., Director, Public Works Department  
Paul Colby, Facilities Manager