



CITY COUNCIL AGENDA REPORT
INFORMATION/CONSENT AGENDA
AGENDA ITEM NO. J.4.

DATE: January 21, 2020
TO: City Council
FROM: Rosemarie Gaglione, Public Works Director, (805) 385-8055, rosemarie.gaglione@oxnard.org
SUBJECT: Agreement A-8191 for Tree Maintenance Services PW 20-22.

RECOMMENDATION

That City Council:

- 1. Award and authorize the Mayor to execute Agreement No. 8191 with West Coast Arborists, Inc., for a five (5) year term for an amount not to exceed \$2,700,000, for tree maintenance services; and
2. Authorize a Budget Appropriation in the amount of \$180,000 from Special Districts: LMDs 23, 25, 33, 34, 40, 47, 52, 53, and CFD 2.

(Public Works and Transportation Committee approved 3-0)

BACKGROUND

The Public Works Department is responsible for 56,000 trees in parkways, medians and parks within the City of Oxnard. With limited employees to trim and maintain trees, an agreement is needed to assist with the maintenance and to provide tree services throughout the City.

DISCUSSION

Tree maintenance is an important element of Public Works Department (Public Works) operations in order to help ensure the safety of the public on City streets, parks, medians and parkways. The scope of services in the agreement include tree trimming, aesthetic pruning, palm tree trimming, tree removal, planting new trees, emergency response and tree inventory updates. Public Works has budgeted \$250,000 in FY19-20 for the tree maintenance for parks, medians and parkways. A budget appropriation is being requested for Special Districts in the amount of \$180,000 to address concerns above and beyond already budgeted funding within the FY19-20 Special Districts Budget.

Table with 3 columns: District, Account, Amount. Rows include LMD 23 Greystone (\$2,000), LMD 25 The Pointe (\$6,000), LMD 33 El Paseo (\$20,000), LMD 34 Sunrise/Sunset (\$20,000), LMD 40 Cantada (\$20,000), LMD 47 Sycamore Place (\$30,000), LMD 52 Wingfield (\$30,000), LMD 53 Huff Court (\$2,000), CFD 2 Westport (\$50,000), and a Total row of \$180,000.

In total, Special Districts anticipates spending approximately \$650,000 per fiscal year on tree maintenance within the Districts.

### Lowest Responsive Bid

The notice inviting formal bids (NIFB) on the Project was published on September 19, 2019, and all bids were due on October 7, 2019. The bid requested rates and costs on a variety of services for the purpose of evaluation and these rates will be utilized in the final agreement. The City received the two bids listed below based on the requested rates and costs (as more fully detailed in the attached Bid Tabulation) and the lowest bidder was determined by the total of those rates.

BrightView Tree Care Services, Inc.: \$ 7,270.00

West Coast Arborists, Inc.: \$10,327.00

The lowest bidder BrightView Tree Care Services, Inc., formally withdrew its bid on January 7, 2020 (see attached letter). The second bidder, West Coast Arborist, Inc., and its bid is responsive to the City's NIFB. Following this determination, staff reviewed all documentation received from West Coast Arborists Inc. Staff verified possession of required currently valid licenses, reviewed the federal Occupational Safety and Health Administration (OSHA) website for safety violations, and verified registration with the California Department of Industrial Relations (DIR). Staff has no reason at this time to believe that either the contractor or its subcontractor is not legally responsible, which means trustworthy and fit and capable to satisfactorily complete the Project. Thus, staff recommends that the City Council award the contract for this Project to West Coast Arborists, Inc.

### **STRATEGIC PRIORITIES**

This agenda item is a routine operational item or does not relate to the four strategic plans adopted by City Council on May 17, 2016.

### **FINANCIAL IMPACT**

The total anticipated Fiscal Year 2019-20 expense is \$900,000. There is sufficient Fiscal Year 2019-20 budget available to fund \$150,000 from the General Fund (Account 101-5705-805.82-09) and a total of \$100,000 from Project MO5712 - Tree Mortality Event (\$75,000 from Fund 219-State/Local Multi-Year Grant and \$25,000 from Fund 104-Measure O-Half Cent Sales Tax). The remaining Fiscal Year 2019-20 amount of \$650,000 will be funded through Special Districts from various funds to be determined by task order. The department/project manager will ensure sufficient funding for related tasks prior to initiating task orders or incurring services. Approval of the recommendation will appropriate \$180,000 in Fiscal Year 2019-20 from various special districts. The total contract for five years is not to exceed \$2,700,000. Future fiscal years task order activity through the term of the contract will be dependent upon the approved budget (in Fiscal Years 20-21, 21-22, 22-23, 23-24 and 24-25).

### **COMMITTEE OUTCOME**

The Public Works and Transportation Committee approved 3-0 on December 10, 2019 to approve the staff recommendation and to forward the item for Council approval.

*Prepared by: Brian Yanez, Assistant Public Works Director*

### **ATTACHMENTS**

1. A-8191 West Coast Arborists PW 20-22
2. BA Tree Maintenance
3. Bid Tabulation PW 20-22
4. Brightview Withdrawal Letter Dated January 7, 2020