

April 21, 2020

R-23

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP PR19-126 and award a contract to Great Scott Tree Service, Inc., of Stanton, CA, to provide tree trimming and related services, in an annual amount of \$843,500, with a 15 percent contingency in the amount of \$126,525, for a total annual contract amount not to exceed \$970,025, for a period of two years, with the option to renew for three additional one-year periods, at the discretion of the City Manager; and, authorize the City Manager, or designee, to execute all documents necessary to enter into the contract, including any necessary amendments. (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with Great Scott Tree Service, Inc., to provide as-needed tree trimming, removal, planting, inventory, and stump grinding services for parks, beach areas, marinas, and open space areas for the Parks, Recreation and Marine Department.

The Request for Proposals (RFP) was advertised in the Long Beach Press-Telegram on December 5, 2019, and 1,102 potential proposers specializing in tree trimming services were notified of the RFP opportunity. Of those proposers, 25 downloaded the RFP via the City's electronic bid system. The RFP document was made available from the Purchasing Division, located on the sixth floor of City Hall, and the Purchasing Division's website at www.longbeach.gov/purchasing. An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which was sent to 29 local, minority-owned, and women-owned business groups. Four proposals were received on January 20, 2020. Of those four proposers, one was a Minority-owned Business Enterprise (MBE), one was a Woman-owned Business Enterprise (WBE), none were certified Small Business Enterprises (SBEs), and none were Long Beach businesses (Local). The selection committee determined that Great Scott Tree Service, Inc., of Stanton, CA (not a MBE, WBE, SBE, or Local), was the most qualified firm to provide the services.

Local Business Outreach

In an effort to align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download RFP specifications. Through outreach, 30 Long Beach businesses were notified to submit proposals, of which one downloaded and none submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

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This matter was reviewed by Deputy City Attorney Arturo D. Sanchez on March 23, 2020 and by Deputy Finance Director Sandy Tsang-Palmer and Revenue Management Officer Geraldine Alejo on March 25, 2020.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. RFP PR19-126 and award a contract concurrently is requested on April 21, 2020, to ensure the contract is in place expeditiously.

FISCAL IMPACT

The total annual contract amount will not exceed \$970,025, inclusive of a 15 percent contingency of \$126,525. Of the total contract amount, \$443,500 is currently budgeted in the General Fund Group, Tidelands Operating Fund Group and Tidelands Area Fund Group in the Parks, Recreation and Marine Department. The remaining amount of \$526,525 is currently unbudgeted and will only be authorized as one-time or other funding sources are identified. Any work not currently budgeted will only proceed once appropriation has been approved by the City Council. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. The award of this contract will provide continued support to our local economy by assisting in the preservation of employment for one full-time employee residing in Long Beach.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



STEPHEN P. SCOTT
INTERIM DIRECTOR
PARKS, RECREATION AND MARINE

SS:HO:kp

APPROVED:



THOMAS B. MODICA
ACTING CITY MANAGER