

CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE



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www.LBParks.org

selected
best in the nation

September 1, 2015

HONORABLE MAYOR AND CITY COUNCIL

City of Long Beach

California

RECOMMENDATION:

Adopt Specifications No. ITB PR15-095 for the provision of as-needed tree trimming services for the Department of Parks, Recreation and Marine; award the contract to Great Scott Tree Service, Inc., of Stanton, CA, in an annual amount of \$420,000, and authorize a 15 percent contingency in the amount of \$63,000, for a total annual amount not to exceed \$483,000, for a period of two years, with the option to renew for two 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 thereto. (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with Great Scott Tree Service, Inc., for as-needed tree trimming services for the Department of Parks Recreation and Marine (PRM). This maintenance contract is necessary to prevent trees in Citywide parks, beach areas, marinas, and on Metropolitan Transportation Authority Right-of-Way sites from becoming top heavy and overgrown. In addition, the contract will provide the mechanism to respond to emergency tree trimming needs in parks and various other PRM sites.

Prior agreements for these services were authorized in October 2010, and expired in June 2014. Since that time, services have been provided on an interim agreement, which expired on August 31, 2015.

The bid was advertised in the Press-Telegram on May 22, 2015, and 642 potential bidders were notified of the bid opportunity. Of those bidders, 19 downloaded the bid via our electronic bid system. The bid document was made available from the Purchasing Division, located on the seventh floor of City Hall, and the Division's website at www.longbeach.gov/purchasing. A bid announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 22 local, minority, and women-owned business groups. Six Statements of Qualifications (SOQs)

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were received on June 16, 2015. Of those six vendor SOQs, two were Minority-owned Business Enterprises (MBEs), none were Women-owned Business Enterprises (WBEs), and two were certified Small Business Enterprises (SBEs), and none were Long Beach businesses (Local). Four firms were found to be qualified in accordance with the requirements in the bid, and were invited to submit bids. Bids were received from the following three firms: Great Scott Tree Service, Inc., of Stanton, CA (not an MBE, WBE, SBE, or Local); United Pacific Services, Inc., of Fullerton, CA (SBE); and West Coast Arborists, Inc., of Anaheim, CA (not an MBE, WBE, SBE, or Local). Great Scott Tree Service, Inc., was the lowest responsible bidder.

This matter was reviewed by Deputy City Attorney Amy R. Webber on August 10, 2015, and by Budget Management Officer Victoria Bell on August 17, 2015.

Local Business Outreach

In an effort to align with our outreach goal, Long Beach businesses are encouraged to submit bids for City contracts. The Purchasing Division assists businesses with registering on the Bids Online database to download bid specifications. Through outreach, 72 Long Beach vendors were notified to submit SOQs, of which none downloaded and none submitted an SOQ. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. ITB PR15-095 and award a contract concurrently is requested on September 1, 2015, to ensure that the contract is in place expeditiously.

FISCAL IMPACT

The total contract award will not exceed \$483,000, including the recommended 15 percent contingency of \$63,000, based on estimated tree trimming needs for the Department of Parks, Recreation and Marine. Sufficient funds to support this activity are budgeted in the General Fund (GF), Tidelands Operations Fund (TF 401), Marina Fund (TF 403), Rainbow Harbor Area Fund (TF 411), and the Transportation Fund (SR 182) in the Parks, Recreation and Marine Department (PR). The award of this contract will provide continued support to the local economy.

SUGGESTED ACTION:

Approve recommendation.

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Respectfully submitted,




STEPHEN P. SCOTT
INTERIM DIRECTOR OF PARKS, RECREATION AND MARINE



JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

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APPROVED:



PATRICK H. WEST
CITY MANAGER