

**R-17**

April 20, 2021

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Adopt Specifications No. RFP PW20-032 and award a contract to West Coast Arborists, Inc., of Anaheim, CA, for tree trimming and related services, in an annual amount of \$2,600,000, with a 25 percent contingency in the amount of \$650,000, for a total annual contract amount not to exceed \$3,250,000, 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 a contract including any necessary amendments. (Citywide)

**DISCUSSION**

City Council approval is requested to enter into a contract with West Coast Arborists, Inc., for tree trimming and related services.

The Public Works Department (PW) is responsible for Citywide tree trimming and maintenance of the urban forest in the public rights-of-way and other City-maintained properties, excluding parks, beach areas, and marinas. The contract is used for the annual grid trimming, stump grinding, tree removal, and as-needed emergency response tree services. The contract will also be used for the Residential Street Improvements Program, the ADA Accessibility Programs, and other Capital Improvement projects for as-needed tree services prior to the start of street improvement and sidewalk repair work.

The Request for Proposals (RFP) was advertised in the Long Beach Press-Telegram on December 21, 2020, and 1,254 potential proposers specializing in tree trimming services were notified of the RFP opportunity. Of those proposers, 36 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 Division's website at [www.longbeach.gov/purchasing](http://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 35 local, minority-owned, and women-owned business groups. Four proposals were received on February 8, 2021. Of those four proposers, two were Minority-owned Business Enterprises (MBEs), none were Woman-owned Business Enterprises (WBEs), none were certified Small Business Enterprises (SBEs), and none were Long Beach businesses (Local). The selection committee determined that West Coast Arborists, Inc., of Anaheim, 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, 35 Long Beach vendors were notified to submit proposals, of which none downloaded or submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Amy R. Webber and Business Services Bureau Manager Tara Mortensen on March 15, 2021, and by Budget Management Officer Rhutu Amin Gharib on March 23, 2021.

### **TIMING CONSIDERATIONS**

City Council action to adopt Specifications No. RFP PW20-032 and award a contract concurrently is requested on April 20, 2021, to ensure the contract is in place expeditiously.

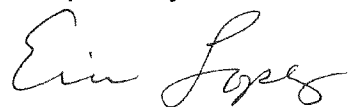
### **FISCAL IMPACT**

The total annual contract amount will not exceed \$3,250,000, inclusive of a 25 percent contingency. Sufficient appropriation to support the annual contract amount is budgeted in the General Fund Group, the Capital Projects Fund Group, and the Tidelands Operating Fund Group in the Public Works Department. Any work not currently budgeted will only proceed at such time that appropriations have 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 eight full-time employees residing in Long Beach.

### **SUGGESTED ACTION:**


Approve recommendation.

Respectfully submitted,



ERIC LOPEZ  
DIRECTOR OF PUBLIC WORKS

APPROVED:



THOMAS B. MODICA  
CITY MANAGER