



CITY OF LONG BEACH

DEPARTMENT OF PUBLIC WORKS

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May 10, 2016

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. ITB PW15-119 and award a contract to West Coast Arborists, Inc., of Anaheim, CA for providing as-needed tree trimming services, in an annual amount not to exceed \$1,860,000, 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 a contract, including any necessary amendments thereto regarding the term and/or scope of services. (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with West Coast Arborists, Inc., for providing as-needed tree trimming services. The Public Works Department (Public Works) is responsible for Citywide tree trimming and maintenance of the urban forest in the public right-of-way, excluding parks. The contract will provide for annual grid trimming, stump grinding, and as-needed emergency response tree services.

In order to ensure that capable, qualified contractors bid this opportunity, a two-phase procurement process was followed. Phase One with vendors submitting their qualifications and only those firms qualified moved on to Phase Two, to submit a complete bid. Additionally, qualified bidders were provided the opportunity to submit their final pricing aligned with the appropriate prevailing wage determination on April 14, 2016.

The bid was advertised in the Press-Telegram on May 22, 2015, and 643 potential bidders specializing in tree trimming services were notified of the bid opportunity. Of those bidders, 25 downloaded the bid documents via our electronic bid system. The bid documents were made available from the Purchasing Division located on the 7th 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. Four bid qualifications were received on June 16, 2015. Of those four qualification bidders, two were Minority-owned Business Enterprises (MBEs), none were Women-owned Business Enterprises (WBEs), one was a certified Small Business Enterprise (SBE), and none were Long Beach businesses (Local).

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Two bidders, Great Scott Tree Service, Inc., of Stanton CA (not an MBE, WBE, SBE or Local), and West Coast Arborists, Inc., of Anaheim, CA (not an MBE, WBE, SBE or Local), were deemed qualified in accordance with the requirements in the bid. These two firms were invited to submit bids and pricing by April 14, 2016. West Coast Arborists was determined to be the lowest responsive and responsible bidder.

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 also assists businesses with registering on the Bids Online database to download bid specifications. Through outreach, 72 Long Beach vendors were notified to submit bids, of which one downloaded and none submitted a bid. 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 on April 26, 2016 and by Budget Management Officer Victoria Bell on April 25, 2016.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. ITBPW15-119 and award a contract concurrently is requested on May 10, 2016, to ensure the contract is in place expeditiously.

FISCAL IMPACT

Contract expenditures will not exceed \$1,860,000 per year. Of this amount, approximately 79.2 percent, or \$1,473,000, is budgeted in the General Fund (GF) in the Public Works Department (PW). The requested annual contract amount is based on the combined estimated tree trimming needs for the Public Works (PW), Airport (AP), and Harbor (HA) Departments. Any work not currently budgeted will only proceed at such time that funding has been identified and approved by the City Council.

Approval of this recommendation will provide continued support to the local economy by assisting in the preservation of employment for 15 full-time employees residing in Long Beach.

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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



CRAIG A. BECK
DIRECTOR OF PUBLIC WORKS



JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

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CB: MW

APPROVED:



PATRICK H. WEST
CITY MANAGER