



# CITY OF LONG BEACH

# R-25

DEPARTMENT OF FINANCIAL MANAGEMENT

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October 5, 2010

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt Specifications No. PA-03010 and award contracts to Trimming Land Co., Inc., of South Gate, California (MBE), and United Pacific Services, of La Habra, California (not an MBE, WBE, SBE or Local), for the Department of Parks, Recreation, and Marine for tree trimming services in the amount of \$600,000, for a period of one year with the option to renew for two additional one-year periods, at the discretion of the City Manager. (Citywide)

## DISCUSSION

City Council approval is being requested to enter into annual contracts with Trimming Land Co., Inc. and United Pacific Services for tree trimming services for the following high visibility areas in the City of Long Beach:

- Section 1: Parks
- Section 2: Beach Areas
- Section 3: Alamitos Bay Marina
- Section 4: MTA Right-of-Way.

The scope of work included in these contracts cover the estimated 1,570 trees from the 35 park locations (Section 1), 461 trees from the 7 locations within the beach areas (Section 2), 794 trees from the 9 locations within the Alamitos Bay Marina (Section 3), and the 198 trees from the MTA Right-of-Way (Section 4). Routine tree trimming maintenance is needed to prevent trees from becoming top heavy and overgrown. In addition, they provide an on-going beautification to the City's park sites and related properties.

The bid for providing tree trimming services was advertised in the Press-Telegram on July 19, 2010 and 70 potential bidders specializing in tree trimming services were notified. Of those bidders, 35 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](http://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 30 local, minority and women's business groups. Six bids were received and a public bid opening occurred on August 10, 2010. Of those six bids, one was a Minority-owned Business Enterprise (MBE), none were Women-owned Enterprises (WBEs), none were Small Business Enterprises (SBEs), and one was a Long Beach business (Local). Trimming Land Co., Inc., of South Gate, CA (MBE), and United Pacific Services, of La Habra, CA (not an MBE, WBE, SBE or Local), were the lowest responsible bidders.

### **Local Business Outreach**

Our outreach goal during the bid process is to encourage Long Beach businesses to take advantage of our local preferences offered by the City and submit bids for City contracts. We assist businesses with registering on our Bids Online database to download the bid specifications. Three bids were downloaded by local vendors; however, only one bid was submitted by a Long Beach company. Unfortunately, this bid was significantly higher than the lowest responsible bidders. The Purchasing Division will offer a debriefing to the Long Beach vendor that submitted a bid to educate them on the bid process, results, and address any questions they may have. These debriefings assist local vendors with future bid opportunities. 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. Burton and Budget Management Officer Victoria Bell on September 16, 2010.

### **SUSTAINABILITY**

In keeping with the City's Green Purchasing Policy, the bid specifications asked bidders to abide by the specified environmental requirements of this contract, such as complying with the City's Storm Water Management Plan (i.e. National Pollutant Discharge Elimination Program, or NPDES).

- **Environmental benefits** – The bidders agreed to conduct all operations in accordance with the City's Storm Water Management Plan (i.e. National Pollutant Discharge Elimination Program, or NPDES) and to recycle green waste, keeping it separate from trash and other debris.

### **TIMING CONSIDERATIONS**

City Council action to adopt Specifications No. PA-03010 and award contracts concurrently is requested on October 5, 2010 to ensure that the contracts are in place expeditiously.

### **FISCAL IMPACT**

Sufficient funds to cover the total estimated annual amount of \$600,000, is budgeted by the Department of Parks, Recreation, and Marine (PR) as follows: \$10,000 is budgeted in the Civic Center Fund (IS 380), and \$190,000 is budgeted collectively in the General Fund (GP), and the General Grant Fund (SR 120), for all park areas; \$400,000 is budgeted collectively in the Tidelands Operating Fund (TF 401), the Marina Fund (TF 403), the Rainbow Harbor Fund (TF 411), and the Transportation Fund (SR182) for the beach areas, Alamitos Bay Marina, and MTA Right-of-Way portion of the contracts. There is no local job impact associated with this recommendation.

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October 5, 2010

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SUGGESTED ACTION:

Approve recommendation.


Respectfully submitted,



LORI ANN FARRELL  
DIRECTOR OF FINANCIAL MANAGEMENT/CFO

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APPROVED:



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PATRICK H. WEST  
CITY MANAGER