



CITY OF LONG BEACH

R-26

DEPARTMENT OF FINANCIAL MANAGEMENT

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October 19, 2010

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. PA-03010 and award a contract 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 as-needed tree trimming services in the amount of \$420,000, 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 as needed tree-trimming services. The property maintained by the Department of Parks, Recreation and Marine (PRM) was divided into the following sections for bidding purposes:

- Section 1: Parks (35 sites)
- Section 2: Beach Areas (7 sites)
- Section 3: Marinas (9 sites)
- Section 4: MTA Right-of-Way (various sites)

The contract encompasses pricing for over 25 species of trees. Through aggressive bidding and significant outreach, the bid results yielded significantly reduced unit costs. This as-needed tree trimming maintenance contract is necessary to prevent trees from becoming top heavy and overgrown. In addition, this contract will serve as a tool to respond to emergency tree trimming needs in parks and other various PRM sites, primarily for fallen or split branches and trees. Based on historical expenditures from the past three fiscal years, PRM has averaged \$420,000 in annual contract expenditures.

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. 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. (TLC) of South Gate, CA (MBE), and United Pacific Services (UPS), of La Habra, CA (not an MBE, WBE, SBE or Local), were the lowest responsible bidders. TLC was awarded Section 1 and UPS was awarded Section 2, based on the bid responses to the types of trees in each of these sections.

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 19, 2010 to ensure that the contracts are in place expeditiously.

FISCAL IMPACT

This award provides contract authority to PRM in an annual amount of \$420,000 in order to conduct as-needed and emergency related tree trimming services. The Department is budgeted for \$246,000 in the General Fund (GP), Marina Fund (TF 403), and the Rainbow Harbor Fund (TF 411). The excess spending authority will provide the option for PRM to perform additional tree trimming service if necessary and if budgeted funds become available.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



LORI ANN FARRELL
DIRECTOR OF FINANCIAL
MANAGEMENT/CFO



PHIL T. HESTER
DIRECTOR OF PARKS,
RECREATION AND MARINE

APPROVED:



PATRICK H. WEST
CITY MANAGER