

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater 18-209T - Tree Removal & Pruning Services

This request is to approve the recommendation to award Request for Proposal (RFP) 18-209T - Tree Removal & Pruning Services for a three (3) year contract from August 8, 2018 through June 30, 2021. This Bid is utilized by the Physical Plant Operations (PPO) to trim, remove, relocate, and replace trees located on school board-owned properties.

The solicitation for this RFP ran from March 1, 2018 through April 20, 2018. The bid was awarded to a pool of two (2) vendors who met all specifications, terms, and conditions of the RFP. Having a pool of multiple awardees allows for continuity of services if one (1) of the awarded vendors cannot comply with delivery requirements, specifications, or in emergency cases.

In comparison with the current bid 15-015T, the District was paying a flat rate of \$3,668 for the trimming of each site; with this new bid 18-209T, the District would pay a flat rate of \$3,200. Assuming all sites were to be pruned during the term of the contract, this would represent savings of \$57,290 to the District.

Financial Impact

The total spending authority requested is \$1,450,000 based on the monthly expenditure from the previous bid. Funding for this Bid is provided by the PPO's operating budget.

<u>Historical Average Monthly Expenditures</u>	<u>\$ 41,061</u>
<u>Number of months</u>	<u>35</u>
Estimated forecasted spend	\$ 1,437,135
<u>Total spend authority (rounded)</u>	<u>\$ 1,450,000</u>

With the School Board's approval, the total spending authority will be for \$1,450,000.