

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.

This Bid is divided into two (2) groups. The first group is for miscellaneous work, which includes tree pruning, fence line clearing, stumps removal, replacement of trees, relocation of trees, standing and staking trees, as well as additional services related to landscape maintenance and debris removal. The second group is for the tree pruning off all trees per site, and all the District locations are included.

Procurement Method

Previously to RFP 18-209T, Procurement & Warehousing Services (PWS) had released Invitation to Bid 18-023T, which was posted in Demandstar from August 7, 2017, through October 5, 2017. The ITB 18-023T was protested, and as a result of the Bid Protest Committee Meeting, it was decided to Reject All Bids at the Regular School Board Meeting of February 21, 2018.

In the interim, the District kept conducting business with the existing contract awarded vendor as authorized by Purchasing Policy 3320, VII (I) which states; “When the contract award process is stopped due to the filing of a formal written protest, The School Board authorizes the extension of any existing contract for the goods or services contained in the bid or request for proposals being protested under whatever terms and conditions are determined by the Superintendent to be in the best interest of The School Board until such time as the new award under protest can be approved by The School Board.”

The solicitation for this Request for Proposals 18-209T ran from March 1, 2018 through April 20, 2018. For this solicitation, the District received two (2) Intent to Protests, one (1) regarding the specifications and one (1) for the Recommendation Tabulation, respectively. Both Intents did not receive the formal protest and PWS continued on with the solicitation process.

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.

Financial Impact

The total spending authority requested is \$1,410,000 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>\$ 40,206</u>
<u>Number of months</u>	<u>35</u>
<u>Estimated forecasted spend</u>	<u>\$ 1,407,202</u>
<u>Total spend authority (rounded)</u>	<u>\$ 1,410,000</u>

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 the new bid 18-209T, the District will pay a flat rate of \$3,200 – (twelve-point seven) 12.7 percent savings per site). Assuming all sites were to be pruned during the term of the contract, this would represent savings of \$57,290 to the District.