

EXECUTIVE SUMMARY

Piggyback Recommendation of \$500,000 or Less FY20-203 – Tree Trimming Services

Introduction

Responsible: Procurement & Warehousing Services (PWS)

Approve the recommendation to make a piggyback award to the vendor(s) awarded by City of Coral Springs Request for Proposals 20-G-017P Tree Trimming Services, from April 21, 2020, through January 14, 2022. The purpose of this Piggyback is to procure various tree trimming services with licensed, qualified, and capable awardees.

The spending authority being requested is \$230,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This Piggyback bid will be utilized by Physical Plant Operations (PPO) to procure various tree trimming services, including tree pruning, tree removal, stump grinding, stump removal, fence line clearing, tree replacement, tree relocation, re-standing and staking trees at School Board-owned properties on an as-needed basis. The awardees are expected to complete routine and emergency tree trimming services in a safe and timely manner. Environmental Health & Safety uses this Bid as well for tree mitigation.

Procurement Method

Responsible: PWS and PPO

Procurement & Warehousing Services (PWS) and PPO opted to piggyback on this contract with the objectives of having a pool of qualified vendors. 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. The two (2) vendors are EDJ Tree Service LLC, and Sherlock Tree Company, Inc. Sherlock Tree Company, Inc. is certified as a Small Business Enterprise firm.

Piggyback FY20-203 replaces Invitation to Bid 18-209T – Tree Removal and Pruning Services, which was terminated without cause at the School Board Operational Meeting of February 4, 2020. This is an interim solution, while PWS will perform a market assessment and will work in conjunction with PPO to issue a new bid in the future.

Financial Impact

Responsible: PWS and PPO

The total spending authority estimated is \$230,000 as calculated below:

Projected average monthly expenditures		\$ 10,876
Number of months	x	<u>21</u>
Estimated forecasted spend		\$228,396
Total spend authority (rounded)		<u><u>\$230,000</u></u>

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PWS is responsible for the control of the District contracts' spending authority. This action is performed through the unique Bid ID issued per solicitation, which only has a new number assigned when a new solicitation is awarded. In a renewal, the original Bid ID assigned to the contract does not change, therefore spending authority analysis is performed in its totality.

The amount requested was determined based on PPO's requirements to satisfy the needs of the District, and a comparison of expenditures from the previous bid term. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.