



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL DATE: FEBRUARY 11, 2020**

**FROM: PARKS, RECREATION AND COMMUNITY WARDS: ALL SERVICES DEPARTMENT**

**SUBJECT: AGREEMENT FOR PARK TREE MAINTENANCE SERVICES WITH WEST COAST ARBORISTS, INC. OF ANAHEIM, CALIFORNIA, IN THE AMOUNT OF \$312,500 FOR A TERM BEGINNING JANUARY 1, 2019 AND ENDING JUNE 30, 2021 WITH AN OPTION FOR THREE ONE-YEAR EXTENSIONS OR ONE ADDITIONAL THREE-YEAR EXTENSION**

## **ISSUE:**

Approve the Agreement for Park Tree Maintenance Services with West Coast Arborists, Inc. of Anaheim, California, in the amount of \$312,500, for a term beginning January 1, 2019 and ending June 30, 2021; with an option for three additional one-year extensions or one additional three-year extension.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the Agreement for Park Tree Maintenance Services with West Coast Arborists, Inc. of Anaheim, California, in the amount of \$312,500, for a term beginning January 1, 2019 and ending June 30, 2021, with an option for three additional one-year extensions or one additional three-year extension; and,
2. Authorize the City Manager, or his designee, to execute the Agreement with West Coast Arborist, Inc., including making minor and non-substantive changes and to extend the term, for up to three additional years, subject to the same terms and conditions and availability of funds.

## **BACKGROUND:**

On February 14, 2018, Request for Proposal 1775 (RFP No. 1775) was issued by the Public Works Department to solicit proposals from qualified tree maintenance contractors to provide tree maintenance services for the City of Riverside, including optional pricing to service Parks, Recreation and Community Services Department (PRCSD) 35,000 park trees.

On March 19, 2018, the City received three proposals in response to RFP No.1775. In order to identify the most qualified service provider, a selection committee consisting of Public Works

Department and PRCSD representatives evaluated the proposals based on criteria set forth in the RFP. After extensive evaluation of each proposal, West Coast Arborist, Inc. (WCA) was selected as the most qualified.

On June 12, 2018, City Council approved the agreement between WCA and Public Works Department. The report gave PRCSD the option to contract with WCA based off RFP No. 1775, when the Department's current agreement with WCA expired. The most recent agreement with WCA expired on December 31, 2018, and the Department is electing to enter into a new agreement with WCA based off of RFP No. 1775.

### **DISCUSSION:**

WCA has provided excellent tree trimming/maintenance services to the City since 1997. Their most recent agreement expired on December 31, 2018. Since the expiration of the agreement, PRCSD continued to conduct business with WCA, which has exceeded \$50,000 and now requires City Council approval to continue utilizing WCA as a vendor.

The PRCSD would like to initiate a new agreement with WCA that is backdated to January 1, 2019 in order to cover expenses that exceeded \$50,000. Purchasing Resolution No. 23256, Section 702 (g) allows for exceptions to the procurement process when Services can be Procured from a Contractor who offers the same or better price, terms and conditions as the Contractor previously offered as the Lowest Responsive Bidder under Competitive Procurement or negotiations conducted by the City or another public agency, provided that, in the opinion of the Manager, it is in the best interests of the City to do so.

WCA is familiar with the City's park tree trimming methods and requirements. In addition, WCA is accustomed to dealing with the special needs of the Department, i.e. maintenance history of the Montezuma Cypress trees in Fairmount Park; the specimen trees in the botanical garden at White Park; the California Pepper trees on Mt. Rubidoux, etc. In order to maintain consistency within the parks, and based on their proven work history, staff is recommending that the attached agreement with WCA be approved.

The Purchasing Manager concurs with the recommendation to award in compliance with the City's Purchasing Resolution No. 23256 Section 702(g).

### **FISCAL IMPACT:**

The total fiscal impact of the action is not to exceed of \$312,500 over a two-and-a-half-year term ending June 30, 2021. The Parks Division has an annual tree maintenance budget of \$47,500 in the Tree Maintenance account 5215000-421205. The needs of the PRCSD is greater than the \$47,500 and the Department uses savings from other areas to pay for tree trimming services. In Fiscal Year 2018-2019 the Division expended \$103,000 on tree trimming services.

Funds are currently available in the Tree Maintenance Account 5215000-421205 and future adjustments will be requested when needed. Appropriations for future fiscal years will be included in the Department's Budget submissions for those fiscal years to be presented to City Council for approval.

Certified as to  
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer  
Approved by: Rafael Guzman, Assistant City Manager  
Approved as to form: Gary G. Geuss, City Attorney

Attachment: WCA agreement