



CONSENT CALENDAR

Agenda Item # 3

AGENDA REPORT SUMMARY

Meeting Date: October 12, 2021

Subject: Contract Award: On-Call City Wide Tree Maintenance Services

Prepared by: Manny A. Hernandez, Maintenance Services Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. None

Initiated by:

Staff

Previous Council Consideration:

None

Fiscal Impact:

The following project will cost \$110,000 and is budgeted in the Maintenance Services 2021/22 operating budget.

- Breakdown of funds to be used:
 - o \$110K General Fund
- Amount already included in approved budget: Yes
- Amount above budget requested: 0

Environmental Review:

Categorically exempt pursuant to CEQA Section 15301: Class 1 (b) "existing facilities"

Policy Question(s) for Council Consideration:

- None

Summary:

- On-Call City Wide Tree Maintenance Services will enable the City to provide tree maintenance services in locations throughout the City consistent with International Society of Arboriculture (ISA) best practices.
- Through the use of a qualified tree maintenance contractor, large city trees can be accessed and maintained where City staff may be limited.

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JE



Subject: Contract Award: On-Call City Wide Tree Maintenance Services

Staff Recommendation:

Authorize the City Manager to execute a not-to-exceed contract with West Coast Arborist in the amount of \$110,000 to provide on-call city wide tree maintenance services.

Purpose

Award a contract to a certified tree maintenance contractor to maintain City-owned trees on-call under a not-to-exceed contract.

Background

Each year the Parks Division of the Maintenance Department utilizes contracted on-call tree maintenance services to properly maintain all City-owned trees. Each year on-call tree maintenance services supplement the Parks Division tree crew with:

- Maintenance of large trees
- Removal of dead trees
- Emergency response for downed trees
- Arborist reports and tree evaluations

Discussion/Analysis

The City's Maintenance Department is responsible for maintaining all City-owned trees in Los Altos. The Parks Division tree crew has a large number of trees to evaluate and maintain City-Wide. Contracted tree services allow the Maintenance Department to properly maintain all city trees in addition to having access to arborist and urgent response services that the department may not have the in-house ability to do.

Through an RFP process (open August 16 – September 16) three qualified proposals were received and at the September 24 opening and review, West Coast Arborist (WCA) was determined to be the lowest responsive and responsible proposal. WCA has been in business for 48 years and has performed similar maintenance services for the cities of Palo Alto, Newark and Monterey, just to name a few. WCA has also been working with the City of Los Altos in the past and performed satisfactorily and been very responsive.

Options

- 1) Award the annual not-to-exceed contract for \$110,000 for On-Call City Wide Tree Maintenance Services to West Coast Arborist and authorize the City Manager to execute a contract on behalf of the City.

Advantages: The City Maintenance Department will be able to provide complete maintenance services on all City-owned trees.



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2) Do not award not-to-exceed contract for On-Call City Wide Tree Maintenance Services.

Disadvantages: City Maintenance will not have immediate access to on-call tree maintenance services and will be subject to unknown pricing when using tree maintenance services.

Recommendation

The staff recommends Option 1.