

# Mayor and Council Communication

DATE: 06/13/23

M&C FILE NUMBER: M&C 23-0454

LOG NAME: 13P ITB 23-0046 TREE REMOVAL SERVICES MC PARD

**SUBJECT**

(ALL) Authorize Non-Exclusive Purchase Agreements with the Paysage Group LLC dba Smith Lawn & Tree, Shawnee Mission Tree Service, Inc. dba Arbor Masters and the F.A. Bartlett Tree Expert Company to Provide Tree Removal and Pruning Services for City Departments in a Combined Annual Amount Up to \$2,215,171.00

**RECOMMENDATION:**

It is recommended that the City Council authorize non-exclusive purchase agreements with The Paysage Group LLC dba Smith Lawn & Tree, Shawnee Mission Tree Service, Inc. dba Arbor Masters and The F.A. Bartlett Tree Expert Company to provide tree removal and pruning services for City departments in a combined annual amount up to \$2,215,171.00 for the initial term and authorize four one-year renewal options for the same amount.

**DISCUSSION:**

The Park and Recreation, Water and Transportation & Public Works departments approached the Purchasing Division to finalize an annual agreement to provide hazardous tree removal, pruning, and disposal services throughout the City of Fort Worth (City). This agreement will also cover emergency storm response services.

In order to procure these services, staff issued an Invitation to Bid (ITB) No. 23-0046. The ITB consisted of detailed specifications of services to be performed by the vendors, and minimum requirements that the vendor must comply with.

This bid was advertised in the *Fort Worth Star-Telegram* on March 22, 2023, March 29, 2023, April 5, 2023 and April 12, 2023. The City received five (5) responses.

An evaluation panel, consisting of representatives from the Park and Recreation and Transportation & Public Works departments reviewed and scored the submittals using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below:

Bidders	Evaluation Criteria					
	a	b	c	d	Total Score	Rank
The Paysage Group LLC dba Smith Lawn & Tree	24.00	15.50	12.00	34.35	85.85	1
Shawnee Mission Tree Service, Inc. dba Arbor Masters	15.75	13.50	8.25	35.00	72.50	2
The F.A. Bartlett Tree Expert Company	15.75	13.50	8.25	0.00	37.50	3
GI-Mow	6.75	4.50	3.38	X	Bidder did not meet technical points; therefore, cost was not evaluated.	4
LaTour Tree Service	10.50	5.50	4.13	X	Bidder did not meet technical points; therefore, cost was not evaluated.	5

Best Value Criteria:

- a. Bidder's ability of resources to provide services (equipment and personnel);
- b. Bidder's years in business, references and additional qualifications/certifications;
- c. Bidder's ability to meet the City's needs; and
- d. Cost of service.

GI-Mow and LaTour Tree Service did not score at least 50% or more of the total available points for technical criteria; therefore, both were deemed non-responsive.

After evaluation, the panel concluded that The Paysage Group LLC dba Smith Lawn & Tree, Shawnee Mission Tree Service, Inc. dba Arbor Masters and The F.A. Bartlett Tree Expert Company presented the best value to the City. Therefore, the panel recommends awarding non-exclusive agreements to The Paysage Group LLC dba Smith Lawn & Tree, Shawnee Mission Tree Service, Inc. dba Arbor Masters and The F.A. Bartlett Tree Expert Company. Under these non-exclusive agreements the departments will request services in the order of lowest unit prices, availability and vendor's proximity to the designated work site. No guarantee was made that a specific amount of these services will be purchased. Staff certifies that the recommended vendors' bids meet specifications.

FUNDING: The maximum allowed under this agreement would be \$2,215,171.00; however, the actual amount used will be based on the need of the department and available budget. The annual departments allocation for this agreement is:

Department	Estimated Annual Amount	Account Name
Park & Recreation	\$ 1,585,990.00	Other Contractual Services
Water	\$ 385,129.00	Other Contractual Services
Transportation & Public Works	\$ 244,052.00	Other Contractual Services
<b>Total</b>	<b>\$ 2,215,171.00</b>	

Funding is budgeted in the Other Contractual Services account within the Park and Recreation Department rollup within the General Fund, Water Department rollup within the Water & Sewer Fund, Transportation & Public Works Department rollup within the Stormwater Utility Fund and 4 various projects within the General Capital Projects Fund.

DVIN-BE - A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and shall expire one year from that date.

RENEWAL OPTIONS: The City shall have four one-year options to renew the Agreement. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating and capital budget, as previously appropriated, in the General Fund, Water & Sewer Fund, Stormwater Utility Fund and General Capital Projects Fund to support the approval of the above recommendation and award of the agreement. Prior to an expenditure being made, the participating departments have the responsibility to validate the availability of funds.

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