



REPORT TO: SUA TRUSTEES

MEETING DATE: MARCH 2, 2020

Agenda Item:	5b. SUA-20-06																				
Prior Council Action/Related Items: (Hyperlinks Or PDF)	SUA-19-24 - FY20 expenditure approval for tree trimming and removal services																				
Background / Issue:	<ul style="list-style-type: none"> • Stillwater Utilities Authority (SUA) contracts for high voltage line clearance tree trimming and tree removal services around overhead electric lines and requires the contractor to follow the ANSI A300 standard for tree, shrub, and other woody plant maintenance. • These tree trimming and tree removal services, which have a direct correlation to the reliability of the electric distribution/transmission system, have traditionally been bid on a three year cycle with a provision to extend the first year contract on an annual basis for two additional years. • The current contract which began in Fiscal Year (FY) 18 will end on June 30, 2020. • In order to keep up with demand as well as to quickly respond to emergency situations as they are discovered, the proposed contract includes costs for six – three member crews. 																				
Proposal/Solution:	<p>Bid solicitations were prepared and advertised in accordance with the City’s purchasing manual.</p> <p>Four bids were received and opened on January 29, 2020 and are tabulated in the table below.</p> <p>Summary of Evaluation</p> <table border="1"> <thead> <tr> <th>Bidder Name</th> <th>Schedule 1 First Year (\$)</th> <th>Schedule 2 Optional Second Year (\$)</th> <th>Schedule 3 Optional Third Year (\$)</th> </tr> </thead> <tbody> <tr> <td>Davey Tree Surgery Company</td> <td>\$1,423,080</td> <td>\$1,434,858.80</td> <td>\$1,446,755.50</td> </tr> <tr> <td>Asplundh</td> <td>\$1,646,880</td> <td>\$1,696,286.40</td> <td>\$1,745,692.80</td> </tr> <tr> <td>Wright Tree Service, Inc.</td> <td>\$1,830,580</td> <td>\$1,867,440</td> <td>\$1,905,580</td> </tr> <tr> <td>Looks Great Service of MS, Inc.</td> <td>\$2,354,820</td> <td>\$2,413,460</td> <td>\$2,473,880</td> </tr> </tbody> </table>	Bidder Name	Schedule 1 First Year (\$)	Schedule 2 Optional Second Year (\$)	Schedule 3 Optional Third Year (\$)	Davey Tree Surgery Company	\$1,423,080	\$1,434,858.80	\$1,446,755.50	Asplundh	\$1,646,880	\$1,696,286.40	\$1,745,692.80	Wright Tree Service, Inc.	\$1,830,580	\$1,867,440	\$1,905,580	Looks Great Service of MS, Inc.	\$2,354,820	\$2,413,460	\$2,473,880
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Davey Tree Surgery Company met all the bid specification making them the lowest responsible bidder. They also have been under contract with the SUA since FY18 and have met the expectations of the SUA.

If approved, this contract will be awarded for FY21 and will begin July 1, 2020. Upon continued satisfactory performance and funding, the SUA will have the option to renew the contract for FY22 (Schedule 2 above) and FY23 (Schedule 3 above). The renewals will require approval by the Trustees.

Financial Impact/Funding Source(s):

The FY21 proposed budget for electric includes funding for the recommended expenditures. Should the FY21 budget not be approved for this expenditure, the contract will not be executed.

Related Strategic Priority:

#1 Effective Services & Accountable Government: To provide effective services and accountable government for all citizens by practicing fiscal responsibility, transparency and outstanding customer service.

#3 Safe Community: To identify effective services that enhance relationships, responsiveness and quality customer service.

Recommended Action/Motion:

Motion to award the bid to the lowest responsible bidder, Davey Tree Surgery Company, contingent upon the approval of funding in the FY21 electric budget; authorize staff to execute the contract in the amount of \$1,423,080 for schedule one as specified in the bid, and authorize expenditures for the schedule one services up to \$1,565,388, which includes a 10% contingency.

Prepared By:

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Reviewed By:

Melissa Reames, Deputy City Manager
Patti Osmus, Assistant to the City Manager

Submitted By:

Norman McNickle, City Manager

Attachment(s):