



**CITY OF PLANO
COUNCIL AGENDA ITEM**

CITY SECRETARY'S USE ONLY					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		1/28/2013			
Department:		Parks and Recreation Department			
Department Head		Amy Fortenberry			
Agenda Coordinator (include phone #): Nicole Griffin ext 7204					
CAPTION					
Bid No. 2013-46-C for 1 year contract with 3 City optional renewals for Urban Forestry Management for the Parks and Recreation Department to Somerset Landscape Maintenance, Inc., in the annual amount of \$200,000, and authorizing the City Manager to execute all necessary documents.					
FINANCIAL SUMMARY					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	2012-13, 2013-14, 2014-15 & 2015-16	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	262,879	600,000	862,879
Encumbered/Expended Amount		0	-2,505	0	-2,505
This Item		0	-200,000	-600,000	-800,000
BALANCE		0	60,374	0	60,374
FUND(S): GENERAL FUND					
<p>COMMENTS: This item, in the annual amount of \$200,000, approves a one-year contract with three optional renewals with Somerset Landscape Maintenance, Inc. to provide tree maintenance services to trees at Plano parks, city facilities and rights of way. Should the Parks & Recreation department decide to renew the contract in future years, the expense will be made within approved budget appropriations.</p> <p>STRATEGIC PLAN GOAL: Maintaining a healthy tree inventory on Plano park lands, properties and rights of way relates to the city's goal of Great Neighborhoods - First Choice to Live.</p>					
SUMMARY OF ITEM					
The Parks and Recreation Department recommends award of the 2013-46-C Urban Forestry Management bid to Somerset Landscape Maintenance, Inc. Somerset Landscape Maintenance, Inc., is the lowest responsive, responsible bidder. The Department believes Somerset Landscape Maintenance, Inc., is capable of fully meeting the requirements of the contract as specified in the bid documentation.					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		
Memorandum					
Bid Recap					

MEMO

Date: 12-20-2012
To: Purchasing Department, Nicole Griffin
From: Douglas Green, Park Operations Superintendent
Re: **Award Recommendation 2013-46-C Urban Forestry Management**

Recommendation:

The Parks and Recreation Department recommends award of the 2013-46-C Urban Forestry Management bid to Somerset Landscape Maintenance, Inc. Somerset Landscape Maintenance, Inc., is the lowest responsive, responsible bidder. The Department believes Somerset Landscape Maintenance, Inc., is capable of fully meeting the requirements of the contract as specified in the bid documentation.

Contract expenditures - Total award of this contract (annual expenditure) - \$200,000.00

Action Requested - The total amount related to the funding of this contract is within the estimated expenditure. Please review all documents and begin the necessary steps for the award of this contract.

Justification:

Contract Purpose – The Plano Parks and Rec Department currently spends \$60,000 annually on contract forestry management. The use of these services is an extension of the Department's overall forestry management program of over 27,700 trees. These services are used to transfer risk, used at times when the Department does not have proper equipment or expertise to complete a job, and also used to respond to specific situations or risks in a timely manner, which may also include storm clean-up.

The forestry inventory is a living, growing, aging asset. As this asset matures, it requires added human and financial resources to manage it properly. Proper management is an investment in its future. The tree inventory is a near priceless asset. In the past, the Department has worked to try and stay ahead of this growing inventory. In recent years, because of 2 droughts in the past 7 years and several weather related events, this has made a significant impact on forestry inventory management. In addition, growth of trees adjacent to trails, in parks, on medians and along right-of-ways, along creeks and adjacent to private property has created a considerable rise in the demand of tree services. This has impacted the level of service that the Department is able to return to the citizens of Plano. This trend can only be slowed or reversed with the addition of resources to assist in the management of the forest inventory.

Increasing contractual resources directed towards forestry management in the amount of \$200,000 annually will result in reduced work order response time, reduced risk to both park users and city forces, along with the improvement of the overall health, quality, and appearance of the tree inventory.

Non-Approval Implication – Should approval be denied, there will continue to be delays in response times of tree related service request work orders. There will be a gradual decline in the overall health, appearance and quality of the tree inventory. Additional risks will eventually present themselves because of delays in services and unaddressed issues. There will also be loss of mature trees that could have otherwise been saved if needed care and maintenance would have been applied in a timely manner.

CITY OF PLANO
BID NO. 2013-46-C
Urban Forestry Management
BID RECAP

Bid opening Date/Time: November 27, 2012 @ 3:00 pm

Number of Vendors Notified: 1446

Vendors Submitting "No Bids": 0

Bids Evaluated Non-Responsive to Specifications: 0

Number of Bids Submitted Responsive to Bid: 1

Somerset Landscape Maintenance, Inc.

2 Man Crew	\$65.00 per hour
2 Man Crew (1 tree/1 ground)	\$75.00 per hour
3 Man Crew (2 tree/1 ground)	\$95.00 per hour

Recommended Vendors:

Somerset Landscape Maintenance, Inc.

2 Man Crew	\$65.00 per hour
2 Man Crew (1 tree/1 ground)	\$75.00 per hour
3 Man Crew (2 tree/1 ground)	\$95.00 per hour

Nicole Griffin

Nicole Griffin
Buyer II

December 27, 2012

Date