



**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:	3/28/11
Department:	Purchasing
Department Head	Diane Palmer-Boeck
Agenda Coordinator (include phone #): Heather Parkerson x 7554	

CAPTION

Bid No. 2011-73-C for a one (1) year contract with three (3) optional one year renewals for Tree Maintenance for the Parks and Recreation Department to Somerset Landscape Maintenance in the estimated annual amount of \$60,000 and authorizing the City Manager to execute all necessary documents.

FINANCIAL SUMMARY

NOT APPLICABLE
 OPERATING EXPENSE
 REVENUE
 CIP

FISCAL YEAR: 2010-11	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	94,464	0	94,464
Encumbered/Expended Amount	0	-34,464	0	-34,464
This Item	0	-60,000	0	-60,000
BALANCE	0	0	0	0

FUND(S): GENERAL FUND

COMMENTS: This item, in the amount of \$60,000, provides for tree trimming and removals at all sites maintained by Plano Parks & Recreation and allows for the removal of tree debris following storms or other destructive events. Additional contractual expenditures in Park Support Services will need to be offset by reductions in other accounts for the remainder of the 2010-11 fiscal year.

STRATEGIC PLAN GOAL: Regular tree maintenance at Plano parks and facilities relates to the City's goal of "Great Neighborhoods - 1st Choice to Live."

SUMMARY OF ITEM

Staff recommends the Competitive Sealed Bid of Somerset Landscape Maintenance, in the estimated annual amount of \$60,000 be accepted as the lowest responsive responsible bidder and conditioned upon timely execution of any necessary contract documents. This will establish a one year contract with three optional one year renewals.

List of Supporting Documents: Memorandum Bid Recap	Other Departments, Boards, Commissions or Agencies
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MEMORANDUM

DATE: 3/18/2011
TO: HEATHER PARKERSON, PURCHASING
FROM: DOUG GREEN, PARKS AND RECREATION
SUBJECT: **AWARD RECOMMENDATION 2011-73-C** Tree Maintenance

The Parks and Recreation Department recommends award of the **2011-73-C Tree Maintenance** bid to *Somerset Landscapes*. The Department believes Somerset Landscapes is a responsible bidder capable of meeting the requirements of the contract. As stated in the bid documentation, this contract is to be awarded to the lowest responsive, responsible bidder.

This contract will be used for tree removals and tree trimming at all sites maintained by the Department, and may be utilized during storm event cleanup. It also provides a method of transferring risk when there is difficult or sensitive tree work needed.

Total anticipated expenditures of the bid are within the \$60,000 budget.

Please review and begin the necessary steps for award of this contract.

Attachments:

Vendor Bid Recap

CITY OF PLANO

Bid No. 2011-73-C Tree Maintenance Bid Recap

Bid opening Date/Time: February 22, 2011 @ 2:00 PM

Number of Vendors Notified: 1,307

Vendors Submitting "No Bids": 0

Number of Bids Submitted: 6

Vendors

Somerset Landscape Maintenance

Big Bird Tree Service, Inc.

Arbor Masters Tree Service

Elite Tree Service

Preservation Tree Services, Inc

Advanced Tree and Shrub Care Inc.

Proposals Evaluated Non-Responsive to Specification: 0

Recommended Vendor(s):

Somerset Landscape Maintenance

Heather Parkerson

Heather Parkerson, Buyer

February 22, 2011

Date