



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 7

Agenda Date: March 7, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: District 1, District 5

SUBJECT:

Annual Contracts for Tree & Palm Maintenance

SUMMARY:

This ordinance authorizes acceptance of a contract with Booker's Tree Service, LLC and Burkett Arbor Care, LLC to perform general tree and palm maintenance and removal services for several departments for an estimated cost of \$1,151,200 annually and an estimated total cost of \$5,756,000 over the contract term. Funding for this contract is available in the FY 2024 Adopted Budget in the amount of \$200,000 from the Facility Services Fund, \$186,230.00 from the General Fund, \$60,000.00 from the Solid Waste Management Fund, and \$4,300.00 from Grant Funds. Funding for future years is contingent upon the City Council approval of the annual budget and funds.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action are two proposals submitted by Booker's Tree Service, LLC and Burkett Arbor Care, LLC to service various City departments which require tree and palm maintenance. These services are required to reduce potential hazards, provide clearance for vehicles and pedestrians, prune branches away from structures, provide clear vision, and

maintain or improve the overall health and structure of trees and palms on City property. The contractor will maintain a safe environment, provide care for aging canopies throughout public properties, and ensure clearances surrounding structures and over buildings, parking areas, roads and other surfaces are adequately managed. Due to the various City departments needing these services and City's intent to award to multiple contracts, the City divided the department locations and formed three (3) separate groups, allowing the respondents to choose the group(s) to submit a proposal.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for an "Annual Contract for Tree & Palm Maintenance" (RFCSP 23-105; RFx 6100017037) on July 31, 2023, with a submission deadline of September 15, 2023. The RFCSP was advertised in the Hart Beat, the City's Bidding and Contracting Opportunities website, the San Antonio e-Procurement System (SAePS), and an email notification was released to a list of potential Respondents. Four (4) proposals were received. All four (4) proposals were deemed eligible for the evaluation committee's review.

The evaluation committee consisted of representatives from the Building and Equipment Services Department, Center City Development & Operations Department, San Antonio Fire Department, San Antonio Public Library, Department of Human Services, and the Development Services Department. The Finance Department, Procurement Division, facilitated the procurement by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal was based on a total of 100 points: 30 points allotted for Experience, Background and Qualifications; 30 points allotted for Proposed Plan; and 20 points allotted for respondent's price schedule. Ten (10) points were allotted for the Small Business Economic Development Advocacy Program, SBE Prime Contract Program, and ten (10) points were allotted for the M/WBE Prime Contract Program. Additional categories of consideration included references and financial information.

The evaluation committee met on October 20, 2023, to evaluate the proposals received. Individual scores were submitted by the committee, and aggregate scores were presented. After discussion of all three groups, a recommendation for award was agreed upon by the evaluation committee for Group 1 and Group 2. For those groups, the pricing scores were revealed. Booker's Tree Service, LLC was recommended for award by the evaluation committee for Group 1 to perform general tree and palm maintenance and removal services on a scheduled basis and/or on an as needed basis for the Center City Development and Operations Department. Burkett Arbor Care, LLC was recommended for award by the evaluation committee for Group 2 to perform general tree and palm maintenance and removal services on a scheduled basis and/or on an as needed basis for the Building and Equipment Services Department; both respondents received the highest score for the respective groups. For Group 3, the responses to the RFCSP were discussed and evaluated by the evaluation committee and the two top ranking respondents were selected for interviews. On November 7, 2023, interviews were conducted for Group 3, and respondents were again scored by the evaluation committee based on the interview and aforementioned criteria. Burkett Arbor Care, LLC received the highest score and is being recommended for award for Group 3 to perform general tree and palm maintenance and removal services on a scheduled basis and/or on an as needed basis for various departments.

The initial term of the agreements will begin upon City Council award through December 31, 2026, with two additional one year renewals, at the City's option, will be authorized by this ordinance.

The vendors have acknowledged to comply with the Heat Illness Prevention ordinance, approved on August 31, 2023, through Ordinance #2023-08-31-0585.

ISSUE:

These contracts will provide various city departments with contractors who will perform general tree and palm maintenance and removal services. The contractors will provide all labor, materials, and equipment to reduce potential hazards, provide clearance for vehicles and pedestrians, prune branches away from structure, maintain a safe environment, provide care for aging canopies and maintain or improve the overall health and structure of tree and palms located throughout downtown and the Riverwalk.

These contracts will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. The Goal Setting Committee applied the Small Business Enterprise (SBE) Prime Contract Program with ten (10) evaluation preference points, the Minority/ Women-Owned Business Enterprise (MWBE) Prime Contract Program with ten (10) evaluation preference points. Booker's Tree Service, LLC and Burkett Arbor Care, LLC were eligible to receive all specified points.

The awards are an exception to the Local Preference Program (LPP).

The Veteran-Owned Small Business Preference Program (VOSBPP) does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should these contracts not be approved, the various city departments would be required to process individual procurements on an as needed basis to provide tree and palm services. Processing individual procurements would affect the cost and timeliness of required services. These departments do not have the staff to perform these services in-house.

FISCAL IMPACT:

This ordinance authorizes contracts with Booker's Tree Service, LLC and Burkett Arbor Care, LLC to perform general tree and palm maintenance and removal services for various city departments for an estimated cost of \$1,151,200 annually and for an estimated total cost of \$5,756,000 over the contract term. Funding is available in the FY 2024 Adopted Budget in the amount of \$200,000 from the Facility Services Fund, \$186,230.00 from the General Fund,

\$60,000.00 from the Solid Waste Management Fund, and \$4,300.00 from Grant Funds. Funding for future years is contingent upon the City Council approval of the annual budget and funds.

RECOMMENDATION:

Staff recommends approval of an ordinance for acceptance of the contracts to Booker's Tree Service, LLC and Burkett Arbor Care, LLC to perform general tree and palm maintenance and removal services for an estimated cost of \$1,151,200 annually and for an estimated total cost of \$5,756,000 over the contract term.

These contracts were procured by means of a Request for Competitive Sealed Proposal and Contracts Disclosure Forms are required.