



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 7

Agenda Date: September 12, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Tree and Palm Maintenance for San Antonio International Airport

SUMMARY:

This ordinance authorizes a contract with Booker's Tree Service, LLC for tree and palm maintenance with removal services that will be provided at the San Antonio International Airport for an estimated cost of \$150,000 annually and an estimated total cost of \$750,000 over the contract term. Funding is available from FY2024 Aviation Operations & Maintenance Fund. Funding for subsequent years is contingent upon City Council approval of the annual budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by Booker's Tree Service, LLC to provide tree and palm maintenance with removal services at the San Antonio International Airport (SAIA). These services are required to reduce potential hazards, provide clearance for vehicles and pedestrians, prune branches away from structures and maintain or improve the overall health and structure of trees and palms on Airport property.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for “Annual Contract for

Tree & Palm Maintenance for SAIA” (RFCSP 24-002, 6100017426) on March 8, 2024, with a submission deadline of April 11, 2024. The RFCSP was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential Respondents. Six proposals were received, and one proposal was deemed non-responsive for failing to submit required proposal documents. The remaining five proposals were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the Aviation Department. The Finance Department, Procurement Division assisted 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; 20 points allotted for respondent’s price schedule; 10 points were allotted for the Small Business Enterprise (SBE) Prime Contract Program; and 10 points were allotted for the Minority Women Business Enterprise (M/WBE) Prime Contract Program. Additional categories of consideration included references and financial qualifications.

Prior to evaluation, a Best and Final Offer (BAFO) was issued to request each firm’s most competitive pricing and allow opportunity to reprice based on updated estimated quantities. BAFO responses were secured and pricing evaluation was finalized. Thereafter, the evaluation committee met to discuss and score the five responsive proposals on June 24, 2024. The top ranked firm was Booker's Tree Service, LLC and is recommended for award.

The initial term of the agreement will be for the period upon award by City Council through June 30, 2027. Two additional, one-year renewals at the City’s option will also be authorized by this ordinance.

ISSUE:

This contract will provide tree and palm maintenance with removal services at the San Antonio International Airport. Maintenance and removal services will be performed on various species of trees and palms including, but not be limited to, cedar, elm, oak, pecan, walnut, cottonwood, Washingtonia, Canary Island, and sabal palms. 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 Airport property.

This contract 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 was eligible to receive all 20 evaluation preference points.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional

service contracts, so no preference was applied to this contract.

This vendor has acknowledged to comply with the Heat Illness Prevention Ordinance, approved on August 31, 2023, through Ordinance #2023-08-31-0585.

ALTERNATIVES:

Should this contract not be approved, the Aviation Department may be required to solicit quotes for required tree maintenance services on an as needed basis, where increased costs due to non-contract buying could be realized. This can adversely affect timeliness of tree & palm trimming, maintenance and removal services.

FISCAL IMPACT:

This ordinance approves a contract with Booker's Tree Service, LLC for tree and palm maintenance with removal services that will be provided at the San Antonio International Airport for an estimated cost of \$150,000.00 annually and an estimated total cost of \$750,000.00 upon award by City Council through June 30, 2027 with two additional, one-year renewals at the City's option. Funding for the first year of contract in the amount of \$150,000.00 is available from Airport Operating and Maintenance Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of this ordinance.

This contract was procured by means of a Request for Competitive Sealed Proposals and a Contracts Disclosure Form is required.