



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 5

**Agenda Date:** January 11, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Annual Contract for Tree & Palm Trimming, Maintenance and Removal Services

**SUMMARY:**

This ordinance authorizes a contract with Burkett Arbor Care, LLC to perform general tree and palm maintenance and removal services on an as needed basis for the Parks and Recreation Department. The term of this agreement is for a three-year period from the date of council approval through December 31, 2026, with two (2) additional (1) one year period(s) for an annual amount of \$265,000.00, and a total contract value of \$1,328,000.00. Funding in the amount of \$75,000.00 for the remainder of FY 2024 is available from the Parks Environmental 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 Burkett Arbor Care, LLC to perform general tree and palm maintenance and removal services on an as needed basis for the Parks and Recreation Department. These services are required to reduce potential hazards, provide clearance for vehicles and pedestrians, prune branches away from structures to

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 and private properties, and assure clearances around structures and over roads and trails.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for “Annual Contract for Tree & Palm Trimming, Maintenance, and Removal Services” (RFCSP 23-123, 6100017224) on August 28, 2023, with a submission deadline of October 11, 2023. 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. Four proposals were received. One proposal was deemed non-responsive by the Finance Department, Procurement Division due to respondent’s failure to submit the required solicitation documents. The remaining three (3) proposals were deemed eligible for review. Burkett Arbor Care, LLC is recommended for contract award based on the City’s standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the Parks and Recreation 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; and 20 points allotted for respondent’s price schedule. Ten (10) points were allotted for the Small Business Economic Development Advocacy Program, ESBE Prime Contract Program, and ten (10) points were allotted for the M/WBE Prime Contract Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on November 28, 2023 to discuss the three (3) responsive proposals received and submit their scores. After evaluation a recommendation for award was agreed upon by the selection committee and the pricing scores were revealed. Burkett Arbor Care, LLC received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement will be for the period commencing upon award through December 31, 2026. Two (2) additional one-year renewals at the City’s option will also be authorized by this ordinance.

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

**ISSUE:**

This contract will provide a contractor to perform general tree and palm maintenance and removal services on an as needed basis for the Parks and Recreation Department. 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 to 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 and private properties, and assure clearances around structures and over roads and trails.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Burkett Arbor Care, LLC is a Small, Women-owned, and Emerging Small Business Enterprise firm that received twenty (20) evaluation preference points as they are located within the San Antonio Metropolitan Statistical Area.

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.

**ALTERNATIVES:**

Should this contract not be approved, the Parks and Recreation 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. Non-contract rates may result in increased costs and adversely affect timeliness of tree & palm trimming, maintenance, and removal services.

**FISCAL IMPACT:**

This ordinance authorizes a contract with Burkett Arbor Care, LLC to perform general tree and palm maintenance and removal services on an as needed basis for the Parks and Recreation Department. The term of this agreement is for a three-year period from the date of council approval through December 31, 2026, with two (2) additional (1) one year period(s) for an estimated annual amount of \$265,600.00, and a total contract value of \$1,328,000.00. Funding in the amount of \$75,000.00 for the remainder of FY 2024 is available from the Parks Environmental Fund. Funding for subsequent years is contingent upon City Council approval of the annual budget.

**RECOMMENDATION:**

Staff recommends approval of an ordinance for acceptance of a contract with Burkett Arbor Care, LLC to provide a contractor to perform general tree and palm maintenance and removal services on an as needed basis for the Parks and Recreation Department for an estimated cost of \$265,600.00 annually and for an estimated total cost of \$1,328,000.00 over the contract term.

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