



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

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**Agenda Item Number:** 5

**Agenda Date:** February 23, 2022

**In Control:** Audit and Accountability Committee Meeting

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**DEPARTMENT:** Parks & Recreation Department

**DEPARTMENT HEAD:** Homer Garcia III

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Pre-Solicitation High Profile Item for Annual Contract for Tree Planting and Care Services

**SUMMARY:**

The City of San Antonio's Parks & Recreation Department is soliciting proposals from qualified vendors to supply and install trees along streets and various parks and for the maintenance and upkeep of these trees. Services include tree planting, watering, staking, mulching, and correcting or replacing defective, dead, or dying trees under warranty. Contract will be leveraged to plant trees on private property as part of the City's promotional tree giveaways, at public property including rights of way, and in park settings. Scope of services will include the warranty and general upkeep and maintenance of planted trees. As a part of this contract, a variable and comprehensive species list will be developed to focus on species diversification.

**BACKGROUND INFORMATION:**

Department: Parks & Recreation Department

Solicitation Type: Request for Competitive Sealed Proposals

Contract Value: \$4 Million

Term of Contract: 3 years with 2, 1-year renewal options

Release Date: March 4, 2022

Closing Date: April 22, 2022

Proposed Council Date: August 2022

Evaluation Criteria:

- Experience, Background and Qualifications: 30 points
- Proposed Plan: 30 points
- Price: 20 points
- SBE Prime Contract Program: 10 points
- M/WBE Prime Contract Program: 10 points

SBEDA Requirements: 7% MWBE Subcontracting; 1% AABE Subcontracting

Local Preference Program: Not Applicable

Veteran Owned Small Business Program: Not Applicable

Voting Members:

- David McCary, Assistant City Manager, City Manager's Office
- Homer Garcia III, Director, Parks & Recreation Department
- Melinda Cerda, Assistant Director, Parks & Recreation Department
- Desiree Salmon, Senior Landscape Architect, Parks & Recreation Department
- Ross Hosea, Special Projects Manager, Parks & Recreation Department

## **ISSUE:**

For briefing purposes only

## **FISCAL IMPACT:**

For briefing purposes only

## **ALTERNATIVES:**

For briefing purposes only

## **RECOMMENDATION:**

For briefing purposes only