



Board Agenda Item 47

DATE: October 31, 2017

TO: Board of Supervisors

SUBMITTED BY: Steven E. White, Director
Department of Public Works and Planning

SUBJECT: Agreement with The Original Mowbray's Tree Service, Inc. for Tree and Shrub Trimming Services at the American Avenue and Southeast Regional Disposal Sites

RECOMMENDED ACTION(S):

Approve and authorize Chairman to execute an Agreement with The Original Mowbray's Tree Service, Inc. to provide tree and shrub trimming services at the American Avenue and Southeast Regional Disposal Sites in the annual amount of \$33,290, for a total of \$166,450 over the anticipated 5-year term of the Agreement.

Approval of the recommended Agreement with The Original Mowbray's Tree Service, Inc. (Mowbray's) will provide for tree and shrub trimming services at the American Avenue Disposal Site (AADS) and the Southeast Regional Disposal Site (SERDS). Maintenance of the landscape is a requirement of the Conditional Use Permit (CUP) for each of the sites. The recommended Agreement is for three years, with an option to renew for up to two additional one-year periods by mutual written consent.

ALTERNATIVE ACTION(S):

No viable alternative exists. All tree and shrub trimming is performed during the dormancy period; November 1st through January 31st. The amount of trimming to be done during the dormancy period far exceeds what County staff could accomplish. Failure to maintain the landscape would be a violation of the terms of the CUP and would result in its termination.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended action. The Disposal Sites are maintained through the American Avenue Disposal Site Enterprise Org 9026; and the Southeast Regional Disposal Site Enterprise Org 9020. Sufficient appropriations are included in the current FY 2017-18 Adopted Budgets for this agreement and will be requested for subsequent budgets.

The contractor will be required to provide for services as identified in the agreement for a maximum total fee of \$33,290 annually, consisting of Basic Services (\$29,290) and Extra Services (\$4,000), for a maximum total value of \$99,870 for the three-year term of the Agreement. The Agreement includes the ability to renew for two additional one-year periods by mutual written consent. If all extensions are exercised, the maximum total value on the Agreement will be \$166,450.

DISCUSSION:

The County is required to maintain the landscape at the American Avenue and the Southeast Regional

Disposal Sites in accordance with the terms of the CUP. Additionally, tree and brush trimming is necessary in order to maintain access to groundwater monitoring wells and other regulatory-mandated equipment that monitors the sites to ensure compliance.

A scope of work was prepared by Department staff and the Purchasing Division of the Department of Internal Services issued Request for Quotation (RFQ) No. 17-085 on July 6, 2017. The bidders provided a bid for Basic Services and an hourly rate for Extra Services. Two firms responded to the RFQ; West Coast Arborists and The Original Mowbray's Tree Service, Inc. A comparison of the bids can be found on Exhibit A.

An allocation of \$4,000 annually for Extra Services is incorporated into the Agreement to address any unforeseeable circumstances; such as, fallen trees or limbs requiring removal or trees dying and requiring removal outside of the normal trimming season. The amount is determined by what has historically been required.

Department of Public Works and Planning staff evaluated the qualifications and proposed fees. The Original Mowbray's Tree Service, Inc. has been deemed the most responsive, responsible bidder whose quotation has been determined to be the most advantageous to the County.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Exhibit A

On file with Clerk: - Agreement with The Original Mowbray's Tree Service, Inc.

CAO ANALYST:

John Hays