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# CITY OF POMONA COUNCIL REPORT

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December 15, 2025

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Meg McWade, Public Works Director

**SUBJECT: AUTHORIZE STAFF TO REJECT BIDS FOR CITYWIDE TREE MAINTENANCE AND EMERGENCY RESPONSE SERVICES AND EXTEND THE AGREEMENT WITH WEST COAST ARBORISTS FOR CITYWIDE TREE MAINTENANCE SERVICES FOR SIX MONTHS**

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## **RECOMMENDATION:**

It is recommended that the City Council take the following actions:

- 1) Authorize the rejection of the bids received for the Citywide Tree Maintenance and Emergency Response Services for Invitation for Bid (IFB) No. 2025-29;
- 2) Authorize Staff to revise the bid documents for clarity of scope and rebid the services;
- 3) Approve and authorize an up to a six-month extension of the contract with West Coast Arborists beyond the original five-year term for citywide tree maintenance services, effective January 1, 2026, through June 30, 2026, in an amount not to exceed \$624,775 during the six-month term and total not to exceed \$1,249,550 during FY 2025-26; and
- 4) Authorize the City Manager to execute the agreement extension with West Coast Arborists, and any extensions or amendments thereto, subject to review by the City Attorney.

## **EXECUTIVE SUMMARY:**

Approval of the recommended actions will result in rejecting seven bids received for Citywide Tree Maintenance and Emergency Response Services and re-bidding the services with revised bid documents to refine the scope of services and will authorize a six-month extension of the current agreement with West Coast Arborists (WCA) through June 30, 2026, to ensure tree maintenance and emergency response services without interruption while the bid process is finalized.

**SB1439/GOVERNMENT CODE §84308 APPLICABILITY:**

☒ When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Councilmembers are reminded to check their campaign contributions and determine whether they have received a campaign contribution of \$500 or more that would require disclosure and/or recusal from discussing or acting on this agenda item. Campaign contributions of \$500 or more made 1) by any person or entity who is identified in the agenda report as the applicant or proposer or 2) on behalf of the applicant or participant, including a parent, subsidiary or otherwise related business entity, or 3) by any person who has a financial interest in the agenda item requires a councilmember to comply with SB1439.

**FISCAL IMPACT:**

For Fiscal Year 2025-26, the City has a total budget of \$1,249,550 for tree trimming and maintenance services across the following funds:

<b>Program</b>	<b>Account</b>	<b>Amount</b>
Parks Tree Maintenance	101-4011-52931-00000	\$314,000
Parks Tree Trimming Extraordinary	101-4011-52927-00000	\$82,720
Street Tree Trimming Extraordinary	128-4021-52927-00000	\$154,680
Street Tree Maintenance	208-4021-52931-00000	\$582,750
University Corp. Center	254-4072-52931-00000	\$5,400
Phillips Ranch Assessment District	256-4073-52931-00000	\$110,000
<b>Total</b>		<b>\$1,249,550</b>

Funding for this six-month period is based on approximately 50% of the FY 2025-26 annual allocation.

**PREVIOUS RELATED ACTION:**

On June 16, 2025, the City Council approved a six-month extension of the agreement with WCA to allow time to bid for a new agreement. The approved extension term will end December 31, 2025.

On September 20, 2021, the City Council approved a three-year base term piggyback contract with WCA, with two optional one-year extensions for tree related services, not to exceed the annual budgeted amount.

**DISCUSSION:**

In 2021, the City Council awarded a contract to WCA for citywide tree trimming and maintenance services through a piggyback agreement executed by the City of West Covina. The contract included a three-year base term with two optional one-year extensions, all of which have now been exercised.

Staff recently conducted a competitive Invitation for Bids (IFB No. 2025-29) for tree maintenance services. Omissions were found in the bid documents covering scope of services and therefore staff is recommended to reject all bids to revise the bid documents. To ensure service continuity during this period, Staff recommends extending the current agreement with WCA through June 30, 2026. The proposed amendment is provided as Attachment No. 1.

Under Pomona Municipal Code (PMC) Section 2-984, contract terms are limited to five years unless specifically approved by City Council. The requested up to six-month extension complies with this provision and ensures continuity of service while the competitive bidding process is completed.

Prepared by:  
Lindsay McElwain, Senior Management Analyst

**Attachments**

Attachment No. 1 – WCA Agreement Extension Amendment