



CITY OF POMONA

COUNCIL REPORT

September 20, 2021

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted by: Rene Guerrero, Public Works Director

SUBJECT: AWARD OF CONTRACT TO WEST COAST ARBORISTS FOR CITYWIDE TREE MAINTENANCE

RECOMMENDATION:

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

- 1) Award a contract to West Coast Arborists for Citywide tree trimming and maintenance services through a cooperative purchase agreement that was executed by the City of West Covina through June 30, 2023 with two optional one-year extensions at prices bid; and
- 2) Authorize the City Manager, or designee, to execute the agreement and any extensions thereto, on behalf of the City.

EXECUTIVE SUMMARY: Award of this contract to West Coast Arborists (WCA) will ensure that the City can continue to efficiently provide Citywide tree trimming and maintenance services utilizing a cooperative purchase agreement (Attachment No. 1). WCA has been providing these services for Pomona since 2000.

FISCAL IMPACT: In Fiscal Year 2021-22, the City has budgeted \$832,000 annually for tree trimming and maintenance services in the following funds:

| Program | Account | Amount |
|-------------------------------------|----------------------|------------------|
| Parks (Tree Maintenance) | 101-4011-52931-00000 | \$125,000 |
| Parks (Tree Trimming Extraordinary) | 101-4011-52927-00000 | \$125,000 |
| Street Tree Maintenance | 208-4021-52931-00000 | \$467,000 |
| University Corp. Center | 254-4072-52931-00000 | \$5,000 |
| Phillips Ranch Assessment District | 256-4073-52931-00000 | \$110,000 |
| Total | | \$832,000 |

PREVIOUS RELATED ACTION: On November 4, 2013, the City Council approved a five-year contract with WCA, with three, one-year extension options, at the per-unit prices bid for tree related services, not-to-exceed the annual budgeted amount.

DISCUSSION: On April 27, 2020, the City of West Covina released Request for Proposals (RFP) No. 61-007 (Attachment No. 2) on PlanetBids. The solicitation notified 146 potential vendors of this opportunity, of which 21 bidders downloaded the RFP and four submitted bids. Bids were evaluated on the following criteria:

| | |
|--|-----|
| Qualifications, Relevant Experience, and References: | 40% |
| Proposed Team, Experience of Assigned Staff: | 35% |
| Detailed Work Plan: | 25% |

The results of the evaluations were as follows:

| Company | Average Score |
|--------------------------------|---------------|
| West Coast Arborists | 91 |
| Great Scott Tree Service, Inc. | 87 |
| Mariposa Landscape, Inc. | 81.5 |
| Golden West Arbor Services | 77.5 |

Additionally, WCA was also the lowest bidder:

| Company | Annual Bid Cost (West Covina) |
|--------------------------------|-------------------------------|
| West Coast Arborists | \$663,000 |
| Great Scott Tree Service, Inc. | \$735,000 |
| Golden West Arbor Services | \$752,000 |
| Mariposa Landscape, Inc. | \$760,000 |

The City of West Covina entered into a contract with WCA through June 30, 2023 with two optional one-year extensions. The contract allows for other cities to “piggyback” via a Cooperative Purchasing Clause. Other cities that have taken advantage of this contract, including Glendora, Del Mar, El Cajon, and Inglewood.

WCA is a for-profit California Corporation with over 40 Certified Arborists and over 100 certified tree workers. WCA currently provides professional tree maintenance and management services for over 200 municipalities and public agencies. Since 2000, the City of Pomona has contracted with WCA for tree maintenance services, including grid pruning, service request trimming, tree removals, and tree planting.

In accordance with Section 2-997 of City Ordinance No. 4276, the Procurement Officer recommends contracting with West Coast Arborists through the Cooperative Purchasing Clause listed in the City of West Covina’s RFP. The procurement process used by the City of West Covina was competitive and provides the services needed by the Public Works Department.

Prepared by:
Shandy Dittman, Senior Management Analyst

ATTACHMENT:

Attachment No. 1 - Contract with City of West Covina
Attachment No. 2 - City of West Covina RFP #61-007