



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Waive the Formal Bid Procedure and Award Purchase Orders for Tree Pruning and Removal Services
Presenter:	AJ Reineking

Please check appropriate box:

	Government Operations	X	Government Services 05.23.16
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$200,000.00	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

Tree trimming is a very important component to proper management of the City’s urban forest as well as to the City’s electric reliability efforts.

In 2015 the City solicited three-year price proposals for tree pruning and removal services and received six acceptable competitive bids from local vendors. Given the volume and scope of work to be completed, as well as the need for sufficient on-call emergency responders with specialized equipment, we recommend awarding the contract to the two most responsive and responsible proposers.

The City has used DeMar and Skyline in previous forestry programs with excellent results. The proposed prices that the two companies submitted were very close, and having two contractors will create a diverse operational advantage for the Electric Utility and Public Services operations.

Attachments: *(please list)*

*RFP Specifications *2016 Price Proposal Tabulation *Bid Waiver

Recommendation / Suggested Action *(briefly explain):*

Recommendation to Waive the Formal Bid Procedure and approve purchase orders with DeMar Tree Service for an amount not to exceed \$100,000 and Skyline Tree Service for an amount not to exceed \$100,000 for Urban Forestry Maintenance and Electric Line Tree Trimming Services.

<i>For office use only:</i>	<i>Agenda Item Number: 4.f</i>
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“EXHIBIT A”

**City of St. Charles
Tree Pruning and Removal Specifications**

TREE PRUNING

All tree pruning in the City of St. Charles shall be done according to *ANSI A300 American National Standard for Tree Care Operations, Part 1 - Tree, Shrub, and Other Woody Plant Maintenance - Standard Practices (Pruning)*, *ANSI Z133.1 2000 American National Standard for Arboricultural Operations - Pruning, Repairing, Maintaining, and Removing Trees, and Cutting Brush – Safety Requirements*, and the International Society of Arboriculture (ISA) *Best Management Practices: Tree Pruning*, unless specified below. The contractor shall provide all materials and labor needed to prune, repair, maintain, or remove the tree(s) indicated by the City Arborist or designated representative.

The City is seeking a qualified contractor to perform the following types of pruning activities:

1. Complete Tree Pruning

All trees shall be completely pruned, which is defined as having crown cleaning, crown thinning, crown raising, mistletoe removal and additional requirements as indicated below, unless otherwise indicated by the City Arborist or designated representative. Pruning cuts shall apply to all branches one (1) inch in diameter and greater unless otherwise indicated below. Other pruning operations such as crown reductions, crown restorations, utility pruning and specialized pruning shall be discussed and bid separately with the City Arborist or designated representative unless otherwise indicated below.

Crown Cleaning is the removal of dead, dying, diseased, broken, crowded, crossing, weakly attached, low-vigor branches, water sprouts from the trees crown, and suckers from the base. All dead wood one (1) inch in diameter and greater shall be removed. All water sprouts and suckers shall be removed.

Crown Thinning is the selective removal of unwanted live branches and limbs in order to provide more light and air penetration through the tree and/or lighten the weight of the remaining branches. Thinning cuts shall be made at all times unless otherwise indicated by the City Arborist or designated representative. When thinning mature tree never remove more than one fourth (1/4) of the live



foliage unless otherwise indicated by the City Arborist or designated representative.

Crown Raising is the removal of lower branches in order to provide clearance for buildings, vehicles, pedestrians and vistas. Branches shall be removed as necessary to provide a minimum of fourteen (14) feet clearance over the street and a minimum of ten (10) feet over the sidewalk, unless otherwise indicated by the City Arborist or designated representative. This includes removal of all suckers and basal sprouts.

Additional Requirements include and shall be included with all procedures listed above:

- Removal of branches extending over houses and other buildings or major branches within five feet of structures unless otherwise indicated by the City Arborist or designated representative.
- Removal of branches that touch television utility lines. If a branch(s) that is to be trimmed comes in contact with an energized power line, then the power company shall be notified and power source turned off prior to trimming.

2. Canopy Raising

Canopy Raising shall consist of only the Crown Raising and Additional Requirements as specified above.

3. Electrical Line Clearing

Electric Line Clearing work will be conducted at the direction of the Electric Services Manager. All trimming conducted for the purpose of electric line clearing shall be done to obtain the minimum clearance possible to safeguard the integrity of the City's power lines, telephone and cable lines, as well as the public health, safety and welfare. All tree trimming shall be done on a five-year cycle with due consideration of current and future tree health and symmetry, but such considerations are secondary to the need to safeguard public health, safety, and welfare. Trimming will be done in accordance with the Pruning Standards for Shade Trees, as set forth by the National Arborists Association and Morton Arboretum, and in a manner satisfactory to the City and City Arborist.

The Contractor shall secure all information as to the nature of the electrical circuits involved in every case prior to starting work. It is understood that all electrical circuits of the City shall continue in normal operation during this work and may be energized up to voltages of 12,500 volts. The Contractor is solely responsible for providing and using all necessary protective equipment for the



safety of his employees and to guard against interference with the normal operation of the City's power lines, telephone and cable facilities.

All Electric Line Clearing work completed shall be invoiced separately from all other pruning or tree/stump removals.

TREE REMOVALS and STUMP REMOVALS

Removals with Stumping shall be indicated by the City Arborist or designated representative. All above ground parts of the tree shall be removed. Stumps shall be ground as indicated below within one (1) week of each removal. A forty-eight (48) hour notice in the form of a flyer or door hanger shall be left by the contractor before all removals and stumping. The contractor shall not invoice for tree removals until the stump is also removed and parkway restored.

Stump Removal Requirements shall be as follows:

- The contractor shall have all stump locations surveyed for underground utilities (JULIE) prior to stump grinding.
- The tree stumps shall be ground to a minimum depth which completely removes the heart of the stump and the roots are separated by at least eighteen (18) inches, or ground to minimum depth of eighteen (18) inches and minimum width of eighteen (18) inches past the edge of the stump at ground level, whichever is greater.
- All surface roots within three (3) feet of the sidewalk shall be removed.
- No damage is allowed to the lawn further than six (6) inches from any removed surface root. Contractor will be responsible for the repair of any ruts or other damage that might be caused during the execution of this contract.
- The void created during the stump grinding process shall be backfilled the same day the stump is removed. If left unattended prior to backfilling, barricades or road cones shall be placed around the hole, in a manner that provides adequate warning to the general public.
- Ground wood chips from the stump removal shall be used with imported loamy soil (free of woodchips and debris) to backfill the hole. A mix of 40% wood chips and 60% loamy shall be used for backfill purposes, leaving a two (2) to three (3) inch mound of mix to allow for settling. All extra chips shall be disposed of by the contractor. All areas around the removed stump with backfill shall be graded to match the existing grade of the area.

All debris is to be completely removed and cleared from the site prior to moving to the next location.



ADDITIONAL ITEMS

Site Cleanup shall be completed immediately after each tree, section of trees or stump removal has been completed. This means that all logs, branches, twigs, wood chips, leaves, wood dust or any other plant materials or any other materials generated during the job shall be removed from the work area before leaving. If this is not possible then barricades or cones or caution tape must be used until the site is clean as determined by the Public Services Manager or designated representative.

Emergency Response for all tree related situations. The contractor shall provide a standard maintenance crew of three (3) people, one (1) chipper truck, and one (1) aerial tower truck. One (1) crane truck with one (1) operator shall also be available upon request. This crew shall be able to respond within two hours of notification. In the event of multiple emergencies, a second and third crew shall be available when requested by the Public Services Manager or designated representative.

Traffic Control and Protection shall be employed by the contractor in accordance with applicable portions of the "Standard Specifications for Road and Bridge Construction" in Illinois, the "Manual for Uniform Traffic Control Devices", the "Highway Standards" of the Illinois Department of Transportation, and as provided herein. In general, all roads shall be kept open to traffic with employment of appropriate signage and flagmen for on-way traffic. It is the responsibility of the contractor to maintain protection until work is completed and to visually inspect the protection regularly to verify its conformance with State Standards.

Any road closures shall be approved by the Director of Public Works or designee prior to said closure being made by the Contractor.

To protect persons from injury and to avoid property damage, proper barricades, construction signs, warning lights, and flagmen, as required, shall be provided and maintained by the Contractor during the progress of work on the City's urban forest, and until such time as it is safe for traffic to use the street and pedestrians to use the sidewalks.

Utilities – The Contractor shall be solely responsible for the location and protection of all existing utilities within the scope of this project. Any damage thereto due to tree trimming operations, and/or resultant repairs, shall remain the responsibility of the Contractor.

City of St. Charles, Illinois
Public Works Department
Tree Trimming, Tree Removal & Stump Removal Services
For Public Services Division



Should any conflict with utilities arise that require adjustment/relocation of said utilities, the Contractor may be required to change his schedule of work and /or suspend operations. In this event, no additional compensation will be allowed.

Forestry (Trimming, Removal, Stump Grinding) Proposals
2-Apr-15

FY16/17 Rates

	3-Man Crew	Bucket Truck	Chipper/Truck	Pickup	Stump Grinder	Total / Hr (Trimming)	Total / Hr (Removal)
DeMar Tree Service St. Charles, IL	\$ 96.60	\$ 11.00	\$ 10.00	\$ 3.25	\$ 5.90	\$ 117.60	\$ 126.75
Skyline Tree Service St. Charles, IL	\$ 120.00	\$ 10.00	\$ 10.00	\$ -	\$ 15.00	\$ 140.00	\$ 155.00
Asplundh Tree Expert Co. Streamwood, IL	\$ 125.79	\$ 20.75	\$ 14.00	No Bid	No Bid	\$ 160.54	No Bid
Davey Tree Expert Co. West Chicago, IL	\$ 186.00	\$ 21.00	\$ 28.00	\$ 8.50	\$ 18.50	\$ 235.00	\$ 262.00
Kramer Tree Specialists West Chicago, IL	\$ 235.00	\$ 38.00	\$ 36.00	\$ 15.00	\$ 50.00	\$ 309.00	\$ 374.00
Savatree Warrenville, IL	\$ 154.50	\$ 51.50	\$ 82.40	\$ 25.75	\$ 154.50	\$ 288.40	\$ 468.65

REQUEST FOR WAIVING BID PROCEDURE

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

DeMar Tree & Landscaping Service
6N112 N. Rt. 31
St. Charles, IL 60175

Skyline Tree Service
P.O. Box 3058
St. Charles, IL 60174

For the purchase of: Pruning and removal services for parkway trees and trees encroaching on power lines.

At a cost not to exceed: \$200,000.

Reason for the request to waive the bid procedure: Tree trimming is a very important component to proper management of the City's urban forest as well as to the City's electric reliability efforts. The City solicited proposals for tree pruning and removal services to ensure that proper equipment was available and that all staff was certified to work around live power lines. Given the volume and scope of work to be completed, as well as the need for sufficient on-call emergency responders with specialized equipment, we recommend awarding the contract to the two most responsive and responsible proposers.

The City has used DeMar and Skyline in previous forestry programs with excellent results. The proposed prices that the two companies submitted were very close, and having two contractors will create a diverse operational advantage for the Electric Utility and Public Services operations.

Other Quotations Received: Four Additional Quotes were received from (1) Asplundh Tree Expert Co., (2) Davey Tree Expert Co., (3) Kramer Tree Specialists, and (4) Savatree

Date: 5/23/2016

Requested by: _____

Department Director: _____

Purchasing Manager: _____

THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.