



### AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve Contractual Services for Ash Tree Removal Services to Skyline Tree Service

Presenter: Peter Suhr

*Please check appropriate box:*

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 05.29.2012
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$500,000	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

#### Executive Summary:

Just recently, city staff solicited vendors to assist with Tree Trimming, Removal and Stump Removal Services. A Request for Proposal (RFP) for these Services was issued to six (6) separate contractors. Skyline Tree Service provided the most cost effective proposal and was the most qualified vendor based on the requirements of the RFP. In April, the Committee approved Skyline as the City's preferred tree vendor for urban forestry services.

After receiving direction from the Committee regarding the EAB strategy, staff has negotiated a Lump Sum agreement with Skyline for a removal project. The lump sum price was negotiated based on the competitive costs provided in the RFP. Considering City Councils recent approval of the ash tree removal and replacement program, staff worked with Skyline Tree Services to negotiate a fair cost to remove the first 1,000 ash trees in the next year.

Considering that Skyline's proposal is within the approved budget amount for ash removals and competitively awarded, City Staff is recommending approval of the lump sum cost to remove 1,000 ash trees.

#### Attachments: *(please list)*

1. Skyline Proposal
2. Bid Waiver

#### Recommendation / Suggested Action *(briefly explain):*

Request to waive bids and recommend approval of award of contract to Skyline Tree Service

*For office use only:* Agenda Item Number: 4.f

**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:

Skyline Tree Service & Landscaping, Inc.  
P.O. Box 3058  
St. Charles, Illinois 60174

For the purchase of: Tree Removal Services

At a cost not to exceed: \$500,000

Reason for the request to waive the bid procedure: Skyline Tree Service is our current contractor for these services. Skyline has provided exceptional service to our staff and customers and has a proven commitment to the City of St. Charles.

Other Quotations Received: Five (5)

Date: May 29, 2012

Requested by: \_\_\_\_\_

Department Director: Martikaren 5/25/12

Purchasing Manager: \_\_\_\_\_

Committee Chairman: \_\_\_\_\_

**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.**

