

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>					
	Title:	Recommendation to Approve Contractual Services for Ash Tree Removal Services to Skyline Tree Service				
	Presenter:	Peter Suhr				
Please check appropriate box:						
	Government Operations		X	Government Services 10.22.2012		
	Planning & Development			City Council		
	Public Hearing					
Estimated Cost:	\$500,000	Budgeted:	YES	X	NO	
If NO, please explain how item will be funded:						
<b>Executive Summary:</b>						
<p>In March of this year, 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 the Skyline proposal and established them as the city's preferred tree vendor for urban forestry services.</p> <p>The RFP includes the ability for staff to negotiate a lump sum fee with the awarded contractor based on their competitively bid costs and per a pre-defined scope of services. After receiving direction from the Committee regarding the EAB strategy, staff negotiated a lump sum agreement with Skyline for a removal project, including 1,000 Ash Trees. In May, Skyline was approved by the Committee to remove the first 1,000 trees for a lump sum fee of \$500,000 which was a quote consistent with their costs identified in their RFP. By the end of 2012, the first 1,000 ash trees will be removed. Staff has identified an additional 1,000 ash trees that are in poor condition and are also ready for removal starting in November or December. Skyline has agreed to hold their pricing for the second 1,000 trees and have provided a lump sum cost to do so.</p> <p>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.</p>						
<b>Attachments:</b> (please list)						
Skyline Proposal Bid Waiver						
<b>Recommendation / Suggested Action</b> (briefly explain):						
Request to waive the formal bid procedure and recommend approval of award of contract to Skyline Tree Service						
For office use only:		Agenda Item Number: 4.a				

## **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: October 22, 2012

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

Department Director: \_\_\_\_\_

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.**

P.O. Box 3058, St. Charles, IL 60174

(630) 584-2221

NAME: City of St. Charles  
ADDRESS: 2 E. Main St.  
St. Charles, IL 60174

DATE \_\_\_\_\_

9/28/12

SALESMAN

SALESMAN Ed Loney  
TERMS Net 30

## TERMS

Uet 30

attn: Public Works.  
Peter Suhr  
(630) 377-4405

### DESCRIPTION

## PRICE

Removal of 1,000 predetermined bus.

\$500,000

Ash trees EAB Phase II

## ACCEPTANCE OF PROPOSAL

Customer Signature

Date



Respectfully submitted,

BY Ed Hanny

Bv