



ST. CHARLES
SINCE 1834

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:

	Government Operations	X	Government Services 04.22.2013
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$500,000	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

Last 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 2012, the Committee approved Skyline's proposal and established them as the City's preferred tree vendor for urban forestry services.

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 2012, 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. In October 2012, Skyline was approved by the Committee to remove the second 1,000 trees for a lump sum fee of \$500,000. As a continuation of the EAB removal and replacement program, staff has identified an additional 1,000 ash trees that are in poor condition and are also ready for removal starting in May. Skyline has agreed to hold their pricing for the third 1,000 trees and have provided a lump sum cost to do so.

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)*

Skyline Proposal
Bid Waiver

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve contractual services for Ash Tree Removal Services to Skyline Tree Service.

For office use only:

Agenda Item Number: 4.i

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: April 22, 2013

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.

Quotation



Skyline Tree Service & Landscaping, Inc.

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

(630) 584-2221

1258

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

DATE: 4/1/13
 SALESMAN: Jack Canney
 TERMS: Net 30

attn: Public Works.
 Peter Suhr
 (630.) 377.4405

We are pleased to submit the following quotation for your consideration.

DESCRIPTION	PRICE
Removal of 1,000 predetermined trees	
EAB Phase III	500,000

Insurance Certificates and References furnished upon request.

ACCEPTANCE OF PROPOSAL

Yes, the above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Customer Signature _____

Date _____

Respectfully submitted,

William Lutz, Office Manager
 BY