



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to waive the formal bid process and award contract to Skyline Tree Service for Tree Trimming and Stump Removal Services

Presenter: Peter Suhr

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 04.22.2013
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

Estimated Cost:	\$50,000	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:

Last year, City staff solicited vendors to assist with tree trimming and stump removal services. A Request for Proposal (RFP) for these Services was issued to six (6) separate contractors. The RFP included Detailed Specifications, Available Services and Acceptable Equipment to perform the required work. Proposers will be compensated based on an hourly rate. These services will help supplement our in-house forestry program.

Of the six responses, Skyline Tree Services provided the most cost effective proposal and was the most qualified vendor based on the requirements of the RFP. Skyline is the current city vendor for tree services and has performed at a high level over the past several years.

City Staff is recommending approval of the RFP for Skyline Services for FY13/14 as an extension of their FY12/13 contract based on their performance and competitive pricing.

Attachments: *(please list)*

RFP Proposal Results and Recommendations
Bid Waiver

Recommendation / Suggested Action *(briefly explain):*

Recommendation to waive bid process and award contract to Skyline Tree Service for Tree Trimming and Stump Removal Services.

For office use only: Agenda Item Number: 4.j

URBAN FORESTRY SERVICES

RFP Proposal Results

Tuesday, March 06, 2012

PROPOSAL ITEMS	PROPOSERS (RFP RESULTS)					
	KRAMER	SKYLINE	WINKLER	C.O.T.	P&M TREE	DEMAR
	Wage	Wage	Wage	Wage	Wage	Wage
COMPLETE TREE PRUNING						
2 Man Crew (Hourly)	\$164.00	\$76.00	\$150.00	\$156.00	NA	NA
3 Man Crew (Hourly)	\$246.00	\$102.00	NA	\$234.00	NA	NA
4 Man Crew (Hourly)	\$328.00	\$128.00	NA	\$312.00	NA	NA
3 Man Aerial Lift Crew (Hourly)	\$276.00	\$117.00	\$225.00	\$334.00	NA	NA
4 Man Aerial Lift Crew (Hourly)	\$368.00	\$143.00	NA	\$412.00	NA	NA
5 Man Aerial Lift Crew (Hourly)	\$460.00	\$169.00	NA	\$490.00	NA	\$198.00
MODIFIED TREE PRUNING/ VISTA PRUNING						
2 Man Crew (Hourly)	\$164.00	\$76.00	\$150.00	\$150.00	NA	NA
3 Man Crew (Hourly)	\$246.00	\$102.00	NA	\$225.00	NA	NA
4 Man Crew (Hourly)	\$328.00	\$128.00	NA	\$300.00	NA	NA
3 Man Aerial Lift Crew (Hourly)	\$276.00	\$117.00	\$225.00	\$325.00	NA	NA
4 Man Aerial Lift Crew (Hourly)	\$368.00	\$143.00	NA	\$400.00	NA	NA
5 Man Aerial Lift Crew (Hourly)	\$460.00	\$169.00	NA	\$475.00	NA	\$198.00
STUMP REMOVALS						
Hourly Rate	\$88.00	\$95.00	\$134.00	\$150.00	NA	NA
Option #1 Standard						
Stump Grind	\$3.95	\$4.00	\$3.00	NA	NA	NA
Stump Grind w/ Clean-Up	\$5.00	\$6.00	\$9.00	NA	NA	NA
Stump Grind w/ Cl.-Up & Restoration	\$14.00	\$8.00	\$11.00	NA	NA	\$5.40
Option #2 Tree Re-Planting						
Stump Grind	\$4.25	\$4.00	\$6.00	NA	NA	NA
Stump Grind w/ Clean-Up	\$6.50	\$6.00	\$18.00	NA	NA	NA
Stump Grind w/ Cl.-Up & Restoration	\$16.00	\$8.00	\$22.00	NA	NA	\$6.85
EMERGENCY RESPONSE						
Standard Maintenance Crew	\$450.00	\$197.00	\$300.00	\$480.00	NA	\$298.00
Standard Removal Crew	\$680.00	\$243.00	\$400.00	\$800.00	NA	\$298.00
% INCREASE FOR FY13/14 & FY14/15						
% Increase FY 13/14	2.50%	1.50%	2.00%	3.00%	NA	0.00%
% Increase FY 14/15	2.50%	1.50%	2.00%	3.00%	NA	0.00%

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 Trimming and Stump Removal Services

At a cost not to exceed: \$50,000

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.