



# STAFF REPORT

## CITY of YORBA LINDA

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### PUBLIC WORKS DEPARTMENT

**DATE:** OCTOBER 15, 2024

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** JAMIE LAI, P.E., DIRECTOR OF PUBLIC WORKS/ CITY ENGINEER  
**PREPARED BY:** AUSTIN POSTOVOIT, SENIOR MANAGEMENT ANALYST

**SUBJECT:** APPROVE AWARD OF A MULTI-YEAR CONTRACT SERVICES AGREEMENT TO WEST COAST ARBORISTS, INC., FOR CITYWIDE TREE MAINTENANCE SERVICES WITHIN THE CITY OF YORBA LINDA

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### **RECOMMENDATION**

It is recommended that the City Council:

1. Approve a multi-year Contract Services Agreement with West Coast Arborists (WCA) in an aggregate amount of \$4,066,151.67, for provision of annual Citywide Tree Maintenance and associated services for the remainder of Fiscal Year 2024-2025 through the end Fiscal Year 2027-2028, and
2. Authorize annual expenditures for contract contingencies and potential additional services or unanticipated work performance that may arise, provided that the annual amount of said contingencies do not exceed fifteen percent (15%) of the annual agreement amount for the applicable Fiscal Year; and
3. Authorize the City Manager, on behalf of Council, to execute up to two (2) one-year term extension amendments as provided for in the contract documents; and
4. Upon receipt of appropriate documents, authorize the City Manager to execute the agreement.

### **BACKGROUND**

The City's current contract for Citywide tree maintenance was awarded on June 7, 2016, to West Coast Arborists, Inc. (WCA), for Citywide services rendered for the local Landscape Maintenance Assessment District, Public Works and Parks and Recreation departments. This contract encompasses maintenance trimming as well as incidental tree management services such as inventory maintenance and emergency response duties for the City's tree inventory.

The City has since exercised all term renewals with the last renewal term expiring on June 30, 2024. The City subsequently entered into three short-term amendments to extend the

agreement term through the end of November 2024 while a procurement process was occurring in parallel.

**DISCUSSION**

This procurement began on September 5, 2024, with a sealed bid opening held on Tuesday, October 1, 2024. A total of five (5) responsive bids were received in the following confirmed bid (annual) amounts:

<b><u>Bidder</u></b>	<b><u>Bidder Location</u></b>	<b><u>Amount (Annual)</u></b>
West Coast Arborists	Anaheim, CA	\$ 1,134,740.00
Great Scott Tree Service	Stanton, CA	\$ 1,216,405.00
Mario’s Tree Service	Corona, CA	\$ 1,425,045.00*
Golden West Arbor Services	Pomona, CA	\$ 2,134,625.00
BrightView Tree Care Services	Anaheim, CA	\$ 6,395,860.00*

\*Listed values display the corrected bid total amounts by vendor. These figures vary slightly from the contractor’s written bid amount. The corrected totals have no bearing on the proposed award.

Staff conducted a detailed review and analysis of submitted bid documents, unit prices, totals, and qualifications. West Coast Arborists was determined to be the lowest responsive and responsible bidder.

The proposed agreement based on the annual bid amount will align the agreement term and budget with the City’s fiscal year. The annual amounts within the initial term are outlined below. It should be noted that the amounts below do not reflect any potential contingency utilization.

<b>WCA Agreement Annual Amounts</b>		
<b>Term Segment</b>	<b>Duration</b>	<b>Segment Amount</b>
Year 1 (Dec. 2024 – June 2025)	7-Months	\$ 661,931.67
Year 2 (FY 25-26)	12- Months	\$ 1,134,740.00
Year 3 (FY 26-27)	12- Months	\$ 1,134,740.00
Year 4 (FY 27-28)	12- Months	\$ 1,134,740.00
<b>Aggregate Agreement Total =</b>		<b>\$ 4,066,151.67</b>

The agreement and bid documents also allow for two (2) additional one-year term extensions. The City’s current tree trimming amendment, also with WCA, is set to expire on

November 30<sup>th</sup> of this year, and the proposed award will allow for continued service to be performed Citywide.

### **FISCAL IMPACT**

The combined annual budget allocation for tree related services within the LMAD, Parks and Recreation, Capital Improvement and Public Works budgets for Fiscal Year 2024-2025 is sufficient to cover the costs of the proposed agreement. The annualized agreement amounts are apportioned across the three comprising departments/divisions as noted below:

- LMAD (Account No. 2010350-432300) – 75% of total Contract Amount
- Public Works Maintenance (Account No. 1010330-432300) – 13% of Total Contract Amount
- P&R Parks Maintenance (Account No. 1010460-432300) – 12% of Total Contract Amount

Budget requests necessary to account for future contract year amounts will be included in forthcoming budgets for Fiscal Years 2025-2026, 2026-2027 and 2027-2028 as a part of the biennial budget process.

### **ALTERNATIVES**

The City Council may choose not to approve the recommended award to West Coast Arborists. Should this alternative be selected, it is recommended that Council alternatively approve an additional three-month term extension to the existing agreement to allow staff sufficient time to conduct a new procurement process based on Council's direction.

### **ATTACHMENTS**

- Attachment 1 – West Coast Arborists (Agreement)
  - Attachment 2 – Contractor Bid (WCA)
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