

NO: R001

COUNCIL DATE: January 15, 2024

REGULAR COUNCIL

TO: **Mayor & Council** DATE: **January 11, 2024**

FROM: **General Manager, Parks, Recreation & Culture** FILE: **5420-01**

SUBJECT: **Award of Standing Offer Agreement No. 1220-060-2023-005
Shade Tree Pruning Services**

RECOMMENDATION

The Parks, Recreation & Culture Department recommends that Council:

1. Receive this report for information;
2. Approve the award of Standing Offer Agreement (“SOA”) No. 1220-060-2023-005 to 12 contractors for the pruning of shade trees for a one-year term, commencing January 1, 2024, with an estimated annual base cost in the first year of \$2,608,695.00 (including GST);
3. Set the expenditure authorization limit for the first year of SOA No. 1220-060-2023-005 at \$3,000,000.00 (including GST and contingency);
4. Approve the option to extend SOA No. 1220-060-2023-005 for four additional one-year terms at the City’s sole discretion;
5. Authorize the General Manager, Parks, Recreation & Culture to execute a one-year SOA NO. 1220-060-2023-005 and four one-year optional extensions, for a total of five-years in favor of the City, subject to satisfactory performance and any other related consideration, to an expenditure authorization limit of \$3,000,000.00 (including GST and contingency) and plus amendments adjusting the cost of the services based on changes to tree inventory to be maintained and the Vancouver Area Consumer Price Index (“CPI”) as published by Statistics Canada for any optional extension terms.

INTENT

The purpose of this report is to obtain Council authorization to award SOA No. 1220-060-2023-005 for the pruning of shade trees, with the option to extend the contract for up to four additional one-year terms at the City’s sole discretion.

BACKGROUND

The five-year term of current SOA No. 1220-060-2018-005 for shade tree pruning services with 10 contractors expired on December 31, 2023. On average, street trees are pruned every five years and park trees are pruned every ten years. All trees are pruned by certified arborists in accordance with best management practices and recognized tree pruning standards. Approximately 15% of the annual pruning work is completed by City staff with the remainder contracted to qualified tree service companies. Previously the shade tree pruning contract was held by a single contractor who was unable to complete the work required; in 2019, the contract was converted to a SOA due to the significant volume of work required to be completed annually. Awarding this work to 12 contractors provides the City with greater flexibility and ensures all required work can be completed in a timely manner.

DISCUSSION

Scope of Work

In 2024, approximately 24,000 trees along residential, arterial and collector roads are scheduled to be pruned. An additional 4,080 trees are scheduled to be pruned in parks.

Evaluation

In November 2023, a request for applications for SOA No. 1220-060-2023-005 for shade tree pruning services was publicly posted on the BC Bid and City of Surrey websites. The SOA closed on November 30, 2023, and the City received a total of 12 proposals from the following proponents:

Proponent	Hourly Rate per Crew (not including GST)	Corrected Amount
1. Scott Vegetation Management Ltd.	\$165.00	No Change
2. Apex Tree Services	\$185.00	No Change
3. Arbor Pro Tree Services Ltd.	\$190.00	No Change
4. Black Mamba Tree Service	\$190.00	No Change
5. Horizon Landscape Contractors	\$190.00	No Change
6. Royal Wood Tree Service Ltd.	\$190.00	No Change
7. Devine Tree Services Ltd.	\$200.00	No Change
8. BC Plant Health Care Inc.	\$205.00	No Change
9. Vancouver Island Tree Service Ltd.	\$214.00	No Change
10. DC Tree Services Ltd.	\$215.00	No Change
11. The F.A. Bartlett Tree Expert Company Canada Ltd.	\$240.00	No Change
12. Davey Tree Expert Co. of Canada Limited	\$306.12	No Change

The submitted tenders were evaluated based on the following criteria:

- Sufficient capacity in terms of human resources and equipment to undertake the work;
- Sufficient skill set to undertake the duties required under the contract (e.g. required arborist certification, required tree climbing certification, etc.);
- Demonstrated experience to undertake the work of the contract; and
- Unit rates for crew alignment.

The evaluation process identified that all 12 companies demonstrated the knowledge, skills, abilities, and requisite certifications to carry out all aspects of the pruning work outlined in the SOA's Scope of Services as well as have no outstanding legal claims against the City.

City staff will use invoiced costs to determine each contractor's rate to prune an individual tree. City staff will then allocate work to the contractors with the lowest rates per tree. City staff will evaluate each contractor's performance for the entire agreement and will adjust the allocation of the remaining work based on rates, or work quality, as required.

All 12 contractors have provided shade tree pruning services to the City in the past and their performance has been satisfactory.

FUNDING

Funding for this contract is available in the proposed 2024 Parks, Recreation & Culture operating budget.

CONCLUSION

Based on the above discussion, it is recommended that Council approve the award of SOA No. 1220-060-2023-005 – Tree Pruning Services, to the 12 qualified contractors in the amount of \$3,000,000.00 including GST and contingency.

Laurie Cavan
General Manager,
Parks, Recreation & Culture