

NO: R055

COUNCIL DATE: April 1, 2019

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## REGULAR COUNCIL

TO: **Mayor & Council** DATE: **March 20, 2019**

FROM: **General Manager, Parks, Recreation & Culture** FILE: **2320-20/H**

SUBJECT: **Award of Standing Offer Agreement No. 1220-060-2018-005 – Tree Pruning Services**

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## RECOMMENDATION

The Parks, Recreation and Culture Department recommends that Council:

1. Receive this report for information;
2. Award Standing Offer Agreement No. 1220-060-2018-005 to nine contractors in the amount of \$2,158,116.00 including GST for the pruning of street trees and park trees;
3. Set the expenditure authorization limit for Standing Offer Agreement No. 1220-040-2015-100 at \$2,373,928.00 including contingency and GST;
4. Authorize the General Manager, Parks, Recreation & Culture to execute one-year standing offer agreements for each of the nine contractors; and
5. Authorize the General Manager, Parks, Recreation & Culture to execute up to four one-year renewals in favour of the City, subject to satisfactory performance by each of the nine contractors.

## INTENT

The purpose of this report is to obtain Council approval for the award of a Standing Offer Agreement (“SOA”) to nine contractors for the pruning of street trees and park trees in 2019.

## SCOPE OF WORK

The City manages approximately 80,000 street trees and 20,000 park trees that require a range of regular maintenance activities, including structural pruning. On average, street trees are pruned every five years and park trees are pruned every ten years. In total, approximately 20,000 trees are pruned each year in accordance with best management practices and recognized tree pruning standards. Approximately 20% of the annual pruning work is carried out by City staff with the remainder contracted to a qualified tree service company.

In December 2018, the City issued a request for applications for SOA No. 1220-060-2018-005 for annual tree pruning services Contract. The SOA request required proponents to submit unit pricing for various tree pruning crew alignments, as well as information that would allow the City to evaluate whether the proponent had the capacity, qualifications, knowledge and skills to undertake the necessary work.

## **TENDER RESULTS**

The SOA request specified that the agreement would be for a one-year period, with the option of four, one-year renewals, in favour of the City. The following ten suppliers submitted bids:

1. Arbor Pro Tree Services Ltd.
2. BC Plant Health Care Inc.
3. Black Mamba Tree Service Inc.
4. Davey Tree Expert Co. of Canada Ltd.
5. DC Tree Services Ltd.
6. Devine Arboriculture Solutions
7. F.A. Bartlett Tree Expert Company Canada Ltd.
8. Horizon Landscape Contractors Inc.
9. Scott Vegetation Management
10. Vancouver Island Tree Service Ltd.

## **EVALUATION**

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 alignments

The evaluation process identified nine companies that demonstrated the knowledge, skills, requisite certifications and ability to carry out all aspects of the pruning work outlined in the SOA's Scope of Services:

1. Arbor Pro Tree Services Ltd.;
2. BC Plant Health Care Inc.;
3. Black Mamba Tree Service Inc.;
4. Davey Tree Expert Co. of Canada Limited;
5. DC Tree Services Ltd.;
6. Devine Arboriculture Solutions;
7. Horizon Landscape Contractors Inc.;
8. Scott Vegetation Management; and
9. Vancouver Island Tree Service Ltd.

These nine contractors have no outstanding claims against the City. All nine contractors met the pre-qualifications outlined in the SOA as follows:

- In good standing with WorkSafeBC “WSBC”;
- Have an approved occupational and Health and Safety Plan as required by WSBC;
- Have International Society of Arboriculture Certified Arborists and Certified Tree Climbers on staff supervising onsite pruning services;
- Each staff member has three years of experience pruning trees of all types and varieties; and
- A passing grade of 70% on a written pruning test, administered by the City, be achieved by the contractor’s staff, prior to pruning trees

BC Plant Health Care and Davey Tree Expert’s past performance, related to similar work for the City, has been satisfactory.

This will be the first time the following contractors have been contracted by the City for this type of work:

1. Arbor Pro Tree Services Ltd.;
2. Black Mamba Tree Service Inc.;
3. DC Tree Services Ltd.;
4. Devine Arboriculture Solutions;
5. Horizon Landscape Contractors Inc.;
6. Scott Vegetation Management; and
7. Vancouver Island Tree Service Ltd.

Through the SOA, City staff will have the flexibility to assess each of the nine contractors’ demonstrated efficiencies, and distribute work in a fair and equitable manner, while ensuring the best value for the City. An initial evaluation of the contractors’ performance will occur during the first four weeks of the agreement. During this time, 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. When these contractors reach operational capacity, work will be allocated to the contractors with the next lowest rates. City staff will continue to evaluate each contractor’s performance for the remainder of the agreement and adjust the allocation of the remaining work based on rates, or work quality, as required.

## **FUNDING**

Funding is available within the approved 2019 Parks operating budget.

## **SUSTAINABILITY CONSIDERATIONS**

The work of the Tree Pruning Services contract supports the objectives of the City’s Sustainability Charter 2.0. In particular, this work relates to Sustainability Charter 2.0 theme of Ecosystems. Specifically, this work supports the following Desired Outcome (“DO”):

- Green Infrastructure DO12: Surrey protects ecosystem services and manages natural assets in order to build resilience and adapt and thrive in a changing climate.

## CONCLUSION

It is recommended that Council approve the award of SOA No. 1220-060-2018-005 – Tree Pruning Services, to the nine contractors in the amount of \$2,373,928.00 including contingency and GST, provide authorization for the General Manager, Parks, Recreation & Culture to execute one-year standing offer agreements for each of the nine contractors and to execute up to four one-year extensions subject to satisfactory performance by the nine contractors as generally described in this report.

Laurie Cavan  
General Manager,  
Parks, Recreation & Culture

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