



MEMORANDUM

TO: Mayor and City Councilmembers
Rick Cortes, Acting City Manager

FROM: Twila Wood, Purchasing Manager

DATE: December 9, 2019

RE: Annual Contract - Tree Trimming Services

Bids were solicited in November for an annual contract to provide tree trimming services for the City's Electric Department. Bidders were asked to submit an hourly rate that includes all costs for a bucket truck, chipper, equipment, and related tools plus labor for a three-man aerial and climbing crew. Specifications also required bidders to submit references, proof that the company has a certified arborist on staff, and proof of insurability.

While four (4) tree service companies were notified directly and specifications were publicly advertised, only one (1) bid was received. McCoy Tree Surgery Company of Norman, OK submitted a bid of \$130 per hour.

If approved, the annual contract will begin immediately and extend to December 31, 2020. The contract allows for two (2) one-year extensions and provides that upon renewal, the City will increase the contract price by the greater of 3% or the percentage increase in the U.S. Dept. of Labor Bureau of Labor Statistics' Consumer Price Index (CPI).

McCoy Tree Surgery Company has regional references and has provided excellent services to surrounding cities including San Marcos and New Braunfels as well as Guadalupe Valley Electric Cooperative (GVEC). Their bid price of \$130 is consistent with the rates paid by these regional entities. Staff recommends accepting and approving the annual contract.

The proposed 2019-2020 Budget includes \$250,000 for this expense.