

City of Seguin
Finance Department
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Memorandum

Date: September 15, 2015

To: Mayor and City Councilmembers
Douglas Faseler, City Manager

From: Twila Wood
Purchasing Manager

Subject: Tree Trimming Contract

Bids were solicited 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.

Six bids were received. The bid tabulation is attached for your review. Townsend Tree Service Company, dba National Tree Expert Co. of Muncie, IN submitted the lowest responsive bid of \$82.00 per hour.

If approved, the new annual contract will begin October 1, 2015 and allows for three (3) additional one (1) year extensions subject to agreement between the City and the contractor. At the time of contract 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 for all Urban Consumers (CPI-U).

National Tree Expert Co. has done an excellent job trimming trees and providing customer service to our citizens since 2012. Their current contracted rate is \$81.50 per hour.

The proposed 2015-2016 Budget includes \$150,000 for this expense.