



MEMORANDUM

TO: Mayor and City Councilmembers
Doug Faseler, City Manager

FROM: Twila Wood, Purchasing Manager

DATE: August 16, 2016

RE: Contract Renewal – Tree Trimming Services

Bids were solicited in August 2015 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 and Council approved the contract award to Townsend Tree Service Company, dba National Tree Expert Co. of Muncie, IN who submitted the lowest responsive bid of \$82.00 per hour.

The contract allows for three (3) 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). The CPI calculation results in an increase of less than 1% so therefore the tree trimming contract hourly rate should be increased by 3% from \$82.00 to \$84.46 per hour.

National Tree Expert Co. has done an excellent job trimming trees and providing customer service to our citizens. Staff recommends accepting and approving the renewal at the increased rate.

The proposed 2016-2017 Budget includes \$150,000 for this expense.

If approved, the renewed annual contact will begin October 1, 2016.