



## MEMORANDUM

TO: Mayor and City Councilmembers  
Doug Faseler, City Manager

FROM: Twila Wood, Purchasing Manager

DATE: December 4, 2018

RE: Tree Trimming Services

---

Bids were solicited for an annual contract to provide tree trimming services for the City's Electric Department. In the past, the contract was based on an hourly rate that included all costs for a bucket truck, chipper, equipment, and related tools plus labor for a three-man aerial and climbing crew. Awarding the contract based on the hourly rate placed responsibility on Electric Utilities staff to monitor the contractor's crew daily to verify billable hours. Staff estimates that the cost was approximately \$8,000 per mile based on the hourly rate and miles of line cleared during the last contract year.

This year bidders were asked to submit pricing on a mileage basis for each of five (5) electrical distribution circuits from the Cushman Substation on College Street. The mileage rate includes all costs of equipment, tools, and labor required to complete clearing the circuits' lines as determined by the contractor. City staff will only need to verify the work is complete prior to authorizing payment. In addition, bidders were asked to submit an hourly rate for "Hot Shot" call-outs during regular business hours and Emergency call-outs for work during nights, weekends, and holidays. Specifications also required bidders to submit references, proof that the company has a certified arborist on staff, and proof of insurability.

Three bids were received. Townsend Tree Service Company, dba National Tree Expert Co. of Muncie, Indiana submitted the lowest responsive bid as detailed on the attached Bid Tabulation. The bid price for the circuits totaled \$191,509.12. Although the total price is over the budgeted amount of \$150,000, the contractor's average price per mile is less than previous contracts at approximately \$7,185. A budget adjustment request is pending Council's approval.

The contract term will begin immediately and run through December 31, 2019, pending Council approval.