



# County of Monterey

**Item No.**

## Board Report

Board of Supervisors  
Chambers

168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: 23-742**

**September 19, 2023**

**Introduced:** 9/7/2023

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** General Agenda Item

- a. Approve and authorize the Contracts/Purchasing Officer or designee to execute a Countywide Service Agreement (Agreement) for tree pruning and removal services with Tope's Tree Service, Inc. on an as-needed basis, effective from the last date opposite the respective signatures with the County Contracts Purchasing Officer or designee signing last following the Board of Supervisors authorization through and including June 30, 2026, with the option to extend the Agreement for two additional one year periods through and including June 30, 2028, with work not to exceed \$10,000 per project, for an aggregate amount not to exceed \$1,100,000;
- b. Authorize the Contracts/Purchasing Officer or designee to execute similar additional Agreements, after one year, for such services with qualified contractors who meet minimum requirements and comply with the County of Monterey standard terms and conditions, with a term effective upon execution by the parties with the Contracts/Purchasing Officer signing last through and including June 30, 2026, with the option to extend any additional similar Agreements for two additional one year periods, for a total not to exceed maximum term through June 30, 2028 OR aggregate contract amount of \$1,100,000; and,
- c. Authorize the Contracts/Purchasing Officer or designee to execute future amendments that do not exceed 10% of the original aggregate amount and do not significantly alter the scope of services for an aggregate amount over the term of all Agreements not to exceed of \$1,210,000.00.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer or designee to execute a Countywide Service Agreement for tree pruning and removal services with Tope's Tree Service, Inc. on an as-needed basis, effective from the last date opposite the respective signatures with the County Contracts Purchasing Officer or designee signing last following the Board of Supervisors authorization through and including June 30, 2026, with the option to extend the Agreement for two additional one year periods through and including June 30, 2028, with work not to exceed \$10,000 per project, for an aggregate amount not to exceed \$1,100,000;
- b. Authorize the Contracts/Purchasing Officer or designee to execute similar additional Agreements, after one-year, for such services with qualified contractors who meet minimum requirements and comply with the County of Monterey standard terms and conditions, with a term effective upon execution by the parties with the Contracts/Purchasing Officer signing last through and including June 30, 2026, with the option to extend any additional similar Agreements for two additional one year periods, for a total not to exceed maximum term through June 30, 2028, OR aggregate contract amount of \$1,100,000; and,

c. Authorize the Contracts/Purchasing Officer or designee to execute future amendments that do not exceed 10% of the original aggregate amount and do not significantly alter the scope of services for an aggregate amount over the term of all Agreements not to exceed of \$1,210,000.00.

SUMMARY/DISCUSSION:

The County of Monterey has a need for tree pruning and removal services that accommodates 27 County Departments and locations throughout the County of Monterey to ensure County building and working locations are safe for employees and the public. The Countywide tree pruning and removal services agreements support the County's high performance maintenance needs to promote safety and maintain regular tree pruning and removal services.

The initial term of the Agreement will commence as of the last date opposite the respective signatures, with the County Contracts/Purchasing Officer or designee signing last following the Board of Supervisors authorization through and including June 30, 2026, with the option to extend the Agreement or any subsequent Additional Agreement for two additional one year periods through and including June 30, 2028. Services will be provided on an as needed basis under a delivery order process between each requesting County department and the Contractor, in accordance with each individual Contractor's pricing sheet. Tree pruning and removal services shall include but are not limited to removal of trees and other miscellaneous tree care services following the specifications detailed in the corresponding Countywide Service Agreement. Each Agreement is based upon County requirements as set forth in the terms and conditions of the Request for Proposals (RFP #10904).

The subject Agreement between the County of Monterey and Tope's Tree Service, Inc. will be included on the Countywide Service Agreement schedule, so departments can see these available resources thus eliminating the need for individual County department agreements. Additionally, it is recommended that the Contracts/Purchasing Officer or designee be authorized to enter into additional similar Agreements, after one (1) year following the Board of Supervisors' initial approval and authorization of Countywide Service Agreements in response to RFP #10904, to include vendors who meet the qualifications of RFP #10904 and agree to the same terms and conditions as approved vendors and where each additional Agreement would terminate on June 30, 2028. This authority will provide needed flexibility to the County to deal with currently unanticipated needs.

It is also recommended that the Contracts/Purchasing Officer or designee be authorized to increase the cumulative not to exceed amount by up to 10% of the original aggregate amount, whether or not additional Agreements are entered into. The aggregate amount to be spent over the five (5) year term, with the 10% increase above the not to exceed amount shall not exceed \$1,210,000.00. A copy of the proposed Agreement between the County and Tope's Tree Service, Inc. is on file with the Clerk of the Board.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel has reviewed and approved the proposed Agreement as to form.

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The Auditor- Controller’s Office has reviewed and approved the proposed Agreement as to fiscal provisions.

FINANCING:

Funds for these services are contained within the approved budget allocations of the departments utilizing the services. Expenditures will depend on the actual services requested by individual County departments. Based upon historical usage the aggregate amount to be spent for all Agreements issued under RFP #10904 is not anticipated to exceed \$1,210,000 per Agreement over the five (5) year term.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**


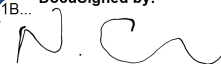
The Board’s approval of the recommended agreements will allow the County to continue with existing services to Landscaping and Maintenance Services to fit the County’s operational needs.

- Economic Development
- Administration
- Health and Human Services
- Infrastructure
- Public Safety

Prepared by: Angelica Ruelas, Management Analyst II

Approved by: Debra R. Wilson, Contracts & Purchasing Officer

Nick Chiulos, Chief Assistant County Administrative Officer

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Attachments:

Proposed County Services Agreement between the County and Tope’s Tree Service, Inc.