



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 23-559

June 27, 2023

Introduced: 6/16/2023

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Countywide Service Agreements for tree pruning and removal services with Tope's Tree Service, Inc., T & S Tree Services, LLC., and West Coast Arborists Inc., on an as-needed basis, effective July 1, 2023 through June 30, 2028, which includes a three-year base contract and two optional one-year extensions, contract work not to exceed \$10,000 per project, for an aggregate amount over the term of all Agreements not exceed \$1,100,000;
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor 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 no change in term to June 30, 2028, OR aggregate contract amount of \$1,100,000; and,
- c. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute future amendments that to not exceed 10% (\$1,100,000) of the original aggregate amount and do not significantly alter the scope of services, total maximum not to exceed \$1,100,000.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Countywide Service Agreements for tree pruning and removal services with Tope's Tree Service, Inc., T & S Tree Services, LLC., and West Coast Arborists Inc., on an as-needed basis, effective July 1, 2023 through June 30, 2028, which includes a three-year base contract and two optional one-year extensions, contract work not to exceed \$10,000 per project, for an aggregate amount over the term of all Agreements not exceed \$1,100,000;
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor 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 no change in term to June 30, 2028, OR aggregate contract amount of \$1,100,000; and,
- c. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute future amendments that to not exceed 10% (\$1,100,000) of the original aggregate amount and do not significantly alter the scope of services, total maximum not to exceed \$1,100,000.

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 ensures the County high- performance maintenance needs to promote safety and to maintain regular tree pruning and removal services.

The initial term of the Agreement will commence on July 1, 2023 through June 30, 2028, which includes a three-year base contract and two optional one-year extensions, for a maximum five (5) year Agreement. 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 Contractors 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 Countywide Service Agreements. Each Agreement is based upon County requirements as set forth in the terms and conditions of Request for Proposals (RFP #10904).

Each Agreement will be included on the Countywide Service Agreement schedule, so departments can see these available resources thus eliminating the need for individual County departments agreements. Additionally, it is recommended that the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor be authorized to enter into additional similar Agreements, after one year, 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 at the same time as the Agreements presented before the Board for approval today. 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 the Contracts/Purchasing Supervisor be authorized to increase the cumulative 'not to exceed' amount by up to **10% of the original aggregate amount, or \$1,100,000**, whether or not additional Agreements are entered into. The aggregate amount to be spent over the five (5) year term shall not to exceed \$1,100,000. Copies of the Agreements are on file with the Clerk of the Board.

OTHER AGENCY INVOLVEMENT:

The Office of County Counsel has reviewed and approved the Agreements as to form, as has the Auditor- Controller's Office as to financial 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 \$1,100,000.00 over the five (5) year term.

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BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Board’s approval of the recommended agreements will allow the County to continue with existing services to Tree Pruning and Removal 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, Assistant County Administrative Officer

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Attachments:

- Board Report
- Tope’s Tree Service, Inc. Agreement
- T & S Tree Services, LLC. Agreement
- West Coast Arborists, Inc. Agreement