



County of Monterey

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

Board Report

File #: A 24-317, **Version:** 1

- a. Approve and authorize execution of Amendment No. 4 to Standard Agreement No. A-14077 with Tope's Tree Service to continue to provide on-call tree pruning and removal services, to increase the not to exceed amount by \$100,000 for a total amount not to exceed \$500,000 and to extend the term for an additional 12 months for a revised term of August 18, 2021, to June 30, 2025; and
- b. Authorize the Contracts & Purchasing Officer or their designee to execute Amendment No. 4 to the Standard Agreement No. A-14077 and one future amendment to the Agreement where the amendment does not significantly alter the scope of work or increase the approved Agreement amount.

RECOMMENDATION:

- a. Approve and authorize execution of Amendment No. 4 to Standard Agreement No. A-14077 with Tope's Tree Service to continue to provide on-call tree pruning and removal services, to increase the not to exceed amount by \$100,000 for a total amount not to exceed \$500,000 and to extend the term for an additional 12 months for a revised term of August 18, 2021, to June 30, 2025; and
- b. Authorize the Contracts & Purchasing Officer or their designee to execute Amendment No. 4 to the Standard Agreement No. A-14077 and one future amendment to the Agreement where the amendment does not significantly alter the scope of work or increase the approved Agreement amount.

SUMMARY/DISCUSSION:

The Department of Public Works, Facilities and Parks (PWFP) established an on-call agreement with Tope's Tree Services, Inc. (Tope's) to provide routine and emergency tree pruning and removal, and vegetation maintenance services in and around County of Monterey roads, parks and facilities in order to maintain safety. Routine tree pruning, removal, and heavy bush maintenance work is critical to maintaining County roads, facilities and grounds. This work is a vital element of fire fuel abatement, and risk reduction caused by falling limbs or trees. Significant tree maintenance has been increasing over the years due to unpredictable weather which affects tree health across the County of Monterey.

A Standard Agreement (Agreement) with a not to exceed amount of \$100,000 was executed on August 23, 2021 (Attachment A). Amendment No. 1 to extend the term for an additional year was executed on May 5, 2022 (Attachment B). Amendment No. 2 to extend the term for an additional year and increase the not to exceed amount to \$400,000 was executed on November 10, 2022 (Attachment C). Amendment No. 3 to extend the term for an additional year was executed on December 6, 2022 (Attachment D).

Additional time and funding are required to allow Tope's to continue to provide these critical services and allow staff to continue coordinating tree management and removal projects to ensure tree health, life and safety. Staff requests the Board of Supervisors approve and authorize the Contracts & Purchasing Officer or their designee to execute the proposed Amendment No. 4 to the Agreement (Attachment E) to increase the not to exceed amount by \$100,000 for a total not to exceed amount of \$500,000 and extend for an additional year for a revised term of August 18, 2021, to June 30, 2025.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and the Auditor-Controller's Office have reviewed and approved

Amendment No. 4 as to form, and fiscal provisions, respectively.

FINANCING:

Services provided by the Contractor will be reimbursed from the respective funding source of each project. Costs associated with services provided by this Contractor and funding will be contained within the approved budget allocations for a specific operating unit.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

These on-call services will allow for the maintenance and safe operations of the County infrastructure managed by PWFP that improves the quality of life for County residents and supports economic development results.

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

Prepared by: Maribel Zendejas, Management Analyst II

Reviewed by: Bryan Flores, Chief of Parks
Enrique Saavedra, P.E., Chief of Public Works

Approved by: Randell Ishii, MS, PE, TE, PTOE, Director of Public Works, Facilities and Parks

The following attachments are on file with the Clerk of the Board:

Attachment A - Standard Agreement

Attachment B - Amendment No. 1 to SA

Attachment C - Amendment No. 2 to SA

Attachment D - Amendment No. 3 to SA

Attachment E - Proposed Amendment No. 4 to Standard Agreement

Attachment F - Summary of PSAs Annual Expenditures and Balance