



CITY OF SAN MATEO

City Hall
330 W. 20th Avenue
San Mateo CA 94403
www.cityofsanmateo.org

Agenda Report

Agenda Number: 9

Section Name: {{section.name}}

Account Number: 00-5718

File ID: {{item.tracking_number}}

TO: City Council
FROM: Alex Khojikian, City Manager
PREPARED BY: Parks and Recreation Department
MEETING DATE: December 4, 2023
SUBJECT:
Citywide Tree Planting Services – Appropriation and Agreement

RECOMMENDATION:

Adopt a Resolution to authorize an appropriation of \$288,942.50 from the Tree Replacement Fund to the Parks and Recreation Capital Improvement Project Tree Planting Fund; approve an agreement with Loral Horticultural Services Inc. for Citywide Tree Planting Services in the amount of \$262,675.00; establish a 10 percent contingency reserve of \$26,275.50; and authorize the Director of Parks and Recreation to execute the agreement in substantially the form presented.

BACKGROUND:

Tree Replacement Fees are levied on all development projects necessitating approval through a planning application, except for single-family dwelling design review applications, where trees will be removed as part of the development process.

Over the next two years, the Parks and Recreation Department plans to plant a total of 520 trees in the public right of way and within City parks. On October 19, 2023, a Notice Inviting Sealed Bids was posted on the City's website and in the San Mateo Daily Journal. A total of five (5) bids were received by the submission deadline on October 31, 2023. The bid results are detailed below:

Bidder	Total Base Bid
Loral Horticultural Services Inc.	\$ 262,675.00
Arborist Now	\$ 282,815.00
West Coast Arborists	\$ 298,800.00
SavATree	\$ 349,915.00
Professional Tree Care Co.	\$ 638,000.00

The lowest bidder, Loral Horticultural Services Inc., has satisfactorily met all the bid submission requirements. They also have a proven track record of successfully executing large landscape maintenance contracts for the City of San Mateo. Therefore, staff recommends the award of contract to Loral Horticultural Services, Inc. for citywide tree planting services. Staff recommends the award of contract to Loral Horticulture Services, Inc. and authorizing a budget appropriation of \$288,942.50 from the Tree Replacement Fund (015-0194) to the Parks and Recreation Capital Improvement Project Tree Planting Fund (610008) for citywide planting services.

BUDGET IMPACT:

The Tree Replacement Fund (015-0194) has a current fund balance of \$1,232,868.30, which is sufficient for this

appropriation.

ENVIRONMENTAL DETERMINATION:

This agreement for tree planting is categorically exempt from CEQA as an “existing facility,” because it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use. (CEQA Guidelines Section 15301.)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 - Proposed Resolution

Att 2 – Agreement

STAFF CONTACT

Matthew Fried, Managing Arborist

mfried@cityofsanmateo.org

(650) 522-7422