



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
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[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

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Agenda Number: 14

Section Name: {{section.name}}

File ID: {{item.tracking\_number}}

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**TO:** City Council  
**FROM:** Drew Corbett, City Manager  
**PREPARED BY:** Parks and Recreation Department  
**MEETING DATE:** September 08, 2020  
**SUBJECT:**  
Tree Trimming Services – Agreement

### **RECOMMENDATION:**

Adopt a Resolution to find that an alternative purchasing procedure is in the best interest of the City and award an agreement to Arborwell, Inc. for the pruning of 28 eucalyptus trees in the amount of \$112,195; establish a contingency reserve in the amount of \$10,000; and authorize the Director of Parks and Recreation to execute the contract in substantially the form presented and to issue change orders within the contingency amount.

### **BACKGROUND:**

There are 28 mature eucalyptus trees in need of pruning to reduce the risk of branch failure and provide clearance from structures and utilities. Twenty (20) trees are in the creek area between Poinsettia Avenue and Otay Avenue. Access to these trees is extremely precarious. There are an additional eight (8) trees to be pruned in Shoreview Park.

City staff solicited quotations from five (5) area contractors. Four (4) firms submitted bids ranging from \$112,195 to \$196,875. Arborwell, Inc. was the low bidder at \$112,195. Based on similar work in the recent past, City staff did not anticipate that any quotations would be in excess of \$100,000 and therefore did not advertise a request for solicitations in an area newspaper. Per the City's purchasing ordinances, public works contracts in an amount over \$100,000 require competitive bidding and newspaper notice of a request for bids. All four contractors are now aware of the bid results and to start the process anew would allow for potential manipulation of quotations and result in considerable delay to the necessary tree pruning work.

Municipal Code Section 3.60.070(h)(3) authorizes the use of alternative purchasing procedures when the City Council finds that it is in the City's best interest. Staff is recommending that City Council make such a finding and award this contract to Arborwell, Inc.

### **BUDGET IMPACT:**

Funds for this work were included in the fiscal year 2020-21 operating budget for the Parks and Recreation Department.

### **ENVIRONMENTAL DETERMINATION:**

This project is categorically exempt from CEQA as an "existing facility," because it consists of the maintenance of existing landscaping. (§15301. Existing Facilities. (h))

### **NOTICE PROVIDED**

All meeting noticing requirements were met.

### **ATTACHMENTS**

Att 1 – Proposed Resolution

Att 2 – Agreement

**STAFF CONTACT**

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