

COUNCIL ACTION FORM

SUBJECT: 2010-2013 ELECTRIC DISTRIBUTION LINE CLEARANCE PROGRAM

BACKGROUND:

This contract will include nearly all of the requirements for tree trimming services for the Electric Services Department during the 2010-2011, 2011-2012, and 2012-2013 fiscal years. The periods from July 1, 2011, through June 30, 2012, and from July 1, 2012, through June 30, 2013, are renewal options subject to City Council approval of funding. Prices for equipment rates and miscellaneous charges are firm throughout the first two years of the contract period and are to be adjusted for FY2012-2013 based on percentage of increase included in the original bid. Labor rates are to be adjusted for FY2011-2012 and FY2012-2013 based on percentage of increase included in the original bid.

Bid notices were sent to eleven potential bidders, as well as to one plan room. Prequalification of bidders was required for this contract to insure that each one had sufficient experience and resources to perform at the level required. Four companies provided prequalification documents detailing their employee safety and training programs and company resources. All four of those companies were determined to be prequalified to bid.

On May 13, 2010, four bids were received and then evaluated by Electric Services staff. After the evaluation, staff concluded that the bid from Asplundh Tree Expert Co., Fairfax, IA, is the most acceptable from a cost standpoint. Bid results are shown on Attachment A. Attachment B shows the cost evaluation, which is based on a crew of four people and required equipment for 48 weeks per year, including annual usage on materials & supplies. A forty-eight week time period has traditionally been used in the evaluation, since it provides for a full year of services but allows for inclement weather, crew absences, etc., when no work would be performed.

The approved operating budget for FY2010-2011 includes \$275,000 for this program. Services provided under this contract are monitored by the Electric Services Department to insure that expenditures are in accordance with the approved funding level.

ALTERNATIVES:

- 1) Award the contract for the 2010-2011 Line Clearance Program for Electric Distribution to Asplundh Tree Expert Co., Fairfax, IA, for hourly rates and unit

prices bid, in an amount not to exceed \$275,000. Renewal options for FY2011-2012 and FY2012-2013 are exercisable at the Council's discretion.

- 2) Reject all bids and attempt to obtain the required services on an as-needed basis.

MANAGER'S RECOMMENDED ACTION:

An on-going tree trimming program can help mitigate the number of customer interruptions resulting from extreme weather events. Alternative No. 1 establishes a fixed price contract for performance of the required tree trimming services at the best price, obtained via the competitive sealed bid process. It has proven to be very cost-effective to have a company under contract to provide these services.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, awarding the contract for the 2010-2011 Line Clearance Program for Electric Distribution to Asplundh Tree Expert Co., Fairfax, IA, for hourly rates and unit prices bid, in an amount not to exceed \$275,000. Renewal options for FY 2011-2012 and FY 2012-2013 are exercisable at the Council's discretion.