

TO:	CHAIR AND MEMBERS CIVIC WORKS COMMITTEE MONDAY, MARCH 24, 2014
FROM:	JOHN BRAAM, P.ENG. MANAGING DIRECTOR ENVIRONMENTAL AND ENGINEERING SERVICES AND CITY ENGINEER
SUBJECT:	TENDER 14-10 IRREGULAR RESULT TREE PRUNING/REMOVAL SERVICES

RECOMMENDATION

That on the recommendation of the Managing Director and City Engineer:

- a) The tender submitted by Davey Tree Expert Co. of Canada, Limited, 500-611 Tradewind Drive, Ancaster, Ontario L9G 4V5 at their annual contract price of \$278,544.80, (HST extra), for a three (3) year period, with an option to renew the contract for two (2) additional one (1) year periods **BE ACCEPTED**, it being noted that only one (1) bid was received and it is being reported as an Irregular Result as per the Procurement of Goods and Services Policy Section 19.4;
- b) That the funding for this project **BE APPROVED** as set out in the Source of Financing Report attached hereto as Appendix "A";
- c) Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this contract; and
- d) Approval hereby given **BE CONDITIONAL** upon the Corporation entering into a formal contract or having a purchase order, or contract record relating to the subject matter of this approval.

BACKGROUND

Purpose

This report recommends the award of a tender to a contractor for Tree Pruning/Removal Services.

The tree pruning and removal service is an annual program that is performed throughout the year. The work is ongoing as the Forestry Division has embarked upon a trim cycle to reduce risk, promote tree health and demonstrate due diligence. The contracted crews supplement the City staff in performing these tasks. The contractors' duties include tree pruning, removal and stumping.

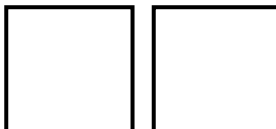
These duties are relied upon during regular work hours, off hours and for emergency response. Currently, the City has a need for increased forestry services beyond our traditional pruning cycle due to the Emerald Ash Borer program.

DISCUSSION

Purchasing Process

A Request for Qualification was issued February 7, 2014 for the tree pruning and removal services. Six (6) potential bidders picked up the tender but subsequently only one (1) bidder; Davey Tree responded to the pre-qualification. The submission was reviewed and evaluated on the following requirements:

- Qualifications
- Experience
- Equipment
- Health and Safety Requirements



- References
- Tree Climbing Test

The Respondent to the Pre-Qualification was required to achieve a minimum 70% in order to be invited to participate in the tree climbing test.

The City hired an independent contractor “Arboriculture Canada Training and Education” to complete testing in the skills domain of Tree Climbing, Fall Protection and Work Positioning. The testing was held on February 20, 2014 and the following skills were focused on:

- Personal Safety
- Tree Climbing Safety
- Tree Climbing Knots and Hitches, Tie, Dress and Setting.
- Working the Tree
- Rope Access
- Competence Determination

Six (6) of Davey Tree’s climbers were tested and all six (6) passed. Upon completion of the tree climbing test, an invite only tender was issued based on the pre-qualification in order to obtain a competitive price from the only bidder.

Davey Tree Expert Co. of Canada submitted a tender March 12, 2014. The contractor’s pricing is within the City’s estimated budget and they meet the City’s terms, conditions and specifications in all areas. The contract is for a three (3) year term, with the option to renew the contract for two (2) additional one (1) year periods.

Financial Impact

The estimated annual expenditure is \$278,544.80 which was based on the estimated annual hours and tendered hourly rates. Estimated hours in the form of tender are for the purposes of evaluation. Funding for this project is available in Capital Account PD 2044 – \$78,544.80 and Forestry’s operating account - \$ 200,000.00.

CONCLUSION

Civic Administration have reviewed the tender bid and recommends that Davey Tree Expert Co. of Canada Inc. be awarded the contract, it being noted that only one (1) bid was received and it is being reported as an Irregular Result as per the Procurement of Goods and Services Policy Section 19.4.

Acknowledgements

This report was prepared by John Parsons, Division Manager, Transportation and Roadside Operations and Terri Sue Wyatt, Procurement Officer.

SUBMITTED BY:	RECOMMENDED BY:
JOHN PARSONS DIVISION MANAGER TRANSPORTATION & ROADSIDE OPERATIONS	JOHN BRAAM, P. ENG. MANAGING DIRECTOR ENVIRONMENTAL & ENGINEERING SERVICES & CITY ENGINEER
REVIEWED AND CONCURRED BY:	REVIEWED AND CONCURRED BY:
MIKE TURNER DEPUTY CITY TREASURER	EDWARD SOLDO, P.ENG. DIRECTOR OF ROADS AND TRANSPORTATION