

TO:	CHAIR AND MEMBERS CIVIC WORKS COMMITTEE MEETING ON APRIL 2, 2019
FROM:	KELLY SCHERR, P. ENG, MBA, FEC MANAGING DIRECTOR, ENVIRONMENTAL & ENGINEERING SERVICES & CITY ENGINEER
SUBJECT:	RFP19-03 TREE INVENTORY UPDATE

RECOMMENDATION

That, on the recommendation of the Managing Director, Environmental & Engineering Services & City Engineer, following actions **BE TAKEN** with respect to the award of Tree Inventory Update:

- a) That approval hereby **BE GIVEN** to enter into a one year with two additional option years contract for Tree inventory Update to Davey Tree Expert Co. of Canada, Limited, 500 – 611 Tradewind Drive, Ancaster, Ontario, L9G 4V5; at a total cost of \$517,000 (excluding HST);
- b) The financing for this purchase **BE APPROVED** in accordance with the Sources of Financing Report attached hereto as Appendix A;
- c) That Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this contracts;
- d) Approval hereby given **BE CONDITIONAL** upon the Corporation entering into a formal contract or having a purchase order relating to the subject matter of this approval; and,
- e) The Mayor and City clerk **BE AUTHORIZED** to execute any contract or other documents, if required, to give effect to these recommendations.

BACKGROUND

Purpose

The purpose of this report is to seek Council approval to establish a one year with two additional optional years single source contract with Davey Tree Expert Co. of Canada, Limited to provide tree inventory update services for the City of London Road Operations and Forestry Division.

The intent of this project is to update the existing inventory of over 150,000 trees within the public right of way in addition to trees in common areas, city owned facilities and parks. The project will also confirm and add to the existing future planting locations list.

This project includes a tree condition assessment to assist with our Council approved Urban Forest Strategy and risk management objectives.

There is an option to renew this project for an additional year to collect data around City facilities and golf courses.

DISCUSSION

Purchasing Process

An open, publicly advertised Request for Proposal was issued January 8th, 2019 for the tree inventory update. Two potential bidders submitted documents but after being reviewed and evaluated by the Evaluation Team, subsequently only one bidder; Davey Tree Expert Co. met the requirements. The second bid received from Aecon Utility Engineering did not meet the minimum score threshold. The submissions were reviewed and evaluated by a team with representation from Roadside Operations and Forestry with the assistance of Purchasing and Supply as per the Procurement of Goods and Services Policy.

Financial Impact

The estimated expenditure in 2019 is \$517,000. Funding for this project is available in account PD 2047, as detailed in Appendix A (attached) Source of Financing.

CONCLUSION

Civic Administration have reviewed the submissions and recommends that Davey Tree Expert Co. of Canada Inc. be awarded the contract, it being noted that only one bidder met the expectations asked in the request for proposal.

Acknowledgements

This report was prepared by Andy Beaton, Manager, Forestry Operation, Jill-Anne Spence, Manager, Roadside Operations and Forestry and John Stevely, Procurement Officer, Purchasing and Supply.

SUBMITTED BY:	REVIEWED AND CONCURED BY:
JOHN PARSONS C.E.T DIVISION MANAGER, ROAD OPERATIONS AND FORESTRY	DOUG MACRAE, P. ENG, MPA DIRECTOR, ROADS & TRANSPORTATION
RECOMMENDED BY:	
KELLY SCHERR, P. ENG, MBA, FEC MANAGING DIRECTOR, ENVIRONMENTAL & ENGINEERING SERVICES & CITY ENGINEER	