

<b>TO:</b>	<b>CHAIR AND MEMBERS CIVIC WORKS COMMITTEE MEETING ON MONDAY, MARCH 18, 2019</b>
<b>FROM:</b>	<b>KELLY SCHERR, P. ENG MANAGING DIRECTOR, ENVIRONMENTAL &amp; ENGINEERING SERVICES &amp; CITY ENGINEER</b>
<b>SUBJECT:</b>	<b>SINGLE SOURCE 19-05 TREE PRUNING AND REMOVAL SERVICES</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Managing Director, Environmental & Engineering Services & City Engineer, following actions **BE TAKEN** with respect to the award of Tree Pruning and Removal Services:

- a) That approval hereby **BE GIVEN** to enter into a three year with two additional option years contract for Tree Pruning and Removal Services to Davey Tree Expert Co. of Canada, Limited, 500 – 611 Tradewind Drive, Ancaster, Ontario, L9G 4V5;
- b) That Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with these contracts;
- c) Approval hereby given **BE CONDITIONAL** upon the Corporation negotiating satisfactory prices, terms and conditions with Davey Tree Expert Co. of Canada, Limited to the satisfaction of the Manager of Purchasing and Supply and the Managing Director, Environmental & Engineering Services & City Engineer; and
- 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.

<b>BACKGROUND</b>
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**Purpose**

The purpose of this report is to seek Council approval to establish a three year with two additional optional years single source contract with Davey Tree Expert Co. of Canada, Limited to provide tree pruning and removal services for the City of London Transportation and Roadside Operations Division.

Tree pruning and removal service is an annual program that is performed on and ongoing basis as the Forestry Division has embarked upon a trim cycle reduction to reduce risk, promote tree health and demonstrate due diligence. The contracted crews will supplement city staff in performing these tasks. The contractors' duties include tree pruning, removal, stumping and Emerald Ash Borer tree injections.

Contractors are relied upon to perform the above mentioned duties during regular work hours, off hours and for emergency response. Currently, the City has a need for increased forestry planned maintenance services beyond the traditional pruning cycle. Increased maintenance will be required due to the Emerald Ash Borer program and possible Oak wilt.

<b>DISCUSSION</b>
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**Purchasing Process**

An open to the public Request for Qualification was issued January 8, 2019 for the tree pruning and removal services. Two potential bidders submitted the pre-qualification documents but subsequently only one (1) bidder; Davey Tree met the pre-qualification requirements. The submissions were reviewed and evaluated on the following requirements:

- Qualifications Requirements
- Equipment
- Health and Safety
- Experience
- References

**Financial Impact**

The estimated annual expenditure is \$1,653,151.00 which is based on the estimated annual hours and tendered hourly rates. Funding for this project is available in the Forestry Operating budget 710501.325600 and Capital Account PD 2044 Emerald Ash Borer Management, as detailed in Appendix 'A' (attached) Source of Financing.

<b>CONCLUSION</b>
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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 compliant bidder met the expectations asked in the pre-qualification stage and it is being reported as a Single Source as per the Procurement of Goods and Services Policy Section 14.4 (d) & (e). "There is a need for compatibility with goods and/or services previously acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract (i.e. contract extension or renewal); and "The required goods and/or services are to be supplied by a particular supplier(s) having special knowledge, skills, expertise or experience".

**Acknowledgements**

This report was prepared by Andy Beaton, Manager Forestry Operations and Chris Rinehart, Procurement Specialist, Purchasing and Supply.

<b>SUBMITTED BY:</b>	<b>RECOMMENDED BY:</b>
<b>JOHN PARSONS DIVISION MANAGER, ROAD OPERATIONS AND FORESTRY</b>	<b>DOUG MACRAE, P. ENG DIRECTOR, ROADS &amp;TRANSPORTATION</b>
<b>REVIEWED AND CONCURED BY:</b>	
<b>KELLY SCHERR, P. ENG, MBA, FEC MANAGING DIRECTOR, ENVIRONMENTAL &amp; ENGINEERING SERVICES &amp; CITY ENGINEER</b>	