





**Purchasing Service Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 25
AGENDA DATE: Thu 03/11/2004
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the following activities: 1) create, prepare and furnish all tree delivery related documentation; 2) conduct visual surveys used to determine potential neighborhoods for implementation of the program 3) manage all administrative tree delivery functions; 4) determine the delivery route; 5) supply the trees; 6) organize the trees for delivery; 7) deliver the trees to residents with planting instructions; 8) collect service surveys. Each cycle will include a minimum of five hundred trees and will be delivered to persons who agree to plant and maintain them.

MBE/WBE Solicited: 18/10

MBE/WBE Bid: 2/0

**PROPOSAL ANALYSIS
RFP KW04300003**

- a. Best Proposal.
- b. Thirty-nine notices were issued including eighteen MBEs and ten WBEs. Ten RFP's were issued. Three responses were received including two MBEs. No WBEs responded.

APPROVAL JUSTIFICATION

- a. Proposal meets the requirements of the Request for Proposal.
- b. The Electric Utility Department concurs with the recommended awardee.
- c. Advertised on the Internet.