

Purchasing Service Agreement CITY OF AUSTIN RECOMMENDATION FOR COUNCIL ACTION

AGENDA ITEM NO.: 25 AGENDA DATE: Thu 03/11/2004 **PAGE:** 1 of 2

<u>SUBJECT:</u> Authorize negotiation and execution of a 12-month service agreement with TREEFOLKS, INC., Austin, TX for tree planting services in an amount not to exceed \$152,000, with two 12-month extension options in an amount not to exceed \$152,000 per extension, for a total agreement amount not to exceed \$456,000.

<u>AMOUNT & SOURCE OF FUNDING</u>: Funding in the amount of \$76,000 is available in the Fiscal Year 2003-2004 Approved Operating Budget of the Electric Utility Department. Funding for the remaining six months of the original contract period and extension options is contingent upon available funding in future budgets.

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Purchasing	DIRECTOR'S
DEPARTMENT: for Austin Energy;	AUTHORIZATION: Vickie Schubert

FOR MORE INFORMATION CONTACT: Karen Williams, Buyer I/322-6467

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

<u>PURCHASING</u>: Best proposal of three proposals received.

<u>MBE / WBE:</u> This contract will be awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract will provide homeowners with trees through the City's NeighborWoods Program. Parks and Recreation Department administers the program, which is funded by Austin Energy and provides trees to citizens who agree to plant and water the trees for selected neighborhoods. The benefits of this program include public education; community involvement; improvement in air and water quality; an increase in property values; reduction in the Urban Heat Island effect by shading streets; and energy savings resulting from the cooling effect of the neighborhood environment. The NeighborWoods contractor, Austin Energy staff, and City of Austin Parks & Recreation staff identify neighborhoods in need of trees for the streets. The NeighborWoods Program surveys neighborhoods and signs are posted at the recommended and appropriate tree planting sites in the right-of-way in front of houses. Neighborhoods that lack trees in the right-of-way are selected based on a review of aerial photos, infrared photos, and requests from neighborhoods. Austin Energy, PARD, and Treefolks work together to identify neighborhoods that "need" trees in the Austin Energy service area. The program prioritizes areas where Austin Energy has recently performed tree trimming for line clearance. A postage-paid return card door hanger is left at each house. Residents fill out the cards by marking the type of tree(s) they prefer and sign an agreement to plant and water the tree(s) for two years. After the cards are mailed back, the trees are ordered and delivered to the residents who then plant and maintain the trees. This program is part of the Urban Heat Island Initiative.

The contractor will provide eight comprehensive tree delivery cycles that include, but are not limited to



Purchasing Service Agreement CITY OF AUSTIN RECOMMENDATION FOR COUNCIL ACTION

AGENDA ITEM NO.: 25 AGENDA DATE: Thu 03/11/2004 PAGE: 2 of 2

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.