

**THE CORPORATION OF THE CITY OF WINDSOR
OFFICE OF THE CITY ENGINEER- Parks & Facilities**



MISSION STATEMENT:

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together."

LiveLink REPORT #: 17085 SR/11879	Report Date: March 19, 2014
Author's Name: Bill Roesel	Date to Council: April 7, 2014
Author's Phone: 519 253-2300 ext. 2760	Classification #:
Author's E-mail: broesel@city.windsor.on.ca	

To: Mayor and Members of City Council

Subject: Tree Trimming (2,500 trees more or less) at various locations throughout the City of Windsor (Tender No. 38-14)

P & R 14-29

1. RECOMMENDATION: City Wide: Ward(s): _____

That the tender, as submitted by Columbia Utility Services, Inc. **BE ACCEPTED** for the trimming of 2,500 trees (more or less) at various locations throughout the City of Windsor for a term of one year at a total tender price of \$164,875.00 plus H.S.T. to be charged to account 001 2980 0464 02942 0280325; and 007-2980-7131021 and further

That the CAO and City Clerk **BE AUTHORIZED** to sign an agreement satisfactory in form to the City Solicitor in technical content to the Executive Director of Parks and Facilities, and in financial content to the City Treasurer; and

That upon the expiration of the one year term set out in the agreement, the Executive Director of Parks and Facilities **BE AUTHORIZED** to extend the contract for one additional one year term as identified in the tender documents upon mutual consent based on the same conditions and price of the original tender.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

This particular contract will involve the trimming of 2,500 trees (more or less) within the City of Windsor. This is a twelve month contract which supplements the trimming that is carried out "in house".

This contract helps address the backlog of resident requested work orders for city tree trimming.

3. DISCUSSION:

Bids were received by four (4) vendors for RFT#38-14 as follows:

Vendor	Total Tendered Price (excluding H.S.T.)
Columbia Utility Services Inc. 1215 Surf Club Dr. St. Joachim, ON N0R 1S0	\$164,875.00
Forest Glade Tree Experts Ltd. 3458 Faust Street Windsor, ON N8Y 5B7	\$199,000.00
Landgraff Tree Service Ltd. 5875 North Service Road East Windsor, ON N8T 3P2	\$292,500.00
Ontario Line Clearing Ltd. 7790 Telephone Rd. Cobourg, ON K9A 7K6	\$390,000.00

Purchasing Policies and Procedures By-Law No. 93-2012, Section 137, Exercise of Contract Renewal Options, and Section 40, Contract Amendments and Revisions allows for a contract to be extended for an additional term upon mutual consent based on the same conditions and price of the original tender.

The renewal (extension option) is in the best interest of the City of Windsor for several reasons; it will save the administrative costs (wages/advertising) associated with the tendering process and tendering would likely bring price increases due to increased fuel/labour costs associated with the nature of the work.

4. RISK ANALYSIS:

Reducing our backlog of citizen requests for tree trimming reduces the corporation's liability in terms of potential damage to property/persons caused by tree failure.

5. FINANCIAL MATTERS:

Works under this tender will be charged within the 2014 Operating budget and the 2014 Capital Budget, Tree Maintenance Backlog project #7131021.

Given this tender is for a twelve month contract it will carry over into 2015 however, no money will be spent in 2015 until the budgets are approved.

Bids are based on estimated number of trees to be trimmed. The actual final contract amount may vary depending on work order backlog and available funding..

6. CONSULTATIONS:

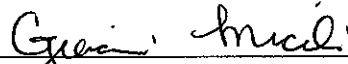
N/A

7. CONCLUSION:

This contract allows for the trimming of trees for a one year period. The contract supplements trimming carried out by our own crews and helps reduce our backlog of citizen requested individual tree trims. Council approval will provide administration the option to extend the contract for an additional term.



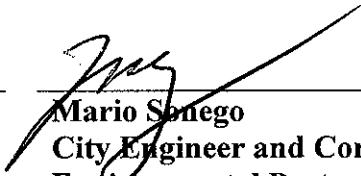
Bill Roesel
Manager of Forestry and Horticulture



Giovanni Miceli
Executive Director of Parks and Facilities




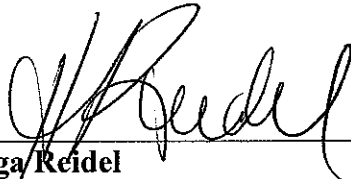
for
Shelby Askin-Hager
City Solicitor



Mario Spnago
City Engineer and Corporate Leader
Environmental Protection and
Transportation




Onorio Colucci
Chief Financial Officer/City Treasurer
and Corporate Leader Finance and
Technology



Helga Reidel
Chief Administrative Officer

BR:bt

APPENDICES:

DEPARTMENTS/OTHERS CONSULTED:
Name:
Phone #: 519 ext.

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX