



## MANAGER'S MEMO ITEM

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**ITEM:** Tree and Stump Removal Contract  
**WORKSHOP DATE:** May 10, 2005  
**PREPARED BY:** David H. Barber, P.E., Director of Public Works  
Kerstin G. von der Heide, Village Forester  
**BID AMOUNT:** \$113,387.00      **ACCOUNT:** 001.335.0000.5443  
**BUDGET AMOUNT:** \$100,000.00

**PURPOSE:** To recommend renewal of a contract with Bergquist Tree Experts to remove trees and stumps in an amount of \$113,387.00.

### **BACKGROUND:**

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Staff would like to proceed with the second year of a contract with Bergquist Tree Experts for tree and stump removal services. Recapping bidding activities and last year's Workshop memo, three bids were received on Thursday February 19, 2004, for a two-year Tree and Stump Removal contract. A fourth contractor submitted a "no-bid" letter, and the previous contractor decided to not re-bid. All three bidders attended the required pre-bid conference, proposed prices for two years, submitted a letter of capability of obtaining a performance bond or letter of credit, and supplied insurance information and the required signatures. In that tree removal is so important for safety reasons, the contract requires a performance bond or letter of credit in the amount of the contract, and includes provisions for liquidated damages for failure to complete the work on time. The actual term of the contract is for one year with the option to renew for a second year provided the Village is satisfied with the service and is contingent upon sufficient Village funds. The purpose of the contract is for the removal of trees and stumps from parkways, Village properties, and unimproved right-of-ways and alleys. These removals are necessary because of tree death, hazardous conditions, and infectious diseases such as Dutch elm disease.

The table in Attachment A summarizes the 2004 bid results. The estimated quantities listed are based on the average number of trees and stumps removed in the past and anticipated removal needs. Because of this, the numbers for trees and stumps are not equal and may differ as a result of in-house removals, storm damage losses, and tree removals in unimproved right-of-ways where stumps are not removed. For the past twelve fiscal years, the contracts have averaged 292 trees and 253 stumps annually.

### **REFERENCE CHECKS :**

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Contracts that Bergquist Tree Experts has had include stump removal in fiscal years 1991/92, 1993/94, 1997/98, 1998/99, winter pruning in fiscal years 1989/90, 1991/92, 1992/93, 1999/2000 and demand pruning in fiscal years 1994/95, 1997/98, 1998/99, 1999/2000, 2000/01, 2001/02, 2002/03, 2003/04. In fiscal year 2004/05, Bergquist Tree Experts completed the first year of the tree and stump removal contract in a timely and professional manner.

**BUDGET IMPLICATIONS:**

<b>BID AMOUNT:</b> \$113,387.00	<b>ACCOUNT:</b> 001.335.0000.5443
<b>BUDGET AMOUNT:</b> \$100,000.00	

Several contracts including Tree and Stump Removal are funded in the Tree Services account (001.335.0000.5443). The account is budgeted at \$290,800.00 with tree planting, tree pruning, and tree and stump removals comprising the bulk of the dollar amounts. With very reasonable prices bid already for the winter pruning contract and with many tree plantings having occurred in the spring of 2005 filling many open planting sites, staff anticipates being able to remain within the dollar amount budgeted for this account.

**ATTACHMENTS:**

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Attachment A – Bid tabulation for Tree and Stump Removal

**STAFF RECOMMENDATION:**

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The recommendation to the Village Council is to renew the Tree and Stump Removal contract with Bergquist Tree Experts for the fiscal year 2005/06 for a dollar amount of \$113,387.00.

**REQUESTED COURSE OF ACTION:**

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Place this item on the May 17, 2005, Consent Agenda.

Attachment A – Bid tabulation for Tree and Stump Removal

		Bergquist Tree Experts		Winkler's		Kramer	
<u>May 1, 2004 to April 30, 2005</u>	<u>Estimated Quantities</u>	<u>Unit Price</u>	<u>Extension</u>	<u>Unit Price</u>	<u>Extension</u>	<u>Unit Price</u>	<u>Extension</u>
Tree removal 4-19" diameter	2,270 inches (200 trees)	\$12.40	\$28,148.00	\$19.52	\$44,310.40	\$20.00	\$45,400.00
Tree removal over 19" diameter	2,710 inches (100 trees)	\$20.45	\$55,419.50	\$32.91	\$89,186.10	\$44.00	\$119,240.00
Stump removal	260 (each)	\$94.50	\$24,570.00	\$149.52	\$38,875.20	\$165.00	\$42,900.00
TOTAL			\$108,137.50		\$172,371.70		\$207,540.00
<u>May 1, 2005 to April 30, 2006</u>	<u>Estimated Quantities</u>	<u>Unit Price</u>	<u>Extension</u>	<u>Unit Price</u>	<u>Extension</u>	<u>Unit Price</u>	<u>Extension</u>
Tree removal 4-19" diameter	2,270 inches (200 trees)	\$12.70	\$28,829.00	\$20.17	\$45,785.90	\$21.50	\$48,805.00
Tree removal over 19" diameter	2,710 inches (100 trees)	\$21.80	\$59,078.00	\$34.00	\$92,140.00	\$46.50	\$126,015.00
Stump removal	260 (each)	\$98.00	\$25,480.00	\$154.52	\$40,175.20	\$175.00	\$45,500.00
TOTAL			\$113,387.00		\$178,101.10		\$220,320.00