

## PROCUREMENT SUMMARY

**TREE TRIMMING MAINTENANCE SERVICES METRO G LINE (ORANGE) /  
OP496040008370**

1.	<b>Contract Number:</b> OP496040008370	
2.	<b>Recommended Vendor:</b> Thrifty Tree Service, Inc.	
3.	<b>Type of Procurement (check one) :</b> <input checked="" type="checkbox"/> IFB <input type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	<b>Procurement Dates:</b>	
	<b>A. Issued:</b> September 13, 2023	
	<b>B. Advertised/Publicized:</b> September 13, 2023	
	<b>C. Pre-Bid Conference:</b> September 20, 2023	
	<b>D. Bids Due:</b> October 16, 2023	
	<b>E. Pre-Qualification Completed:</b> December 11, 2023	
	<b>F. Ethics Declaration Forms Submitted to Ethics:</b> October 16, 2023	
	<b>G. Protest Period End Date:</b> January 23, 2024	
5.	<b>Solicitations Picked up/Downloaded:</b> 13	<b>Bids Received:</b> 3
6.	<b>Contract Administrator:</b> Shannon Thoene	<b>Telephone Number:</b> (213) 922-2790
7.	<b>Project Manager:</b> Maral Minasian	<b>Telephone Number:</b> (213) 922-6762

**A. Procurement Background**

This Board Action is to approve the award of Contract No. OP496040008370, issued in support of tree trimming services for trees 13 feet and above in height, along the G Line (Orange), an 18-mile dedicated Busway that connects the East and West San Fernando Valley communities. The entire length of the Busway includes 18 transit stations that are landscaped and irrigated. There are roughly 2.3 million square feet of landscaping and nearly 8,000 trees on the right-of-way, south and north of the fence along Chandler Blvd., rail stations, behind the soundwall, and Metro park-and-ride lots. Tree trimming services include enhancing tree shapes to encourage new growth, reporting tree condition, and tree removal. Board approval of contract award is subject to the resolution of any properly submitted protest.

On September 13, 2023, Invitation for Bids (IFB) No. OP49604 was issued as a competitive sealed bid procurement in accordance with Metro's Acquisition Policy and the contract type is firm fixed unit rate. This IFB was issued as a Small Business Enterprise (SBE) Prime Set Aside solicitation.

One Amendment was issued during the solicitation phase of this IFB:

- Amendment No. 1, issued October 3, 2023, revised Exhibit 5 - Bid Letter to extend the validity period of bids to 180 calendar days after bid opening.

A virtual pre-bid conference was held on September 20, 2023, with seven firms in attendance.

Thirteen firms downloaded the IFB and were included on Metro’s planholders’ list. Five questions were received, and responses were released before the bid due date.

A total of three bids were received by the due date of October 16, 2023, and are listed below in alphabetical order:

1. Far East Landscape and Maintenance, Inc.
2. Golden West Arbor Services Inc.
3. Thrifty Tree Service, Inc.

**B. Evaluation of Bids**

The procurement was conducted in accordance with Metro’s Acquisition Policy for a competitive sealed bid.

The recommended firm, Thrifty Tree Service, Inc. (Thrifty Tree) was the apparent lowest bidder, and its bid was further evaluated to determine responsiveness to the solicitation requirements. Areas of responsiveness include meeting the minimum qualifications requirements, such as years of commercial arboriculture experience performing tree trimming and tree removal maintenance services in safety-sensitive areas, possession of required licenses to perform the required services, and having an arborist and tree worker certified by the International Society of Arborists (ISA). Thrifty Tree Service, Inc. was determined to be qualified to perform the required services based on the IFB requirements.

**C. Price Analysis**

The recommended amount has been determined to be fair and reasonable based on adequate competition, price analysis, technical analysis, and an independent cost estimate (ICE). The recommended amount is 8.6% higher than the original bid amount due to a calculation error in the bid by the bidder. Verification revealed that the bidder failed to include the “as-needed services” in the total bid amount for the three-year base term.

	<b>Bidder Name</b>	<b>Original Bid Amount</b>	<b>Metro ICE</b>	<b>Recommended Amount</b>
1.	Thrifty Tree Service, Inc.	\$2,146,000	\$2,669,475	\$2,329,500
2.	Far East Landscape and Maintenance, Inc.	\$3,045,925		
3.	Golden West Arbor Services Inc.	\$3,756,750		

**D. Background on Recommended Contractor**

The recommended firm, Thrifty Tree Service, Inc., incorporated in 1997, is located in Murrieta, California. It provides a wide range of tree care and advice services to residential, commercial, and public agency clients within the Los Angeles and Ventura Counties, including all surrounding areas. Public agency clients in Los Angeles County include the City of Los Angeles Department of Recreation and Parks and the Department of Public Works.

Thrifty Tree is a Metro-certified Small Business Enterprise (SBE).

Thrifty Tree has been performing tree trimming services for Metro since January 2019 and performance has been satisfactory.