

PROCUREMENT SUMMARY

**TREE TRIMMING MAINTENANCE SERVICES (EXCLUDING G LINE) /
OP1167960008370**

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|----|---|---|
| 1. | Contract Number: OP1167960008370 | |
| 2. | Recommended Vendor: Mariposa Tree Management Inc. | |
| 3. | Type of Procurement (check one) : <input checked="" type="checkbox"/> IFB <input type="checkbox"/> RFIQ <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order | |
| 4. | Procurement Dates: | |
| | A. Issued: May 17, 2024 | |
| | B. Advertised/Publicized: May 18, 2024 | |
| | C. Pre-Bid Conference: May 28, 2024 | |
| | D. Bids Due: June 18, 2024 | |
| | E. Pre-Qualification Completed: August 15, 2024 | |
| | F. Ethics Declaration Forms submitted to Ethics: June 18, 2024 | |
| | G. Protest Period End Date: November 22, 2024 | |
| 5. | Solicitations Picked up/Downloaded: 18 | Bids Received: 3 |
| 6. | Contract Administrator: Ana Rodriguez | Telephone Number: (213) 922-2790 |
| 7. | Project Manager: Ruben Cardenas | Telephone Number: (213) 922- 5932 |

A. Procurement Background

This Board Action is to approve the award of Contract No. OP1167960008370 issued in support of tree trimming services for trees 13 feet and above in height for Metro properties systemwide within Los Angeles County, with the exception of the G Line (Orange Line), which is covered under a separate contract. Board approval of contract award is subject to the resolution of any properly submitted protest(s).

On November 14, 2023, Invitation for Bids (IFB) No. OP116796 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 under the Small Business Set Aside Program which required that bidders be Metro Certified Small Business Enterprises (SBE) to be eligible to participate in this solicitation. No bids were received on the bid due date.

On May 17, 2024, the solicitation was re-issued as IFB No. OP116796(2) as a competitive sealed bid procurement in accordance with Metro's Acquisition Policy and the contract type is firm fixed unit rate. Metro's Diversity & Economic Opportunity Department (DEOD) recommended a 22% SBE goal and a 3% Disabled Veteran Business Enterprise (DVBE) goal for this procurement. Bidders were required to meet or exceed the SBE/DVBE goal at the time of proposal due date to be eligible for contract award. Further, the solicitation was subject to the Local Small Business Enterprise (LSBE) Preference Program which gives eligible LSBE bidders a 5% percent preference as a bid price reduction.

One (1) amendment was issued during the solicitation phase of this IFB:

- Amendment No. 1, issued on May 29, 2024, amended section SP-18 Living Wage/Service Contract Worker Retention Policy of the sample contract

A virtual pre-bid conference was held on, May 28, 2024, with six firms in attendance and altogether eight attendees.

Eighteen firms downloaded the IFB and were included on Metro's planholders' list. Fourteen questions were received, and responses were released prior to the bid due date.

A total of three bids were received by the due date of June 18, 2024.

B. Evaluation of bids

This procurement was conducted in accordance with and complies with Metro's Acquisition Policy for competitive sealed bids. The three bids are listed below in alphabetical order:

1. Mario's Tree Service
2. Mariposa Tree Management Inc.
3. West Coast Arborists, Inc.

The recommended firm, Mariposa Tree Management Inc. (Mariposa), was the lowest bidder, and its bid was further evaluated to determine responsiveness to the solicitation requirements. Areas of responsiveness included meeting the minimum qualifications, such as years of experience of arboriculture, experience performing tree trimming and tree removal services for a large or private entity with facilities of comparable scale to Metro properties, and possession of required International Society of Arborists Arborist Certification to perform the required services. The bidder was also required to have at least one of the following licenses: State of California Contractor License for Specialty Tree Trimming, General Engineering Contractor, or General Building Contractor license. Mariposa was determined to be qualified to perform the required services based on meeting the IFB's minimum requirements.

The other two bids were determined to be non-responsive to the SBE/DVBE goals and therefore ineligible for contract award.

C. Price Analysis

The award amount has been determined to be fair and reasonable based on award to the lowest responsive, responsible bidder, adequate competition, price analysis,

and technical analysis. The recommended award amount of \$3,108,790 is 22% higher than the Independent Cost Estimate (ICE) primarily due to the difference in pricing for trimming trees over 40 feet. Metro’s ICE was developed utilizing unit rates based on the average unit prices of the existing contracts for tree trimming services. The bid, however, reflects higher unit rates based on the costs for a larger crew size and the additional equipment needed to safely trim trees above 40 feet.

The recommended award amount is lower than the bid amount, due to a calculation error in the extended price of the bid. The firm fixed unit rates on the bid did not change, however, the correction to the calculation of the extended price resulted in the updated recommended award amount being lower than the bid amount as reflected in the table below.

| | Bidder Name | Bid Amount | Metro ICE | Award Amount |
|----|-------------------------------|-------------------|------------------|---------------------|
| 1. | Mariposa Tree Management Inc. | \$3,123,690 | \$2,540,400 | \$3,108,790 |
| 2. | West Coast Arborists, Inc. | \$3,642,550 | | |
| 3. | Mario’s Tree Service | \$4,109,000 | | |

D. Background on Recommended Contractor

The recommended firm, Mariposa Tree Management Inc. (Mariposa), has been providing tree pruning, tree trimming and tree removal services along with landscape, irrigation and water management services to Rancho Santa Fe and North County Coastal communities for over 45 years. It provides all types of tree care services including landscape design and installation services, irrigation repair and upgrade services, and services to improve the overall health and vigor of trees and landscapes. Mariposa has accounts with the City of Burbank, City of San Marino, City of Temecula, and City of Thousand Oaks.

Mariposa has been providing Tree Trimming Services to Metro since May of 2020 and performance has been satisfactory.