

PROCUREMENT SUMMARY

TREE TRIMMING SERVICES FOR METRO TRANSIT FACILITIES (EXCLUDING METRO ORANGE LINE) / OP5608900

1.	Contract Number: OP5608900	
2.	Recommended Vendor: Great Scott Tree Service Inc.	
3.	Type of Procurement (check one): <input type="checkbox"/> RFP <input checked="" type="checkbox"/> IFB <input type="checkbox"/> IFB-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	Procurement Dates:	
	A. Issued: July 15, 2016	
	B. Advertised/Publicized: July 14, 2016	
	C. Pre-Proposal/Pre-Bid Conference: July 21, 2016	
	D. Proposals/Bids Due: August 11, 2016	
	E. Pre-Qualification Completed: August 29, 2016	
	F. Conflict of Interest Form Submitted to Ethics: August 12, 2016	
	G. Protest Period End Date: October 25, 2016	
5.	Solicitations Picked up/Downloaded: 14	Bids/Proposals Received: 5
6.	Contract Administrator: Rommel Hilario	Telephone Number: (213) 922-4654
7.	Project Manager: Maral Minasian	Telephone Number: (213) 922-5931

A. Procurement Background

This Board Action is to approve contract award in support of Facilities Maintenance to provide tree trimming services throughout Metro bus and rail facilities, excluding Metro Orange Line (MOL) as outlined in Invitation for Bid (IFB) No. PS2195315131-2. Board approval of contract awards are subject to resolution of all properly submitted protests.

The IFB was issued as a competitive procurement in accordance with Metro's Acquisition Policy. The contract type is firm fixed unit price.

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

- Amendment No. 1, issued on July 22, 2016, provided pre-bid conference material including sign-in sheets, planholder's list, and living wage information.

A pre-bid conference was held on July 21, 2016. A total of five bids were received on August 11, 2016.

B. Evaluation of Bids

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

1. Great Scott Tree Service Inc. (Great Scott)
2. International Environmental Corporation (International Environmental)Parkwood Landscape Maintenance, Inc. (Parkwood)
3. The Jungle Nursery Inc. (Jungle Nursery)
4. Thrifty Tree Service Inc. (Thrifty Tree)

All five firms were determined to be responsive, responsible, and were deemed qualified to perform the services based on the IFB's minimum requirements and technical evaluation by the Project Manager. Further analysis was conducted to review appropriate labor classifications and wage rates for each bid, and all were deemed responsive to the IFB requirements.

C. Cost/Price Analysis

The recommended pricing from Great Scott Tree Service Inc. has been determined to be fair and reasonable based upon adequate competition. Metro's independent cost estimate was based on historical pricing and market average.

BIDDER	BID AMOUNT	SBE PRICE PREFERENCE	METRO ICE	AWARD AMOUNT
Great Scott Tree Service Inc.	\$1,522,900	N/A	\$1,196,750	\$1,522,900
The Jungle Nursery Inc.	\$2,114,928	\$1,903,435.20		
International Environmental Corporation	\$3,164,923	\$3,006,676.85		
Parkwood Landscape Maintenance, Inc.	\$3,438,943	\$3,266,995.85		
Thrifty Tree Service Inc.	\$4,205,200	N/A		

The IFB included an opportunity for bidders to earn a Small Business Price Preference for bidding as a certified small business and/or bidders who met or exceeded the 15% small business goal established in the IFB. Jungle Nursery earned 10% price preference because they are a certified SBE and also subcontracted with a separate SBE firm. International Environmental is a certified SBE firm performing all of the work and, therefore, earned a 5% price preference on their bid. Parkwood met the SBE goal and, therefore, earned a 5% price preference for their bid. Great Scott and Thrifty Tree Service did not meet the 15% SBE goal and, therefore, did not earn a price preference. The small business preference price calculations are for evaluation purposes only. Applying the preference factor does not change the contractor's actual bid or the amount of any subsequent contract

award. As a result, Great Scott Tree Service remains the lowest responsive and responsible bidder.

D. Background on Recommended Contractor

Great Scott, located in Stanton, California, started in 1976 to provide high quality tree maintenance at a competitive cost. Over the years, they have developed a program that incorporates tree maintenance with technology using TrimIT, a GIS program that provides staff with the tools to track work history, project future maintenance and cost, and present the information visually using a geographic information system. Great Scott currently has various contracts for tree services that include the City of Irvine, City of Newport Beach, City of Seal Beach, City of Cypress, City of El Segundo, City of Stanton, City of Chino, and City of West Hollywood. Great Scott is a certified arborist and is registered with the Department of Industrial Relations.