

APPROVED
JUN 27 2013

REPORT OF GENERAL MANAGER

NO. 13-165

DATE June 27, 2013

BOARD OF RECREATION
AND PARK COMMISSIONERS

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DEPARTMENT OF RECREATION AND PARKS – TREE INVENTORY
PROJECT – REQUEST FOR RE-BID

R. Adams	_____	K. Regan	_____
H. Fujita	_____	*M. Shull	<u><i>M. Shull</i></u>
V. Israel	_____	N. Williams	_____

[Signature]
General Manager

Approved *[Signature]*

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Reject all bids received on April 9, 2013, for the Department of Recreation and Parks (RAP) Tree Inventory Project, pursuant to all bidders being non-responsive; and,
2. Authorize staff to re-issue the Request for Bid (RFB) as revised, as explained in the Summary, subsequent to City Attorney review and approval as to form.

SUMMARY:

In March 2012, RAP was awarded a Tree Inventory Grant from the State of California Department of Forestry and Fire Protection (CAL FIRE) (Board Report No. 11-269; Council File No: 12-0141) for the RAP Tree Inventory Project.

On February 6, 2013 the Board approved the bid documents and call for bids for the RAP Tree Inventory Project (Board Report No. 13-021).

On April 9, 2013, Arbor Pro, Inc., and Davey Resource Group, a division of the Davey Tree Expert Co., submitted bids for the RAP Tree Inventory Project. Both bids were deemed non-responsive because both responders did not provide a bid in the format required. Due to the limited time required on the grant, RAP must re-issue this RFB and complete the project.

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Evaluation Process

Responses will be evaluated in three (3) levels. Level I will be a review by Department staff for the minimum qualifications, as stated in the RFB document. The minimum qualifications will determine the responder's knowledge and experience to perform the terms and specifications of the contract. If a responder's minimum qualification cannot be verified by staff, the responder will be disqualified and no further evaluation will be performed on the response. Level II will evaluate all required compliance and submittal documents as required per City Ordinance. Level III will evaluate the lowest bid price. The responder must successfully pass Level I and II before staff will evaluate Level III.

The successful responder must have passed Levels I and II, and must have submitted the lowest Bid in Level II.

The successful responder will be recommended to the Board for a one (1) year contract in an amount not to exceed \$200,000.00. Contract awarded through this RFB shall be subject to funding availability and early termination by RAP, as provided in the Standard Provisions for City Contracts (Rev. 3/09).

FISCAL IMPACT STATEMENT:

Releasing the Request for Bid has no fiscal impact on the Department's General Fund. All funds for the contracts awarded will come from Tree Inventory Grant awarded to RAP by CAL FIRE.

This Report was prepared by Laura Bauenfeind, Principal Grounds Maintenance Supervisor II.