



Staff Summary Report

Council Meeting Date: 10-16-2008

Agenda Item Number: _____

SUBJECT: Request approval of an emergency purchase to Somerset Landscape and Urban Forest Tree Care for Citywide tree services to remedy the 400 trees uprooted by a severe monsoon storm which occurred during the week of August 25, 2008.

DOCUMENT NAME: 20081016fslg05 **PURCHASES (1004-01)**

SUPPORTING DOCS: Yes

COMMENTS: (Emergency Procurement #09-051) Total cost of this purchase shall not exceed \$75,000.

PREPARED BY: Lisa Goodman, CPPB, Procurement Officer, 480-350-8533

REVIEWED BY: Michael Greene, CPM, Central Services Administrator, 480-350-8516
Sam Thompson, Deputy Parks and Recreation Manager, 480-350-5234
Mark Richwine, Parks and Recreation Manager, 480-350-5325

**LEGAL REVIEW AS
TO CONTRACT FORM**

ONLY: N/A

FISCAL NOTE: Sufficient funds have been appropriated in 2555, 2556, 2557, and 2559 - 6672.

RECOMMENDATION: Award the contracts.

ADDITIONAL INFO: During the week of August 25, 2008 a severe monsoon storm occurred which caused up to 400 trees to be uprooted in various City right-of-ways, facilities, parks, and bike paths which caused public safety related issues in the roadways, sidewalks, bike paths, and park/facility areas. To remedy these hazards, staff immediately contacted Somerset Landscape and Urban Forest Tree Care to provide emergency tree services. Multiple vendors were selected due to the volume of work caused by the storm. Both vendors are currently contracted with the City to perform routine landscape work and Urban Forest Tree Care, Inc. was the previous tree service contractor. A new tree service contract is being recommended for award under a separate staff summary request.



Memorandum

TO: Michael Greene, CPM
Central Services Administrator

FROM: Mark Richwine, Manager
Parks & Recreation Department

DATE: October 1, 2008

SUBJECT: Emergency Procurement

As Director of the City Department responsible for resolving a City emergency, it was necessary to immediately take action to obtain needed materials/services (as described below) to protect the City and the public. Due to the time of the emergency situation, the City Procurement Office was not accessible to assist in this procurement matter.

Urban Forest Tree Care, Inc. and Somerset Landscape & Maintenance, Inc.

Description of emergency and required item(s) that were obtained to resolve the emergency situation (attached additional pages or a report of the emergency, if needed):

The micro burst which occurred during the week of August 25th caused up to 400 trees to be uprooted in various City right-of-ways, facilities, parks and bikepaths which caused public safety related issues in the roadways, sidewalks, bikepaths and park/facility areas. To remedy the city-wide hazards, City staff immediately contracted the above referenced vendors to request emergency City-wide tree services. Multiple vendors were selected due to the volume of work caused by the storm. Both vendors are currently contracted to perform similar work and Urban Forest Tree Care, Inc. was our previous Tree Service vendor. The Tree Service contract is current in the RFP process and should be awarded within the next 30 days.

Estimated value of purchase: \$75,000 (Parks & Recreation \$55,000 and Public Works \$20,000)

Refer to Requisition # N/A, dated N/A which has been transmitted to the City Procurement Office to document this emergency.

My department contact for this purchase is Sam Thompson at Ext. 5234.

As related to this purchase, there are no conflicts of interest, legal, ethical or preference issues which would compromise my department or this acquisition.

Department Director's Signature [Signature] Date 9/30/08

[Signature] 10-02-08
Central Services Administrator

[Signature]
Procurement Officer

City Procurement Ordinance 97.55, Sec. 26A-13 identifies the basis for an emergency procurement as follows:

“A using department director or designee may make or authorize others to make emergency procurements of materials, services, or construction items when there exists a threat or severe impairment to the quality of public health, welfare, or safety, or if a situation exists which makes compliance with established procurement processes impracticable, unnecessary or contrary to the public interest; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. An emergency procurement shall be limited to those materials, services, or construction necessary to satisfy the emergency need. A written determination of the basis for the emergency and for the selection of a particular contractor shall be submitted to the procurement office and included in the purchase file. Any emergency procurement exceeding the dollar limit for council approval shall be scheduled for review at the next available council meeting.”