



DATA SHEET
Agenda Item No. 10.

Meeting Date: December 7, 2017

Agenda Item:

Authorize the Executive Director to enter into a pricing agreement to provide brush removal and tree trimming services with Weldon's Lawn and Tree Service as primary vendor, and with Golden Tree Maintenance as secondary vendor.

Placement:	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Individual Consideration	<input type="checkbox"/> Executive Session
Vote:	<input checked="" type="checkbox"/> Non-Weighted	<input type="checkbox"/> Weighted Capital	
Recommending Department: Maintenance Department, Operations, and Purchasing Department			

Background:

District properties have a variety of needs for brush removal and tree trimming, with some locations requiring regular trimming to maintain the health of trees and landscaping. Other situations require heavy brush removal along District properties and right-of-ways to ensure equipment and personnel are able to access all District facilities. Additionally, the Texas Commission on Environmental Quality (TCEQ) requires that the area along treatment plant perimeter fences be maintained and cleared of tree and brush intrusion.

Previously, the District has utilized spot purchase bids on an as needed basis for these services. Due to an increase in the need for brush removal and tree trimming services, it has become apparent that obtaining a pricing agreement to provide this service on a District-wide basis for all properties would be more efficient and practical.

Bidders and Pricing

Following required public notices and bidding procedures, bid documents were distributed to ten interested vendors. On November 20, 2017, bids were received and opened from two (2) vendors.

Weldon's Lawn and Tree Service

½ Day (4 hrs)	\$ 700
Full Day (8 hrs)	\$1300
Multi-Day (daily rate)	\$1200

Golden Tree Maintenance

½ Day (4 hrs)	\$1200
Full Day (8 hrs)	\$2400
Multi-Day (daily rate)	\$2250

Bids were evaluated based upon price and the ability to provide services as specified in the bid. Based on this evaluation, staff recommends the Board of Directors authorize the Executive Director to enter into an agreement with Weldon's Lawn and Tree Service as the primary vendor, and with Golden Tree Maintenance as the secondary or back-up vendor.

Terms of Agreement:

These agreement(s) are for a one-year term, with two, one-year optional renewals.

Financial:

Funding for brush removal and tree trimming is contained in FY 2018 Operating Budgets of the District's water and water reclamation systems. Estimated annual expense is \$25,000.

Recommendation:

That the Board authorize the Executive Director to enter into a pricing agreement for brush removal and tree trimming services with Weldon's Lawn and Tree Service as primary vendor, and with Golden Tree Maintenance as the secondary or back-up vendor.

For more information, please contact Larry Patterson or Jeremy Sander (Purchasing) at (972) 219-1228.

Submitted By: 
Larry N. Patterson, Deputy Executive Director

Date: December 1, 2017