



Staff Report

Annual Requirements Contract for the Purchase of Live Trees, Project 23-0008

City Council Meeting Date: 10-25-2022 | Action Being Considered: Minute Order

RECOMMENDATION

Authorize the City Manager or his designee to execute an annual requirements contract for the purchase of live trees with RHNB Inc., dba The Tree Place of Fort Worth, Texas, in the estimated amount of \$110,275. RHNB, Inc., dba The Tree Place is not an MWBE firm.

PRIOR BOARD OR COUNCIL ACTION

None.

ANALYSIS

This contract is for the purchase of live trees for the beautification of the City's municipal facilities, street medians, and parks. Trees of various sizes and species will be provided on an as-needed basis and include delivery services.

Bid closed:	September 29, 2022 at 2:00 p.m.
Vendors notified through IonWave:	848
MWBE Vendors Notified through IonWave:	196
Vendors who viewed bid:	3
MWBE Vendors who viewed bid:	1
Vendors responding to bid request:	1
MWBE Vendors responding to bid request:	0
Procurement Method:	Lowest Responsible, Responsive Bidder
Original contract term:	One year/two one-year renewals
Current term:	December 1, 2022 – November 31, 2023

VENDOR	MWBE	TOTAL
RHNB Inc., dba The Tree Place Fort Worth, Texas	N	\$110,275

This bid was reviewed by the Office of Business Diversity for available MWBE opportunities according to the City's MWBE Policy & Procedures Manual. There was limited MWBE opportunities available for the services requested, therefore, no contract specific goal was established.

RHNB Inc., dba The Tree Place will be self-performing the scope of the services.

FINANCIAL IMPACT

RHNB Inc., dba The Tree Place returned the lowest responsive responsible bid purchase of live trees in total estimated amount of \$110,275. The Arlington Parks Department and the Office of Procurement agree that the vendor meets the bid specification requirements. The projected financial impact for this contract term is as follows:

<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
\$91,895	\$18,380	\$0

Funds are budgeted in Forestry and Beautification Account No. CC502705-SC0603 and subject to FY2024 budget approval.

ADDITIONAL INFORMATION

Attached:	None
Under separate cover:	None
Available in the Purchasing Division:	Bid file
Form 1295:	Requested
MWBE:	No

STAFF CONTACT(S)

James Orloski, Director
Parks and Recreation
817-575-8311
James.Orloski@arlingtontx.gov

Jessica Santiago
Purchasing Agent
817-459-6305
Jessica.Santiago@arlingtontx.gov

April Nixon
Director of Finance
817-459-6345
April.Nixon@arlingtontx.gov