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**Date:** January 23, 2018  
**To:** Mayor and Council  
**Author:** Shaun Martinho, Manager of Public Works  
**RE:** On-Call Tree Service Contract  
**Report No.:** MS 2018-02

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## **AIM**

To advise council on the Request for Proposal for On-call Tree Services and seek approval to award the contract to County Wide Tree Service.

## **BACKGROUND**

For many years, the Town of Kingsville has used the services of outside contractors for the maintenance and removal of trees on public property. To ensure the Town is receiving the highest level of service at the most competitive rates the Municipal Services Department issued a Request for Proposal for Tree Services at the end of 2017. It is the intent of municipal services to establish an initial two-year contract with an optional three-year extension. Each extension will be based on a satisfactory annual review and a signed mutual agreement.

## **DISCUSSION**

In response to the invitation, four local contractors submitted proposals for on-call tree services. The scope of work includes pruning, grubbing, tree removal, chipping, and stumping. Individuals within the Municipal Services Department scored each vendor's proposal separately and scores were based on service ability, on-call capabilities, and rates. The results are as follows:

Company	#1	#2	#3	AVERAGE
Goodreau Tree Care	305	405	305	338
Dominion Tree Services	275	475	355	368
Arbour Tree Care	325	430	375	377
County Wide Tree Service	445	445	430	440

Included within each contractors submission was their regular rates, overtime rates, equipment listings, number of employees, certificate of insurance, WSIB clearance and references. The references for County Wide Tree Services, which includes both private and municipal contacts, all report positive experiences with this contractor. In addition, over the last several years County Wide Tree Service has completed various works within the municipality with positive results. However, should the Town of Kingsville not continue to experience positive results this agreement does allow for the cancellation of services.

## **LINK TO STRATEGIC PLAN**

Effectively manage corporate resources and maximize performance in day-to-day operations.

## **FINANCIAL CONSIDERATIONS**

In the Kingsville Municipal Service's Budget for 2018, there is \$120,000 for tree maintenance and removal (\$70,000 in Public Works, \$10,000 in Cemeteries, and \$40,000 in Parks and Recreation). This agreement will ensure that we continue to get the highest possible level of service at the most economical rates.

## **CONSULTATIONS**

Municipal Services Team

## **RECOMMENDATION**

Recommend Council approve the awarding of the Request for Proposal for On-call Tree Services to County Wide Tree Service.

*Shaun Martinho*

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