



City of Wheaton, Illinois

City of Wheaton
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www.wheaton.il.us

TO: Don Rose City Manager

FROM: Joan M. Schouten, MBA CPIM CPPB Procurement Officer

DATE: February 29, 2016

RE: Recommendation to Award

CONTRACTED SERVICES: TREE PRUNING

**Solicitation Process: Piggy-back off of Hinsdale Contract awarded April 15, 2015
Recommended Dealer: Trees "R" Us**

Background: The city's decision to contract for the above service is based on the following:

- The Public Work's Forestry Department maintains all city trees.
- The established service level requires pruning mature trees every 7 years. Young trees must be pruned more frequently.
- Staff assigned to prune scheduled trees are frequently interrupted to service emergency pruning. Consequently, staff is unable to achieve the required number of trees/year to meet the 7 year cycle.
- The city has contracted for an increased number of new trees to replace the removed ash trees. The increased quantity of young trees will negatively impact current staff's ability to meet the 7 year cycle.
- The contracted pruning services are required to meet service levels.
- Hinsdale publicly solicited and awarded pruning services in 2015.
- Their contractor, Trees "R" Us, has agreed to honor the pricing and terms of the Hinsdale contract.

Attachments: none