

1 **BILL NO. S-11-09-16**

2 **SPECIAL ORDINANCE NO. S-_____**

3 **AN ORDINANCE** approving the awarding of ITB
4 #3372-PURCHASE AND PLANTING OF STREET
5 TREES by the City of Fort Wayne, Indiana, by and
6 through its Department of Purchasing and SHADE
TREES UNLIMITED for the PARKS AND
RECREATION DEAPRTMENT.

7 **NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL**
8 **OF THE CITY OF FORT WAYNE, INDIANA;**

9 **SECTION 1.** That ITB #3372-PURCHASE AND PLANTING OF
10 STREET TREES between the City of Fort Wayne, by and through its
11 Department of Purchasing and SHADE TREES UNLIMITED for the PARKS
12 AND RECREATION DEAPRTMENT, respectfully for:

13
14 purchase and planting of trees in the City right-of-way as well as
15 trees being planted in the Parks;

16 involving a total cost of THREE HUNDRED TWO THOUSAND, ONE
17 HUNDRED EIGHTY-NINE AND 00/100 DOLLARS – (\$302,189.00) all as
18 more particularly set forth in said ITB #3372-PURCHASE AND PLANTING OF
19 STREET TREES which is on file in the Office of the Department of
20 Purchasing, and is by reference incorporated herein, made a part hereof, and
21 is hereby in all things ratified, confirmed and approved.
22
23
24
25
26
27
28
29
30

SECTION 2. That this Ordinance shall be in full force and effect
from and after its passage and any and all necessary approval by the Mayor.

Council Member

APPROVED AS TO FORM AND LEGALITY

Carol Helton, City Attorney

MEMORANDUM

To: City Council Members, City of Fort Wayne
From: Chad Tinkel
CC: File
Subject: Council Approval of 2011 Street Tree Purchases/Planting Services
Date: September 8, 2011

The Fort Wayne Parks and Recreation Department is requesting approval for a contract with Shade Trees Unlimited Inc. The contract is for the purchase of trees to be planted in the city right-of-way as well as trees being planted in the parks. Also, a few trees that were lost through shock, disease or accidents will be replaced as well. The City's Street Tree Planting Program has been successfully implemented for its 20 year existence. The total purchase of trees through the City's contracted supplier (under a publicly bid price agreement) will exceed \$100,000 for 2011, requiring Council's approval.

Please review the attached digest for more information.

I will be available at the Council meetings to answer any questions you may have and I may also be reached at 427-6480.

Thank you for your consideration and support

We respectfully request your approval of this contract so that we may proceed with the work. If you have any questions, please feel free to contact me at 427-6480 or Steve McDaniel at 427-6407.

Thank you in advance.

REF. NO.:	3372
DEPT:	Parks Dept
DATE:	7/8/11
ITEM/SERVICE:	Street Tree Purchase and Planting
ADVERTISED BID:	YES
DATES ADVERTISED:	5/2/11 & 5/9/11
DATE OPENED:	5/26/11
SINGLE SOURCE:	No
NO. OF VENDORS NOTIFIED:	25
NO. OF VENDORS RECEIVING BID:	25
NO. OF VENDORS RETURNING BID:	5
NO. OF VENDORS DISQUALIFIED:	0
DATE SENT TO DEPT FOR RECOMM:	5/26/11
DATE RECOMM RECEIVED BACK:	9/8/11
DATE SENT TO LAW DEPT:	9/8/11
INTRODUCTION DATE:	9/13/11
DISCUSSION DATE:	9/20/11
PASSAGE DATE:	9/27/11

COUNCIL DIGEST SHEET

Enclosed with this introduction form is a tab sheet and related material from the vendor(s) who submitted bid(s). Purchasing Department is providing this information to Council as an overview of this award.

RFPs & BIDS

Bid/RFP #	3372
Awarded To	ShackTrees Unlimited
Amount	\$302,189
Conflict of interest on file?	☒ Yes ☐ No
Number of Registrants	5
Number of Bidders	5
Required Attachments	RFPs - attach Award Matrix, Bids - attach Tab Sheet

EXTENSIONS

Date Last Bid Out	
# Extensions Granted To Date	

SPECIAL PROCUREMENT

Contract #/ID (State, Federal, Piggyback-Authority)	N/A
Sole Source/ Compatibility Justification	N/A

BID CRITERIA (Take Buy Indiana requirements into consideration.)

Most Responsible, Responsive Lowest	☒ Yes ☐ No If no, explain below
If not lowest, explain	N/A

COUNCIL DIGEST SHEET

COST COMPARISON

<i>Increase/decrease amount from prior years For annual purchase (if available).</i>	
--	--

DESCRIPTION OF PROJECT / NEED

<i>Identify need for project & describe project; attach supporting documents as necessary.</i>	<u>This contract is for the purchase and planting of trees for the City Street Tree/ park tree planting program. Total purchases/planting services for trees for 2011 have surpassed \$100,000, thus requiring Council approval. A total of \$302,189 in tree purchases and planting services are being requested in this approval. If this contract does not get approved then over a hundred property owners who have requested and paid for trees will not be served. Their co-payments will all have to be refunded. Trees will also not be planted in recently developed neighborhoods. The replacements for the trees that did not live from last year's planting efforts will not be planted. The replacement for all of the ash trees lost will not be planted as well. If we discontinue the planting of trees the overall aesthetic beauty and quality of our city will diminish.</u> _____ _____ _____ _____ _____ _____
--	--

REQUEST FOR PRIOR APPROVAL

<i>Provide justification if prior approval is being requested.</i>	N/A

FUNDING SOURCE

<i>Account Information.</i>	Funding is coming from multiple sources including: Community and Economic Development, Citizen participation, Special appropriation, DNR Grant, Developer trust fund, and cumulative capital fund.