

1 **BILL NO. S-13-06-04**

2 **SPECIAL ORDINANCE NO. S-\_\_\_\_\_**

3 **AN ORDINANCE** approving the awarding of ITB  
4 #3617 - 2013 ANNUAL MAINTENANCE  
5 CONTRACT FOR STREET PRUNING by the City  
6 of Fort Wayne, Indiana, by and through its  
7 Department of Purchasing and MUDRACK TREE  
8 CARE INC. for the PARKS AND RECREATION  
9 DEPARTMENT.

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

12 **SECTION 1.** That ITB #3617 - 2013 ANNUAL MAINTENANCE  
13 CONTRACT FOR STREET PRUNING between the City of Fort Wayne, by  
14 and through its Department of Purchasing and MUDRACK TREE CARE INC.  
15 for the PARKS AND RECREATION DEPARTMENT, respectfully for:

16 prune 3026 street trees in the Northeast part of the city  
17 involving a total cost of ONE HUNDRED FORTY-ONE THOUSAND, FIVE  
18 HUNDRED NINETY-NINE AND 99/100 DOLLARS all as more particularly set  
19 forth in said ITB #3617 - 2013 ANNUAL MAINTENANCE CONTRACT FOR  
20 STREET PRUNING which is on file in the Office of the Department of  
21 Purchasing, and is by reference incorporated herein, made a part hereof, and  
22 is hereby in all things ratified, confirmed and approved.  
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**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**

# COUNCIL DIGEST SHEET

## COST COMPARISON

|                                                                                                  |                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Increase/decrease amount<br/>from prior years<br/>For annual purchase<br/>(if available).</i> | The Street tree pruning contract was last bid in 2008. The price per large tree in that contract was \$54 per large tree and \$11.42 per small tree. The small trees were pruned by another vendor. The prices for the 2013 contract have increased to \$73.85 per large tree and \$29.54 per small tree. |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## DESCRIPTION OF PROJECT / NEED

|                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Identify need for project &amp;<br/>describe project; attach<br/>supporting documents as<br/>necessary.</i> | <u>This contract is an annual maintenance contract to prune 3026 street trees in the Northeast part of the city. This is the third time for pruning in these sections. The maintenance pruning contract is vital to the health of The City of Fort Wayne's street tree population. The order of the cycle is as follows: Southeast quad, Northwest quad, Northeast quad and Southwest quad. The 2013 pruning contract will complete the North east quadrant. A pruning program is very important in keeping our urban forest healthy and safe for the residents of Fort Wayne.</u> |
|                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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## REQUEST FOR PRIOR APPROVAL

|                                                                            |  |
|----------------------------------------------------------------------------|--|
| <i>Provide justification if<br/>prior approval is being<br/>requested.</i> |  |
|                                                                            |  |
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## FUNDING SOURCE

|                             |                                                             |
|-----------------------------|-------------------------------------------------------------|
| <i>Account Information.</i> | The funding for this contract comes from our annual budget. |
|                             |                                                             |
|                             |                                                             |
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|                             |                                                             |
|                             |                                                             |

|                                |                          |
|--------------------------------|--------------------------|
| REF. NO.:                      | 3617                     |
| DEPT:                          | Park Department          |
| DATE:                          | 5/30/2013                |
| ITEM/SERVICE:                  | 2013 Street Tree Pruning |
| ADVERTISED BID:                | Yes                      |
| DATES ADVERTISED:              | 2/12/13 & 2/19/13        |
| DATE OPENED:                   | 2/26/13                  |
| SINGLE SOURCE:                 | No                       |
| NO. OF VENDORS NOTIFIED:       | 4                        |
| NO. OF VENDORS RECEIVING BID:  | 4                        |
| NO. OF VENDORS RETURNING BID:  | 5                        |
| NO. OF VENDORS DISQUALIFIED:   | 0                        |
| DATE SENT TO DEPT *FOR RECOMM: | 2/26/13                  |
| DATE RECOMM RECEIVED BACK:     | 5/20/13                  |
| DATE SENT TO LAW DEPT:         | 5/30/13                  |
| INTRODUCTION DATE:             | 6/11/13                  |
| DISCUSSION DATE:               | 6/18/13                  |
| PASSAGE DATE:                  | 6/25/13                  |

## Base Bid B

### Entire City-All Sections Combined

| Vendor           |                 | Apex Tree Service |               | JLO Services   |                 | Mudrack Tree Experts |               | Procure Tree Service |               | Asplundh Tree Experts |               |
|------------------|-----------------|-------------------|---------------|----------------|-----------------|----------------------|---------------|----------------------|---------------|-----------------------|---------------|
| DBH Class        | Number of Trees | Price Per         | Sub Total     | Price Per Tree | Sub Total       | Price Per Tree       | Sub Total     | Price Per            | Sub Total     | Price Per Tree        | Sub Total     |
| 2"- 10"          | 3446            | \$ 43.20          | \$ 148,867.20 | \$ 275.00      | \$ 947,650.00   | \$ 29.54             | \$ 101,794.84 | \$ 54.22             | \$ 186,842.12 | \$ 63.60              | \$ 219,165.60 |
| 11"-37" and over | 1885            | \$ 50.50          | \$ 95,192.50  | \$ 550.00      | \$ 1,036,750.00 | \$ 73.85             | \$ 139,207.25 | \$ 87.75             | \$ 165,408.75 | \$ 204.65             | \$ 385,765.25 |
| Total            | 5331            | n/a               | \$ 244,059.70 | n/a            | \$ 1,984,400.00 | n/a                  | \$ 241,002.09 | n/a                  | \$ 352,250.87 | n/a                   | \$ 604,930.85 |

# 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 #                     | 3617                                                     |
| Awarded To                    | Mudrack Tree care                                        |
| Amount                        | \$141,599.99                                             |
| Conflict of interest on file? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Number of Registrants         | 5                                                        |
| Number of Bidders             | 5                                                        |
| Required Attachments          | RFPs -- attach Award Matrix; Bids -- attach Tab Sheet    |

## EXTENSIONS

|                              |      |
|------------------------------|------|
| Date Last Bid Out            | 2008 |
| # Extensions Granted To Date | 1    |

## SPECIAL PROCUREMENT

|                                                            |  |
|------------------------------------------------------------|--|
| Contract #/ID<br>(State, Federal,<br>Piggyback--Authority) |  |
| Sole Source/<br>Compatibility Justification                |  |

## BID CRITERIA (Take Buy Indiana requirements into consideration.)

|                                        |                                                                                                 |
|----------------------------------------|-------------------------------------------------------------------------------------------------|
| Most Responsible,<br>Responsive Lowest | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, explain below</i> |
| If not lowest, explain                 |                                                                                                 |

## MEMORANDUM

**To:** City Council Members, City of Fort Wayne  
**From:** Chad Tinkel  
**CC:** File  
**Subject:** Council Approval of 2013 Street Tree Pruning  
**Date:** May 28, 2013

The Fort Wayne Parks and Recreation Department is requesting approval for a contract with Mudrack Tree Care Inc. The contract is for the pruning of 3026 street trees throughout the city. This contract is vital to keeping the City of Fort Wayne's street tree population healthy. The Urban Forest is an important asset that gives back to the community. If the trees are not maintained they will become a liability.

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.