

**BILL NO. S-14-08-19**

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

**AN ORDINANCE** approving 4<sup>TH</sup> YEAR OF A 5 YEAR CONTRACT - ITB #3372 - 2014 STREET TREE PURCHASE AND PLANTING by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and SHADE TREES UNLIMITED for the FORT WAYNE PARKS AND RECREATION DEPARTMENT.

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

**SECTION 1.** That the 4<sup>th</sup> year of a 5 year Contract - ITB #3372 - 2014 STREET TREE PURCHASE AND PLANTING between the City of Fort Wayne, by and through its Department of Purchasing and SHADE TREES UNLIMITED for the FORT WAYNE PARKS AND RECREATION DEPARTMENT, respectfully for:

purchase of trees to be planted in the City right-of-way, parks and replace trees that were lost through shock, disease or accidents;

involving a total cost of THREE HUNDRED EIGHTEEN THOUSAND, NINE HUNDRED FIFTY-TWO AND 00/100 DOLLARS (\$318,952.00) all as more particularly set forth in said ITB #3372 - 2014 STREET TREE PURCHASE AND PLANTING which is on file in the Office of the Department of Purchasing, and is by reference incorporated herein, made a part hereof, and is hereby in all things ratified, confirmed and approved.

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2                   **SECTION 2.** That this Ordinance shall be in full force and effect  
3 from and after its passage and any and all necessary approval by the Mayor.  
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7                   \_\_\_\_\_  
8                   Council Member  
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10                   APPROVED AS TO FORM AND LEGALITY  
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14                   \_\_\_\_\_  
15                   Carol Helton, City Attorney  
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|-------------------------------|--------------------------------------|
| REF. NO.:                     | 3372                                 |
| DEPT:                         | Parks Dept                           |
| DATE:                         | 8/21/14                              |
| ITEM/SERVICE:                 | Street Tree Purchase and<br>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:        | 8/21/14                              |
| INTRODUCTION DATE:            | 8/26/14                              |
| DISCUSSION DATE:              | 9/2/14                               |
| PASSAGE DATE:                 | 9/9/14                               |

[illegible]

## MEMORANDUM

**To:** City Council Members, City of Fort Wayne  
**From:** Chad Tinkel  
**CC:** File  
**Subject:** Council Approval of 2014 Street Tree Purchases/Planting Services  
**Date:** August 21, 2014

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 total purchase of trees through the City's contracted supplier (under a publicly bid price agreement) will exceed \$100,000 for 2014, 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.

# 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                    | Shad Trees Unlimited                                     |
| Amount                        | \$318,952.00                                             |
| 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            | 2011 |
| # Extensions Granted To Date | 0    |

## 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                 |                                                                                                 |

# COUNCIL DIGEST SHEET

## COST COMPARISON

|                                                                                                  |  |
|--------------------------------------------------------------------------------------------------|--|
| <i>Increase/decrease amount<br/>from prior years<br/>For annual purchase<br/>(if available).</i> |  |
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## DESCRIPTION OF PROJECT / NEED

|                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Identify need for project &amp;<br/>describe project; attach<br/>supporting documents as<br/>necessary.</i> | <p>This contract is for the purchase and planting of trees for the City Street Tree/ park tree planting program.. A total of \$318,952 in tree purchases and planting services are being requested in this approval. If this contract does not get approved then over four 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.</p> |
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## REQUEST FOR PRIOR APPROVAL

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

|                             |                                                                                                                                                                          |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Account Information.</i> | Funding is coming from multiple sources including: Community and Economic Development, Citizen participation, DNR Grant, private donations, and cumulative capital fund. |
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