

BILL NO. S-15-08-06

SPECIAL ORDINANCE NO. S-_____

AN ORDINANCE approving the awarding of I.T.B. #3372 - PURCHASE AND PLANTING OF STREET TREES FOR 2015 by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and SHADE TREES UNLIMITED INC. 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 I.T.B. #3372 - PURCHASE AND PLANTING OF STREET TREES FOR 2015 between the City of Fort Wayne, by and through its Department of Purchasing and SHADE TREES UNLIMITED INC. for the FORT WAYNE PARKS AND RECREATION DEPARTMENT, respectfully for:

purchase of trees to be planted in the City right-of-way and parks. This is the 5th year of a 5-year contract;

involving a total cost of ONE HUNDRED SIXTY-ONE THOUSAND, FIVE HUNDRED EIGHTY-FIVE AND 00/100 DOLLARS - (\$161,585.00) all as more particularly set forth in said I.T.B. #3372 - PURCHASE AND PLANTING OF STREET TREES FOR 2015 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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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

[illegible]

REF. NO.:	3372
DEPT:	Parks Dept
DATE:	8/21/14
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:	8/17/15
INTRODUCTION DATE:	8/25/15
DISCUSSION DATE:	9/1/15
PASSAGE DATE:	9/8/15

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	\$161,585.00
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	2011
# Extensions Granted To Date	0

SPECIAL PROCUREMENT

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

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

Most Responsible, Responsive Lowest	☒ Yes ☐ No <i>If no, explain below</i>
If not lowest, explain	

COUNCIL DIGEST SHEET

COST COMPARISON

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

<i>Identify need for project & describe project; attach supporting documents as necessary.</i>	This contract is for the purchase and planting of trees for the City Street Tree/ park tree planting program.. A total of \$161,585.00 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. _____ _____ _____ _____ _____ _____
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REQUEST FOR PRIOR APPROVAL

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

FUNDING SOURCE

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

MEMORANDUM

To: City Council Members, City of Fort Wayne
From: Chad Tinkel
CC: File
Subject: Council Approval of 2015 Street Tree Purchases/Planting Services
Date: August 14, 2015

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 2015, 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.