

BILL NO. S-19-08-05

SPECIAL ORDINANCE NO. S-_____

AN ORDINANCE approving the awarding of ITB #4468
- 2019 STREET TREE PURCHASES/PLANTING
SERVICES - \$207,685.00 by the City of Fort Wayne,
Indiana, by and through its Department of Purchasing
and SHADE TREES UNLIMITED, INC. for the PARKS
AND RECREATION DEPARTMENT.

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

SECTION 1. That ITB #4468 - 2019 STREET TREE
PURCHASES/PLANTING SERVICES - \$207,685.00 between the City of Fort
Wayne, by and through its Department of Purchasing and SHADE TREES
UNLIMITED, INC. for the PARKS AND RECREATION DEPARTMENT, respectfully
for:

furnishing, delivering and installation of trees in the City right-of-way
and the City parks;

involving a total cost of TWO HUNDRED SEVEN THOUSAND SIX HUNDRED
EIGHTY-FIVE AND 00/100 DOLLARS - (\$207,685.00) all as more particularly set
forth in said ITB #4468 - 2019 STREET TREE PURCHASES/PLANTING
SERVICES 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 from
3 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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13 _____
14 Carol Helton, City Attorney
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Shade Trees Unlimited Tree Planting Bid Tab

2019 Fall Tree Planting Order

Shade Tree Species		Unit Cost						1.5" Street Tree		2" Street Tree (Citrus Match)		3" Tree Grate		1.5" Park Tree			
Common Name	Botanical Name	1.5" Caliper (Delivered)	1.5" Planted/ Warrantied	2.0" Caliper (Delivered)	Planted/ Warrantied	3.0" Caliper (Delivered)	3" Planted/ Warrantied	Total/ Species	Quant	Cost	Quant	Cost	Quant	Cost	Quant	Cost	
Red Maple	Acer rubrum	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ 230.00	\$ 330.00	2		\$ -	1	\$ 245.00		\$ -	1	\$ 195.00	
	October Glory	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ 230.00	\$ 330.00	2		\$ -		\$ -	2	\$ 1,010.00		\$ -	
	Red Sunset	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ 230.00	\$ 330.00	0		\$ -		\$ -		\$ -		\$ -	
Sugar Maple	Acer saccharum	\$ 140.00	\$ 215.00	\$ 160.00	\$ 260.00	\$ -		47	26	\$ 5,590.00	20	\$ 5,200.00			1	\$ 215.00	
	Concometation	\$ 120.00	\$ 195.00	\$ 160.00	\$ 260.00	\$ -		25	9	\$ 1,755.00	16	\$ 4,160.00				\$ -	
Serviceberry	Amelanchier Sp.	\$ 140.00	\$ 215.00	\$ 160.00	\$ 260.00	\$ -		13		\$ -		\$ -			13	\$ 2,795.00	
Paw Paw	Asimina triloba	\$ 175.00	\$ 250.00	\$ 205.00	\$ 305.00	\$ -		6		\$ -		\$ -			6	\$ 1,500.00	
River Birch	Betula nigra	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		29	20	\$ 3,900.00	9	\$ 2,205.00				\$ -	
Northern Catalpa	Catalpa speciosa	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		93	86	\$ 16,720.00	6	\$ 1,470.00			1	\$ 195.00	
Common Hackberry	Celtis occidentalis	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		77	60	\$ 11,700.00	4	\$ 980.00			19	\$ 2,535.00	
Katsuratree	Cercidiphyllum japonicum	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		4	0	\$ -		\$ 980.00				\$ -	
Easter Redbud	Cercis canadensis	\$ 135.00	\$ 210.00	\$ 175.00	\$ 275.00	\$ -		20	0	\$ -	5	\$ 1,375.00			15	\$ 3,150.00	
	Clump form	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		0		\$ -		\$ -				\$ -	
American Yellowwood	Cladrastis kentuckia	\$ 175.00	\$ 250.00	\$ 205.00	\$ 305.00	\$ -		16	0	\$ -	15	\$ 4,575.00			1	\$ 250.00	
Green Hawthorne	Crataegus viridis	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		0		\$ -		\$ -				\$ -	
	Winter King	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		2	2	\$ 390.00		\$ -				\$ -	
		\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		17	0	\$ -	17	\$ 4,165.00				\$ -	
Hardy Rubber tree	Eucommia ulmoides	\$ 120.00	\$ 195.00	\$ 205.00	\$ 305.00	\$ -		22	21	\$ 5,250.00	1	\$ 305.00				\$ -	
Maidenhair Tree	Ginkgo biloba	\$ 175.00	\$ 250.00	\$ 205.00	\$ 305.00	\$ -		50	36	\$ 7,020.00	6	\$ 1,470.00			8	\$ 1,560.00	
Honeylocust	Gleditsia triacanthos	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		158	138	\$ 26,910.00	20	\$ 4,800.00				\$ -	
Kentucky Coffee Tree	Gymnocladus dioica	\$ 140.00	\$ 215.00	\$ 175.00	\$ 275.00	\$ -		4	0	\$ -	4	\$ 1,100.00				\$ -	
Sweetgum	Liquidambar styraciflua	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		9		\$ -	6	\$ 1,470.00			3	\$ 585.00	
Tulip Tree	Liriodendron tulipifera	\$ 175.00	\$ 250.00	\$ 205.00	\$ 305.00	\$ -		1		\$ -		\$ -			1	\$ 250.00	
Blackgum	Nyssa sylvatica	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ 230.00	\$ 330.00	66	60	\$ 11,700.00	4	\$ 980.00	2	\$ 1,010.00		\$ -	
London Planetree	Platanus x acerifolia	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		14	1	\$ 195.00	3	\$ 735.00			10	\$ 1,950.00	
Swamp White Oak	Quercus bicolor	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		16		\$ -	8	\$ 1,960.00			8	\$ 1,560.00	
Bur Oak	Quercus macrocarpa	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		2		\$ -		\$ -			2	\$ 390.00	
Pin Oak	Quercus palustris	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		1		\$ -	1	\$ 245.00				\$ -	
Heritage Oak	Quercus robur x macrocarpa 'Clemens'	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		10		\$ -	1	\$ 245.00			9	\$ 1,755.00	
Northern Red Oak	Quercus rubra	\$ 135.00	\$ 210.00	\$ 175.00	\$ 275.00	\$ -		0		\$ -		\$ -				\$ -	
Japanese Tree Lilac	Syringa reticulata	\$ 135.00	\$ 210.00	\$ 175.00	\$ 275.00	\$ -		108	91	\$ 19,110.00	18	\$ 4,550.00				\$ -	
	Honey Silk	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		1		\$ -	1	\$ 245.00				\$ -	
Bald Cypress	Taxodium distichum	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		1	1	\$ 195.00		\$ -				\$ -	
	ShawneeBrave	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		1		\$ -	1	\$ 245.00				\$ -	
Littleleaf Linden	Tilia cordata	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		1		\$ -	1	\$ 245.00				\$ -	
American Elm Hybrids	Ulmus americana	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		0		\$ -		\$ -				\$ -	
	Ulmus carpinifolia	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		79	59	\$ 11,505.00	12	\$ 2,940.00			8	\$ 1,560.00	
Smootheaf Elm Hybrids	Ulmus carpinifolia	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		0		\$ -		\$ -				\$ -	
	Acokide	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		16	16	\$ 3,120.00		\$ -				\$ -	
	Morton Glossy	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		49	49	\$ 9,555.00		\$ -				\$ -	
	Patriot	\$ 120.00	\$ 195.00	\$ 145.00	\$ 245.00	\$ -		13	12	\$ 2,340.00	1	\$ 245.00				\$ -	
		\$ 135.00	\$ 210.00	\$ 175.00	\$ 275.00	\$ -		3		\$ -	3	\$ 825.00				\$ -	
Japanese Zelkova	Zelkova serrata							Totals	978	687	\$ 137,005.00	187	\$ 48,215.00	4	\$ 2,020.00	100	\$ 20,445.00

Planting of 3.0" caliper shade tree in tree grate planters in accordance with the provided detail drawing, including removing/replacing gravel mulch, weed barrier mat, excavating of 25 sq ft planting area, replacing topsoil and following other tree specifications (including 1 year warranty). Tree grate shall be leveled upon completion.	\$ 275.00
Planting of 2" caliper shade tree in tree grate planters in accordance with the provided detail drawing, including removing/replacing gravel mulch, weed barrier mat, excavating of 25 sq ft planting area, replacing topsoil and following other tree specifications (including 1 year warranty). Tree grate shall be leveled upon completion.	\$ 200.00
Removal of tree stump 4" dia. or less as part of planting operations. This includes tree stumps located within tree grate planters.	\$ 75.00

Summary		
Description	Total #	Cost
1.5" Street Tree	687	\$ 137,005.00
2" Street Tree	187	\$ 48,215.00
3" Tree Grate Tree	4	\$ 2,020.00
1.5" Park Tree	100	\$ 20,445.00
	978	\$ 207,685.00

CITY OF FORT WAYNE, INDIANAShade Trees Unlimited, Inc
(Vendor Name)**VENDOR DISCLOSURE STATEMENT RELATING TO:**

1. **FINANCIAL INTERESTS;**
2. **POTENTIAL CONFLICTS OF INTEREST;**
3. **CURRENT AND PENDING CONTRACTS OR PROCUREMENTS**

Vendors desiring to enter into certain contracts with the City of Fort Wayne, Indiana (the "City") shall disclose their financial interests, potential conflicts of interest and current and pending contract or procurement information as set forth below.

The following disclosures by Vendors are required for all contracts with annual payments by the City in the amount of \$50,000 or more. Vendors shall disclose their financial interests, potential conflicts of interest and other contract and procurement information identified in Sections 1, 2 and 3 below as a prerequisite for consideration for a contract awarded by the City. This Disclosure Statement must be completed and submitted together with the Vendor's contract, bid, proposal or offer.

A publicly traded entity may submit its current 10K disclosure filing in satisfaction of the disclosure requirements set forth in Sections 1 and 2 below.

Section 1: Disclosure of Financial Interest in Vendor

- a. If any individuals have either of the following financial interests in Vendor (or its parent), please check all that apply and provide their names and addresses (attach additional pages as necessary):

(i) Equity ownership exceeding 5% ☐

(ii) Distributable income share exceeding 5% ☐

(iii) Not Applicable (If N/A, go to Section 2) ☐

Name: Randall R. Geist Name: _____

Address: 2715 Cliftonwood Ln Ft. Wayne IN 46825 Address: _____

- b. For each individual listed in Section 1a. show his/her type of equity ownership:

sole proprietorship ☒ stock ☐
partnership interest ☐ units (LLC) ☐
other (explain) _____

- c. For each individual listed in Section 1a. show the percentage of ownership interest in Vendor (or its parent): ownership interest:

Name: Randall R Geist 100 %

ITB #4468

Name: _____ %

Section 2: Disclosure of Potential Conflicts of Interest (not applicable for vendors who file a 10K)

For each individual listed in Section 1a. check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe using space under applicable subsection (attach additional pages as necessary):

- a. City employment, currently or in the previous 3 years, including contractual employment for services:
Yes _____ No ☒

- b. City employment of "Member of Immediate Family" (defined herein as: spouse, parent, child or sibling) including contractual employment for services in the previous 3 years:
Yes _____ No ☒

- c. Relationship to Member of Immediate Family holding elective City office currently or in the previous 3 years:
Yes _____ No ☒

- c. Relationship to Member of Immediate Family holding appointive City office currently or in the previous 3 years:
Yes _____ No ☒

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Section 3: DISCLOSURE OF OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION

- a. Does Vendor have current contracts (including leases) with the City? Yes _____ No ☒

If "Yes", identify each current contract with descriptive information including purchase order or contract reference number, contract date and City contact below (attach additional pages as necessary).

- b. Does Vendor have pending contracts (including leases), bids, proposals, or other pending procurement relationship with the City? Yes _____ No ☒

If "Yes", identify each pending matter with descriptive information including bid or project number, contract date and City contact using space below (attach additional pages as necessary).

- c. Does vendor have any existing employees that are also employed by the City of Fort Wayne?

Yes _____ No ☒

If "Yes", provide the employee's name, current position held at vendor, and employment payment terms (hourly, salaried, commissioned, etc.).

Name / Position / Payment Terms:

Name / Position / Payment Terms:

Name / Position / Payment Terms:

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- d. Does vendor's representative, agent, broker, dealer or distributor (if applicable) have any existing employees that are also employed by the City of Fort Wayne? For each instance, please provide the name of the representative, agent, broker, dealer or distributor; the name of the City employee, and the payment terms (hourly, salaried, commissioned, etc.).

Company	/	Name	/	Payment	Terms:
Company / Name / Payment Terms: _____					

Section 4: CERTIFICATION OF DISCLOSURES

In connection with the disclosures contained in Sections 1, 2 and 3 Vendor hereby certifies that, except as described in attached Schedule A:

- a. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, been debarred, suspended, proposed for debarment declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;
- b. No officer or director of Vendor (or its parent) or individual listed in Section 1a. is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offense;
- c. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, had one or more public transactions (federal, state or local) terminated for cause or default;
- d. No officer or director of Vendor (or its parent) or individual listed in Section 1a. has, within the five (5) year period preceding the date of this Disclosure Statement, been convicted, adjudged guilty, or found liable in any criminal or civil action instituted by the City, the federal or state government or any other unit of local government; and
- e. Neither Vendor, nor its parent, nor any affiliated entity of Vendor, or any of their respective officers, directors, or individuals listed in Section 1a. is barred from contracting with any unit of any federal, state or local government as a result of engaging in or being convicted of: (i) bid-rigging; (ii) bid-rotating; or (iii) any similar federal or state offense that contains the same elements as the offense of bid-rigging or bid-rotating
- f. Pursuant to IC 5-22-16.5, Vendor hereby certifies they do NOT provide \$20 million dollars or more in goods or services to the energy sector of Iran. Vendor also certifies it is not a financial institution that extends \$20 million dollars or more in credit that will provide goods or services to the energy sector of Iran or extends \$20 million dollars or more in credit to a person identified on the list as a person engaging in investment activities in Iran.

The disclosures contained Sections 1, 2 and 3 and the foregoing Certifications are submitted by

ITB #4468

Shade Trees Unlimited, Inc

(Name of Vendor)

P.O. Box 152

Address

260 248-2733

Telephone

michael.hollis@shadetreesunlimited.com

E-Mail Address

The individual authorized to sign on behalf of Vendor represents that he/she: (a) is fully informed regarding the matters pertaining to Vendor and its business; (b) has adequate knowledge to make the above representations and disclosures concerning Vendor; and (c) certifies that the foregoing representations and disclosures are true and accurate to the best of his/her knowledge and belief.

Name (Printed) Michael S Hollis

Title

GM

Signature Michael S Hollis

Date

6/28/2019

NOTE: FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR DOCUMENTATION MAY RESULT IN YOUR CONTRACT, OFFER, BID OR PROPOSAL BEING DISQUALIFIED FROM CONSIDERATION.

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 #	4468
Awarded To	Shade Tree Unlimited
Amount	\$207,685.00
Conflict of interest on file?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Number of Registrants	14
Number of Bidders	1
Required Attachments	Street and Park Tree Purchase and Planting-Balled and Burlapped

EXTENSIONS

Date Last Bid Out	2019
# Extensions Granted To Date	0

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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, explain below</i>
If not lowest, explain	n/a

COUNCIL DIGEST SHEET

COST COMPARISON

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

<i>Identify need for project & describe project; attach supporting documents as necessary.</i>	<p>This contract is for the purchase and planting of trees for the City Street Tree/ park tree planting program. The City's contracted supplier (under a publicly bid price agreement) is Shade Trees Unlimited. A total of \$207,685.00 in tree purchases and planting services are being requested in this approval. With the approval of this contract we will be able to plant 978 trees along our streets and in our parks. Trees offer significant financial benefits through reduced energy cost and increased property values. Some of the environmental benefits include decreased energy consumption, storm water management, and decreased ground and air pollutants. Trees tie neighborhoods to community and increase connections between neighbors. Our City's tree canopy is a critical element of our infrastructure that sets us apart from many other communities. If we discontinue the planting of trees in our city, the overall aesthetic beauty and quality of our city will diminish.</p>

REQUEST FOR PRIOR APPROVAL

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

FUNDING SOURCE

<i>Account Information.</i>	422-PKTR-Tree Replacement Trust.....\$28,230.00
	422-PKTR-AEP Tree Fund.....\$19,000.00
	355-P260-5369.....\$135,000.00
	355-P230-5369.....\$25,455.00

MEMORANDUM

To: City Council Members, City of Fort Wayne
From: Derek Veit
CC: File
Subject: Council Approval of 2019 Street Tree Purchases/Planting Services-ITB# 4468
Date: August 7, 2019

The Fort Wayne Parks and Recreation Department is requesting approval for a contract with Shade Trees Unlimited Inc. Work includes furnishing, delivering, and installation of trees completely as specified in the city right-of-way as well as within the city parks. The City's contracted supplier, Shade Trees Unlimited Inc., has been selected by means of a publicly bid price agreement.

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..

Thank you in advance.

Derek Veit
Superintendent of Forestry Operations
Fort Wayne Parks and Recreation