



**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY
DEPARTMENT OF PUBLIC WORKS
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Community Development Agency Director

Heba El-Guindy
Director of Public Works

**NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo**

MEETING DATE: November 7, 2023
TO: Board of Supervisors
FROM: Heba El-Guindy, Director of Public Works
SUBJECT: **Resolution Approving Contracts between the County of Nevada and Jim Norman's Trees Unlimited, Inc., Loggers Unlimited, and West Coast Tree Service, Inc. for As-Needed Tree Removal Services in a Maximum Aggregate Amount Not to Exceed \$200,000 for the Term of November 7, 2023 through June 30, 2024 and Authorize Contract Renewal for up-to Four (4) Additional One (1) Year Terms – All Districts**

RECOMMENDATION: Approve the attached Resolution

FUNDING: Funding for the tree removal services is already included in Fiscal Year 2023/24 budget of Road Maintenance. Funds are not expended until services are made against the agreements. There is no impact on the County's General Fund.

BACKGROUND: The Road Maintenance Division of the Public Works Department is responsible for mitigating and removing hazardous trees and vegetation encroaching on County roadways and right of ways. The Road Maintenance team looks for effective ways to augment staffing when needed in order to ensure expedited delivery of services and secure safe travel pathways and roadways.

The Road Maintenance Division enlisted the Purchasing Division to develop competitive Invitation For Bids (IFB) No. 174453 for as needed tree removal services to support the execution of hazardous tree removal.

The advertisement was published on the County's website and social media, and the Purchasing team presented this Bid opportunity to the Nevada County Contractor's Association membership. Eleven responsive bids and one unresponsive bid were received. Purchasing conducted a thorough evaluation of all bids received to determine lowest price and best value for these services. Purchasing's evaluation reflected a large variation of proposed pricing due to misunderstanding of the Bid tasks and the contractors' misinterpretation of the price request. Therefore, a Notice to Reject all Bids responding to IFB No. 174453 was released on July 25, 2023.

A revised IFB No. 175872 for a Re-Bid for as needed tree removal services was issued and advertised on August 17, 2023. Fifteen responsive bids were received. A summary table of received bids is attached.

The top three responsive, responsible with lowest bid amounts were received from Jim Norman's Trees Unlimited, Inc. of Grass Valley, Loggers Unlimited of Cedar Ridge, and West Coast Tree Service, Inc. of Anderson. The attached Draft Services Contracts with each of the three bidders were prepared and will become in effect when signed by the parties subject to Board approval of the attached Resolution. Insurance requirements to be approved by the Risk Manager.

In accordance with the Purchasing Policy, section 7.1 (B), Board approval is required for all Contracts in excess of \$50,000. Therefore, the Board's approval is requested to proceed with the three Contract awards in the aggregate amount not to exceed \$200,000 for the period of November 7, 2023 through June 30, 2024. It is also requested to authorize future renewals of the Contracts up to four (4) additional one (1) year terms so long as the Road Maintenance budget is approved at each subsequent Budget Hearing and the Contracts do not exceed a 10% annual increase.

Item Initiated by: John Veasey, Road Maintenance Division Manager
Approved by: Heba El-Guindy, Director of Public Works

Attachments:

- Resolution approving contracts for as needed tree removal services
- Draft Professional Services Contract with Jim Norman's Trees Unlimited, Inc.
- Draft Professional Services Contract with Loggers Unlimited
- Draft Professional Services Contract with West Coast Tree Services, Inc.
- Bids Summary Table