



**Meeting Date:** February 12, 2026

**To:** Public Works Commission

**Through:** Carla Short, Public Works Director  
DiJaida Durden, Deputy Director of Operations

**From:** Jon Swae, Manager of Contracts, Grants and Initiatives  
Bureau of Urban Forestry

**Subject:** General As-Needed GAN21 Tree Services Contract 1000035550 –  
Contract Modification

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**Director’s Recommendation:** Approve a modification to the contract with West Coast Arborists, Inc., increasing the contract amount by \$1,279,513.50 for a new not-to-exceed amount of \$3,838,540.50 for continued tree maintenance work, and authorize an extension of the contract term to the maximum allowable five (5) years, through April 30, 2030.

**Contract Background:** On March 13, 2025, San Francisco Public Works awarded West Coast Arborists, Inc. a tree maintenance contract in the amount of \$2,559,027.00 to provide tree maintenance services. Tree maintenance is a core component of the Bureau of Urban Forestry’s (“BUF”) citywide StreetTreeSF tree maintenance program. BUF’s contractors complement internal arborist crews by performing tree pruning, removals, and stump grinding throughout San Francisco.

**Reason for Modification:**

West Coast Arborists, Inc.’s current grant agreement allows for a maximum contract duration of five (5) years (1,825 days) and an increase of the original contract amount by up to 150 percent. Because the City’s street tree maintenance needs extend beyond the current budget limit, the Bureau of Urban Forestry (“BUF”) is requesting approval to increase the contract to its maximum allowable amount of \$3,838,540.50 and to extend the contract term to the full five-year duration, through April 30, 2030.

**Contract Details:**

<b>Contract Title:</b>	General As-Needed Contract G21 Tree Services
<b>Original Contract Award Amount:</b>	\$2,559,027.00
<b>Original Contract Duration:</b>	4/30/2025 – 4/30/2027
<b>Contractor Name:</b>	West Coast Arborists Inc.

**Summary of Total Amounts:**

	<b>Contract Amount</b>	<b>Contract Duration</b>	<b>Contract Dates</b>
<b>Original Contract Amount:</b>	\$2,559,027.00	24 months	4/30/2025 – 4/30/2027
<b>Proposed Modification: (AM1)</b>	\$1,279,513.50	36 months	4/30/2025 – 4/30/2030
<b>Total Contract Values, if approved:</b>	\$3,838,540.50	60 months	4/30/2025 - 4/30/2030

**Previously Approved Modifications:**

<b>Amount</b>	<b>Extension (days)</b>	<b>Description</b>
N/A	N/A	N/A

<b>Grant Funding Sources:</b>	Tree Maintenance Fund - DPWS000779
<b>Related Commission Actions:</b>	[N/A]
<b>Additional Information:</b>	[N/A]
<b>Attachments:</b>	CMD Review Memo

**PUBLIC WORKS COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. \_\_\_\_\_**

WHEREAS, On March 13, 2025, San Francisco Public Works awarded General As-Needed G21 Tree Services Contract (No. 1000035550) to West Coast Arborists, Inc. in the amount of \$2,559,027.00, with a contract duration of 730 calendar days with a Notice to Proceed on April 30, 2025; and

WHEREAS, An original duration amounted to 730 calendar days; and

WHEREAS, An original contract amounted to \$2,559,027.00; and

WHEREAS, San Francisco Public Works seeks to increase the contract duration to the maximum duration 1,825 calendar days (60 months); and

WHEREAS, San Francisco Public Works seeks to increase the contract amount by 50% to the maximum contract amount (\$3,838,540.50); and,

THEREFORE, BE IT RESOLVED, That the Commission hereby approves an increase to the General As-Needed G21 Tree Services Contract amount by \$1,279,513.50 and adds 36 months to Contract ID No. 1000035550 with West Coast Arborist Inc, for a total contract amount of \$3,838,540.50 and duration of 60 months, through April 30, 2030.

*I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of \_\_\_\_\_.*

\_\_\_\_\_  
Commission Affairs Manager  
Public Works Commission



**MEMORANDUM**

Date: February 11, 2025

To: Ben Washington, Contract Administration, SF Public Works  
Mary Ann Zapanta, SF Public Works  
Jon Swae, Project Manager, SF Public Works

From: Ivan Oldenkamp, Contract Monitoring Division

Subject: CMD Review of Bids Submitted on November 20, 2024 for General As-Needed Contract G21 Tree Services, Sourcing ID: 0000004850

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**West Coast Arborists, Inc. ("WCA") is the responsive and responsible apparent low bidder after the bid discount.**

The bid discount was applied to bidders who are certified by the Contract Monitoring Division, ("CMD") as an LBE in the type of work that is specified for the bidder by the Contract Awarding Authority.

Bidder	LBE Status, Type and Size	Base Bid	Bid Discount	Adjusted Bid with Bid Discount
West Coast Arborists	Non-LBE	\$2,559,027.00	Not eligible	\$2,559,027.00
The Professional Tree Care Company, Inc.	Non-LBE	\$3,140,870.00	Not eligible	\$3,140,870.00
Signature Tree Solutions	Non-LBE	\$13,122,400.00	Not eligible	\$13,122,400.00

WCA is the lowest responsive and responsible bidder.

**WCA satisfactorily demonstrated how they will meet the LBE subcontractor participation requirement.**

A combination of Micro-LBE and Small-LBE participation will count toward LBE subcontractor participation compliance. WCA's commitment for this contract:

	Requirement %	Commitment %
Micro/Small LBE	15%	15%

**In their bid, WCA listed the following subcontractors on this contract:**

Tier	Supplier Name	Scope of Work	LBE	LBE Size	LBE Percent	Percent Of Work	Amount
1	Bay Area Arborist Cooperative	Tree trimming, chipping, removal, cleanup, etc.	LBE	Micro	100%	15.00%	\$383,854.05

**WCA satisfied the “Good Faith Efforts” requirement.**

WCA utilized Approach C by achieving at least 50 points with their demonstration of outreach.

**CMD finds WCA is responsive to pre-award requirements of Chapter 14B. Once awarded, the contract will be monitored for compliance with the LBE subcontractor participation commitment, as well as other 14B requirements.**

Primary CMD contact for the contract: Ivan Oldenkamp, [ivan.oldenkamp@sfgov.org](mailto:ivan.oldenkamp@sfgov.org)

CMD must be contacted immediately for:

- Subcontractor addition/substitution;
- Contract modification that cumulatively increases the original contract value by 20%;
- Prompt payment issues;
- Any other issues pertaining to LBE subcontractor participation

Noncompliance may result in penalties, including monetary fines. Please communicate with CMD early.

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# CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor  
Carmen Chu, City Administrator

Romulus Asenloo, Director

## MEMORANDUM

Date: December 9, 2022

To: Jon Swae, Project Manager, SF Public Works

From: Ivan Oldenkamp, Contract Compliance Officer, CMD

Subject: General As-Needed G21 Tree Maintenance Services

Combined Micro/Small – One LBE sub participation requirement

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The Contract Monitoring Division (“CMD”) has completed its review of the Engineer’s Estimate for subcontracting opportunities on the above referenced project. Based on this review and the Local Business Enterprise (“LBE”) availability data, the LBE subcontracting requirement is **20.00%** for this project. The LBE subcontracting requirement can only be met with San Francisco CMD Certified Small and/or Micro-LBEs.

In addition, the following availability information should be conveyed in the bid specifications:

The LBE subcontractor participation requirement for this Contract is 20.00%. In accordance with Section 14B.8(B) of the Administrative Code, in order for the Bidder to be exempt from meeting the “Good Faith Outreach” requirements described in Part IV of CMD Attachment 1, the total amount of the LBE participation must equal or exceed 27.00% (this percentage is the LBE sub requirement plus the 35% good faith exemption percentage).

Pursuant to Section 14B.9 of the Administrative Code, bidders are hereby advised that the availability of Minority Business Enterprises (“MBE”), Women Business Enterprises (“WBE”) and Other Business Enterprises (“OBE”) to perform subcontract work on this project is as follows:

0.0% MBE; 4.0% WBE; 16.0% OBE;

Bidders are further advised that they may not discriminate in the selection of subcontractors on the basis of race, gender, or any other basis prohibited by law, and that they shall undertake all required good faith steps in such a manner as to ensure that neither MBEs nor WBEs nor OBEs are unfairly or arbitrarily excluded from the required good faith efforts.

Should you have any questions, please feel free to contact me at [ivan.oldenkamp@sfgov.org](mailto:ivan.oldenkamp@sfgov.org)