



Meeting Date: March 13, 2025

To: Public Works Commission

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

From: Jon Swae, Manager of Contracts & Grants

Subject: General As-Needed G21 Tree Services Contract Award

Director’s Recommendation: Award General As-Needed G21 Tree Services Contract to West Coast Arborists Inc. in the amount of \$2,559,027 with a contract duration of 730 calendar days.

Contract Background: San Francisco Public Works’ Bureau of Urban Forestry (“BUF”) is seeking contractors to assist in implementing StreetTreeSF, the City’s street tree maintenance program. The General As-Needed G21 Tree Services contract will support BUF in reaching its maintenance goals by providing tree pruning, tree removal, stump grinding, tree waste removal, emergency tree services and incidental traffic routing.

Solicitation Process:

San Francisco Public Works’ Bureau of Urban Forestry initiated an advertisement and bid process to solicit a contractor to enter into contract for tree maintenance work. On October 31, 2024, Public Works advertised sourcing ID 0000004850 and on November 20, 2024, received three (3) bids. The lowest eligible bid for award was identified as West Coast Arborists Inc. with a bid amount of \$2,559,027. Public Works’ Contract Monitoring Division (“CMD”) has determined West Coast Arborists Inc. is compliant with Chapter 14B pre-award requirements issued a review memo on February 11, 2025.

Contract Details:

Contract Title:	General As-Needed Contract G21 Tree Maintenance Services
Contract Award Amount:	\$2,559,027.00
Contract Funding Sources (if applicable):	Tree Maintenance Fund – DPWS000779
Anticipated Project Schedule:	N/A

General As-Needed G21 Tree Maintenance Contract Award
Public Works Commission Meeting: March 13, 2025

Contract Duration:	Seven Hundred and thirty (730) days with an option to extend up to five years.
Contractor Name:	West Coast Arborists Inc.
Compliance with Chapter 14B Local Business Enterprise Ordinance:	CMD has determined West Coast Arborists Inc. is compliant with Chapter 14B pre-award requirements – per CMD review memo issued 2/11/2025.
Other Compliance:	Contractor is compliant with Equal Benefits Ordinance
Additional Information:	N/A
Attachments:	Attachment 1: Bid Tabulations Attachment 2: Project Manager (PM) Recommendation Attachment 2: Contract Monitoring Division (CMD) Recommendation

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

RESOLUTION NO. _____

WHEREAS, San Francisco Public Works Bureau of Urban Forestry operates StreetTreeSF, a citywide street tree maintenance program responsible for tree pruning, tree removal, stump grinding, tree waste removal, emergency tree services, incidental traffic routing and other associated tree maintenance work; and,

WHEREAS, StreetTreeSF involves the support of both internal Public Works arborist crews and private tree maintenance contractors to meet citywide tree maintenance goals; and,

WHEREAS, The Contract Monitoring Division (“CMD”) established a Local Business Enterprise (“LBE”) subcontracting requirement of 15.00% for this contract and the contractor committed to LBE participation of 15.00% in its bid submittal; and

WHEREAS, on October 31, 2024, Public Works advertised for bids for the Tree Maintenance Services contract; and

WHEREAS, on November 20, 2024 Public Works received three bids and;

WHEREAS, Public Works staff and CMD staff reviewed the bids and application of bid preferences and determined that West Coast Arborists Inc. is the responsive and responsible bidder that submitted the lowest responsive bid; and

WHEREAS, The contract amount is \$2,559,027.00; and

WHEREAS, The contract duration is 730 consecutive calendar days; now, therefore be it

RESOLVED, That this Commission hereby awards the General As-Needed G21 Tree Services Contract to West Coast Arborists Inc in the amount of \$2,559,027.00 and with 730 consecutive calendar days, for tree pruning, tree removal, stump grinding, tree waste removal, emergency tree services, incidental traffic routing and other associated tree maintenance work.

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

Commission Affairs Manager
Public Works Commission

**City and County of San Francisco
Department of Public Works
TABULATION OF BIDS**

Sourcing ID: 0000004850
Contract Title: PW GAN G21 TREE SRVCS
Full Title: General As-Needed Contract G21 Tree Services
Bids Received: Novmeber 20, 2024

<u>BIDDERS (in the order received & opened):</u>	<u>LBE Discount Claimed</u>	<u>Total Bid Price</u>
The Professional Tree Care Company	N/A	\$3,681,100.00
West Coast Arborists	N/A	\$2,559,027.00
Signature Tree Solutions	N/A	\$13,122,400.00
	Average Bid:	\$6,454,175.67
	Engineer's Estimate:	\$4,500,000.00
	% of Engineer's Estimate:	143%
	% of Engineer's Estimate vs. Low Bid Received	57%

cc: Jon Swae
Ivan Oldenkamp
Victor Tam
DiJaida Durden
Carla Short
Vivian Liu
All Bidders

For complete subcontractor listings, check: <https://bidopportunities.apps.sfdpw.org/CaseLoad/Details/2579>



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

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

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.

IO



London Breed
Mayor

Carla Short
Director of Public Works

Division of Contract Administration
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Public Works Project Manager Form

Project Manager/Project Lead: Jon Swae

Public Works Division/Section: Public Works – Bureau of Urban Forestry

Contract Title: General as Needed Contract **G21** Tree Services

Supplier Name: West Coast Arborists

Project Manager Recommendation: The project team has concluded its review of the bids submitted for the subject project. We find that West Coast Arborists has met the experience requirements, is responsible, and is qualified to perform the work. We recommend West Coast Arborists for award of this contract.

Contract Background: Tree maintenance work will be performed at various predefined locations throughout San Francisco and consist of tree removal, tree pruning, stump grinding, tree waste removal, emergency tree services, incidental traffic routing related to tree maintenance work, and other associated tree maintenance work.

This contract is one of several contracts that contributes to the overall San Francisco Public Works goal of caring for the 125,000 street trees in San Francisco.

Tree Maintenance work to be performed under this contract is in various locations within San Francisco, to be broken down into several keymaps per Contract Service Order (CSO). Lists of trees to be maintained will be provided by Bureau of Urban Forestry (BUF) staff.

Contract Funding Source(s):

Source(s)	Amount
Tree Maintenance Fund (TMF)	\$2,559,027.00