



**Meeting Date:** October 28, 2024

**To:** Public Works Commission

**Through:** Carla Short, Public Works Director  
Nicholas Crawford, Acting Superintendent – Bureau of Urban Forestry

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

**Subject:** Master As-Needed Agreement M21 Tree Services – The Davey Tree Expert Company – Contract Award

**Director’s Recommendation:** Award Master As-Needed Agreement M21 Tree Services in the not-to-exceed amount of \$2,000,000 for 730 consecutive calendar days to The Davey Tree Expert Company; and authorize the Director of Public Works to approve future modifications to increase the contract duration by up to 1,095 calendar days, to a new total duration of up to 1,825 calendar days, and to increase the not-to-exceed amount by up to \$1,000,000, for a new total not-to-exceed amount of \$3,000,000.

**Contract Background:** The work to be done under this contract consists of tree maintenance services including tree pruning, tree removal, stump grinding and emergency work in various locations in the City. The work is performed on an “if-and-as-needed” basis in accordance with the San Francisco Administrative Code Section 6.64 requirements. Contractors who can demonstrate experience, expertise and quality of work may be awarded a master agreement for a term of up to two years and a Maximum Contract Amount of \$2,000,000. When work is needed, at least three contractors awarded a master agreement will be invited to submit a competitive quotation for the work. The contractor submitting the lowest responsive quotation may be awarded the Contract Service Order (CSO) to perform the work. The Contract Term may be extended to not more than 5 years, and cumulative modifications to the agreement shall not exceed 150% of the original Contract Amount.

**Solicitation Process:** The Department advertised the continuous solicitation of the Request for Qualifications in April of 2021. Staff have evaluated the Request for Qualifications submittal packages from contractors on an ongoing basis since this time. Staff determined The Davey Tree Expert Company meets the minimum qualifications of the solicitation.

**Contract Details:**

<b>Contract Title:</b>	Master As-Needed Agreement M21 Tree Maintenance Services
<b>Contract Award Amount:</b>	Not-to-exceed \$2,000,000 with the option to increase the not-to-exceed amount by 150% resulting in a total not-to-exceed amount of \$3,000,000
<b>Cost Estimate:</b>	N/A

<b>Contract Funding Sources:</b>	Tree Maintenance Fund
<b>Anticipated Project Schedule:</b>	N/A
<b>Contract Duration:</b>	Initial duration of 730 consecutive calendar days with the option to extend the contract duration by up to 1,095 calendar days, to 1,825 consecutive calendar days.
<b>Contractor Name:</b>	The Davey Tree Expert Company
<b>Compliance with Chapter 14B Local Business Enterprise Ordinance:</b>	N/A
<b>Environmental Determination (if applicable):</b>	N/A
<b>Other Compliance:</b>	N/A
<b>Additional Information:</b>	N/A
<b>Attachments:</b>	Attachment 1: Resolution (The Davey Tree Expert Company) Attachment 2: CMD Pre-Award Memo (The Davey Tree Expert Company)

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

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

WHEREAS, In April 2021, San Francisco Public Works (Public Works) advertised a Request for Qualifications (RFQ) for Master As-Needed Agreement M21 General Tree Services; and

WHEREAS, The work to be done under this contract consists of tree maintenance and services work and on an as-needed basis for work at various locations in San Francisco; and this work may include, but is not limited to, tree pruning of existing trees, tree removal, root pruning of existing trees, stump grinding, emergency tree services, and related maintenance work; and

WHEREAS, When work is available, contractors awarded a master agreement will be invited to submit a competitive quotation for the work and the contractor submitting the lowest responsive quotation may be awarded the Contract Service Order to perform the work; and

WHEREAS, The work is performed on an “if-and-as-needed” basis in accordance with the San Francisco Administrative Code Section 6.64 requirements; and

WHEREAS, The not-to-exceed contract amount is \$2,000,000; and

WHEREAS, The initial contract duration is 730 calendar days; and

WHEREAS, Public Works staff and Contract Monitoring Division staff reviewed the bids and determined that The Davey Tree Expert Company’s bid is responsive and responsible; and

WHEREAS, The Director recommends the Commission’s approval of the initial not-to-exceed contract amount and the initial contract duration referenced above; and

RESOLVED, That this Commission hereby awards Master As-Needed Agreement M21 Tree Maintenance Services Contract on an if-and-as-needed basis, in the not-to-exceed amount of \$2,000,000 for 730 consecutive calendar days, to The Davey Tree Expert Company; and be it

FURTHER RESOLVED, That this Commission hereby authorizes the Director to approve an increase of up to 1,095 calendar days to 1,825 consecutive calendar days and to approve an increase to the not-to-exceed amount by up to \$1,000,000, to a not-to-exceed amount up to \$3,000,000.

*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 & County of San Francisco  
London N. Breed, Mayor



Office of the City Administrator  
Carmen Chu, City Administrator

Contract Monitoring Division  
Stephanie Tang, Director

## MEMORANDUM

Date: October 15, 2024

To: Victor Tam, Construction Contract Services, Public Works  
Jon Swae, Bureau of Urban Forestry, Public Works  
Ben Washington, Contract Analyst, Public Works

From: Antonio Tom, Contract Compliance Officer, CMD

Subject: 0000004890 - MASTER AS-NEEDED AGREEMENT M21 TREE SERVICES -  
PW MAN M21 TREE SVCS - The Davey Tree Expert Company

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The Contract Monitoring Division (“CMD”) has reviewed the bids / RFQs submitted for the above referenced project, applied the appropriate bid discounts, and determined responsiveness to the Chapter 14B pre-award requirements. Below is a summary of CMD’s review.

### **Bids / RFQ Submittals**

The following were received:

Bidder	Status	Base Bid Amount
The Davey Tree Expert Company	Non-LBE	N/a

The Davey Tree Expert Company, (“Davey”) indicated on CMD Form 3 that it complies fully with the provisions of Chapter 14B and its implementing Rules and Regulations and attests to the truth and accuracy of all information provided regarding such compliance.

### **LBE Subcontracting Requirement**

The LBE Subcontracting Participation Requirement for this Master Agreement will be set at the CSO level.

### **Chapter 14B Determination**

Based on the foregoing, CMD has determined that Davey has materially complied with the pre-award Chapter 14B requirements. Should you have any questions, or if I can be of further assistance, please do not hesitate to contact me at [antonio.tom@sfgov.org](mailto:antonio.tom@sfgov.org).