

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

321



**FROM:** TLMA-Transportation Department

**SUBMITTAL DATE:**

February 23, 2004

**SUBJECT:** Approval of a Personal Service Agreement for Tree Trimming Services for the Transportation Department with United Pacific Services

**RECOMMENDED MOTION:** That the Board of Supervisors approve and execute the multi-purpose personal service agreement from the lowest responsive/responsible vendor based on competitive bids for Tree Trimming services for the Transportation Department with United Pacific Services, for the remainder of FY 2003/04 (in the amount not to exceed \$34,416) through a portion of FY 2004/05 (in the amount not to exceed \$85,000), with the option to renew annually for up to two (2) additional one-year periods, and authorize the Chairman to execute the agreement on behalf of the Board;

**BACKGROUND:** Under the terms of this agreement, United Pacific Services would provide tree trimming maintenance services in the areas of Mira Loma, Highgrove and multiple locations in the Landscaping and Lighting Maintenance District No. 89-1-Consolidated (L&LMD No. 89-1-C).

(Continued on Page 2)

*George A. Johnson*  
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Director of Transportation

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 34,416.00	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2003/04
<b>SOURCE OF FUNDS:</b> Gas Tax and L&LMD No 89-1-C assessments				Positions To Be Deleted Per A-30 <input type="checkbox"/>
				Requires 4/5 Vote <input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

**APPROVE**

County Executive Office Signature

*James L. Buford*

- Dept't Recomm.:
- Per Exec. Ofc.:
- Consent
- Consent
- Policy
- Policy

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RECEIVED VIA FAX

Prev. Agn. Ref: ATTACHMENTS FILED WITH THE CLERK OF THE BOARD | District: 1,2,3 | Agenda Number:

3.19

**SUBJECT:** Approval of a Personal Service Agreement for Landscape Services  
for the Transportation Department

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This project is vital in keeping the trees in these areas trimmed, not only for aesthetic reasons, but to help in the prevention of broken branches and downed trees in windy conditions. The maintenance for this project is funded by Gas Tax and a special assessment to the property owners through the L&LMD NO. 89-1-Consolidated Zones 3, 4, &16.

Recently, the Transportation Department issued a formal Request for Proposal (RFP). Solicitations were sent to seven contractors and advertised on the Internet. A total of four (4) responses were received with a cost range of \$87.50 to \$42.00 per full tree trim. United Pacific of La Habra was the lowest responsive/responsible bidder at \$42.00 per full tree trim (with an annual contract amount not to exceed \$85,000). The annual contract amount includes a 10% contingency factor. United Pacific Services provided a proposal that fulfilled the necessary requirements mandatory for tree trimming services. Local preference did not affect the low bid, as all respondents are from outside the County. This bid includes prevailing wage rates. Representatives from the Transportation Department evaluated all proposals and recommend that the lowest vendor, United Pacific Services, receive the award.

County Counsel has approved the Agreement as to form.