



Legislation Details (With Text)

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File created: 10/6/2021 **In control:** Board of Supervisors
On agenda: 11/9/2021 **Final action:** 11/9/2021

Title: Chief Administrative Office, Procurement and Contracts Division, on behalf of the Chief Administrative Office Facilities Division, the Department of Transportation, and the Planning and Building Department Airports and Cemeteries Division, recommending the Board approve the following:

- 1) Make findings pursuant to Article II, Section 210b(6) of the El Dorado County Charter and in accordance with County Ordinance 3.13.030 Section C that it is appropriate to contract with Eric S. Hill doing business as Hilltop Tree Service for services provided under Agreement for Services 5910 because the ongoing aggregate of work to be performed under the agreement is not sufficient to warrant the addition of permanent staff;
- 2) Approve and authorize the Purchasing Agent to sign Agreement for Services 5910 with Eric S. Hill doing business as Hilltop Tree Service for certified arborist services for matters of public safety on an as-requested basis in the maximum amount of \$155,000 for the period of November 9, 2021, through November 8, 2024; and
- 3) Authorize the Purchasing Agent to execute amendments to Agreement for Services 5910, contingent upon County Counsel and Risk Management approval, which do not increase the maximum dollar amount or term of the Agreement.

FUNDING: General Fund (50%) and Road Fund (50%).

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Counsel Approved CRS, 2. B - Agreement 5910

Date	Ver.	Action By	Action	Result
11/9/2021	1	Board of Supervisors	Approved	Pass

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- 3) Authorize the Purchasing Agent to execute amendments to Agreement for Services 5910, contingent upon County Counsel and Risk Management approval, which do not increase the maximum dollar amount or term of the Agreement.

FUNDING: General Fund (50%) and Road Fund (50%).

DISCUSSION / BACKGROUND

The Chief Administrative Office Facilities Division, the Department of Transportation, and the Planning and Building Department Airports and Cemeteries Division require the services of a certified arborist to perform as-requested and emergency arborist services at various locations throughout El Dorado County. On October 13, 2020, the Board of Supervisors approved and authorized the Purchasing Agent to execute the First Amendment to Agreement for Services 3139 with Eric S. Hill doing business as Hilltop Tree Service to provide these services through November 8, 2021. All three departments have a continuing need for these services to accommodate on-going dead or dying tree removal services on County property and in the right-of-way. To ensure that these services are available for use by these County departments the Procurement and Contracts Division prepared the new Agreement for Services 5910 with Hilltop Tree Service which addresses the current and anticipated arborist service requirements of all three County departments for the requested three-year term. Hilltop Tree Service is an International Society of Arboriculture (ISA) Certified Arborist and possesses ISA Tree Risk Assessment Qualification credentials. Hilltop Tree Service has been performing work in El Dorado County since 1979 and specializes in all aspects of tree care including crown reduction, crown cleaning, thinning, pruning, falling, bracing, and other related services. The County has successfully contracted with Hilltop Tree Service since 2011 and continues to find a need for their services for the requested three-year term.

In accordance with Board of Supervisors Procurement Policy C-17, Section 7.11, the contractor selection process for service contracts in excess of \$100,000 must include a review of the scope of services and contractor's professional qualifications by a group of individuals (including at least one representative from outside the department requesting the services) qualified to judge the contractor's ability to perform the services. Procurement and Contracts has documentation on file that such a review was performed for Agreement 5910 with Hilltop Tree Service.

ALTERNATIVES

The Board could decide to not approve Agreement for Services 5910 which would result in an interruption of contracted arborist services while County staff explored other contracting options. This interruption could cause delays in tree removal which may have an impact on public safety matters.

PRIOR BOARD ACTION

1) 10/13/2020, 20-1252, Approval of Amendment I to Agreement for Services 3139

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Approved by County Counsel, Risk Management, and Human Resources.

CAO RECOMMENDATION / COMMENTS

[This section is completed by the CAO's Office. This section is required]

FINANCIAL IMPACT

The requested Agreement for Services 5910 is a renewal of a prior agreement and continues to be funded with 50% General Fund and 50% Road Fund. Each County department that will use this Agreement is responsible for ensuring that sufficient appropriations are included in their Fiscal Year 2021-22 Budget and will be included in future budgets throughout the term of this Agreement.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Public Safety and Infrastructure

CONTACT

Michele Weimer, Procurement and Contracts Manager