
**E L M H U R S T P A R K D I S T R I C T
B O A R D O F P A R K C O M M I S S I O N E R S
M E M O R A N D U M**

DATE: December 10, 2018

TO: Board of Park Commissioners

FROM: James W. Rogers, Executive Director
Daniel Payne, Director of Parks

RE: 2019 TREE MAINTENANCE CONTRACT

ISSUE

The current Tree Maintenance Contract is set to expire on December 31, 2018. Trees are one of the District's greatest assets and proper tree maintenance is essential.

DISCUSSION

The District annually contracts with an established and professional tree service company to perform tree maintenance including aerial pruning, line clearing, removal of mature trees, and stump grinding. The proposed 2019 Parks Department Contractual Services budget includes \$26,000 for tree maintenance.

Staff prepared bid specifications based on the District's tree maintenance needs. Additionally, the bid documents specified the option to extend the agreement through the year 2020. The decision to extend the contract will be based on the 2020 budget, the District's needs, and the District's satisfaction with the services provided in the first year. A legal notice for the 2019 Tree Maintenance Contract was published in the local paper on November 2, 2018 and a public bid opening was held on November 29, 2018. Three companies submitted sealed bids (bid results attached). Dawsons Tree Service, Inc. submitted the lowest prices in eight of the twelve categories of services specified. They offered the lowest prices in five of the six categories for Tree Removal and Aerial Pruning; the two areas of tree maintenance most heavily utilized by the District. Dawsons Tree Service, Inc. has been the District's tree maintenance contractor for the past four years and has a solid understanding of the District's operations, parks, and tree care needs.

RECOMMENDATION

That the Board of Park Commissioners award the 2019 Tree Maintenance Contract to Dawsons Tree Service with the option to extend the contract to 2020 and authorize the Executive Director to execute said contract accordingly.

Thank you.

Attachments: Bid Tally Sheet