COUNTY OF Placer

MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
County of Placer

TO: Honorable Board of Supervisors DATE: January 24, 2017

FROM: Brett Wood, Purchasing Manager

SUBJECT: Change Order No. 1 to Blanket Purchase Order No. 22710 for Tree Trimming Services – Arborwell, Inc.

ACTION REQUESTED
Approve Change Order No. 1 to Blanket Purchase Order No. 22710 with Arborwell, Inc. of Hayward, CA for tree trimming services at various locations throughout Placer County in the amount of $45,000 for a revised maximum amount of $90,000.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND
The Department of Publics Works and Facilities' Parks and Roads Divisions (DPWF) require tree trimming services at various County properties throughout Placer County. In March 2013, the Procurement Services Division awarded competitive Bid No. 10240 to Arborwell, Inc. for tree trimming and related services. The current term of the resulting blanket purchase order (BPO) expires on June 30, 2017. Due to the extensive amount of tree mortalities caused by the deadly bark beetle, DPWF has been tasked to assess and remove dead and dying trees that threaten public infrastructure.

DPWF indicates services provided by Arborwell, Inc. have been good. This proposed BPO increase would allow uninterrupted tree work on the Tree Mortality Project and other regularly scheduled tree work until the County completes a solicitation for Tree Mortality Services targeted specifically at the larger scale tree mortality issues. The current BPO does not meet the FEMA requirements needed to address the larger scale tree mortality issues but does address State reimbursement requirements and the County's current individual/urgent tree issues.

In accordance with Purchasing Policy Manual Section 2.1(g), the requested increase of $45,000 exceeds the Purchasing Manager's authority and requires your Board's approval. Therefore, your Board's approval is required to increase BPO 22710 by $45,000 to a new maximum amount of $90,000.

FISCAL IMPACT
Funding for this increase is included in the Department of Public Works and Facilities' FY 2016-17 Final Budget for Capital Project 04821-Countywide Fuel Load Reduction and the State Office of Emergency Services Tree Mortality Funding. The County has secured a commitment from the State Office of Emergency Services to be reimbursed up to 75% (not to exceed $750,000) of the cost of tree removal resulting from drought stress and beetle infestation.

cc: Ken Grehm, Director of Public Works and Facilities
Mark Rideout, Deputy Director of Public Works and Facilities, Parks Division
Valerie Bayne, Administrative Services Manager