

**STAFF REPORT**  
**City of Lancaster**

CC 11
6/25/2024
JC

Date: June 25, 2024

To: Mayor Parris and City Council Members

From: Larissa De La Cruz, Director - Community Development  
Sonya Patterson, Director- PARCS  
Jason Palumbo, Assistant Manager – Community Development- Beautification  
Gary Jones, Assistant Manager- PARCS- Parks and Facilities

Subject: Award Contract for Request for Proposal 827-24-Tree Trimming Services to Tip Top Arborists, Inc

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**Recommendations:**

1. Award contract for Request for Proposal (RFP) 827-24-Tree trimming Services to Tip Top Arborists, Inc. in the amount of \$544,506 for tree trimming services for contract year one (July 2024-June 2025) and an increase of up to a maximum of 5% for a Consumer Price Increase (CPI) for the second and third years, plus the two additional one-year extension options
2. Find that this item is not a project under the California Environmental Quality Act.
3. Authorize the City Manager, or his designee, to sign all documents.

**G.C. Section 84308:** No

**Fiscal Impact:**

\$544,506 for the first year of the contract; funding sources include General, Landscape Maintenance District, and Lancaster Lighting Maintenance District. Funding breakdown follows.

- 101-26000-5790- Right-of-Way \$262,395
- 421-26000-5790- Landscape Maintenance District \$93,712
- 422-26000-5790- Lighting Maintenance District \$98,399
- 101-63000-5755- Parks Maintenance \$90,000

Additional years will be budgeted for during the annual budget process and will include up to a 5% CPI increase on the prior year's not-to-exceed amount.

**Background:**

The City of Lancaster maintains an Urban Forest consisting of over 20,000 trees. Services covered through this contract include trimming, planting, and removal of trees located in the City's easement/right-of-way, on main thoroughfares, within parks, and in maintenance districts throughout the City.

A request for proposals (827-24) was issued on May 10, 2024, bids were received from six (6) companies. A committee comprised of staff from the Community Development and PARCS departments reviewed the bid submittals. RFP submittals were measured based on six pre identified criteria which included cost to provide services, qualifications and experience, completeness of proposal, references, and local preference. Based on these criteria, Tip Top Arborists, Inc. was determined to be the contractor who could provide the best service to the City.

JP/gj/sg

**Attachment:**

RFP 827-24 Tree Trimming Services Agreement \_Tip Top Arborists Inc. -2024