

RESOLUTION NO. _____

**AUTHORIZATION TO RENEW ANNUAL TREE TRIMMING
AND REMOVAL CONTRACT**

Item No. 5h

WHEREAS, funds are allocated in the 2021 Capital Fund Budget for tree trimming and removal at all LMHA sites; and

WHEREAS, staff developed a bid proposal for tree trimming and removal at all LMHA sites; and

WHEREAS, bids were received and tabulated on February 27, 2018; and

WHEREAS, staff reviewed the bids received and determined the Sang Corporation to be the most responsive and responsible bid received; and

WHEREAS, LMHA entered into a one-year contract with Sang Corporation with four one-year renewal options; and

WHEREAS, Sang Corporation has exercised the initial one-year contract, first and second one-year renewal option; and

WHEREAS, LMHA and Sang Corporation would like to exercise the third one-year renewal option.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter into a contract with the Sang Corporation for tree trimming and removal as needed for all LMHA sites, in an amount not to exceed \$100,000 annually.

RESOLUTION BACKGROUND STATEMENT

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Item No. 5h

I. STATEMENT OF FACTS:

There is an on-going need to trim and remove trees from all LMHA properties. During inclement weather the need for these services becomes even greater and routine trimming reduces the rate of liabilities and improves the appearance of the sites.

Funds have been allocated in the 2021 Capital Fund Budget to contract for tree trimming and removal services at all LMHA sites as needed. A total of \$72,500.00 has been spent during the current contract period.

Staff developed specifications and advertised for bids on February 7, 2018. The following bids were received on February 27, 2018:

<u>Vendor</u>	<u>Bid</u>
Sang Corp.	\$ 8,400.00
Shults Tree Service	\$ 2,780.00
Bob Ray Co.	\$10,494.00

II. ALTERNATIVES:

- A. Award a contract for tree trimming and removal services for all LMHA sites as needed, not to exceed \$100,000 annually, with the option of one additional one-year renewal.
- B. Do not approve the contract at this time.

III. RECOMMENDATION:

Staff recommends alternative "A".

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IV. JUSTIFICATION:

LMHA manages over 2700 public housing units. These units are scattered throughout the Louisville Metro/Jefferson County area. This amount of property leads to an abundance of trees needing attention. Items needing to be addressed will include trimming branches away from buildings (both our own and our neighbors), storm damage, having dead or hanging limbs removed, removal of dead or sick trees, and having stumps ground out. Many of these trees are mature and therefore quite large. Failure to properly address these needs will create hazards were someone could be seriously injured or killed and costly damages to structures or private property.

LMHA is not adequately staffed to perform this type of work. Therefore, contracting for this service would provide the tree work needed while allowing LMHA staff to address the needs of our residents in an expedient manner.

The annual contract allows LMHA to secure quality services at consistent, competitive prices for one year with four (4) one-year renewal options, rather than at fluctuating rates on a case-by-case basis.

The annual contract eliminates the administrative burden of multiple procurements.

LMHA Staff completed the Contract Renewal Evaluation Form. This vendor received an overall rating of Above Average.

V. BUDGET APPROVAL:

Funds were allocated for a tree trimming and removal contract in the 2021 Capital Fund Budget.

Angela Larsson, Director of Finance

Date

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VI. PROCUREMENT CERTIFICATION:

The procurement of this contract is in compliance with the Louisville Metro Housing Authority Procurement Policy and Procedures.

Sang Corporation does not use subcontractors so, therefore MBE participation goals do not apply. Sang Corporation is a minority owned business.

Low bidder, Shults Tree Service (whom had previously been awarded contract), was not chosen due to inadequate resources to sufficiently complete scope of work requirements.

Steve Webb, Purchasing Agent

Date

Submitted by: Greg Crum
Assistant Director of Property Management

Approved by : Ucresia Sistrunk
Director of Property Management
April 20, 2021