

NO: R088

COUNCIL DATE: May 27, 2024

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## REGULAR COUNCIL

TO: **Mayor & Council** DATE: **May 23, 2024**

FROM: **General Manager, Parks, Recreation & Culture** FILE: **5420-01**

SUBJECT: **Award of Contract No. 1220-040-2024-027: Shade Tree Base Maintenance Services**

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## RECOMMENDATION

The Parks, Recreation & Culture Department recommends that Council:

1. Award Contract No. 1220-040-2024-027 for shade tree base maintenance services to White Star Property Services (“White Star”) for a seven-month term, commencing June 1, 2024, with an estimated cost of \$484,500.00 (including GST);
2. Set the expenditure authorization limit for the initial seven-month term of Contract No. 1220-040-2024-027 at \$532,948.00 (including GST and contingency);
3. Approve the option to extend Contract No. 1220-040-2024-027 for four additional one-year terms at the City’s sole discretion;
4. Set the expenditure authorization limit for the four additional one-year terms of Contract No. 1220-040-2024-027 at \$559,859.00 (including GST and contingency); and
5. Authorize the General Manager, Parks, Recreation & Culture to execute Contract No. 1220-040-2024-027, and allow the option to extend for four, one-year optional terms, in favor of the City, subject to satisfactory performance and any other related considerations, adjusting the cost of the services based on the Vancouver Area Consumer Price Index (“CPI”) as published by Statistics Canada for any optional extension terms.

## INTENT

The purpose of this report is to seek Council authorization to award Contract No. 1220-040-2024-027 for shade tree base maintenance for an initial seven-month term with the option to extend the contract for up to four additional one-year terms at the City’s sole discretion.

## BACKGROUND

Tree bases are installed around street and park trees to protect trees from mechanical damage by mowing equipment and line trimmers, help retain moisture and suppress weeds. Tree bases, including ornamental grates, are also installed around trees planted within hard landscape areas

such as sidewalks and plazas. These bases are maintained regularly to manage risk issues related to trip hazards. Managed tree bases also improve the aesthetic appearance of trees in high profile locations such as arterial roads and public buildings. In December 2023, Contract No. 1220-040-2019-063 for shade tree base maintenance services was not renewed by the supplier for the final one-year renewal period from January 1, 2024, to December 31, 2024. As a result the work has been completed on a month-to-month basis in 2024, resulting in a seven-month term for the first year of the contract.

**DISCUSSION**

**Scope of Work**

In 2024, tree base maintenance will be carried out on approximately 22,000 street trees and 1,600 park trees.

**Request For Quotation Results**

In March 2024, a Request for Quotations (“RFQ”) No. 1220-040-2024-027 for shade tree base maintenance services was publicly posted on the BC Bid and City of Surrey websites. The RFQ closed on April 12, 2024, and a total of two quotations were received from the following proponents:

	Shade Tree Base Maintenance – 7-month term (incl. GST)	Shade Tree Base Maintenance 12-month term (incl. GST)
White Star Property Services	\$484,498.35	\$508,963.35
Gibbs Building Maintenance Ltd.	\$709,590.00	\$870,660.00

**Evaluation**

The submitted quotations were evaluated based on the following criteria:

- Sufficient capacity in terms of human resources and equipment to undertake the work;
- Sufficient skill set to undertake the duties required under the contract;
- Demonstrated experience to undertake the work of the contract; and
- Unit rates for crew alignment.

The evaluation process identified that White Star demonstrated the knowledge, skills and abilities to carry out all aspects of the work outlined in the RFQ’s Scope of Services and provides best value to the city. They have no legal claims against the City.

**Legal Services Review**

This report has been reviewed by Legal Services.

**FUNDING**

Funding for this contract is available in the approved 2024 Parks, Recreation & Culture Department Operating Budget.

## CONCLUSION

Based on the above discussion, it is recommended that Council award Contract No. 1220-040-2024-027 for Shade Tree Base Maintenance Services to White Star in the amount of \$532,948.00 (including GST and contingency) for the initial seven-month term and \$559,859.00 (including GST and contingency) for the four optional renewal terms.

Laurie Cavan  
General Manager,  
Parks, Recreation & Culture

[https://surreybc.sharepoint.com/sites/prcadmistration/corporate reports regular/2024/shade tree base maintenance contract award.docx](https://surreybc.sharepoint.com/sites/prcadmistration/corporate%20reports%20regular/2024/shade%20tree%20base%20maintenance%20contract%20award.docx)  
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