



## Report to City Council

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**TO:** Mayor and City Council  
Mayor and City Council Acting in the Capacity as  
President and Members of the Board of Directors of  
the Moreno Valley Community Services District (CSD)

**FROM:** Dena Heald, Chief Financial Officer/City Treasurer

**AGENDA DATE:** May 6, 2025

**TITLE:** AWARD OF INDEPENDENT CONTRACTOR  
AGREEMENT FOR TREE TRIMMING AND REMOVAL  
SERVICES (AGMT. NO. 2025-\_\_\_\_)(REPORT OF:  
FINANCIAL & MANAGEMENT SERVICES)(ALL  
DISTRICTS)

**TITLE SUMMARY:** Pursuant to an RFP process, approve the award of a 5-year  
Tree Trimming and Removal Services contract to West  
Coast Arborists, Inc. (Agmt. No. 2025-  
\_\_\_\_)(All Districts)

**DISTRICT:** All Districts

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### Recommendation(s)

1. Approve the Agreement for Tree Trimming and Removal Services ("Agreement") with West Coast Arborists, Inc., 2200 E. Via Burton, Anaheim, CA 92806, and waive any and all minor irregularities, to provide tree trimming and removal services for certain City maintained trees for a 5-year contract amount of \$5,160,600.
2. Authorize the City Manager or his/her designee to execute the Agreement with West Coast Arborists, Inc. to provide service to City maintained trees.
3. Approve the issuance of annual purchase orders to West Coast Arborists, Inc. for a total amount of \$5,160,600, over the 5-year term of the agreement.

4. Authorize the Chief Financial Officer/City Treasurer to execute subsequent amendments to the Agreement, in accordance with its terms, subject to the approval of the City Attorney and provided sufficient funding appropriations and budget approvals have been granted by the City Council.

## **SUMMARY**

This report recommends the award of an Agreement to West Coast Arborists, Inc. (the "Contractor"). The Agreement is for a 5-year term to complete tree trimming and removal services and is subject to an annual inflationary adjustment.

Funding for the tree trimming and removal services comes through a parcel charge collected as part of the annual property tax bill or in some cases through the general fund for certain trees located on City facilities or within the public right-of-way.

## **DISCUSSION**

The City is responsible for approximately 29,000 trees that require maintenance to maintain a healthy urban forest. The trees are located in the City's landscape maintenance districts, at its parks and trails, at City facilities, and within the right-of-way.

Tree trimming and removal services are typically performed by licensed and insured landscape contractors. The contractors are selected through a competitive Request for Proposal (RFP) process every five years, consistent with the City's Procurement Policy. The Uniform Public Construction Cost Accounting Act and Public Contract Code 22022 (Municipal Code 3.12.320) allows the use of the RFP procurement process for landscape maintenance services.

On December 19, 2024, an RFP for tree trimming and removal services was issued using the City's electronic bid and vendor management system (OpenGov). One thousand, nine hundred and thirteen vendors were notified of the RFP. Seven (7) responses were received before the RFP due date of 2:00 p.m. on January 27, 2025.

The RFP requested information on the proposer's 1) ability to provide the services, 2) qualifications and certifications in accordance with accepted standards 3) references from other municipalities/public agencies where similar services have been provided, and 4) pricing. Evaluations of the responses were independently completed by representatives from the Parks and Landscape Services Division, all of whom have tree management experience.

Staff recommends 1) awarding the Agreement to West Coast Arborists, Inc., waiving any and all minor irregularities, 2) authorizing the City Manager to execute the Agreement, 3) approve the issuance of an annual purchase order and 4) authorizing the Chief Financial Officer/City Treasurer to approve all future amendments in accordance with the terms of the Agreement and subject to the approval of the City Attorney. Such amendments shall only be entered into provided they are within the authorized five-year contract amount and provided sufficient funding appropriations and program approvals have been granted

by the City Council. Authorizing the Chief Financial Officer/City Treasurer to amend the Agreement allows for adjustments in additional work services, as may be necessary, without a delay in service.

This action meets the Strategic Plan Priorities by managing and maximizing Moreno Valley's public infrastructure to ensure an excellent quality of life, develop and implement innovative, cost-effective infrastructure maintenance programs, public facilities management strategies, and capital improvement programming and project delivery.

The City Council will take action on this item acting as both the City Council and the CSD Board.

### **ALTERNATIVES**

1. Approve the Agreement for Tree Trimming and Removal Services with West Coast Arborists, Inc. and related recommended actions as presented in this staff report. *Staff recommends this alternative to provide uninterrupted maintenance of the City maintained trees.*
2. Do not approve the Agreement. *Staff does not recommend this alternative as it will cause an interruption in the maintenance of the City maintained trees. Additional costs may be incurred to obtain another contractor with no guarantee that a more qualified contractor can be found at a better cost.*
3. Do not approve the Agreement but continue the item to a future City Council meeting. *Staff does not recommend this alternative as it will cause an interruption in the maintenance of the City maintained trees.*

### **FISCAL IMPACT**

The term of the Agreement is for five years, provided funding appropriations and budget approvals have been granted by the City Council each fiscal year. The Agreement is subject to an annual Consumer Price Index (CPI) inflation adjustment, at the discretion of the City and with appropriate City Council funding and program approvals. The following table is the annual amount for the 5-year term of the Agreement (including an estimate for annual CPI adjustments and planting of new trees). This includes an estimate for annual CPI adjustments and new trees assumed for maintenance by the City (e.g. landscape maintenance districts).

Special Districts Tree Trimming/Removal Services						
	FY 2025/26 Year 1	FY 2026/27 Year 2	FY 2027/28 Year 3	FY 2028/29 Year 4	FY 2029/30 Year 5	Proposed Contract Amount <sup>3</sup>
	Proposed	Estimate <sup>2</sup>	Estimate	Estimate	Estimate	
Base Work <sup>1</sup>	\$ 453,500.00	\$ 476,200.00	\$ 500,100.00	\$ 525,200.00	\$ 551,500.00	\$ 2,506,500.00
Total	\$ 453,500.00	\$ 476,200.00	\$ 500,100.00	\$ 525,200.00	\$ 551,500.00	\$ 2,506,500.00

<sup>1</sup>Tree Trimming/Removal Services. The number of trees to be trimmed/removed is based on need and available funding, as approved by the City Council.

<sup>2</sup>Estimates based on information known at the time the not-to-exceed was calculated. Actual amounts may vary depending on the addition/removal of service areas, an area's financial resources, and City Council program and budget approvals. The purchase order will be based on actual amounts authorized.

<sup>3</sup>Represents amount for Special Districts Landscaping. The Agreement's total amount (\$5,160,600) consists of budgets for Special Districts Landscaping (\$2,506,500), Parks Division (\$1,216,200), Maintenance and Operations (\$1,105,600), and City Facilities (\$332,300).

## **NOTIFICATION**

The RFP was posted on the City's bid portal (OpenGov). OpenGov identified and notified 1,913 interested parties, with 825 viewing the project.

## **PREPARATION OF STAFF REPORT**

Prepared By:  
Felicia London  
Deputy Finance Director

Department Head Approval:  
Dena Heald  
Chief Financial Officer/City Treasurer

Concurred By:  
Kimberly Ganimian  
Special Districts Division Manager

Concurred By:  
Jeremy Bubnick  
Parks & Community Services Director

## **CITY COUNCIL GOALS**

**Positive Environment.** Create a positive environment for the development of Moreno Valley's future.

**Community Image, Neighborhood Pride and Cleanliness.** Promote a sense of community pride and foster an excellent image about our City by developing and executing programs which will result in quality development, enhanced neighborhood preservation efforts, including home rehabilitation and neighborhood restoration.

## **CITY COUNCIL STRATEGIC PRIORITIES**

1. Economic Development
2. Public Safety
3. Library

- 4. Infrastructure**
- 5. Beautification, Community Engagement, and Quality of Life**
- 6. Youth Programs**

See the Discussion section above for details of how this action supports the City Council's Strategic Priorities.

## **ATTACHMENTS**

- 1. Draft Agreement for Tree Trimming and Removal Services

## **APPROVALS**

## Report Approval Details

Document Title:	STAFFREPORT_FMS_SD_AWARD OF TREE MAINTENANCE CONTRACT_05.06.25.docx
Attachments:	- Draft Agreement for Tree Trimming and Removal Services.pdf
Final Approval Date:	Apr 29, 2025

This report and all of its attachments were approved and signed as outlined below:

### **No Signature found**

Felicia London, MPA

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Jeremy Bubnick

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