




MEMORANDUM

February 29, 2012

TO: Board of Mayor and Aldermen

FROM: Eric S. Stuckey, City Administrator 
Russell Truell, Assistant City Administrator / CFO
Lisa Clayton, Parks Director
Brian Wilcox, Purchasing Manager

SUBJECT: Consideration of bid award to The Office of Joel Tomlin, III, LLC of Franklin, TN in the total amount of \$11,734.00 for tree supply, planting and related contract services at the Interstate 65 interchange at McEwen Drive for the Parks Department (Purchasing Office Procurement Solicitation No. 2012-019; funds not to exceed \$25,000.00 to be transferred from Tree Bank to 110-84620-44700 for fiscal year 2012; Contract No. 2012-0029)

Purpose

The purpose of this procurement is to purchase the supply, planting and related contract services for a total quantity of 29 two-inch caliper trees, consisting of four different varieties, at the Interstate 65 interchange at McEwen Drive.

Background

The City published on February 16, 2012 a Notice to Bidders in the *Williamson Herald* for tree supply, planting and related contract services. In addition, bid documents were sent on or about the same date directly to eight (8) potential bidders known or thought to be interested in this solicitation. Bids from two (2) vendors were publicly opened at the bid opening held on February 29, 2012. A tabulation of the bids received for this solicitation is attached. It is worth noting that the City specified, among other services, that the contractor provide maintenance and a guarantee for a period of three (3) years after "provisional acceptance" of the supply and planting of the batch of trees.

Financial Impact

The apparent lowest, most responsive and responsible bid, from The Office of Joel Tomlin, III, LLC of Franklin, is in the total amount of \$11,734.00 for the specified quantities and specified services. This bid was identified because it is the lowest bid that meets or exceeds the City's intention as expressed and implied by the City's specifications as well as the instructions, terms and conditions pertaining to this procurement solicitation.

If the Board of Mayor and Aldermen approves this bid award, then the invoice(s) totaling the amount of this bid award (\$11,734.00) would be allocated to the Parks Department's General Fund budget for fiscal year 2012, and a like amount would be transferred from the City's tree bank reserves to cover those expenses.

Options

In accordance with the bid documents, the City reserves the right to reject any and all bids.

Recommendation

Staff recommends that the City accept the apparent lowest best bid, from The Office of Joel Tomlin, III, LLC of Franklin, in the total amount of \$11,734.00 for the specified quantities and specified services. Purchasing Manager Brian Wilcox is of the opinion that the prepared specifications as distributed allowed for competition among multiple vendors, and that the staff recommendation appears to be made in a fair and impartial manner based upon the bids received.

Tabulation of Bids*

Purchasing Office Solicitation No.:	2012-019 (tree supply, planting and related contract services at the Interstate 65 interchange at McEwen Drive)
Notice to Bidders published in the <i>Williamson Herald</i> on:	2/16/12
Number of vendors that were notified of / that responded to this solicitation for bids:	8 / 2
Date and time bids due and publicly opened:	2/29/12 2:00 PM
Present at opening of bids:	Joel Tomlin of The Office of Joel Tomlin; Larry Mizell of the City of Franklin Planning Department; Todd Snackenber of the City of Franklin Parks Department; and Tiffany Wilkins and Brian Wilcox of the City of Franklin Purchasing Office
Target meeting of BOMA at which recommendation will be considered:	3/13/12

Bids received from:	Bid No.:	Bid description:	Does the bid MOES¹? / If not, how many exceptions do not MOES¹?	Total value of bid based on <u>specified estimated</u> quantities² and quoted unit prices:	Total value of bid based on <u>recommended</u> quantities³ and quoted unit prices:	Payment terms:	Estimated time of completion of project after receipt of order:	Bid and associated pricing is valid and may be accepted through:
Haller's Landscaping & Lawn care 370 Taggart Haller Lane Sparta, TN 38583 Partrick M. Haller, Owner 1-931-261-5885	1 of 1	tree supply, planting and related contract services	Bidder takes no exceptions	\$18,168.42	\$18,168.42	net 30 days	60 days	03/31/12
Office of Joel Tomlin, III, LLC. 4115 Mallory Lane, Suite 100C Franklin, TN 37067 Joel Tomlin, III; President 1-615-445-5694	1 of 1	tree supply, planting and related contract services	Bidder takes no exceptions	\$11,734.00	\$11,734.00	net 30 days	60 days	03/31/12

¹MOES indicates "meet(s) or exceed(s) specifications"

²The estimated quantity for each tree variety indicated above represents the approximate number of trees that the Parks Department anticipated, at the time specifications were released, planting pursuant to this procurement solicitation. These numbers are estimates only and do not represent a guaranteed minimum or maximum. For purposes of bid evaluation, the City will use the estimated quantities indicated above to determine the total value of each bid.

³The recommended quantities for each tree variety indicated above represents the number of trees that the Parks Department recommends planting pursuant to this procurement solicitation. In accordance with the specifications, the exact quantities of trees to be planted pursuant to this procurement solicitation shall be determined by the City after the bids have been submitted.

*Highlighted (shaded) bid is apparent lowest best bid

MEETING MINUTES
FRANKLIN TREE COMMISSION
CITY OF FRANKLIN, TENNESSEE
COMMUNITY & ECONOMIC DEVELOPMENT CONFERENCE ROOM
MONDAY, OCTOBER 24, 2011 – 5:30 P.M.

Committee Members

Alderman Ann Petersen, Chair	P
Beth Adams	P
Scott Harrison	P
Skip Heibert	P
Kim Hoover	A
Michael Johnson, MTEMC	P
Martin Shaw	A

Other Attendees

Todd Snackenberg, Arborist	P
Linda Fulwider, Board Recording Secretary	P

1. CALL TO ORDER

Alderman Petersen, Chair, called the meeting to order at 5:30 p.m.

2. Approval of the Minutes

Scott Harrison moved to approve the August 22, 2011 minutes as presented. Seconded by Skip Heibert. Motion carried unanimously.

3. Citizen Comments

No citizens present

4. Arbor/Earth Day 2012

Todd Snackenberg will use the 2011 list of vendors/participants to begin contacting people for Arbor/Earth Day 2012. He will also contact Andrew Orr and invite him to the next meeting to discuss events for the Earth Day portion of the event. Depending on the date of Earth Day 2012, the joint event was tentatively set for April 21, 2012, 10:00a.m.-2:00 p.m. Easter is April 8, 2012. School breaks will be checked as well.

5. McEwen Interchange Tree Planting Project

TDOT will not allow canopy trees to be planted at the Interchange. Mr. Snackenberg and Larry Mizell worked on the project and chose 29 understory trees: 7 Chinese Fringetree, 8 Flame Maple, 7 Yellowwood, and 7 Sourwood. A 3-year maintenance contract estimated to be around \$15,000. The total cost of the project, including the maintenance cost, should be no more than \$25,000 from the Tree Bank. The maintenance contract will include pest disease control, watering, replacement, pruning, etc. The contractor must contact Mr. Snackenberg and/or Mr. Mizell before performing any kind of maintenance.

Beth Adams moved for preliminary approval for funding from the Tree Bank at an amount not to exceed \$25,000 for the McEwen Interchange Tree Planting Project. Seconded by Skip Heibert. Motion carried unanimously.

6. Arborist Report

Mr. Snackenberg questioned whether the Williamson County Master Gardeners would be offering a grant in 2012. Ms. Adams responded that she thought the only change was in the contact for the

application. Mr. Snackenberg will find out from Kim Hoover.

Commission members Kim Hoover, Beth Adams, Skip Heibert, Marty Shaw and Todd Snackenberg attended the Tennessee Urban Forestry Council Tree Board breakfast September 30. Larry Mizell and Todd Snackenberg took the bus tour on September 29 to 100 Oaks in Nashville, River Bend, Nissan and the Liberty Park Disc Course.

The following week was the Tennessee Recreation Parks Association at which Marty Shaw lectured on invasive pests and hazard tree identification, and Mr. Snackenberg lectured on chain saw use and safety and use of equipment. Carol Reese, who recently lectured in Franklin, gave her program on "Plants With Stories to Tell."

7. Other Business

The next meeting is November 28, 2011. As in the past, the Commission will not meet in December.

8. Adjourn

Beth Adams moved to adjourn with a second from Skip Heibert and motion carried.

Meeting adjourned @ 5:49 p.m.

Ann Petersen, Chair

Minutes prepared by Linda Fulwider, Board Recording Secretary, City Administrator's Office -3/2/2012 7:40 AM