November 17, 2017

To: ACHD Commission
   Bruce Wong, ACHD Director

From: Tim Nicholson
      Maintenance Manager

Subject: 2018 Tree Pruning Services MD-453 Change Order 1

Agenda Date: December 6, 2017

Facts & Findings:
On October 25, 2017, ACHD formally opened the bids for 2018 Tree Pruning Services MD-453 Procurement. Three firms obtained the Invitation to Bid from the ACHD Contract Administration Office and ACHD received a one bid. The proposal was reviewed by the Contract Administration Office to insure compliance with Idaho law and ACHD Policy. Forest Management was determined to be the low cost, responsive bidder.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Estimated Quantity of Trees</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forest Management</td>
<td>9,000</td>
<td>$15.00</td>
<td>$135,000.00</td>
</tr>
<tr>
<td>Cost Estimate</td>
<td>9,000</td>
<td>$19.00</td>
<td>$171,000.00</td>
</tr>
</tbody>
</table>

Prior to the procurement process, the Maintenance Department put together an estimate from past data to calculate a number of trees for Preventive Maintenance Zone 1.

When the tree inventory data was received from an outside firm earlier this month, the number of trees came in at a total of 13,201, or 4,201 more trees than originally estimated by staff. The additional cost exceeded the estimated contract total by $63,015 (46.7%) for a total contract dollar amount of $198,015.00.

The last time that trees were inventoried for Preventative Maintenance Zone 1 was over six years ago. Since then the area has had much growth, and with growth there are more trees.

The proposed Purchase Agreement and the Staff Report was reviewed by ACHD Legal Staff and was approved to go to Commission.

Fiscal Implications:
Maintenance will request a First Budget Adjustment to cover the additional costs for the 2018 Tree Pruning Services Change Order. Budget Account 740-4352

Recommendation:
Staff recommends the ACHD Commission approve of the 2018 Tree Pruning Services MD-453 Change Order 1 with Forest Management in the amount not to exceed $198,015.00.

cc: Paul Daigle, Chief of Staff