

**TO:** James L. App, City Manager  
**FROM:** Doug Monn, Public Works Director  
**SUBJECT:** Award of Disking & Trimming Maintenance Contracts  
**DATE:** March 20, 2007

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**NEEDS:** For the City Council to consider awarding maintenance contracts to Hansen Bros. for the diskling and trimming of City owned open spaces.

- FACTS:**
1. Currently the City of Paso Robles requires all privately owned open space properties within City limits be disked and/or mowed by June 1<sup>st</sup> of each year for fire prevention and aesthetic purposes. City owned open spaces are subject to the same requirement.
  2. Historically, diskling of City owned properties, for weed abatement and fire prevention, have been performed with city crews and contractor help.
  3. Because of the increase in the number of City properties requiring attention and the desire to raise the performance standard (both timeliness & quality) it is necessary to engage outside assistance to meet the June 1<sup>st</sup> deadline.
  4. The City advertised for two separate bids; Diskling and String Trimming of City open spaces. The City received two bids for Diskling in the amounts of \$120 per hour not to exceed \$24,000 total (Lindeman's) and \$126 per hour not to exceed \$25,200 (Hansen Bros.).
  5. The City received just one bid for Open Space Trimming, from Hansen Bros. As directed, the bid documents for this work specified a 10 person crew using string trimmers and asked for an hourly rate for the entire crew based on an estimated number of hours.
  6. Staff and the City Attorney have reviewed the bids and concluded that the Diskling bid received from Lindeman's was not responsive because it did not include required insurance information. The Diskling bid submitted by Hansen Bros. meets the bid requirements and is the lowest responsive bid for that work.
  7. Staff and the City Attorney concluded that the bid Hansen Bros. submitted for Trimming is not responsive because Hansen Bros. provided an hourly rate of just \$57.00 per hour for the 10 person crew, clearly an error. They also included an unsolicited proposal for using a mower, at the rate of \$95.00 per hour.

**ANALYSIS &**

**CONCLUSION:** For the Diskling contract, staff recommends that the City Council reject the bid received from Lindeman's and award the contract to Hansen Bros. at the rate of \$126/hour, with the not-to-exceed amount of \$25,200.

As this work is time sensitive (must be done before June 1<sup>st</sup>) and only one trimming bid was received, the City Attorney suggests:

The City's Municipal Code, Chapter 6.04.150 Purchasing and Payment Procedures, Bidding procedures, provides that at the discretion and judgment of the City's purchasing authority,

the City may dispense with the otherwise required bid procedures when it is in the City's best interest to do so, as follows:

- ... (c) When the item(s) to be supplied can be obtained from only one vendor or supplier;
- ... (f) When reasonably necessary for the preservation or protection of public peace, health, safety or welfare of persons or property; or
- (g) When, given the indeterminate nature of the City's need, a request for proposal will result in a more favorable and efficient comparison of supplies, equipment and/or services.

Option (f) applies to this circumstance. Therefore, it is recommended that the Council reject the Hansen Bros. String Trimming bid, dispense with further bidding procedures (based on the facts that the City received only one bid and that the work is necessary for the safety of public property) and authorize a contract with Hansen Bros. for string trimming at the rate of \$57.00 per person per hour for string trimming, with a not-to-exceed amount of \$60,000. The not-to-exceed sum amounts to 1000 man hours of string trimming (weed eating) to be performed in areas not accessible to the disking machinery.

**POLICY**

**REFERENCE:** Purchasing and Payment Procedures Manual. Approved FY07 City of Paso Robles Maintenance and Operations budget.

**FISCAL**

**IMPACT:** The cost of the Disking and Trimming efforts completed in the spring of 2006 totaled approximately \$12,000. This request if approved providing for the combination of the disking and trimming projects will total \$85,000.

This funding is necessary to ensure that the City perform the yearly contract disking and trimming services to the same standards required of private property owners. The appropriate location for this budgetary increase (additional \$73,000) is the drainage, watershed & undeveloped property management budget (292).

The mid-year budget report projected that the General Fund would end the year with a \$368,000 positive result. Since that report was presented, the Council has authorized a budget appropriation for \$10,000 for additional Gateway Design Standards work. That request and this request, if approved, together would reduce projected General Fund results by \$83,000 providing for a \$285,000 year end positive result.

- OPTIONS:**
- a. Adopt Resolution No. 07-xx authorizing the award of maintenance contracts to Hansen Bros. for:
    - 1) Disking of City owned open spaces for \$126 per hour not to exceed a total cost of \$25,200.
    - 2) String Trimming of City owned open space at the rate of \$57 per person, per hour not to exceed a total cost of \$60,000.
  - b. Amend, modify, or reject the above option.

Attachments (2)

- 1) Bid Summaries
- 2) Resolution

RESOLUTION NO. 07-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES  
APPROPRIATING FUNDS AND AWARDING CONTRACTS TO HANSEN BROS.  
FOR DISKING OF CITY OPEN SPACES AND STRING TRIMMING OF CITY OPEN SPACES

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WHEREAS, currently the City of Paso Robles requires all privately owned open space properties within City Limits to be disked and/or mowed by June 1<sup>st</sup> of each year for fire prevention and aesthetic purposes; and

WHEREAS, historically diskling of City open spaces, for weed abatement and fire prevention, has been done with city crews and contractor help; and

WHEREAS, because of the increase of City properties requiring attention and the desire to raise the performance standard it is necessary to engage outside assistance to meet the June 1<sup>st</sup> deadline; and

WHEREAS, the City advertised for two separate bids; Diskling of City Open Spaces and String Trimming of City Open Spaces; and

WHEREAS, bids were received and opened March 1, 2007 for Diskling of Open Spaces (2) and String Trimming of Open Spaces (1); and

WHEREAS, bids received for Diskling of Open Spaces were from Lindeman's (\$120 per hour not to exceed \$24,000) and Hansen Bros. (\$126 per hour not to exceed \$25,200) and String Trimming of Open Spaces Hansen Bros. (\$57 per hour for 10 man crew); and

WHEREAS, Staff and City Attorney reviewed the Diskling bids and found Lindeman's diskling bid to be unresponsive; and

WHEREAS, the Diskling bid from Hansen Bros. meets the bid requirements and is the lowest responsive bid; and

WHEREAS, Staff and City Attorney concluded that the trimming bid submitted by Hansen Bros. is not responsive because the hourly rate of just \$57 for the 10 man crew is clearly an error; and

WHEREAS, as allowed in the City Municipal code section 6.04.150 Purchasing and Payment Procedures Staff and City Attorney recommend dispensing with further bidding procedures for Open Space Trimming (based on the facts that the City received only one bid and that the work is necessary for the safety of public property) and award a contract to Hansen Bros. at the rate of \$57 per person per hour for string trimming not to exceed \$60,000.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of Paso Robles does approve an ongoing yearly supplemental budget appropriation from the City General Fund in the amount of \$73,000 to budget account 100-310-5221-292; and

SECTION 2. The City Council does hereby award contracts to Hansen Bros. for Diskling of City Open Spaces for \$25,200 and for Trimming of City Open Spaces for \$60,000, and authorizes the City Manager to execute the contracts.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 20th day of March 2007  
by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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Frank R. Mecham, Mayor

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Deborah D. Robinson, Deputy City Clerk

**City of Paso Robles  
Public Works Department**

**BID OPENING FORM**

The following list shows the bids received and does not constitute a contract award.  
The City has reserved the right to reject any or all bids and will take action after reviewing the bids.

PROJECT NAME: <b>Open Space Disking</b>	PROJECT NO.: <b>06-22</b>
BID OPENING DATE: <b>Thursday, March 1, 2007</b>	
BID OPENING TIME: <b>2:00 pm</b>	

BIDDER/CONTRACTOR	BID AMOUNT
Lindemans Trucking	\$24,000.00
Hansen Bros. Custom Farming	\$25,200.00

**BID OPENED BY: Dennis Fansler**

**City of Paso Robles  
Public Works Department**

**BID OPENING FORM**

The following list shows the bids received and does not constitute a contract award.

The City has reserved the right to reject any or all bids and will take action after reviewing the bids.

PROJECT NAME: <b>Open Space Trimming</b>	PROJECT NO.: <b>06-23</b>
BID OPENING DATE: <b>Thursday, March 1, 2007</b>	
BID OPENING TIME: <b>2:00 pm</b>	

BIDDER/CONTRACTOR	BID AMOUNT
Hansen Bros. Custom Farming	\$114,000.00

**BID OPENED BY: Dennis Fansler**