



MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: June 21, 2017

Re: Issuance of a Purchase Order to VisualScape, Inc. for Tree Trimming Maintenance Services

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE TOWN MANAGER TO ISSUE A PURCHASE ORDER TO VISUALSCAPE, INC. FOR TREE TRIMMING MAINTENANCE SERVICES WITHIN THE TOWN'S DESIGNATED RIGHT-OF-WAYS; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Public Works Department is responsible for overseeing the aesthetic appearance of Town owned roadways which were transferred to the Town of Cutler Bay (the "Town") from Miami-Dade County. Trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community. Trees are essential to life by reducing heating and cooling costs, cleaning and purifying the air, providing shelter and food for wildlife, and by planting and taking care of our trees, an invaluable contribution is being made to the lives of future generations.

On April 19, 2017, Town Council awarded the Request for Proposals (RFP) #17-02: Tree Trimming Maintenance Services contract to VisualScape, Inc. A total of two (2) sealed bids were submitted, as a result of the Town's solicitation process. VisualScape, Inc. was selected as the "lowest responsive and responsible bidder", via Town Resolution #17-26. Town staff is requesting the issuance of a Purchase Order to VisualScape, Inc. for Town-Wide Tree Trimming Maintenance Services. Funding for this service is included within the Public Works Funds in the Town's 2016-17 Fiscal Year Budget.

Crews shall trim, lift, and clear all tree branches to achieve a thirteen-foot clearance over the roadway and an eight-foot clearance over the sidewalk, along the designated mapped areas (*Attachment "A"*). Root grinding along the roadway edge shall be performed on a case by case basis as directed by the Public Works Director or his designee. All the debris is to be hauled away at the end of each work day.





RECOMMENDATION

We recommend that the attached Resolution be adopted, authorizing the Town Manager to issue a Purchase Order in the amount not to exceed \$50,000 to VisualScape, Inc. for Tree Trimming Maintenance Services within the Town's right-of-ways, based on the same terms and conditions as stated in RFP #17-02.

ATTACHMENTS

- Attachment "A" – Town Tree Trimming Designated Area Map

