

COUNCIL REPORT

TO: CITY MANAGER**DATE:** 2018 November 28**FROM:** DIRECTOR FINANCE**FILE:** 5820-20*Reference:* RFSO #120-08/14

**SUBJECT: CONTRACT EXTENSION
HIRED EQUIPMENT SERVICES
F.A. BARTLETT TREE EXPERTS CANADA LTD.**

PURPOSE: To obtain Council approval for a one year contract extension to The F.A. Bartlett Tree Experts Canada Ltd. for hired equipment services.

RECOMMENDATION:

1. **THAT** Council approve a one year contract extension to The F.A. Bartlett Tree Experts Canada Ltd. for the provision of hired equipment services for an estimated cost of \$525,000 including GST in the amount of \$25,000. Final payment will be based on rates and actual services provided.

REPORT

The work of this contract includes the supply of labour and equipment for hired equipment services on an “as needed” basis for various works including maintenance, capital projects, and emergency call-out. The scope of work includes tree removal and tree chipping services.

The contract was awarded for a two year period from 2015 January 01 to 2016 December 31 with options of up to three individual one year extensions at the discretion of the City. Annual extensions were provided from 2017 January 01 to 2018 December 31. This recommendation is for the third and final one year extension, term effective 2019 January 01 to 2019 December 31.

City staff’s review indicates that the contractor has sufficient specialty equipment and resources to carry out the work required under this contract and their rates are competitive. This contractor has provided similar services to the satisfaction of the City and is familiar with the street layout as well as the locations of parks and green space. The Director Engineering and Director Parks, Recreation and Cultural Services concur with this recommendation.

Funding for the contracted services is provided in various operating and capital accounts included in the 2018 – 2022 Financial Plan.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:GC:JN/ew

Copied to: Director Engineering
Director Parks, Recreation, & Cultural Services