



Award Recommendation

To: Marilyn Jackson
Contract Management

From: Rick Atkins
Director, Parks and Recreation

Date: June 5, 2023

Re: Tree Pruning and Removal Services by Certified Arbor Care Inc. and The F.A. Bartlett Tree Expert Company

This award recommendation is for the City of Round Rock – Parks and Recreation Department to establish a contract with Certified Arbor Care Inc. and The F.A. Bartlett Tree Expert Company for tree pruning and removal services needed to support City operations.

The RFP solicitation was advertised in the Round Rock Leader newspaper and posted to the City of Round Rock solicitation website. A total of 180 vendors were contacted, and a total of 4 vendor responses were received. It has been determined that Certified Arbor Care Inc. and The F.A. Bartlett Tree Expert Company offer the best value to the City; therefore, the Parks and Recreation Department recommends the contract be awarded to Certified Arbor Care Inc. and The F.A. Bartlett Tree Expert Company for tree pruning and removal services required to support City operations.

An evaluation team with expertise in this area evaluated the offers and scored Certified Arbor Care Inc. and The F.A. Bartlett Tree Expert Company as the best to provide these services based on the Respondent's Program, Prior Experience and Personnel, and Cost.

Respondents and point distribution are listed below based on a 100-point scale:

Awarded Vendor(s):	Total Points
Certified Arbor Care Inc:	90 points
The F.A. Bartlett Tree Expert Company:	85 points

Awarded Vendor(s):

Certified Arbor Care Inc.
PO Box 1868
Round Rock TX, 78680

The F.A. Bartlett Tree Expert Company
2403 Howard Lane
Austin, TX 78728

Contract Term: 5 Years

Contract Amount: \$225,000 per year for a total not to exceed amount of \$1,125,000

Approvals:



[Frederick Atkins \(Jun 6, 2023 17:24 CDT\)](#)
Signed Name

06/06/2023

Date:

Printed Name: Rick Atkins
Director, Parks and Recreation

Purchasing Review


[David Carter \(Jun 7, 2023 07:12 CDT\)](#)
Signed Name

06/07/2023

Date:

Printed Name: David Carter
Purchasing Manager, Finance