

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorize the City Manager to Execute an Amendment to the Hazardous Trees Removal Services Contract with Treecycle LLC, dba Seattle Tree Care in the Amount of \$40,000
<b>DEPARTMENT:</b>	Administrative Services
<b>PRESENTED BY:</b>	Nickolas Borer, Parks, Fleet & Facilities Manager
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:** On July 9, 2019, the Parks, Fleet & Facilities Division executed a Unit Price Contract for Hazardous Tree Removal Services for \$300,000 with Treecycle LLC, dba Seattle Tree Care. On October 18, 2021, City Council approved an additional increase of \$300,000 to the contract. Since then, the City Manager used their signing authority to execute a change order for \$100,000 for additional hazardous tree removal services. These change orders increased the contract to \$700,000 to continue hazardous tree removal services and respond to additional hazardous trees created by weather and other conditions. Staff is now seeking an additional contract change order in the amount \$40,000 to continue the services. The existing contract with Seattle Tree Care expires on July 9, 2023.

The following provides a history of the contract and change orders along with the change order request of \$40,000:

• Original Unit Price Contract Amount	\$300,000
• Change Order 1 Increased Contract - with staff report 12/7/2020	\$300,000
• Change Order 2 Added contract scope but did not increase contract	\$0
• Change Order 3 Increased contract within purchasing policies	<u>\$100,000</u>
<b>Total:</b>	<b>\$700,000</b>
• <i>Change Order 4 Requesting approval from City Council</i>	<u>\$40,000</u>
<b>Revised Total:</b>	<b>\$740,000</b>

Seattle Tree Care has been performing the scope of work after completing a competitive bid process (Bid No. 9354) for hazardous tree removal services. A tree is considered hazardous if it has defects that may cause a failure resulting in property damage, personal injury, or death.

In accordance with Shoreline Municipal Code 2.60.040D1(c), City Council approval is required for Change Order 4 because the requested contract increase amount exceeds the City Manager’s contract amendment authorization limit of \$100,000.

**RESOURCE/FINANCIAL IMPACT:** The Parks Operations Budget includes annual budget funding for hazardous tree removal services. Change Order 4 in the amount of \$40,000 increases the contract to \$740,000 to continue the services and to be prepared

to respond to additional damaged trees created during the upcoming fall and winter storm seasons.

**RECOMMENDATION**

Staff recommends that Council authorize the City Manager execute an amendment to the contract with Treecycle LLC, dba Seattle Tree Care by an amount of \$40,000.

**ATTACHMENTS:**

Attachment A: Change Order 4 for Treecycle LLC, dba Seattle Tree Care

Approved By:           City Manager **JN**   City Attorney **MK**

<b>City of Shoreline Contract Change Order</b>	1. Contract Change Order No. (Clerk's No.): 9354.04	
	2. Page 1 of 1	
3. Name of Contractor:	4. Issued By: Nickolas Borer, Parks, Fleet & Facilities Manager	5. Effective Date: Upon Execution
6. Project Title: Treecycle LLC d/b/a Seattle Tree Care	7. Original Contract No. 9354	
8. DESCRIPTION OF CHANGE: Change Order 4 increases the contract amount.  EXCEPT AS EXPRESSLY CHANGED HEREIN, ALL CONTRACT OBLIGATIONS REMAIN UNCHANGED AND IN FULL EFFECT		
9. Adjustments to Contract Sum: The following adjustments, if any, to the Contract Sum and Contract Time constitute the complete and final settlement of all costs of labor, materials, equipment, overhead, fee, and damages, whether direct, indirect, and any other claim by the Contractor, as a result of the change.  (a) The Contract Sum is hereby increased by the fixed sum of \$40,000 from \$700,000 to \$740,000. The contract increase is needed to complete removal of hazardous trees created during the fall and winter storm seasons.		
10. <b>NOTE:</b> Execution of this Change Order by the Contractor constitutes the Contractor's irrevocable acceptance of all the terms hereof, including the above described adjustments, if any, in the Contract Sum and Contract time.		
11. BY CITY OF SHORELINE		12. ACCEPTANCE BY CONTRACTOR
Signature		Signature
Name and title		Name and title
Date:		Date: