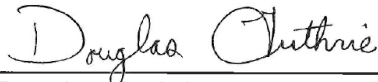


## REPORT OF THE PRESIDENT AND CEO

June 25, 2020

**RESOLUTION AUTHORIZING THE PRESIDENT AND CEO, OR DESIGNEE, TO ENTER INTO A ONE-YEAR CONTRACT WITH 4 ONE-YEAR OPTIONS TO EXTEND TO PROVIDE TREE TRIMMING AND TREE REMOVAL SERVICES AT VARIOUS PUBLIC HOUSING SITES PURSUANT TO AWARD UNDER IFB NO. HA-2020-042 FOR A TOTAL AMOUNT NOT-TO-EXCEED \$2,452,181**



Douglas Guthrie  
President and CEO



Marisela Ocampo  
Housing Services Director

**Purpose:** The Housing Authority of the City of Los Angeles (the "Housing Authority") is engaged in the on-going practice of maintenance of its public housing portfolio. Activities that will increase the functionality, maintenance and improvement of its housing stock are crucial in preserving our low-income housing. The proposed contract will allow the Housing Authority to trim and remove trees for on-going maintenance at the public housing sites.

**Regarding:** The proposed contract will provide as-needed tree trimming and removal services for Housing Authority sites at competitive pricing. Tree trimming and removal services are required to support maintenance at public housing sites. All public housing sites require some tree trimming annually and extensive trimming prior to the U.S. Housing and Urban Development Department's Real Estate Assessment Center inspections. Tree trimming is also necessary to prevent obstruction of streetlights, overhead power lines, and camera sight lines, to prevent decaying trees or tree limbs from collapse, and to address emergency conditions.

Based on forecasted needs, annual expenditures for tree trimming and removal over the next five years are expected to be between \$456,373 to \$525,725, thereby resulting in the request for a total contracting amount not to exceed \$2,452,181. A year-by-year forecasts of expenditures is provided on the following page.

Prices vary depending on the size and type of trees. Trimming of small and medium trees (up to 12 ft.) is \$10 each, large trees is \$70 (13-36 ft.) and extra large trees (over 37 ft.) is \$100. Palm trees of any size is \$110 each.

**Procurement:**

On April 27, 2020, Invitation for Bid (IFB) No. HA-2020-42 was issued for tree trimming and removal services. The specifications called for as-needed tree trimming and removal in accordance with the American National Standards Institute (ANSI) A300 standards for tree care in a variety of sizes and species. The Bid Form required bidders to provide unit prices for various types and sizes of trees and labor hours for additional work required.

Six (6) bids were received by the May 26, 2020 submission deadline as follows:

BIDDERS	
1	SGD Enterprises, dba Four Seasons Landscaping
2	California Arbor Care, Inc.
3	West Coast Arborists, Inc.
4	Mariposa Tree Management, Inc.
5	Golden West Arbor Services, Inc.
6	International Environmental Corporation

Based on the bid evaluation and price analysis, SGD Enterprises, dba Four Seasons Landscaping is the lowest responsive and responsible bidder.

**Vision Plan: PLACE Strategy #1: Stabilize the physical and financial viability of the conventional public housing portfolio**

The public housing portfolio has been undergoing modernization and redevelopment efforts in order to sustain and add to the existing housing stock. Most of the fourteen public housing sites were built in the 1940's and 1950's and require numerous capital repairs and improvements. The Housing Authority's maintenance staff requires tree trimming and removal for site improvement on an as-needed basis.

**PLACE Strategy #9: Manage capital resources and reserves to sustain useful life of existing and new units in the Housing Authority's portfolio**

The Housing Authority has to maintain an aging public housing portfolio with limited funding. While the amount of physical needs has grown significantly over the years, the amounts received for improvement and maintenance efforts, other than within the last year, has steadily declined. Managing the limited funds with the goal of keeping the public housing stock at their highest level of usefulness and efficiency is imperative.

**Funding:** The Chief Administrative Officer confirms the following:

*Source of Funds:* Public Housing Operating Funds is the primary funding source for public housing maintenance projects.

*Budget and Program Impact:* The Housing Authority anticipates the following annual expenditures for tree trimming and removal based on estimated as-needed maintenance needs:

Anticipated Expenditures over the Proposed Contract Period				
Year 1	Year 2	Year 3	Year 4	Year 5
\$456,373	\$472,803	\$489,823	\$507,457	\$525,725

These expenditures are included in the Housing Authority's 2020 Operating Budget and will be budgeted in subsequent years as required.

**Environmental Review:**

Approval of this service contract with SGD Enterprises dba Four Seasons

Landscaping is exempt from CEQA and NEPA.

**Section 3:** SGD Enterprises, dba Four Seasons Landscaping has submitted an Economic Opportunity Plan (EOP) in conformity with the requirements of the Housing Authority's Section 3 Guide and Compliance Plan. Under its EOP, SGD Enterprises, dba Four Seasons Landscaping is committed to hiring five (5) Section 3 residents as groundsmen, tree trimmers, irrigation technicians and truck drivers.

**ATTACHMENT:** 1. Resolution  
2. Summary of Outreach

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION AUTHORIZING THE PRESIDENT AND CEO, OR DESIGNEE, TO ENTER INTO A ONE-YEAR CONTRACT WITH 4-ONE-YEAR OPTIONS TO EXTEND TO PROVIDE TREE TRIMMING AND TREE REMOVAL SERVICES AT VARIOUS PUBLIC HOUSING SITES PURSUANT TO AWARD UNDER IFB NO. HA-2020-042 FOR A TOTAL AMOUNT NOT-TO-EXCEED \$2,452,181**

**WHEREAS**, the Housing Authority of the City of Los Angeles (the "Housing Authority") requires tree trimming and removal on an as-needed basis at its public housing sites; and

**WHEREAS**, on April 27, 2020, Invitation for Bid ("IFB") Number HA-2020-42 was issued to solicit tree trimming and removal services; and

**WHEREAS**, six (6) bids were received by the submission deadline of May 26, 2020; and

**WHEREAS**, SGD Enterprises, dba Four Seasons Landscaping, submitted the lowest responsive and responsible bid; and

**WHEREAS**, the Chief Administrative Officer confirms the necessary funds are available and included in the Housing Authority's 2020 Annual Budget with additional funds for the contract to be budgeted annually and adopted as part of subsequent years' Annual Budgets.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners authorizes the President and CEO, or designee, to execute a contract with SGD Enterprises, dba Four Seasons Landscaping for an initial one-year contract term with four (4) one-year options to extend for a total contract amount not to exceed \$2,452,181 to provide tree trimming and tree removal on an as-needed basis.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.

APPROVED AS TO FORM:  
JAMES JOHNSON

HOUSING AUTHORITY OF THE  
CITY OF LOS ANGELES

BY: \_\_\_\_\_  
GENERAL COUNSEL

BY: \_\_\_\_\_  
CHAIRPERSON

DATE ADOPTED: \_\_\_\_\_

**Summary of Outreach Activities**  
**IFB No. HA-2020-42, Tree Trimming and Removal Services**

On April 27, 2020, the Housing Authority released Invitation For Bid (“IFB”) HA-2020-42 to invite bidders to submit firm fixed-price sealed bids for tree trimming and removal services.

**A. Distribution of IFB**

The IFB was posted on the City of Los Angeles’ Business Assistance Virtual Network (BAVN) website. The IFB notice was sent to 75 BAVN users, 35 MBE/WBE organizations in addition to vendors on the Authority’s Section 3 Business Registry and Housing Services vendors list.

**B. Pre-Bid Conference**

A pre-bid conference is not mandatory and due to COVID-19 restrictions one was not held.

**C. Bids Received**

The following six (6) bids were received by the May 26, 2020 due date:

1. SGD Enterprises, dba Four Seasons Landscaping
2. California Arbor Care, Inc.
3. West Coast Arborists, Inc.
4. Mariposa Tree Management, Inc.
5. Golden West Arbor Services, Inc.
6. International Environmental Corporation

**D. Minority/Women Participation**

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process. This outreach includes providing information regarding our solicitations to the U.S. Small Business Administration (SBA), and mailing information to organizations that represent minorities and women.

The recommended contract award is being made in accordance with the Housing Authority’s policies and Federal regulations and without regard to race, creed, color, gender or national origin.

<b><u>Company</u></b>	<b><u>Employees</u></b>
SGD Enterprises, dba Four Seasons Landscaping	Total: 123 115 minorities = 93% 4 women = 3%

**HOUSING AUTHORITY OF THE CITY OF LOS ANGELES  
MBE/WBE ORGANIZATIONS MAILING LIST**

1	Asian American Architects and Engineers Association
2	Asian Business Association of Los Angeles
3	Asian Business League of Southern California
4	Asian Pacific Islander Small Business Program
5	Korean American Chamber of Commerce
6	Pacific Asian Consortium in Employment (PACE) Business Center
7	Black Business Association
8	Greater L.A. African American Chamber of Commerce (GLAAACC)
9	Regional Black Chamber of Commerce of San Fernando Valley
10	US Black Chambers
11	Southern California Black Chamber of Commerce
12	National Black Contractors Association
13	Young Black Contractors Association
14	California Hispanic Chamber of Commerce
15	LA Metropolitan Hispanic Chamber of Commerce
16	Latin Business Association (LBA)
17	Los Angeles Latino Chamber of Commerce
18	National Latina Business Women Association (NLBWA-LA)
19	Regional Hispanic Chamber of Commerce
20	American Indian Chamber of Commerce
21	Build Plus Community Marketplace
22	Greater San Fernando Valley Chamber of Commerce
23	Los Angeles Area Chamber of Commerce
24	Los Angeles Minority Business Enterprise Center USC (MBDA)
25	National Association of Minority Contractors
26	National Association of Women Business Owners Los Angeles
27	Pacific Coast Regional Small Business Development Corp (SBDC)
28	Small Business Majority
29	Southern California Minority Supplier Development Council
30	The New Ninth Business Resource Center
31	US Small Business Administration
32	US Veteran Business Alliance
33	Valley Economic Development Center/Women's Business Center
34	Vermont Slauson Economic Development Corporation
35	Vernon Networking Committee