

**Request for Legislative Action**

| <b>Completed by County Counselor's Office</b> |                |                           |            |
|---|----------------|---------------------------|------------|
| Action Requested:                             | Resolution     | Res.Ord No.:              | 20815      |
| Sponsor(s):                                   | Jalen Anderson | Legislature Meeting Date: | 11/16/2021 |

| <b>Introduction</b>  |
|--|
| <b>Action Items:</b> ['Award']   |
| <b>Project/Title:</b>  |
| Awarding a Twelve (12) Month Term and Supply Contract, with One (1) Twelve (12) Month Option to Extend for the furnishing of Tree Removal Services for use by Various County Departments to Shawnee Mission Tree Service, Inc. dba Arbor Masters of Shawnee, KS under the terms and conditions of Invitation to Bid No. 47-21. |

| <b>Request Summary</b>  |
|---|
| <p>Various County Departments require a Term and Supply Contract for the furnishing of Tree Removal Services. The Purchasing Department issued Invitation to Bid No. 47-21 in response to this need.</p> <p>A total of Twenty-Two (22) notifications were distributed and one (1) response was received and evaluated as follows:</p> <p>Vendor and Location: <b>Shawnee Mission Tree Services, Inc. dba Arbor Masters of Shawnee, KS</b><br/>       Tree Removal 0" &gt; 15" dbh: <b>\$675 each</b><br/>       Tree Removal 15" &gt; 25" dbh: <b>\$1125 each</b><br/>       Tree Removal 25" &gt; 36" dbh: <b>\$1800 each</b><br/>       Tree Removal 36" + dbh: <b>\$2400</b><br/>       Concrete Removal: <b>NO BID</b><br/>       General Foresperson: <b>\$95 per hour</b><br/>       Tree Trimmer: <b>\$90 per hour</b><br/>       Grounds Person: <b>\$85 per hour</b><br/>       Aerial Lift, Truck Mounted, Minimum 50' Height (with Dump Body Chipper Bod or separate Dump Body Chiooer Truck): <b>\$145 per hour</b><br/>       Brush Chipper, Trailer Mounted, Drum or Dish, 12" Minimum Cap: <b>\$45 per hour</b><br/>       Broom Style Claw Loader with Dump Bed or front end attached Claw Loader and separate Dump Body Truck capable of hauling brush and logs: <b>\$190 per hour</b><br/>       Dumo Body Truck (minimum): <b>\$85 per hour</b></p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends award for Tree Removal Services to Shawnee Mission Tree Service Inc, dba Arbor Masters of Shawnee, KS as the lowest and best bid meeting specifications.</p> <p>The award is made on an "As Needed" basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.</p> |

## Request for Legislative Action

|                                   |
|-----------------------------------|
| Annual Estimated Usage: \$95,000. |
|-----------------------------------|

| <b>Contact Information</b> |                  |                        |                       |
|----------------------------|------------------|------------------------|-----------------------|
| <b>Department:</b>         | Finance          | <b>Submitted Date:</b> | 9/21/2021             |
| <b>Name:</b>               | Katelyn W. Edgar | <b>Email:</b>          | KEdgar@jacksongov.org |
| <b>Title:</b>              | Buyer            | <b>Phone:</b>          | 816-881-3292          |

| <b>Budget Information</b>                               |                    |                           |                                   |
|---|--------------------|---------------------------|-----------------------------------|
| Amount authorized by this legislation this fiscal year: | \$ 0               |                           |                                   |
| Amount previously authorized this fiscal year:          | \$ 0               |                           |                                   |
| Total amount authorized after this legislative action:  | \$                 |                           |                                   |
| Is it transferring fund?                                | No                 |                           |                                   |
| <b>Single Source Funding:</b>                           |                    |                           |                                   |
| <b>Fund:</b>  | <b>Department:</b> | <b>Line Item Account:</b> | <b>Amount:</b>                    |
|   |                    |                           | <b>!Unexpected End of Formula</b> |

## Request for Legislative Action

| Prior Legislation |                  |
|-------------------|------------------|
| Prior Ordinances  |                  |
| Ordinance:        | Ordinance date:  |
|                   |                  |
| Prior Resolution  |                  |
| Resolution:       | Resolution date: |
| 19872             | May 21, 2018     |

| Purchasing   |            |
|--|------------|
| Does this RLA include the purchase or lease of supplies, materials, equipment or services? | Yes        |
| Chapter 10 Justification:  | Formal Bid |
| Core 4 Tax Clearance Completed:  | Yes        |
| Certificate of Foreign Corporation Received:   | Yes        |
| Have all required attachments been included in this RLA?                                   | Yes        |

| Compliance   |      |
|--|------|
| Certificate of Compliance                          |      |
| In Compliance                                      |      |
| Minority, Women and Veteran Owned Business Program |      |
| Reviewed for Goals:                                |      |
| MBE:   | .00% |
| WBE:   | .00% |
| VBE:   | .00% |
| Prevailing Wage                                    |      |
| Not Applicable                                     |      |

| Fiscal Information  |  |
|---|--|
| <ul style="list-style-type: none"> <li>This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.</li> </ul> |  |

## Request for Legislative Action

### History

Katelyn W. Edgar at 9/21/2021 4:05:42 PM - [Submitted | ]  
Department Director: Bob Crutsinger at 9/23/2021 4:53:37 PM - [ Approved | ]  
Finance (Purchasing): Barbara J. Casamento at 9/24/2021 9:57:48 AM - [ Approved | ]  
Compliance: Katie M. Bartle at 9/27/2021 1:46:59 PM - [ Returned for more information | A Contractor Utilization Plan (CUP) has not been submitted to the Compliance Office for review. There are WBE goals on this bid and an approved CUP is required. ]  
Submitter: Katelyn W. Edgar at 11/1/2021 11:25:50 AM - [ Submitted | Goals for this contract have been waived by Jaime Guillen on 11/1/2021. ]  
Department Director: Bob Crutsinger at 11/1/2021 12:35:21 PM - [ Approved | ]  
Finance (Purchasing): Barbara J. Casamento at 11/2/2021 9:18:14 AM - [ Approved | ]  
Compliance: Katie M. Bartle at 11/2/2021 9:42:33 AM - [ Approved | eRLA 247 ]  
Finance (Budget): Mark Lang at 11/2/2021 10:06:30 AM - [ Approved | ]  
Executive: Troy Schulte at 11/2/2021 12:40:53 PM - [ Approved | ]  
Legal: Elizabeth Freeland at 11/10/2021 1:36:12 PM - [ Approved | ]



# JACKSON COUNTY

## Parks + Rec

22807 Woods Chapel Road  
Blue Springs, Missouri 64015  
www.jacksongov.org

*Administration  
Historic Sites  
Ranger Station  
Leisure Services  
(816) 503-4800  
Fax (816) 795-1234*

*Kemper Outdoor  
Education Center  
(816) 229-8980*

*Fred Arbanas  
Golf Course at  
Longview Lake  
(816) 761-9445*

*Blue Springs Marina  
(816) 795-1112*

*Jacomo Marina  
(816) 795-8888*

*Longview Marina  
(816) 966-0131*

*Special Population  
Services  
(816) 763-5130*

## MEMORANDUM

**TO:** Katelyn Edgar, Buyer  
**FROM:** John Johnson, Superintendent Park Operations  
**DATE:** September 20, 2021  
**SUBJECT:** Bid No. 47-21 – “Tree Removal Services”

The Parks Department recommendation is to award the contract to the sole respondent, Shawnee Mission Tree Service (dba Arbor Masters). Removal of dangerous and/or damaged trees is a high priority for Parks + Rec, as many are located along trails, near park shelters/playgrounds, parking lots or privately owned homes.

I checked with two of the references and they were pleased with the quality of work and the dependability of this vendor.

Our **projected usage** during the next twelve months is \$ 55,000.

003 – 1602 - 56726 - \$15,000  
003 – 1624 – 56726 - \$5,000  
003 – 3601 – 56726 - \$15,000  
003 – 1609 – 56726 - \$10,000  
003 – 1608 – 56726 - \$10,000 (dependent upon budget approval)



Jackson County  
Public Works Department

ROAD MAINTENANCE 34900 E. Old US 40 Hwy, P.O. Box 160  
Grain Valley, Missouri 64029  
(816) 847-7050 *phone*  
(816) 847-7051 *fax*

MEMORANDUM

TO: Katelyn Edgar, Finance and Purchasing Department  
FROM: Jim Evans, Road and Bridge Administrator, Public Works Department  
DATE: September 20, 2021  
SUBJECT: Recommendation for Vendor: Arbor Masters.

The Public Works Department needs a term and supply vendor for the services of Tree Removal Services.

The Purchasing Department bid such services and Arbor Masters can provide Jackson County with tree removal.

For the reasons above, it has been requested that Arbor Masters be awarded the term and supply contract for Bid No. 47-21 Tree Removal Services.

It is estimated that the County could spend approximately \$40,000.00 annually with Arbor Masters.

Thank you for your consideration.

Thank You,

Jim Evans, Road & Bridge Administrator

ABSTRACT OF BIDS

| Invitation to Bid No. 47-21<br>Tree Removal Services<br>Opens: 2:00 PM, CDT on 9/7/2021 |  | Shawnee<br>Mission<br>Tree Service | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT |
|---|--|------------------------------------|--------|--------|--------|--------|--------|
| NO  | DESCRIPTION  | Tree Service<br>AMOUNT             | AMOUNT | AMOUNT | AMOUNT | AMOUNT | AMOUNT |
| 7.1   | Tree Removal 0" > 15' dbh  | 675.00                             |        |        |        |        |        |
| 7.2   | Tree Removal 15" > 25" dbh   | 1,125.00                           |        |        |        |        |        |
| 7.3   | Tree Removal 25" > 36" dbh   | 1,800.00                           |        |        |        |        |        |
| 7.4   | Tree Removal 36" + dbh   | 2,400.00                           |        |        |        |        |        |
| 7.5   | Concrete Removal   | - NB -                             |        |        |        |        |        |
| 7.6   | General Foreperson   | 95.00                              |        |        |        |        |        |
| 7.7   | Tree Trimmer   | 90.00                              |        |        |        |        |        |
| 7.8   | Grounds Person   | 85.00                              |        |        |        |        |        |
| 7.9   | Aerial Lift, Truck Mounted, Minimum 50' Height (with<br>Dump Body Chipper Bod or separate Dump Body<br>Chicoer Truck)                        | 145.00                             |        |        |        |        |        |
| 7.10  | Brush Chipper, Trailer Mounted, Drum or Dish, 12"<br>Minimum Cap   | 45.00                              |        |        |        |        |        |
| 7.11  | Broom Style Claw Loader with Dump Bed or front end<br>attached Claw Loader and separate Dump Body<br>Truck capable of hauling brush and logs | 190.00                             |        |        |        |        |        |
| 7.12  | Dumo Body Truck (minimum)  | 85.00                              |        |        |        |        |        |

CERTIFICATION OF BID OPENING  
BIDS WERE PUBLICLY  
OPENED AND RECORDED

ON: September 7, 2021, BY  
Marjorie Pina  
CLERK OF THE LEGISLATURE

KEEY  
PURCHASING

7.0 QUOTATION

| Item No.                                      | Item Description   | Quantity | Unit    | Unit Price      |
|---|--|----------|---------|-----------------|
| <b>Tree Maintenance Removal</b>               |  |          |         |                 |
| 7.1   | Tree Removal 0" > 15" dbh  | 1        | Each    | \$ 675          |
| 7.2   | Tree Removal 15" > 25" dbh   | 1        | Each    | \$ 1125         |
| 7.3   | Tree Removal 25" > 36" dbh   | 1        | Each    | \$ 1800         |
| 7.4   | Tree Removal 36" + dbh   | 1        | Each    | \$ 2400         |
| <b>Concrete Removal</b>                       |  |          |         |                 |
| 7.5   | Concrete Removal   | 1        | Sq. Ft. | \$ NO BID       |
| <b>Additional Tree Maintenance</b>            |  |          |         |                 |
| 7.6   | General Foreperson   | 1        | Hour    | \$ 95           |
| 7.7   | Tree Trimmer   | 1        | Hour    | \$ 90           |
| 7.8   | Grounds Person   | 1        | Hour    | \$ 85           |
| 7.9   | Aerial Lift, Truck Mounted, Minimum 50' Height (with Dump Body Chipper Bod or separate Dump Body Chiooer Truck)                        | 1        | Hour    | \$ 145          |
| 7.10  | Brush Chipper, Trailer Mounted, Drum or Dish, 12" Minimum Cap  | 1        | Hour    | \$ 45           |
| 7.11  | Broom Style Claw Loader with Dump Bed or front end attached Claw Loader and separate Dump Body Truck capable of hauling brush and logs | 1        | Hour    | \$ 190          |
| 7.12  | Dumo Body Truck (minimum)  | 1        | Hour    | \$ 85           |
| <b>Total Unit Prices/Total Base Bid Price</b> |  |          |         | <b>\$ 6,735</b> |

*★ PRICING DOES NOT INCLUDE MINORITY PARTICIPATION*

|                                  |  |
|----------------------------------|--|
| Company Name                     | Shawnee Mission Tree Service, Inc. dba Arbor Masters |
| Company Address                  | 8250 Cole Parkway                                    |
| Company City, State and Zip Code | Shawnee, Kansas 66227                                |
| Authorized Officer Name          | Mark Cantrell  |
| Authorized Officer Title         | Vice President                                       |
| Phone Number                     | Cell: 913-530-8831 Office: 913-441-8888              |
| Email Address                    | mcantrell@arbormasters.com                           |