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Meeting..... 2017 Dec 04

## COUNCIL REPORT

**TO:** CITY MANAGER **DATE:** 2017 November 29

**FROM:** DIRECTOR FINANCE **FILE:** 5820-20  
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 for 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 \$747,000 including GST in the amount of \$35,571. 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. The first one year extension was awarded from 2017 January 01 to 2017 December 31. This recommendation is for the second one year extension, term effective 2018 January 01 to 2018 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 & Cultural Services concur with this recommendation.

Funding for the contracted services is provided in various operating and capital accounts included in the 2017 – 2021 Financial Plan.

Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK:GC:JN /mlm

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