



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Maria Öberg

SUBJECT: Actions Related to the
Purchase Orders for Tree
Maintenance and Planting
Services

DATE: August 4, 2025

Approved

Date:

8/13/25

COUNCIL DISTRICT: Citywide

RECOMMENDATION

Adopt a resolution authorizing the City Manager or her designee to:

- (a) Execute purchase orders with Arboricultural Specialties, Inc. dba The Professional Tree Care Company (Berkeley, CA), Brightview Tree Care Services, Inc. (Blue Bell, PA), Rapid Response Force LLC (Hollister, CA), Richard Smith dba Bay Area Tree Specialists (San José, CA), Urban Tree Management, LLC (San Carlos, CA), and West Coast Arborists, Inc. (Anaheim, CA) for tree maintenance and planting services for a one-year term beginning on or about August 27, 2025, and ending on or about August 26, 2026, for a total combined not-to-exceed amount of \$7,291,500;
- (b) Approve a contingency of \$700,000 for unanticipated tree maintenance and planting services, subject to the appropriation of funds; and
- (c) Exercise up to six one-year options to extend the term of the purchase orders, with the last option, for each purchase order, ending on or about August 26, 2032, subject to the appropriation of funds.

SUMMARY AND OUTCOME

Authorizing the City Manager, or her designee, to take this action will provide for the maintenance of roughly 20,000 existing trees and the planting of up to 3,500 trees annually throughout the City, as routine maintenance and restoration of the City's tree canopy is prioritized.

BACKGROUND

The adoption of the Community Forest Management Plan in 2022 has expanded the Citywide Forestry Program. Annual funding for the Department of Parks, Recreation, and Neighborhood Services and the Department of Transportation is now allocated to perform annual routine tree maintenance. To accomplish necessary tree maintenance and planting activities, the City requires qualified vendors to prune, remove, plant, and establish new trees within the public right-of-way, parks, libraries, schools, and along trails. Required annual services include the pruning of roughly 20,000 trees, the planting of roughly 3,500 trees, and other tree-related maintenance activities.

Historically, City tree maintenance and planting activities have been primarily limited to one-time projects, construction or development mitigation work, community-based events, and reactionary emergency tree services. In 2020, as part of the development of the Community Forest Management Plan, a tree canopy cover analysis was conducted. The analysis determined the City's tree canopy had declined by nearly 12% between 2012 and 2018. The Community Forest Management Plan was unanimously adopted by City Council on February 8, 2022¹ and, based on feedback from the community and City leadership, restoring the City's tree canopy was identified as a top priority.

The Community Forest Management Plan made it apparent that the scale of planting and tree maintenance activities needs to expand dramatically to preserve and restore the City's tree canopy. To reduce impacts to the City's overall tree canopy, ongoing inspections and maintenance services are needed to maintain existing trees and slow tree mortality. Completing routine tree work and planting efforts will help in preserving and expanding the City's urban forest.

Following the direction from the Mayor's June 2025 Budget Message, roughly \$7,000,000 in funding was allocated in the Fiscal Year 2025-2026 budget to preserve and maintain the City's existing community forest and tree canopy. To ensure tree planting and maintenance efforts are implemented equitably, the Department of Transportation will use Geographic Information System landscape data to identify potential tree planting locations throughout the City. Data overlays will be reviewed from several datasets, including tree canopy cover, the Metropolitan Transportation Commission's Equity Priority Community Layer, and "CalEnviroScreen," a state measure that uses environmental, health, and socioeconomic information to produce scores to compare pollution burden. Planned tree maintenance activities will encompass roughly 2,500 trees in each City Council District per year.

¹ <https://records.sanjoseca.gov/Resolutions/RES80369.pdf>

ANALYSIS

In April 2025, the Finance Department released a competitive Request for Bids to procure tree maintenance and planting services. The Request for Bids was structured as two separate packages, one for tree maintenance services and one for tree planting services. Vendors were permitted to bid on one or both packages. Six responsive, responsible bids were submitted for the tree maintenance services package and four responsive, responsible bids were submitted for the tree planting services package.

Protest: The City's Request for Bid process included a 10-day protest period that began when the City issued the Notice of Intended Award on May 5, 2025. No protests were received.

Award: Staff recommends award to Arboricultural Specialties, Inc. dba The Professional Tree Care Company, Brightview Tree Care Services, Inc., Rapid Response Force LLC, Richard Smith dba Bay Area Tree Specialists, Urban Tree Management, LLC, and West Coast Arborists, Inc. for the tree maintenance services package and Arboricultural Specialties, Inc. dba The Professional Tree Care Company, Brightview Tree Care Services, Inc., and West Coast Arborists, Inc. for the tree planting services package as the lowest priced responsive and responsible bidders pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B(2). Due to the variety of service needs, which requires procurement from multiple vendors, and submitted pricing, staff is recommending an award to all six respondents for the tree maintenance package and the three lowest priced respondents for the planting services package.

Approval of this recommendation will ensure the City receives these essential services for Citywide tree maintenance and planting.

EVALUATION AND FOLLOW-UP

Vendor-led planting efforts are but one of many initiatives that staff will pursue to increase tree planting activities and canopy cover throughout the City. Staff will continue to partner with Our City Forest to seek planting and collaboration opportunities. Staff is also exploring the use of grants and other financial incentives to encourage residents to plant and appropriately maintain street trees in front of their properties.

COST SUMMARY/IMPLICATIONS

The total recommended amount of \$7,991,500 is composed of the purchase order amounts (approximately \$7.3 million) and the contingency amount (\$700,000). These purchase orders are to be funded by the General Fund, the Construction Excise Tax Fund, and the Construction Tax and Property Conveyance Tax Fund: Parks Purposes

Central Fund. The table below identifies the amount of the purchase orders for the initial term and the contingency amount to be used for any unanticipated tree maintenance or plantings services. Any purchase order extensions or use of the contingency amount are subject to the appropriation of funds.

1. AMOUNT OF RECOMMENDATION	\$7,991,500
2. COST ELEMENTS	
Three purchase orders with Rapid Response Force LLC, Richard Smith dba Bay Area Tree Specialists, and Urban Tree Management, LLC for tree maintenance services (\$1,031,803 each) for the Department of Transportation	\$3,095,409
Three purchase orders with Arboricultural Specialties, Inc. dba The Professional Tree Care Company, Brightview Tree Care Services, Inc., and West Coast Arborists, Inc. (\$1,031,803 each) for tree maintenance and planting services for the Department of Transportation	3,095,409
Two purchase orders with Richard Smith dba Bay Area Tree Specialists and West Coast Arborists, Inc. for tree maintenance and planting services (\$283,560.67 each) for the Department of Parks, Recreation, and Neighborhood Services	567,122
One purchase order with Arboricultural Specialties, Inc. dba The Professional Tree Care Company for tree maintenance services (\$283,560.87) for the Department of Parks, Recreation, and Neighborhood Services	283,560
One purchase order with Richard Smith dba Bay Area Tree Specialists for tree maintenance services (\$250,000) for the Department of Public Works	250,000
Contingency amount (subject to the appropriation of funds)	700,000
TOTAL NOT TO EXCEED	\$7,991,500

BUDGET REFERENCE

The table below identifies the funds and appropriations proposed to fund the purchase orders recommended as part of this memorandum.

Fund #	Appn. #	Appropriation Name	Total Appropriation	Amount for Recommendation	2025-2026 Proposed Operating/ Capital Budget Page*	Last Budget Action (Date, Ord. No.)
001	207H	Tree Mitigation	\$2,220,000	\$2,220,000	818	6/17/2025, 31230
001	0512	DOT Non-Personal/Equipment	\$27,415,724	\$1,570,318	758	6/17/2025, 31230
465	403Q	Pavement Maintenance - VTA 2016 Measure B	\$26,860,000	\$1,150,000	828	6/17/2025, 31230
001	0642	PRNS Non-Personal/Equipment	\$44,014,356	\$700,682	636	6/17/2025, 31230
001	229Q	Inflation Reduction Act – Urban Forestry Grant	\$526,500**	\$526,500	818	6/17/2025, 31230
001	3649	Emergency Street Tree Services (Property Owner Requested)	\$500,000	\$500,000	818	6/17/2025, 31230
001	0572	PW Non-personal/ Equipment	\$15,622,824	\$250,000	711	6/17/2025, 31230
390	7219	Tree Service	\$150,000	\$150,000	527	6/17/2025, 31230
465	7440	Pavement Maintenance - VTA Measure B VRF	\$5,362,000	\$140,000	827	6/17/2025, 31230
001	210Y	Sidewalk and Tree Hardship	\$513,000	\$84,000	818	6/17/2025, 31230

* The 2025-2026 Adopted Operating Budget was approved on June 10, 2025 and adopted on June 17, 2025 by the City Council.

** This appropriation was rebudgeted for \$526,500 as part of the MBA #32 – Recommended Amendments to the 2025-2026 Proposed Operating Budget and 2025-2027 Proposed Biennial Capital Budget.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office, City Manager's Budget Office, and the departments of Public Works, Parks, Recreation, and Neighborhood Services, and Transportation.

PUBLIC OUTREACH

This memorandum will be posted on the City's Council Agenda website for the August 26, 2025 City Council meeting.

HONORABLE MAYOR AND CITY COUNCIL

August 4, 2025

Subject: Actions Related to the Purchase Orders for Tree Maintenance and Planting Services

Page 6

COMMISSION RECOMMENDATION AND INPUT

No commission recommendation or input is associated with this action.

CEQA

Categorically Exempt, File No. ER24-086, CEQA Guideline Section 15301(h) Existing Facilities.

PUBLIC SUBSIDY REPORTING

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.

/s/
Maria Öberg
Director of Finance

For questions, please contact Albie Udom, Deputy Director of Finance - Purchasing & Risk Management, at Albie.Udom@sanjoseca.gov.