



Staff Report

TO: City Council

FROM: Steven D. Jones, Community Development Director
Sara Retmier, Chief Building Official

DATE August 19, 2025

SUBJECT: Service Agreement for Tree Trimming and Removal Performed on Private Properties

Description Consideration of a four-year term general service agreement contract award for tree trimming and removal performed on private properties with West Coast Arborists, Inc.

Background and Analysis:

On March 12, 2025, in accordance with the Beaumont Municipal Code (BMC) Section 3.01.040, City staff issued a Request for Proposals (RFP) for as-needed tree trimming and removal services performed on private properties. The scope of work includes trimming and/or removal of trees on an as-needed basis, specifically those that are dead, decaying, or otherwise constitute a public nuisance or fire hazard on private property, as defined under BMC Chapters 8.32 (Nuisances) and 8.08 (Weeds and Waste Matter). The Request for Proposal closed on April 2, 2025, with a total of nine (9) proposals received.

Proposals were evaluated based on several criteria, including the proposer's understanding of the scope, possession of a valid and appropriate contractor's license, and demonstrated ability to meet the City's operational needs. West Coast Arborists, Inc. submitted the most responsive and qualified proposal, excelling in all evaluation categories.

Following a comprehensive review of all submissions, staff recommends awarding the contract for as-needed tree trimming services performed on private properties to West Coast Arborists, Inc. If approved, all services would be performed in compliance with the applicable sections of the Beaumont Municipal Code.

Although the City Manager is authorized to approve contracts within this dollar amount, the City currently holds a separate agreement with West Coast Arborists, Inc. in the amount of \$1,720,000 for certain public grounds maintenance services administered by the Community Services Department. Because the combined value of both agreements

would exceed the City Manager’s cumulative signing authority, City Council approval is required.

Fiscal Impact:

Funding for tree trimming and removal services performed on private properties is included in the adopted operating budget under the Community Development Department – Community Enhancement (2030). The proposed not-to-exceed contract amount of \$40,000—allocated at \$10,000 annually over a four (4)-year term—is aligned with both current and anticipated budget appropriations.

The estimated staff cost to prepare this report is approximately \$480.

Recommended Action:

Award a General Services agreement to West Coast Arborists, Inc. with a not-to-exceed amount of \$40,000 over a four (4)-year term, with annual payments not to exceed \$10,000. If approved, the agreement would be effective from June 1, 2025, through May 31, 2029, for as-needed tree trimming and removal services performed in support of the Community Development Department’s Community Enhancement Division.

Authorize the issuance of a purchase order to West Coast Arborists, Inc. in the amount of \$10,000, for the purchase of tree trimming and removal performed on private properties for FY26.

Attachments:

- A. General Services Agreement
- B. Levine Act Statement