

MINUTES

Erin Ridge Active Adult Living Homeowners' Association
Board of Directors' Special Meeting
Tuesday, December 5, 2017
58 Enderby Crescent, St. Albert

1. Present:

Ray Rohr
Paul Boutin
Peggy Corner
Bob Gabourie
Ronald Ponich
Jim Terry

Absent:

Lorne Howell

Delegations: Daryl D'Amico – Tree Committee

2. Call to Order:

The Chairperson, Ray Rohr, called the meeting to order at 10:00 a.m. He explained that the purpose of the meeting was to review the quotations received as a result of the Request for Proposals (RFP) sent to four arborist companies, and to choose one with which to negotiate a contract.

3. Review of Arborist Services Proposals and Selection of Contractor:

Proposals were received from three companies:

- Arbor Man
- Canopy Tree Care
- Branches Tree Care

Red Willow Tree Care did not respond to the RFP. It was noted that none of the responders met all the criteria set out in the RFP.

The Board reviewed and rated each proposal. The ratings assigned to each proposal are documented on the Bidder Evaluation Sheet attached to these minutes as Schedule A. Of the three bidders, Branches Tree Care was assigned the highest rating of 91 of a possible 110 points.

It was moved by Paul Boutin and seconded by Bob Gabourie that based on the results of the Bidder Evaluation, attached as Schedule "A", Branches Tree Care be selected to provide arborist services for Erin Ridge Active Adult Living Homeowners' Association.

Carried

Ray will contact Branches Tree Care to advise them they are the successful bidder and to set up a meeting with Dianne Hutton and representatives of the Board.

Action: R. Rohr

4. Review of Arborist Services Contract

Ray presented a draft contract for the Board to review. Upon discussion it was agreed Ray would circulate the draft contract for further Board input. Once all input was incorporated, he would forward a final draft to Branches Tree Care for their review prior to the meeting with representatives of the Board.

5. Next Meeting:

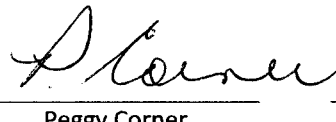
The next meeting of the Board of Directors will be at the call of the Chair.

6. Adjournment:

The meeting was adjourned at 10:55 a.m.

Minutes Approved

President  _____
Ray Rohr

Secretary  _____ Apr 19, 2018
Peggy Corner date

Schedule A - ERAALHA Arborist Services Bidder Evaluation Sheet

Bidder

	Arbor Man	Canopy Tree Care	Branches Tree Care	Red Willow Tree Care
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Criteria

1. Overall proposal suitability - Max 20 points

Meets the scope and needs of the RFP and is presented in a clear and organized manner

15	15	18	0
Most of the info was supplied but not overly organized	Most of the info was supplied but not overly organized	Most of the info was supplied	Did not bid

2. Organizational Experience - Max 20 points

Experience as it pertains to the scope of work

18	10	18	0
Well presented	Very limited info	Well presented	

3. Value and cost - Max 40 points

Cost of the bidders solution based on the work to be performed in accordance with the scope of work

30	20	30	0
\$225/hr for two people to do work, Inspection and other work costs specified	Do not specify an hourly rate but costs presented for work proposed in very high	\$225 for Spring and autumn inspections, \$205/hr for work. Other work costs not specified	

4. Technical expertise and experience - Max 30 points

Descriptions and documentation of technical expertise and experience

25	15	25	0
Good amount of info provided, good experience	No info provided, but work is known	Qualifications provided	

Total

Less than 50% of points in any criteria disqualifies a bidder

88	60	91	0
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