



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/15/2020

ITEM NO: 3

DATE: September 10, 2020
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute a Five-Year Agreement for Services with St. Francis Electric, Inc. to Provide Traffic Signal and Streetlight Maintenance, and Underground Service Alert (USA) Marking Services in an Amount Not to Exceed \$135,000 Annually, for a Total Agreement Amount Not to Exceed \$675,000

RECOMMENDATION:

Authorize the Town Manager to execute a five-year Agreement for Services with St. Francis Electric, Inc. (Attachment 1) to provide traffic signal and streetlight maintenance, and Underground Service Alert (USA) marking services in an amount not to exceed \$135,000 annually, for a total agreement amount not to exceed \$675,000.

BACKGROUND:

The Town of Los Gatos utilizes contractual traffic signal and streetlight maintenance services for Town-owned properties and rights of way, and USA marking services. Staff has determined that contractual services are the most cost-effective service delivery method for traffic signal and streetlight maintenance due to the technical nature, specialized and costly equipment, and right of way safety concerns.

The structure of traffic signal maintenance includes a monthly rate per intersection including routine inspections and testing. Streetlight maintenance includes a monthly rate per light, covering inspection and lamp replacement. Additional services such as signal outages, pole knockdowns and other non-routine repairs are performed as time and material rates included in the proposals. USA marking provides for the identification and location of Town underground infrastructure associated with construction projects and repairs and serves to protect our infrastructure from damage.

PREPARED BY: Jim Harbin
Superintendent

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Finance Director, and Director of Parks and Public Works

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DISCUSSION:

On July 30, 2020, staff released a request for proposals (RFP) for traffic signal and street light maintenance. The scope of the work included traffic signal, streetlight, and parking lot light maintenance, and USA markings.

The following two proposals were received in response to the RFP:

1. St. Francis Electric, Inc.: \$67,331 per year, plus unforeseen repair costs and USA tickets.
2. Bear Electrical Solutions: \$68,565 per year, plus unforeseen repair costs and USA tickets.

The base contract amount covers preventive maintenance of the identified equipment. Additional unforeseen work has been included on a time and material basis, including one-hour emergency response for traffic signal repairs. After reviewing past years unforeseen repair work and USA tickets, staff estimates the extra repair costs will be approximately \$50,000 per year and the cost for USA tickets will be approximately \$17,000 annually.

Staff has reviewed the proposals and interviewed the two contractors and determined that St. Francis Electric, Inc. is the most responsive company with the ability to provide the range of maintenance resources required by the Town during normal operating hours as well as during emergencies, and provided the lowest bid for maintenance service (Attachment 2). St. Francis Electric has been maintaining Town traffic signals, streetlights, and USA locating requests for several years and has done a satisfactory job.

CONCLUSION:

Authorize the Town Manager to execute a five-year Agreement for Services with St. Francis Electric, Inc. to provide traffic signal and streetlight maintenance, and USA marking services in an amount not to exceed \$135,000 annually, for a total agreement amount not to exceed \$675,000.

FISCAL IMPACT:

Funds for these services have been appropriated in the Parks and Public Works annual operating budget for the current fiscal year and the Town Council will determine future budget actions in subsequent years.

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ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Agreement for Services
2. Bid Results