



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/07/2021

ITEM NO: 3

DATE: August 23, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute an Agreement with ARC Document Solutions, LLC. for the Installation and Reproduction of Painted Panels for the Forbes Mill Mural Project with an Expenditure Budget Adjustment in the Amount of \$30,000 from the available General Fund Appropriated Reserve Fund

RECOMMENDATION:

Authorize the Town Manager to execute an agreement with ARC Document Solutions, LLC. for the installation and reproduction of painted panels for the Forbes Mill Mural Project with an expenditure budget adjustment in the amount of \$30,000 from the available General Fund Appropriated Reserve Fund (Attachment 1).

BACKGROUND:

Since the 1990's, generations of Los Gatos youth have painted panels for the Forbes Mill Footbridge. Every summer, young artists learn about Los Gatos history, visit local landmarks, and create their own artwork that captures "Life in Los Gatos." In order to withstand the elements and graffiti, starting in 2016 the artworks began being digitally reproduced and installed as vinyl panels.

In 2016, the Town sought proposals for the initial production and installation of vinyl panels and ARC Document Solutions, LLC (ARC) was deemed the lowest responsible supplier. The initial agreement was for 25 panels at a cost of \$5,706.15. There were two subsequent amendments for 36 additional panels (\$7,597.82) and 25 panels (\$5,964.83) for total compensation to date of \$19,268.80. Attachment 2 contains the initial agreement and amendments.

PREPARED BY: Arn Andrews
Assistant Town Manager

Reviewed by: Town Manager, Town Attorney, and Finance Director

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SUBJECT: Agreement for Forbes Mill Footbridge Mural Project

DATE: August 23, 2021

DISCUSSION:

Due to business disruptions related to the pandemic, the installation of the annual mural project was suspended in 2019. The installation of panels is again ready to commence, and the Town has 82 panels of artwork representing: 2019 (33), 2020 (8), and 2021 (41).

ARC Document Solutions continues to be the preferred provider for the project and has developed subject matter expertise regarding the specifics of panel installation for the footbridge. As such, ARC received soul source status for this updated agreement. The production and installation of the 82 panels is estimated at a not to exceed amount of \$17,130.65 (Attachment 3).

CONCLUSION:

Staff recommends entering into a new agreement with ARC Document Solutions, LLC for the initial production and installation of 82 vinyl panels for the Forbes Mill Footbridge Mural Project.

COORDINATION:

This staff report was coordinated with the Town Manager, Town Attorney, and Finance Director.

FISCAL IMPACT:

The fiscal impact of executing an agreement with ARC Document Solutions, LLC. for the Forbes Mill Footbridge Mural Project would result in an expenditure budget adjustment in the amount of \$30,000 from the available General Fund Appropriated Reserve Fund.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Draft Agreement
2. Prior Agreement and Amendments
3. Current Proposal