



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 12/17/2024

ITEM NO: 8

DATE: December 12, 2024
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: Authorize the Town Manager to Execute a Five-Year Agreement for Services with Buringrud & Reyes Electric Inc. for Maintenance of Downtown Decorative Tree Lighting for a Total Agreement Amount Not to Exceed \$304,425.

RECOMMENDATION:

Authorize the Town Manager to execute five-year Agreement for Services with Buringrud & Reyes Electric Inc. for maintenance of downtown decorative tree lighting for a total agreement amount not to exceed \$304,425.

BACKGROUND:

For several years, the Town of Los Gatos has contracted electrical services to maintain the decorative lighting on 170 trees in the downtown area, as well as for the annual lighting inspection and repairs of the large holiday tree in Plaza Park. The tree lights require weekly inspections and repairs to ensure they remain fully illuminated year-round. The holiday tree requires annual inspection, troubleshooting, and repairs.

Currently, partial light string and electrical component replacements are needed in many of the trees; staff has identified 60 trees that require new lights and approximately 150 hours of extra work is needed to address more complex repairs. The structure of this agreement is based on a repair proposal estimating \$139,000 needed for the downtown lighting repairs and the history of repairs with our past electrical on-call contractor. With this agreement, a portion of these repairs can be addressed in the first half year, and ongoing maintenance and repair can continue each year.

PREPARED BY: Dan Keller
Facilities & Environmental Services Manager

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

SUBJECT: Authorize the Town Manager to Execute a Five-Year Agreement for Services with Buringrud & Reyes Electric Inc.

DATE: November 29, 2024

DISCUSSION:

The previous agreement expired on June 30, 2024. Three companies attended a mandatory walkthrough, resulting in qualified proposals received on November 27, 2024. Buringrud & Reyes Electric Inc. submitted the lowest responsible proposal.

The proposed agreement structure ensures continuity of service while maximizing savings over multiple years. Additionally, the contract includes cancellation provisions should the need arise during the contract term.

The current value of the five-year term (excluding potential future consumer price index adjustments) is \$304,425 and the yearly breakdown of costs under the new contract will be:

Annual Breakdown:	Dates:	Amount
Year 1 (FY2024/25)	1/2/25 through 6/30/25	\$33,825
Year 2 (FY2025/26)	7/1/25 through 6/30/26	\$67,650
Year 3 (FY2026/27)	7/1/26 through 6/30/27	\$67,650
Year 4 (FY2027/28)	7/1/27 through 6/30/28	\$67,650
Year 5 (FY2028/29)	7/1/28 through 6/30/29	\$67,650

Staff is seeking the five-year agreement recognizing that the future years will be subject to operating budget appropriations.

CONCLUSION:

Authorize the Town Manager to execute an Agreement for Services with Buringrud & Reyes Electric Inc. for the maintenance of downtown decorative tree lighting.

FISCAL IMPACT:

The Adopted Fiscal Year (FY) 2024/25 Parks and Public Works General Fund Operating Budget (111-5401-63364) includes sufficient funds to cover the contract in the amount of \$33,825 for FY 2024/25. Future Proposed Operating Budgets will include requests for funding for the contract per the amounts listed above.

ENVIRONMENTAL ASSESSMENT:

In accordance with CEQA Guidelines Section 15378(b)(5), approval of this agreement is not a project subject to CEQA because it is an administrative activity that will not impact the environment.

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Attachment:

1. Agreement for Services with Buringrud & Reyes Electric Inc. with Exhibit A – Proposal and Exhibit B – Contractor Proposal Pricing