



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/18/2024

ITEM NO: 4

DATE: June 3, 2024
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute a Second Amendment to Agreement for Services with H. A. Bowen Electric Inc. to Extend the Term through June 30, 2026 and Increase the Compensation Amount by \$48,000 for a Total Agreement Amount Not to Exceed \$145,335

RECOMMENDATION:

Authorize the Town Manager to execute a second amendment to Agreement for Services with H. A. Bowen Electric Inc. to extend the term through June 30, 2026 and increase the compensation amount by \$48,000 for a total agreement amount not to exceed \$145,335.

BACKGROUND:

On August 10, 2021, the Town entered into an Agreement for Services with H. A. Bowen Electric Inc. to provide on-call electrical services and repairs for Town facilities, emergencies, unforeseen infrastructure work, and downtown decorative lighting. The agreement was amended on February 1, 2022, and is set to expire on June 30, 2024.

DISCUSSION:

Staff recommends extending the agreement term through June 30, 2026, and adjusting the compensation amount not to exceed \$145,335. This would allow for continued coverage for unforeseen electrical repairs, emergencies, after-hours response, and downtown decorative lighting repairs for the Town. The extension would provide continuous electrical service coverage and allow staff time to evaluate the agreement's scope of work to determine if a formal bid for a larger compensation amount is necessary for future electrical needs.

PREPARED BY: Daniel Keller
Facilities and Environmental Services Manager

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

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CONCLUSION:

Authorize the Town Manager to execute a Second Amendment to Agreement for Services with H. A. Bowen Electric Inc. to extend the term through June 30, 2026 and increase the compensation amount by \$48,000 for a total agreement amount not to exceed \$145,335.

FISCAL IMPACT:

The Adopted Fiscal Year (FY) 2024/25 Parks and Public Works Facilities Program Operating Budget includes sufficient funds to cover the contract amendment in the amount of \$24,000 for FY 2024/25.

ENVIRONMENTAL ASSESSMENT:

This is a project as defined under CEQA and is Categorically Exempt (Section 15301) as a modification to an existing facility.

Attachment:

1. Second Amendment to Agreement for Services with Exhibit A (First Amendment and Original Agreement) and Exhibit B (New Proposal)