



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 08/04/2020

ITEM NO: 12

---

DATE: July 30, 2020  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Authorize the Town Manager to Execute a Fourth Amendment to the Agreement for Services with St. Francis Electric to Increase Compensation for Unforeseen Services in FY 2019/20 in an Amount of \$12,818 and Extend Services for Four Months in FY 2020/21 in an Amount Not to Exceed \$50,000

**RECOMMENDATION:**

Authorize the Town Manager to execute a Fourth Amendment to the Agreement for Services (Attachment 1) with St. Francis Electric to increase compensation for unforeseen services in FY 2019/20 in an amount of \$12,818, and extend services for four months in FY 2020/21 in an amount not to exceed \$50,000.

**BACKGROUND:**

The Town of Los Gatos utilizes contractual traffic signal and streetlight maintenance services for Town-owned properties and rights of way. 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.

On May 5, 2015, Council authorized the Town Manager to execute an Agreement for Services with St. Francis Electric for maintenance and repair of traffic signals and streetlights and for Underground Service Alert (USA) locating (Attachment 2) with an effective date of July 1, 2015 with options to extend through June 30, 2020 in an amount not to exceed \$120,000 annually. A first amendment to the agreement was approved in 2016 to increase compensation for traffic signal and streetlight repair services to \$135,000 annually and added \$10,000 due to unexpected repairs and increasing USA markings. In 2017, a second amendment was made to add prevailing wage language and in 2018, a third amendment added \$15,000 for unforeseen services in FY 2017/18.

**PREPARED BY:** Jim Harbin  
Superintendent

---

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

---

PAGE 2 OF 2

SUBJECT: Authorize the Town Manager to Execute a Fourth Amendment to the Agreement for Services with St. Francis Electric to Increase Compensation for Unforeseen Services in FY 2019/20 in an Amount of \$12,818, and Extend Services for Four Months in Fiscal Year 2020/21 in an Amount Not to Exceed \$50,000

DATE: July 30, 2020

DISCUSSION:

The current not to exceed contract amount is \$135,000 annually for routine maintenance and repair of traffic signals and streetlights, and for USA locating services. In FY 2019/20, there were an increased number of unexpected traffic signal repairs and USA locating requests resulting in the contract amount being exceeded.

In addition, the proposed contract extension with St. Francis Electric will allow staff the time necessary to issue a new request for proposal (RFP) for the traffic signal, streetlights, and USA locating services and bring a new contract recommendation to Town Council.

St. Francis Electric has been maintaining Town traffic signals, streetlights, and USA locating requests for several years and have done a satisfactory job.

CONCLUSION:

The recommended action will allow for cleanup of the required work in the previous fiscal year and continued service in the current fiscal year pending the RFP outcome.

FISCAL IMPACT:

Funds for these services have been appropriated in the Parks and Public Works annual operating budget for the respective fiscal years.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Draft Fourth Amendment to Agreement for Services
2. Agreement for Services Including Amendments