



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/03/2021

ITEM NO: 10

DATE: July 21, 2021

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Authorize the Town Manager to Execute a Contract First Amendment with St. Francis Electric, Inc. for the Traffic Signal and Streetlight Maintenance and Underground Service Alert Locating Services in the Amount of \$8,567, to be Funded from Fiscal Year 2020/21 Parks and Public Works Department – Engineering Development Services Program (5202), for a Total Revised Contract Amount Not to Exceed \$683,567

RECOMMENDATION:

Authorize the Town Manager to execute a contract first amendment with St. Francis Electric, Inc. for the Traffic Signal and Streetlight Maintenance and Underground Service Alert (USA) Locating Services in the amount of \$8,567, to be funded from Fiscal Year (FY) 2020/21 Parks and Public Works Department – Engineering Development Services Program (5202), for a total revised contract amount not to exceed \$683,567.

BACKGROUND:

The Town of Los Gatos utilizes contractual services for the maintenance and repair of traffic signals and streetlights and for the USA locating services within the Town jurisdiction. Traffic signal and streetlight contractual services include repairs on as needed basis, periodic inspections, testing of the equipment, and lamp replacements. USA locating services involve identifying and marking Town underground infrastructure on site for USA request calls received prior to any digging operations. Municipalities and utility companies are responsible to locate and mark their underground utilities present within the area of digging operations specified with each USA call. Staff has determined that contractual services would be the most cost-effective delivery method due to technical expertise and specialty equipment required.

PREPARED BY: WooJae Kim
Town Manager

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

BACKGROUND (Continued):

On September 15, 2020, the Town Council authorized an execution of a five-year agreement with St. Francis Electric, Inc. to provide traffic signal and streetlight repair/maintenance and USA locating services for a total agreement amount not to exceed \$675,000. For the five fiscal years starting FY 2020/21, the annual contract or purchase order amount to St. Francis Electric would be limited to \$135,000. A new purchase order would be issued at the beginning of each fiscal year through FY 2024/25.

DISCUSSION:

Due to an exceptionally busy construction year in the Town in FY 2020/21, the number of USA request tickets received well exceeded the number anticipated relative to past years. The annual purchase order amount of \$135,000 for St. Francis Electric was exceeded by \$8,567, mainly due to a large number of USA location services provided for private developments, work by utility companies, and Town capital improvement projects.

The Parks and Public Works Department FY 2020/21 Operating Budget for Engineering Development Program (5202) has sufficient funds remaining to cover the \$8,567 overage in the annual purchase order amount. Additional funds are needed to pay the final invoice from St. Francis Electric for the FY 2020/21 purchase order.

Staff will continue to closely monitor the contractual services provided by St. Francis Electric to anticipate potential cost overages in a timely manner for Council considerations.

CONCLUSION:

The Town Council's authorization of the contract amendment for the traffic signal and streetlight maintenance and USA locating services would allow staff to pay the final FY 2020/21 invoice from St. Francis Electric and continue their services through the next fiscal year.

COORDINATION:

This report is coordinated with the Finance Department

FISCAL IMPACT:

There are sufficient funds available in the FY 2020/21 Parks and Public Works Engineer Development Program (5202) Operating Budget for the contract amendment.

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ENVIRONMENTAL ASSESSMENT:

The actions associated with this item are not a project defined under CEQA, and no further action is required.

Attachments:

1. First Amendment to Agreement for Services Including Original Agreement.