



## MEMORANDUM

**TO: CITY COUNCIL**

**FROM: GEOFF ENGLISH, PUBLIC WORKS DIRECTOR**

**SUBJECT: CONSIDERATION OF APPROVAL OF A CONTRACTOR SERVICES AGREEMENT FOR TRAFFIC SIGNAL MAINTENANCE AND OPERATION SERVICES**

**DATE: MARCH 28, 2017**

### **RECOMMENDATION:**

It is recommended the City Council approve and authorize the Mayor to execute a Contractor Services Agreement with Lee Wilson Electric Company in the amount of \$36,360 for Traffic Signal Maintenance and Operation Services.

### **IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:**

A total of \$45,200 is currently budgeted in the Fiscal Year 2016/17 Public Works Department budget for traffic signal maintenance services expenses.

### **BACKGROUND:**

The City contracts for services to maintain fourteen (14) existing traffic signals. This is a service level that requires specialized training and certification not currently possessed by City staff. The City has historically secured a private traffic signal maintenance firm to provide this service. Lee Wilson Electric Co. Incorporated, located on El Camino Real in Arroyo Grande, has performed this service for the City for the past last 26 years.

Signal maintenance includes routine inspection of the equipment including the signal heads, lamps, inductor loops, and pedestrian push buttons and cleaning of the signal control cabinet. All intersections are listed in Exhibit "A" of the attached Contractor Services Agreement. The present cost each month for traffic signal maintenance services is \$1,558.

Upon discussion with the Public Works Directors of the Cities of Pismo Beach and Grover Beach, it was determined that there may be some cost savings benefit through a cooperative services procurement effort. Additionally, through previously established agreements, the City shares expenses for traffic signals with both neighboring municipal agencies. Securing the same Contractor to provide traffic signal maintenance services for all three agencies will provide uniformity of service level and improved administration and payment for services.

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As a result, a request for proposal (RFP) was developed under the heading of the Five Cities Municipal Agencies Cooperative Procurement Partnership and advertised for proposals.

**ANALYSIS OF ISSUES:**

On January 30, 2017, a Request for Proposals (RFP) for traffic signal maintenance and operational services for the Five Cities Municipal Agencies Cooperative Procurement Partnership was advertised and posted on the City's website. Hard copies of the RFP were also mailed to all of the companies in California that staff could find who provide Traffic Signal Maintenance services. Traffic signal maintenance services is a highly specialized service with few local service providers. One proposal was submitted by the due date stated in the RFP of March 7, 2017 at 4:00pm. Lee Wilson Electric Co, Inc. was the only company to submit a proposal.

Upon review of the proposal submitted by Lee Wilson Electric Co, Inc. it was found to meet the minimum criteria established in the RFP. As a result it is recommended that the City Council approve and authorize the Mayor to execute a contractor services agreement with Lee Wilson Electric Co, Incorporated for traffic signal maintenance. The proposed agreement has a term of two years with an option for two additional two-year terms upon mutual consent.

**ALTERNATIVES:**

The following alternatives are provided for the Council's consideration:

1. Approve and authorize the Mayor to sign an agreement with Lee Wilson Electric Company for traffic signal maintenance; or
2. Do not approve the agreement and direct staff to prepare and redistribute a Request for Proposal; or
3. Provide direction to staff.

**ADVANTAGES:**

Approval of the proposed contractor service agreement will provide for continued maintenance and operation of the City's fourteen (14) traffic signals.

**DISADVANTAGES:**

No disadvantages identified for this item.

**ENVIRONMENTAL REVIEW:**

No environmental review is required for this item.

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**PUBLIC NOTIFICATION AND COMMENTS:**

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachments:

1. Proposal Opening Log Sheet