



MEMORANDUM

TO: City Council

FROM: Bill Robeson, Assistant City Manager/Public Works Director

BY: Ron Simpson, Public Works Manager

SUBJECT: Consideration of Approval of an Agreement for Traffic Signal Maintenance with Lee Wilson Electric Company

DATE: April 25, 2023

SUMMARY OF ACTION:

Approval of an agreement for traffic signal maintenance with Lee Wilson Electric Company.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

Funds for this agreement are included in the current FY 2022-23 Budget. Funding for years beyond the 2-year term will be budgeted for in those subsequent years. The terms of the signed agreement provide for an extended two (2)-year periods after the initial term. All terms and conditions, including costs of the initial agreement, shall apply to any additional two (2) year terms. The estimated first year cost of this 2-year agreement will be \$26,370 and the estimated cost for the initial two-year term of the agreement is \$52,740. No, or minimal, future staff time is projected to oversee the contract.

RECOMMENDATION:

1) Approve a 2-year agreement with Lee Wilson Electric Company for traffic signal maintenance with the option of two (2) 2-year extensions; and 2) Determine that approving an agreement for traffic signal maintenance is categorically exempt from the California Environmental Quality Act ("CEQA") under the Class 1 exemption, which applies to the repair, maintenance, or minor alteration of existing structures, facilities, mechanical equipment, or topographical features, among others, where the project involves negligible or no expansion of existing or former use (State CEQA Guidelines, § 15301), and further finds that none of the exceptions set forth in State CEQA Guidelines section 15300.2 apply.

BACKGROUND:

The City contracts for services to maintain fifteen (15) existing traffic signals. Lee Wilson Electric Company. has been performing this service for the last 30+ years. Signal maintenance includes routine inspection of the equipment including the signal heads,

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lamps, inductor loops, and pedestrian push buttons, and cleaning of the signal control cabinet for the intersections listed in Section "D" of the Proposal form, page 9.

On March 6, 2023, a Request for Proposals (RFP) was advertised and posted on the City's website for maintenance of the fifteen existing traffic signals. Two proposals were submitted by the RFP due date of March 27, 2023, at 3:00 pm. Lee Wilson Electrical Inc. and Earthbound Electric Inc. were the two companies that submitted proposals.

ANALYSIS OF ISSUES:

Upon review of the proposals submitted it was found that Lee Wilson Electric Company met the requirements of the RFP and was also the lowest bidder. The Bid Opening Log Sheet (Attachment 2) shows the monthly costs submitted by the 2 service providers. Page 2 of the attachment shows the monthly sub-total for the lowest bid from Lee Wilson Electric at \$2,197.50 per month which equals \$52,740 for the 2-year contract. The other bid was at a monthly cost of \$3,820.25 or \$91,686 for 2 years. Staff recommends that a new two-year agreement with Lee Wilson Electric Company be approved based on their bid, knowledge and experience with the City's traffic signal system, past performance, and timely emergency response.

The traffic signals which will be serviced under the agreement are: (1) East Grand Avenue at Elm Street, (2) East Grand Avenue at Halcyon Road, (3) Halcyon Road at Fair Oaks Avenue, (4) East Grand Avenue at Courtland Street, (5) East Grand Avenue Pedestrian Crossing, (6) Oak Park at James Way, (7) N. Oak Park Boulevard at El Camino Real, (8) Oak Park at West Branch, (9) West Branch Street at Rancho Parkway, (10) El Camino Real at Brisco Road, (11) West Branch at Town Center Drive, (12) Fair Oaks at Valley Road, (13) Mason Street at East Branch Street, (14) Traffic Way at West Branch Street, (15) Traffic Way at Fair Oaks. The scope of services is more particularly described in Exhibit D of Attachment 1.

ALTERNATIVES:

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

1. Approve an agreement with Lee Wilson Electric Company;
2. Do not approve an agreement with Lee Wilson Electric Company; or
3. Provide other direction to staff.

ADVANTAGES:

Approval of the Contractor Service Agreement will allow for uninterrupted maintenance of the City's fifteen (15) traffic signals.

DISADVANTAGES:

No disadvantages have been identified.

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ENVIRONMENTAL REVIEW:

The City's action in approving the recommended contract is categorically exempt from the California Environmental Quality Act ("CEQA") under the Class 1 exemption, which applies to the repair, maintenance, or minor alteration of existing structures, facilities, mechanical equipment, or topographical features, among others, where the project involves negligible or no expansion of existing or former use (State CEQA Guidelines, § 15301), and further finds that none of the exceptions set forth in State CEQA Guidelines section 15300.2 apply.

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. Proposed Contractor Services Agreement
2. Bid Opening Log Sheet