

THIRD AMENDMENT TO AGREEMENT FOR SERVICES

This THIRD AMENDMENT TO AGREEMENT FOR SERVICES is dated for identification this 5<sup>th</sup> day of June 2018 and amends that certain SECOND AMENDMENT TO AGREEMENT FOR SERVICES dated July 1, 2017, made by and between the TOWN OF LOS GATOS, ("Town,") and ST. FRANCIS ELECTRIC, ("Service Provider").

RECITALS

- A. Town and Service Provider entered into an Agreement for Services on July 1, 2015 ("Agreement"), a copy of which is attached hereto and incorporated by reference as Attachment 1 to this Amendment.
- B. Town and Service Provider entered into a First Amendment to Agreement for Services on June 21, 2016 ("Agreement"), a copy of which is attached hereto and incorporated by reference as Attachment 2 to this Amendment.
- C. Town and Service Provider entered into a Second Amendment to Agreement for Services on July 1, 2017 ("Agreement"), a copy of which is attached hereto and incorporated by reference as Attachment 3 to this Amendment.
- D. Town desires to amend the Agreement to increase the compensation of the agreement for FY 2017/18.

AMENDMENT

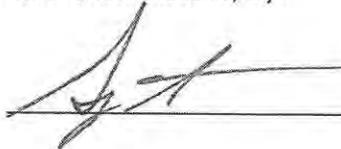
- 1. Section 2.6 Compensation is amended to read as follows:
  - Additional compensation for unforeseen services in Fiscal Year 2017/18 shall not exceed \$15,000, for a total annual contract amount not to exceed \$150,000 for this year only.
- 2. All other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the Town and Supplier have executed this Amendment.

Town of Los Gatos by:

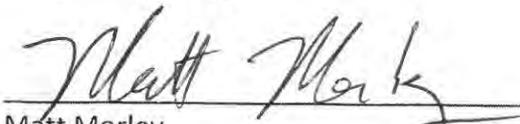
St. Francis Electric, by:

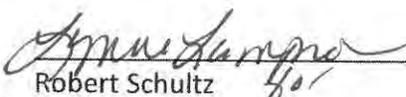
  
 \_\_\_\_\_  
 Laurel Prevetti  
 Town Manager

  
 \_\_\_\_\_

Recommended by:

Approved as to Form:

  
 \_\_\_\_\_  
 Matt Morley  
 Director of Parks and Public Works

  
 \_\_\_\_\_  
 Robert Schultz  
 Deputy Town Attorney

PURCHASE AND SERVICE AGREEMENT

CLERK DEPARTMENT

AGR 15.123

III

THIS AGREEMENT is dated for identification this 1<sup>st</sup> of July, 2015 and is made by and between TOWN OF LOS GATOS, a California municipal corporation, ("Town") and ST. FRANCIS ELECTRIC, ("Supplier"), whose address is 975 Carden Street, San Leandro, CA 94577. This Agreement is made with reference to the following facts.

I. RECITALS

- 1.1 The Town desires to engage Supplier to provide annual traffic signal and street light maintenance and repair services.
- 1.2 Supplier represents that it is a qualified and competent supplier of the items to be purchased under this Agreement.
- 1.3 The Supplier represents and affirms that it is qualified and willing to perform the desired work pursuant to this Agreement.

II. AGREEMENTS

- 2.1 Time of the Essence. Prompt installation of items and materials is essential to this Agreement.
- 2.2 Scope of Services. Supplier shall provide supplies and services as described in that certain Request for Proposals dated March 10, 2015 which is hereby incorporated by reference and attached as "Exhibit A" and that certain Proposal dated April 7, 2015, which is hereby incorporated by reference and attached as "Exhibit B".
- 2.3 Time of Performance. This Agreement will remain in effect from July 1, 2015 to June 30, 2016. The Town may extend the term of this Agreement up to four (4) additional one-year periods, through June 30, 2020, on the same terms and conditions as in effect and subject to Town Council budget appropriations for the scope of services.
- 2.4 Compliance with Laws. The Supplier shall comply with all applicable laws, codes, ordinances, and regulations of governing federal, state and local laws. Supplier represents and warrants to Town that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Supplier to practice its profession. Supplier shall maintain a Town of Los Gatos business license pursuant to Chapter 14 of the Code of the Town of Los Gatos.
- 2.5 Sole Responsibility. Supplier shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement.
- 2.6 Information/Report Handling. All documents furnished to Supplier by the Town and all reports and supportive data prepared by the Supplier under this Agreement are the Town's property and shall be delivered to the Town upon the completion of Supplier's services or at the Town's written request. All reports, information, data, and exhibits prepared or

assembled by Supplier in connection with the performance of its services pursuant to this Agreement are confidential until released by the Town to the public, and the Supplier shall not make any of these documents or information available to any individual or organization not employed by the Supplier or the Town without the written consent of the Town before such release. The Town acknowledges that the reports to be prepared by the Supplier pursuant to this Agreement are for the purpose of evaluating a defined project, and Town's use of the information contained in the reports prepared by the Supplier in connection with other projects shall be solely at Town's risk, unless Supplier expressly consents to such use in writing. Town further agrees that it will not appropriate any methodology or technique of Supplier which is and has been confirmed in writing by Supplier to be a trade secret of Supplier.

- 2.7 Compensation. Compensation for the supplies and materials delivered and for supplier's professional services shall not exceed \$120,000 annually, inclusive of all costs. Payment shall be based upon Town approval of each task.
- 2.8 Billing. Billing shall be by invoice within thirty (30) days of the rendering of the services and shall be accompanied by a detailed explanation of the work performed by whom at what rate and on what date. Also, plans, specifications, documents or other pertinent materials shall be submitted for Town review, even if only in partial or draft form.

Payment shall be net thirty (30) days. All invoices and statements to the Town shall be addressed as follows:

Invoices:  
Town of Los Gatos  
Attn: Accounts Payable  
P.O. Box 655  
Los Gatos, CA 95031-0655

- 2.9 Availability of Records. Supplier shall maintain the records supporting this billing for not less than three years following completion of the work under this Agreement. Supplier shall make these records available to authorized personnel of the Town at the Supplier's offices during business hours upon written request of the Town.
- 2.10 Assignability and Subcontracting. The services to be performed under this Agreement are unique and personal to the Supplier. No portion of these services shall be assigned or subcontracted without the written consent of the Town.
- 2.11 Independent Contractor. It is understood that the Supplier, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and not an agent or employee of the Town. As an independent contractor he/she shall not obtain any rights to retirement benefits or other benefits which accrue to Town employee(s). With prior written consent, the Supplier may perform some obligations under this Agreement by subcontracting, but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement. Supplier agrees to testify in any litigation brought regarding the subject of the work to be performed under this Agreement. Supplier shall be

compensated for its costs and expenses in preparing for, traveling to, and testifying in such matters at its then current hourly rates of compensation, unless such litigation is brought by Supplier or is based on allegations of Supplier's negligent performance or wrongdoing.

- 2.12 Conflict of Interest. Supplier understands that its professional responsibilities are solely to the Town. The Supplier has and shall not obtain any holding or interest within the Town of Los Gatos. Supplier has no business holdings or agreements with any individual member of the Staff or management of the Town or its representatives nor shall it enter into any such holdings or agreements. In addition, Supplier warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of the Town in the subject of this Agreement, and it shall immediately disassociate itself from such an interest, should it discover it has done so and shall, at the Town's sole discretion, divest itself of such interest. Supplier shall not knowingly and shall take reasonable steps to ensure that it does not employ a person having such an interest in this performance of this Agreement. If after employment of a person, Supplier discovers it has employed a person with a direct or indirect interest that would conflict with its performance of this Agreement, Supplier shall promptly notify Town of this employment relationship, and shall, at the Town's sole discretion, sever any such employment relationship.
- 2.13 Equal Employment Opportunity. Supplier warrants that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. Neither Supplier nor its subcontractors do and neither shall discriminate against persons employed or seeking employment with them on the basis of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment & Housing Act.

### III. INSURANCE AND INDEMNIFICATION

- 3.1 Minimum Scope of Insurance:
- i. Supplier agrees to have and maintain, for the duration of the contract, General Liability insurance policies insuring him/her and his/her firm to an amount not less than: one million dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage.
  - ii. Supplier agrees to have and maintain for the duration of the contract, an Automobile Liability insurance policy ensuring him/her and his/her staff to an amount not less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.
  - iii. Supplier shall provide to the Town all certificates of insurance, with original endorsements effecting coverage. Supplier agrees that all certificates and endorsements are to be received and approved by the Town before work commences.

- iv. Supplier agrees to have and maintain, for the duration of the contract, professional liability insurance in amounts not less than \$1,000,000 which is sufficient to insure Supplier for professional errors or omissions in the performance of the particular scope of work under this agreement.

General Liability:

- i. The Town, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Supplier; products and completed operations of Supplier, premises owned or used by the Supplier. This requirement does not apply to the professional liability insurance required for professional errors and omissions.
  - ii. The Supplier's insurance coverage shall be primary insurance as respects the Town, its officers, officials, employees and volunteers. Any insurance or self-insurances maintained by the Town, its officers, officials, employees or volunteers shall be excess of the Supplier's insurance and shall not contribute with it.
  - iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officers, officials, employees or volunteers.
  - iv. The Supplier's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- 3.2 All Coverages. Each insurance policy required in this item shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Town. Current certification of such insurance shall be kept on file at all times during the term of this agreement with the Town Clerk Administrator.
- 3.3 Workers' Compensation. In addition to these policies, Supplier shall have and maintain Workers' Compensation insurance as required by California law and shall provide evidence of such policy to the Town before beginning services under this Agreement. Further, Supplier shall ensure that all subcontractors employed by Supplier provide the required Workers' Compensation insurance for their respective employees.
- 3.4 Indemnification. The Supplier shall save, keep, hold harmless and indemnify and defend the Town its officers, agent, employees and volunteers from all damages, liabilities, penalties, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of, or in the course of performing work which may be occasioned by a willful or negligent act or omissions of the Supplier, or any of the Supplier's officers, employees, or agents or any sub-contractor.

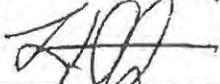
#### IV. GENERAL TERMS

- 4.1 Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.
- 4.2 Severability. If any term of this Agreement is held invalid by a court of competent jurisdiction, the remainder of this Agreement shall remain in effect.
- 4.3 Warranty. Supplier shall remedy any defects due to faulty materials and/or workmanship and pay for any damages to other work and/or existing facilities resulting therefrom which shall appear within a period of one year from the date of recording of final acceptance.
- 4.4 Governing Law. This Agreement, regardless of where executed, shall be governed by and construed to the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior Court of the County of Santa Clara.
- 4.5 Termination of Agreement. The Town and the Supplier shall have the right to terminate this agreement with or without cause by giving not less than fifteen days (15) written notice of termination. In the event of termination, the Supplier shall deliver to the Town all supplies and services scheduled to be delivered to Town within that fifteen (15) day period.
- 4.6 Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by the Town and the Supplier.
- 4.7 Disputes. In any dispute over any aspect of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, including costs of appeal.
- 4.8 Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:
- |                     |                       |
|---------------------|-----------------------|
| Town of Los Gatos   | St. Francis Electric  |
| Attn: Town Clerk    | Attn: Monica Kint     |
| 110 E. Main Street  | 975 Carden Street     |
| Los Gatos, CA 95030 | San Leandro, CA 94577 |
- OR personally delivered to Supplier to such address or such other address as Supplier designates in writing to Town.
- 4.9 Order of Precedence. In the event of any conflict, contradiction, or ambiguity between the terms and conditions of this Agreement in respect of the Products or Services and any attachments to this Agreement, then the terms and conditions of this Agreement shall prevail over attachments or other writings.

4.10 Entire Agreement. This Agreement, including all Exhibits, constitutes the complete and exclusive statement of the Agreement between the Town and Supplier. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

IN WITNESS WHEREOF, the Town and Supplier have executed this Agreement.

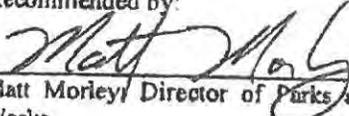
Town of Los Gatos by:

  
\_\_\_\_\_  
Les White, Interim Town Manager

St. Francis Electric, by:

  
\_\_\_\_\_

Recommended by:

  
\_\_\_\_\_  
Matt Morley, Director of Parks and Public Works

Vice President  
\_\_\_\_\_  
Title

Approved as to Form:

  
\_\_\_\_\_  
Robert Schultz, Town Attorney





**TOWN OF LOS GATOS, CALIFORNIA**

**REQUEST FOR PROPOSALS**

**FOR**

**PROJECT 14-5401-63364**

**LIGHTING AND TRAFFIC SIGNAL MAINTENANCE AND REPAIR SERVICE**

**March 10, 2015**

**PROPOSAL DUE BY:**

**April 7, 2015, 3:00 p.m.**

**In the**

**Town of Los Gatos  
Parks & Public Works Department  
41 Miles Avenue  
Los Gatos, CA 95030**

**EXHIBIT A**

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Attachment E Service Form - Traffic Signal Monthly Maintenance

Attachment F Service Form – Traffic Signal UPS

Attachment G Service Form - Traffic Signal Call-Out Repair

Attachment H Town Standard Specifications

Insurance Requirements

## NOTICE INVITING PROPOSERS

March 9, 2015

Dear Contractors:

The Town of Los Gatos is issuing this Request for Proposals (RFP) for Street Lighting and Traffic Signal Preventive Maintenance and Repair Services. If you are interested in contracting with the Town to provide the services, please respond to this RFP no later than April 7, 2015 by 3:00 p.m. at the Parks and Public Works Department at 41 Miles Avenue, Los Gatos, CA 95030.

### Overview

The Town of Los Gatos is seeking proposals from qualified contractors to provide a comprehensive Street Lighting and Traffic Signal Preventive Maintenance and Repair Program for a one-year period with an option to extend the contract up to four (4) additional years. Siemens has been providing the maintenance service for the Town for the past 12+ years.

### Proposal Format

Proposals shall be made on the Proposal Form included in this Request for Proposals. Proposers shall enter all requested information in the appropriate spaces on the Proposal Form. No oral, telephone, facsimile or electronic proposals will be accepted. All costs of proposal preparation shall be borne by the proposer.

Five (5) copies of the proposal shall be submitted to the Town no later than April 7, 2015 by 3:00 p.m. addressed as follows:

Jessy Pu, Traffic Engineer  
Town of Los Gatos  
Parks and Public Works Department  
41 Miles Avenue  
Los Gatos, CA 95030

### Evaluation Criteria

The following criteria will be used by the Town in evaluating proposals.

1. Qualification and experience of the identified key technician(s).
2. Contractor's equipment, facilities, and previous experience for the specified services for municipalities.
3. Ability to perform the service in the required manner and time frame.
4. Reference recommendations.
5. Contractor's understanding and approach towards providing services to the Town of Los Gatos and other agencies.

## 6. Costs.

### Business License

The successful proposer must either possess a current, valid Town of Los Gatos business license or must have submitted a Town of Los Gatos business license application and fee at the time of award.

### Insurance Coverage

Contractor shall procure and maintain insurance against claims for the duration of the Contract. A copy of the insurance requirements is attached.

### Scope of Work

The street lighting, trail/parks/parking lot lights, and traffic signal preventive maintenance and repair services involve ongoing and regular field preventive maintenance and repair of street lights, parking lot lights, and traffic signals and other related equipment by licensed contractor(s) with properly trained, experienced and qualified personnel. This includes approximately 1603 street lights, 119 parking lot lights, and 30 traffic signals (including a new traffic signal to be constructed within a few months) which are listed in Attachment A and B, and C. The contract scope of work also includes a USA (Underground Service Alert) locating and marking service.

The contract(s) which may result from this Request for Proposals may include all or portion of, and may not be limited to, the following provisions:

#### Street Lights

The Town seeks a contractor for the on-going maintenance and repair service of approximately 1,603 Town owned street lights.

- Provide 24-hour on-call services for repair of street light outages and 24-hour phone service taking light outage calls.
- Perform night check for light outage.
- Response to and repair of trouble calls within the specified time.
- Installation of lights, as requested.
- Regular submission to the Town of accurately maintained and detailed work records.

#### Traffic Signal

The Town seeks a contractor for the routine preventive maintenance and repair service for 30 traffic signals.

- Monthly preventive maintenance of all traffic signals.

- Repair and replacement of any traffic signal control devices, as requested.
- Regular submission to the Town of accurate activity records and reports of any and all work and service calls related to the Town's traffic signals.
- Response to all service requests in a timely manner.

#### Parking Lot Lights

The Town seeks a contractor for ongoing maintenance and repair service of 119 lights in the Town parking lots.

- Perform night check.
- Response to and repair light.
- Regular submission to the Town of accurately maintained work records.

#### USA (Underground Service Alert) Locating and Marking

The Town seeks a contractor for the locating and marking of Town's underground lighting and signal circuits.

#### Detailed Project Specifications

See attached "Contract Specifications" for detailed project specifications.

#### Contract Price

##### A. First Year

As full compensation for furnishing all materials and equipment and for doing all the work contemplated and embraced, the Town shall pay the amount specified by the contractor pursuant to the signed agreement.

##### B. Successive Years

One year from the date of the signed agreement, and each anniversary thereafter, the monthly price paid for such services shall be adjusted according to the percent change in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index, *All Items, All Urban Consumers, San Francisco-Oakland-San Jose, 1982-84-100 Index*. The contractor shall be responsible for submitting a written notice no later than sixty (60) days prior to anniversary requesting an adjustment to the current index. This index shall be used to calculate and determine annual costs.

##### C. Town Council Budget Discretion

The authority to determine annual budgets for the Town is vested by law with the Town of Los Gatos Town Council. Nothing in the agreement shall bind the Town Council to budget funds in successive fiscal years for payment of services under

the signed agreement. The Town/Department reserves the right to terminate the signed agreement without consequences, in the event the Town Council determines in the future not to budget funds for the agreement.

**TERM OF THIS AGREEMENT:**

If awarded, the contract will remain in effect July 1, 2015 through June 30, 2016, with an option of extending the agreement up to four (4) additional one (1) year periods provided that the Town provides an annual written notice of the intent to extend the agreement

**Proposer Qualifications**

Proposers shall possess a valid California State Contractor's License, either Class "A" or Class "C-10" throughout with contract terms, including extensions, if any, and shall be experienced performing similar services of similar scope for other public agencies.

**Compensation**

The Town reserves the right to reject any or all proposals, wholly or in part, received by reason of this RFP. All costs incurred by the consultant due to developing their proposal shall be borne by the consultant.

The contract for these services shall be subject to payment of prevailing wages pursuant to California Labor Code section 1770, et seq.

For any questions regarding this RFP, please contact Jessy Pu, Town Traffic Engineer at (408) 395-2859. Requests for information of clarification must be received at least ten (10) calendar days before proposals are due in order to prepare and distribute a response.

The Town will interview with the top ranked contractor(s) and negotiate contract(s) to provide the services.

Sincerely,

Jessy Pu, T.E., P.E.  
Traffic Engineer

**Distribution List**

**Cal West**  
Craig Geis  
PO Box 612035  
San Jose, CA 95161-2035

**Siemens**  
Adam Sanchez  
79 Mitchell Blvd  
San Rafael, CA 94901

**Team Econolite**  
3390 De La Cruz, Unit R  
Santa Clara, CA 95054

**Bear Electrical Solutions**  
Robert Asuncion  
1341 Archer Street  
P.O. Box 924  
Alviso, CA 95002

**St. Francis Electric**  
Joshua Bailey  
P.O. Box 2057  
San Leandro, CA 94577

## CONTRACT SPECIFICATIONS (03/10/2015)

### A. SERVICES

The Contractor shall provide ongoing and field maintenance and repair of street lights, parking lot lights, USA (Underground Service Alert) marking, and traffic signal equipment by duly trained and qualified personnel.

The Contractor shall provide and maintain emergency service response on a 24-hour a day, 7 days per week basis, including all holidays, utilizing trucks equipped with radio dispatch and/or cellular communication capabilities, warning beacon/strobe lights; traffic cones; construction warning signs; a hydraulic bucket capable of reaching a height of 40 feet from the roadway surface; proper lighting for illuminating the work area at night; necessary computer laptop for programming, maintenance and testing of traffic signal controllers and various equipment. All of the required equipment shall be properly maintained and functional 24 hours a day, 7 days a week, including holidays.

The Contractor ensure that any vehicle used within the boundaries of the Town of Los Gatos where lane closures or work within the travel lanes is required shall be equipped with an arrow board, warning beacons/strobe lights, the proper quantity and sized cones for a lane closure, and advance warning signs. All of the Contractor's employees working within the boundaries of the Town shall be equipped with a communication device capable of instant 2-way communications for extended periods of time with the Contractor's shop or with Town staff.

The Contractor shall have available, and readily accessible in functioning order, all required tools, equipment, apparatus, facilities, and materials needed to perform all work necessary to maintain and repair the street lights, traffic signals, and park/trail/parking lot lights listed in Attachments A, B, and C in compliance with current State and Town standards and specifications and National Electric Code (NEC).

The Contractor is required to provide a 24-hour phone service for taking calls for reported inoperable signals and lighting. All calls shall be logged by Contractor. The Contractor shall respond to call outs, inspect, verify, identify problems, and perform necessary repair per the contract requirements. All calls shall be entered into computer.

The Contractor shall provide traffic control, lane closures, sidewalk closure and/or detour that conform to the State and Town requirements. During emergency conditions, the Contractor shall assure full cooperation with the Town of Los Gatos.

#### Street Lights

Maintain all street lights (including street lighting, and intersection safety lighting) owned by the Town in an operable and safe condition. Respond to call outs for outage, missing pole tag, missing hand hole cover, and any unsafe or inoperable condition. The PG&E owned street lights (typically mounted on wood or utility poles) are not part of the contract.

All reported inoperable lights shall be serviced and repaired within five (5) working days or less. The five working days shall be measured beginning the first full day following receipt of the outage report. When the inoperable lights are reported for pedestrian crosswalks, it shall be repaired before dark of the next day. When performing street lighting service, Contractor shall complete the Town's street light service form and report findings to Town staff. A copy of the street light service form is attached in Attachment D. All calls and services shall be entered into computer. An electronic file of repair records shall be submitted to Town staff for review monthly.

The Contractor is required to have on staff and available to perform Services under this contract, designated for the Town of Los Gatos, a lighting/electrical technician with a minimum of five years' of experience in street lighting repairs. The technician shall have experience with the operation,

maintenance, and repair of street lights. The technician shall also have knowledge and experience of operation, maintenance, and repair of electrical service.

A complete inventory of street lights (based on PG&E database) is available at Parks and Public Works Department. A summary table for the number and type of street lights is included as Attachment A. Town standard street light poles are Octafute. Other street light standards that may be found in Town are Type 15, Octagonal, and other decorative poles. It will be the Contractor's responsibility to verify to the extent necessary the accuracy of the inventory.

Town will provide a copy of street light map to the Contractor for use. It will be the Contractor's responsibility to verify the accuracy of the map. Contractor shall verify and mark street light pole and electric service locations on the street light map during maintenance/repair service and provide a copy to Town for updating the map. Contractor shall tag all light poles, if pole ID tags are missing or not apparently visible, in accordance with Town and PG&E requirements.

#### Traffic Signal

Provide ongoing and routine preventive maintenance and repair of traffic signal equipment, associated lighting, and other pertinent apparatus by duly trained and qualified personnel. A list of Town traffic signals is shown in Attachment C.

The Contractor is required to have on staff and available to perform Services under this contract, designated for the Town of Los Gatos, a Traffic Signal Technician with a minimum of five years' of experience in traffic signal repairs. The Traffic Signal Technician shall have experience with the operation and maintenance of Econolite, and various NEMA controllers currently in use by the Town of Los Gatos. The Traffic Signal Technician shall also have knowledge and experience of the operation and maintenance of inductive traffic loops, video detection systems, emergency vehicle preemption devices, twisted pair interconnect, and fiber optic cables. The Traffic Signal Technician shall keep up to date on the operation and maintenance of all state-of-the-art traffic signal control device and related equipment to ensure that the Town's needs will also be supported in the future. The Traffic Signal Technician shall also be familiar with and adhere to national and State standards for programming traffic signal controllers.

The Contractor shall furnish temporary replacement traffic signal controllers, preemption units, traffic signal communications and monitoring equipment, detector amplifiers, conflict monitors, video detection systems, power supplies, and various other standard traffic signal equipment. Contractor furnished temporary spares shall be identical to the component being replaced in manufacture, make and model. The Contractor shall deviate from this requirement only upon written advance approval from the Town. The Contractor shall provide the temporary equipment at no additional charge to the Town whenever the original units are removed for repair or servicing.

#### Parking Lot Lights

Maintain lighting in Town's parking lots in an operable and safe condition. These lights are mounted on poles, bollards, walls, or garage ceiling. Respond to call outs for outage, missing pole tag, missing hand hole cover, broken fixture, broken bollard, and any unsafe or inoperable condition.

All reported inoperable lights shall be serviced and repaired within five (5) working days or less. The five working days shall be measured beginning the first full day following receipt of the outage report. When performing lighting service, Contractor shall complete the Town's street light service form and report findings to Town staff. A copy of the street light service form is attached in Attachment D. All calls and services shall be entered into computer. An electronic file of repair records shall be submitted to Town staff for review monthly.

The Contractor is required to have on staff and available to perform Services under this contract, designated for the Town of Los Gatos, a lighting/electrical technician with a minimum of five years' of experience in lighting repairs. The technician shall have experience with the operation, maintenance,

and repair of lights. The technician shall also have knowledge and experience of operation, maintenance, and repair of electrical service.

A complete inventory of lights is available at Parks and Public Works Department as shown in Attachment B. The contractor is required to field locate the lights, prepare a map of the light and service locations, and install identification tags for each of the lights within the first two months of the contract.

#### **Night Check**

Perform a quarterly night check for outages and malfunctions of lighting and illuminated signs for the parking lots and the following streets: Los Gatos Boulevard, Main Street, Winchester Boulevard, Santa Cruz Avenue, Blossom Hill Road, Lark Avenue, Los Gatos Saratoga Road, Los Gatos Almaden Road, Pollard Road, and Knowles Drive. Also perform night check for problem locations as needed as directed by Town staff. A copy of report with the results of night check shall be submitted to Town within a week from night check.

#### **USA (Underground Service Alert)**

Provide USA locating and marking service for Town's electrical circuits such as street lights, parking lot lights, traffic signals, signal interconnect, fiber optic communication lines, and other Town owned public lighting.

### **B. TRAFFIC SIGNAL PREVENTIVE MAINTENANCE**

The Contractor shall perform routine preventive maintenance service to eliminate or reduce any incidence of malfunctions and complaints, and to maximize the useful life of the Town's traffic signal equipment including and may not be limited to signalized intersections.

The Contractor shall provide monthly preventive maintenance for the signalized intersections listed in Attachment C. The Contractor shall complete Preventive Maintenance Checklists (Attachment E & F) for each maintenance inspection and shall indicate the work performed or required for each item. The Contractor shall maintain one copy of the completed form for each intersection and for each inspection in the controller cabinet and in the Contractor's business office throughout the term of this contract.

The monthly maintenance service shall be performed within the same week of every month for each intersection. Between any two monthly maintenance services shall not be closer than three weeks for each intersection. The Contractor shall notify Town staff the scheduled date for preventive maintenance service at least one week prior to performing the service.

When the conflict monitor test is performed, the Contractor shall maintain three copies of the full field test results. One copy shall be left in the traffic signal controller cabinet, one copy shall be maintained at the Contractor's business office, and one copy shall be sent to the Town.

It is understood and agreed that failure on the part of the Contractor to perform monthly preventive maintenance as required by this contract will cause the Town to suffer an unascertainable amount of damage. Therefore, the Contractor agrees to pay to the Town, not as a penalty but as liquidated damages, the amount of \$500 per calendar day that the intersection is overdue for monthly preventative maintenance. The total amount of liquidated damages will be totaled and deducted from the monthly invoice payment.

### **C. TRAFFIC SIGNAL EQUIPMENT**

The Contractor shall repair, replace or otherwise render in good working order any and all defective parts of all traffic signal control equipment. Whenever the Contractor replaces any defective parts on either a temporary and/or permanent basis, the Contractor shall identify the parts being replaced by manufacturer's make, model, and serial number, and the locations of installation. Further, the

Contractor shall only use new parts for permanent replacement. Exceptions to this requirement shall only occur on an individual basis upon advance written approval from the Town.

No permanent changes of traffic signal control devices shall be done without prior written approval from the Town. Whenever any traffic signal equipment is removed/replaced/modified, the Contractor shall notify the Town by telephone within two hours of the change, followed by written notification to the Town within one week. Furthermore, any changes shall also be indicated on the maintenance or repair log within the traffic signal controller cabinet. The Contractor agrees to notify the Town in advance of any planned or scheduled traffic signal turn-offs/turn-ons necessitated by the Contractor's operations. The Contractor shall make turn-offs/turn-ons of traffic signals only upon prior written approval by the Town.

All traffic signal control equipment shall be maintained in accordance with the manufacturer's recommendations. When the traffic signal equipment becomes obsolete or deteriorated to the point of being beyond reasonable or cost effective repair, the Contractor shall report such conditions to the Town and provide satisfactory evidence that replacements are necessary. The Contractor shall prepare estimates showing the cost breakdown of materials and labor for replacement of such traffic signal equipment and submit this information to the Town.

When Incandescent (or any non-LED) signal lamps are burned out, they shall be replaced with LED modules unless otherwise approved by Town staff. Signal LED modules shall be replaced when the light output and degradation fails specifications or when more than five percent of LED's are not working properly, such as burned out or flickering.

#### **D. NEW INSTALLATIONS OR DELETIONS**

The Contractor shall maintain any new street lighting, and traffic signal equipment, which are installed for the Town throughout the term of the contract. These devices will be deemed to be added to the contract when the Town notifies the Contractor of the installation thereof. These added equipment or devices, regardless of the complexity of the technology shall be maintained in the same manner and for the same flat rate as those devices already covered by the contract.

Should responsibility for the maintenance of any current or future lighting or traffic signal device cease to be the Town's, the Town will notify the Contractor in writing of the last date to perform maintenance. The flat rate maintenance for any such affected device shall be prorated on the basis of the number of days that device was maintained by the Contractor.

#### **E. WARRANTY**

Contractor shall manage all lighting and traffic signal related materials and devices under warranty. During the manufacturer's warranty period, the Contractor shall be responsible for making contact with the equipment manufacturer regarding any service determined to be under warranty. The Contractor shall replace the warranted materials (or replace with temporary equipment pending replacement material from manufacturer) without any charges to Town.

A minimum of twelve- (12) month warranty shall apply to all work and materials installed by Contractor. During the Contractor's warranty period, the Contractor shall be responsible for repairing and/or replacing the equipment without any charges to Town. The warrantee on the repaired or replaced equipment shall again commence with the date of repair or replacement of equipment.

A minimum of three- (3) month warranty shall apply to all temporary replacement installed by Contractor. During the warranty period, the Contractor shall be responsible for repairing and/or replacing the equipment without any charges to Town. The warrantee on the repaired or replaced equipment shall again commence with the date of repair or replacement of equipment.

#### **F. CONTRACTOR SHOP**

The Contractor shall have adequate shop and storage facilities. This facility shall house the necessary staff, traffic signal poles, signals, traffic signal controllers, traffic signal communications devices, LEDs, controller cabinets, service cabinets, wiring, pullboxes, pullbox lids, and other necessary materials and vehicular equipment to perform all maintenance required and to perform temporary and permanent repair of accident damage to traffic signal equipment/devices. This facility shall also be equipped to perform twenty-one day bench test of traffic signal controller cabinets in accordance to Caltrans and Town specifications.

The Contractor shall maintain a single local telephone number during the entire term of the contract where he/she or a designated representative can be reached 24 hours a day, 365 days a year.

The Contractor shall also maintain and provide direct phone numbers, cellular phone numbers, fax numbers, and email addresses of various pertinent staff/employees with which the Town can maintain regular and direct contact with regarding billing, estimating, service calls, status reports, scheduling, testing of equipment, and various other issues.

#### **G. EMERGENCY SERVICE**

When notified of any traffic signal device malfunction, failure, loss of indication, accident damage, construction damage, or any emergency traffic signal service call, the Contractor shall respond and be at the location within one hour following notification from the Town.

In the event of a knockdown, the Contractor shall provide temporary emergency replacement of a type acceptable to the Town until permanent repairs can be accomplished. The Contractor shall install a temporary device appropriate for the situation and consult with the Town to identify a permanent replacement. Required replacement of equipment will require prior written approval from the Town before such replacements are commenced in conjunction with an emergency call.

In the case of a 1A/1B, pedestrian push button pole, or street light pole knock-down where the foundation and anchor bolts are still intact, the Contractor shall make all necessary repairs with necessary new equipment to return the pole to its original, undamaged condition upon the initial response. No additional compensation shall be provided for subsequent work to the original damage.

At any time the Contractor is notified of an emergency situation by the Town, CHP, County Sheriff or other duly recognized authority, the Contractor shall immediately notify the designated contact staff at the Parks and Public Works Department the emergency call.

Upon completion of the response to the emergency call, the Contractor shall notify the appropriate Town staff by telephone and/or email the status of the emergency work. In addition, the Contractor shall notify the Town in writing within one week of the completion of the repair work. In the event a follow-up permanent repair is required, the Contractor shall submit a cost proposal to Town staff within a week from the emergency response.

It is understood and agreed that failure on the part of the Contractor to respond within one hour to any emergency service call as provided will cause the Town to suffer an unascertainable amount of damage. Therefore, the Contractor agrees to pay to the Town, not as a penalty but as liquidated damages, the amount of \$500 per hour. The time for such liquidated damages shall commence from the first hour after the required response time for emergency service calls indicated in the previous sections. The total amount of liquidated damages will be totaled and deducted from the monthly invoice payment.

The Contractor shall enter any emergency service calls onto the log at the intersection controller cabinet along with the minimum required information as stated in the previous sections. Failure to do so will be construed to be a failure to respond to the emergency service calls.

#### **H. EXTRA WORK**

The Contractor shall install, modify, repair and/or upgrade lighting, traffic signals and all associated hardware or traffic safety devices as requested by the Town. All such work, if not covered in the flat rates, shall be considered extra work and shall be performed to the satisfaction of the Town. Please refer to the signal monthly maintenance service forms and the "Compensation" Section for details.

No additional or extra work shall be commenced or undertaken by the Contractor unless authorized in advance in writing by the Town. Said written authorization is a condition precedent to the Contractor's entitlement to reimbursement or remuneration for such services. This work shall be performed within a specified time limit established by the Town and for a mutually agreed upon price.

The Town shall retain discretionary right to perform any extra work through the use of Town forces, by negotiated agreement, or to advertise such work by others.

## I. RECORDS

### Monthly Report

The Contractor shall submit to the Town, at the same time as the submission of monthly invoices, a computerized report covering all Contractor's activities within the Town during the previous month. This monthly activity report shall be provided in Excel file format. Formatting shall be agreed by the Town. The monthly activity report shall include at a minimum:

- a. Time any service calls were received by the Contractor, time at which the service call was dispatched to the technician, the arrival time of the technician at the requested location, the departure time, the caller's name, and the results of diagnosis.
- b. A complete record of any and all work performed on the lighting and traffic signal equipment during the period covered by the monthly activity report, including the make, model, and serial number of any replacement or newly installed equipment at each intersection. The report shall also detail the make, model and serial number of any equipment replaced.
- c. Asset ID's (if applicable) and detailed location description of any repaired/replaced equipment.
- d. The date and time that any preventive maintenance work was performed and any findings.
- e. Any and all pending repair work needed at each intersection along with Repair Order number.

In addition, the Contractor shall submit to the Town, at the same time as the submission of monthly invoices, a separate summary list of outstanding items requiring follow-up repair.

The Contractor shall maintain and provide all required maintenance/service forms (Attachments D, E, F, and G). A copy of the completed maintenance and service forms, in electronic format, shall be submitted to Town staff monthly.

The Contractor shall be required to maintain a copy of the monthly activity report (either electronic or hardcopy), maintenance/service forms, conflict monitor test results, and any service records for a period of not less than five years.

### Service Log in Controller and Service Cabinets

The Contractor shall maintain a log at each signalized intersection included under this contract. The log shall detail each inspection, repair, and/or emergency/service call. The Contractor shall complete at a minimum on this log, the date, arrival time, departure time, type of inspection/service, any findings or repairs, the Contractor's employee name and/or ID, the employee's job title, and in the event of signal outage/flash, display message on conflict monitor, controller, loadswitch position, etc. A similar log shall be maintained in each electric service cabinet where storage space is available.

**J. MEETINGS/CONSULTATION**

The Contractor shall be available to meet, when deemed necessary, with Town staff on a monthly basis or at a mutually agreed upon time and place to review maintenance activities, operational and repair activities, pending work, estimates, work quality, and any items related to Contractor's work under this contract.

Contractor shall be available at all times to the Engineer for consultation at no added expense to the Town. The consultation may consist of explanation of technical details, upgrade of signal equipment, and operational improvement. The contractor shall provide detailed work proposal and cost estimate to the Engineer upon request for repair, installation, replacement, or any improvements containing lighting or traffic signal components. Work associated with preparation of proposal shall be provided at no charge to the Town.

**K. FAILURE TO PERFORM**

Should the Contractor fail to properly execute the work in a timely or correct matter as provided under the terms of this contract, the Town, after providing the Contractor with three business days' notice, may perform or hire another Contractor to perform such work and deduct the cost plus 25% thereof from any payment due to the Contractor.

**L. COMPENSATION****1. STREET LIGHTING SERVICE**

The Contractor shall be compensated for service required under this contract at a flat rate per street light. Included in the flat rate is compensation for all related labor, equipment, and materials for all related above ground lighting components including and not limited to fixtures and housings (and all components within), lamps, photo cells, starters, ballasts, transformers, fuses, sockets, hand hole covers, ID tags, and pull box lids. Also included in the flat rate are the conductors, fuses, terminal blocks, breakers, contactors, photo cells, and clock timers in the poles, bollards and service enclosure. Also included in the flat rate is compensation for the 24-hour phone service, response to calls, identification/verification of problems, preparation for cost proposal, quarterly and special night check, logging of calls, reporting of service, and any other related service activities as specified in the Contract.

Not included in the flat rate compensation are poles, arms, bollards, pull boxes (except lids), service enclosures (the shell), and underground and in-structure conduits and conductors. Also not included is repair/replacement for damage caused by vehicular collisions, acts of God, or malicious damage.

**2. TRAFFIC SIGNAL SERVICE**

The Contractor shall be compensated for services required under this contract at a flat rate per intersection.

Included in the flat rate shall be compensation for the preventive maintenance including labor, equipment, and materials, as identified in the maintenance service form. The preventive maintenance items as identified in the maintenance service form shall be the Contractor's responsibility to repair, install and/or replace without additional charges to Town whether they are maintained, repaired, or replaced at call-outs or emergency call-outs, or at the time of maintenance routine. In addition, the following items shall be the Contractor's responsibility to repair, install and/or replace without additional charges to Town whether they are maintained, repaired, or replaced at call-outs or emergency call-outs, or at the time of maintenance routine: load switches; flashers; BIU's; detector amplifiers; audible pedestrian signal indicators; push button assembly; louvers; visors; back plates; above ground conductors, and signal indication LED modules (including also replacement of bad non-LED lamps with LED modules) for all vehicle and non-vehicle signal indication.

Also Included in the flat rate compensation is compensation for the logging of calls, work related to preparation of cost proposal, investigation/verification of trouble calls, warrantee service, stocking of materials, reporting of service, record keeping, temporary equipment, and any other associated services as specified in the Contract.

Not included in the flat rate compensation are any items not specified above, e.g. poles, arms, pull boxes (except lids), conflict monitors, power supply units, video detection, signal head housing and brackets, underground conduits and conductors, etc. Also not included in the flat rate compensation is repair/replacement for damage caused by vehicular collisions, acts of God, or malicious damage.

### 3. PARKING LOT LIGHTING SERVICE

The Contractor shall be compensated for service required under this contract at a flat rate per light in parking lots. Included in the flat rate is compensation for all related labor, equipment, and materials for all related above ground lighting components including and not limited to fixtures and housings (and all components within), lamps, photo cells, starters, ballasts, transformers, fuses, sockets, hand hole covers, ID tags, and pull box lids. Also included in the flat rate are the conductors, fuses, terminal blocks, breakers, contactors, photo cells, and clock timers in the poles, bollards and service enclosure. Also included in the flat rate is compensation for the 24-hour phone service, response to calls, identification/verification of problems, preparation for cost proposal, quarterly and special night check, logging of calls, reporting of service, and any other related service activities as specified in the Contract.

Not included in the flat rate compensation are poles, arms, bollards, pull boxes (except lids), service enclosures (the shell), and underground and in-structure conduits and conductors. Also not included is repair/replacement for damage caused by vehicular collisions, acts of God, or malicious damage.

### 4. USA (Underground Service Alert)

The Contractor shall be compensated for service required under this contract at a flat rate per USA ticket. Included in the flat rate is compensation for all related labor, equipment, and materials for all related USA ticket related work.

### 5. EXTRA WORK

Town shall compensate the Contractor for the performed extra work and repairs in accordance with agreed upon labor rates, material markups, equipment rates, and miscellaneous costs.

Town may solicit competitive bids for extra work from the Contractor and alternative vendors or contractors.

Extra work refers to the replacement, repair, upgrade or installation of any street lighting and traffic signal components that are not included in the compensation of the flat rates. The Contractor shall obtain Town approval prior to scheduling any work to be performed under this provision. The Contractor shall provide documentation to support invoiced charges, including but not limited to time cards and material invoices, upon request by the Town.

### 6. RATE INCREASE

Rates may be reviewed annually by the successful proposer and the Town; and rate increases may be requested in writing with detailed justification. Nevertheless, the maximum increase in labor and/or equipment costs in any calendar year shall be no more than the percent change in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index, All Items, All Urban Consumers, San Francisco-Oakland-San Jose, 1982-84-100 Index.

**7. PAYMENT AND INVOICES**

Payments will be made within thirty days following receipt of an accurate invoice and documentation of work performed. Invoices shall be submitted no later than 60 days after the completion of work and not more frequently than once per month. It is understood and agreed invoices submitted later than 60 days after the completion of work will cause the Town to suffer an unascertainable amount of staff effort in reconciling late invoice. Therefore, the Contractor agrees to pay to the Town, not as a penalty but as liquidated damages, the amount of \$250 per invoice or 10% of the invoice, whichever is greater. The liquidated damage will be deducted from the invoice payment and shall not exceed the Invoice amount.

*Attachment 'A'*  
**Street Light Summary (Fixture Count)**  
*Town Owned Lights (Non Parking Lot Lights)*

<b>Circuit:</b>	<b>Lamp Size</b>	<b>Count</b>
		1
	<i>HPS 70W</i>	1
	<i>LED</i>	1
<b>Circuit: Mult 120v</b>	<b>Lamp Size</b>	<b>Count</b>
	<i>HPS 100W</i>	105
	<i>HPS 150W</i>	21
	<i>HPS 250W</i>	13
	<i>HPS 70W</i>	686
	<i>LED</i>	13
	<i>MV 175W</i>	9
<b>Circuit: Mult 240v</b>	<b>Lamp Size</b>	<b>Count</b>
	<i>HPS 100W</i>	131
	<i>HPS 150W</i>	31
	<i>HPS 200W</i>	13
	<i>HPS 250W</i>	2
	<i>HPS 70W</i>	435
	<i>LED</i>	25
	<i>MV 175W</i>	33
	<i>MV 250W</i>	6
	<i>MV 400W</i>	9
<b>Circuit: Series other</b>	<b>Lamp Size</b>	<b>Count</b>
	<i>HPS 100W</i>	1
<b>Circuit: Unknown</b>	<b>Lamp Size</b>	<b>Count</b>
	<i>HPS 100W</i>	9

<i>HPS 150W</i>	8
<i>HPS 200W</i>	9
<i>HPS 250W</i>	5
<i>HPS 70W</i>	28
<i>LED</i>	1
<i>LPS 90W</i>	1
<i>MV 175W</i>	5
<i>MV 250W</i>	1

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*Total Number Street Lights* 1603

**ATTACHMENT 'B'**  
**PARKING LOTS LIGHTING**

150 w Induction Shoebox	Los Gatos / Saratoga Long Term Lot	22
70 w Induction Cobra Head	Lot 1 - Los Gatos / Saratoga / Bantham	4
70 w Induction Cobra Head	Lot 1 - Los Gatos / Saratoga / Bantham	1
40 w Induction Conversion	Lot 2 - Bantham / Royce	5
40 w Induction Shoebox	Lot 3 - Royce / Graves	6
40 w Induction Shoebox	Lot 4	21
2 x 55 w Induction box	Lot 4	2
40 w Induction Wallpack	Lot 4	9
55 w Induction Conversion	Lot 4	7
80 w Induction Cobra Head	Lot 5 - Elm / Main St	7
80 w Induction Cobra Head	Lot 5 - Elm / Main St	3
40 w Induction Shoebox	Monte Bello Lot	5
Beta 40-LED	Lot 6 - Victory Lane	10
40 w Induction Shoebox	Lot 7 - Main St	5
40 w Induction Shoebox	Lot 8 - Main St	4
40 w Induction Conversion	Southside Lot, North Santa Cruz	6
100 w Induction Cobra Head	Balzer Field Lot	2
<b>TOTAL COUNT</b>		<b>119</b>

## *Attachment 'C'*

### *Town Traffic Signal List*

<i>ID</i>	<i>Intersection</i>
1	Los Gatos Bl. & Los Gatos-Saratoga Rd
2	Los Gatos Bl. & Kennedy-Caldwell
3	Los Gatos Bl & Nino
4	Los Gatos Bl., Roberts Rd. & Shannon Rd.
5	Los Gatos Bl. & Blossom Hill Rd.
6	Los Gatos Bl., Los Gatos-Almaden Rd. & Chirco Dr.
7	Los Gatos Bl. & Los Gatos Village Sq.
6	Los Gatos Bl. & Garden -Gateway
9	Los Gatos Bl. & Lark Ave.
10	Blossom Hill Rd. & Cherry Blossom Ln.
11	Blossom Hill Rd. & Camellia Terrace
12	Blossom Hill Rd. & Roberts Rd. (East)
13	Blossom Hill Rd. & University Ave.
14	Blossom Hill Rd. & Union Ave.
15	N. Santa Cruz/Winchester & Blossom Hill/Mariposa
16	N. Santa Cruz Ave. & Andrews St.
17	W. Main St. & Santa Cruz Ave.
18	W. Main St. & University Ave.
19	Lark Ave. & Oka Rd.
20	Los Gatos-Saratoga Rd. & Alberto Way
21	Winchester Bl. & Lark Ave.
22	Winchester Bl. & Knowles Dr.
23	Winchester Bl. & Wimbledon Dr.
24	Los Gatos-Almaden Rd. & National Ave
25	Knowles Dr. & Dardanelli Ln.
26	Knowles Dr. & Capri Ave
27	Blossom Hill Rd. & Roberts West
28	Winchester Bl & Daves
42	Lark Av & University Av
43	Winchester/Albright/Bay Club (New in a few months)

**ATTACHMENT D**  
**TOWN OF LOS GATOS SERVICE FORM - STREET LIGHTS**  
 (All work prescribed in the list is included in the monthly flat fees for street light service)

Town WO ID: \_\_\_\_\_ Republic Work Order #: \_\_\_\_\_  
 Pole ID: \_\_\_\_\_ Location/Address: \_\_\_\_\_  
 Caller: \_\_\_\_\_ Reported Problem: \_\_\_\_\_  
 Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

<b>A. VERIFY LIGHT</b>	
Verify Pole Tag ID: _____ (Install pole tag if it's missing.)	<input type="checkbox"/>
Verify Pole Address/Location: _____	<input type="checkbox"/>
Pole Type? Cotuitale or Colaggh or Sternberg or Type 15 or Utility (If it's an utility pole, it's a PG&E maintained light. Notify town staff) or Others (Please describe): _____	<input type="checkbox"/>
Lamp Type & Size? For existing lights neither HPS nor LED - Replace with LED light fixture. Notify Town staff.	<input type="checkbox"/>
Circuit Voltage? 120V or 240V	<input type="checkbox"/>
Overhead or Underground Feed? Overhead power is to be repaired by PG&E. Notify Town staff.	<input type="checkbox"/>
Is this a PG&E power issue? Yes or No If it's a PG&E power issue, notify Town staff.	<input type="checkbox"/>
Missing/broken hand hole cover? Yes or No Replace missing/broken hand hole cover.	<input type="checkbox"/>
Comments: _____	
<b>B. PROBLEM AND REPAIR</b>	
Cause? Accident or Vandalism or Others	<input type="checkbox"/>
Problem Description: _____	<input type="checkbox"/>
Work Description: _____	<input type="checkbox"/>
Found Service? Yes or No If the service location is found, please describe the location here: _____	<input type="checkbox"/>
<b>C. FOLLOW-UP SERVICE</b>	
Description of Required Follow-Up Service: _____	<input type="checkbox"/>
TECHNICIAN NAME: _____	SIGNATURE: _____

**ATTACHMENT E**  
**MONTHLY - TOWN OF LOS GATOS TRAFFIC SIGNAL PREVENTIVE MAINTENANCE CHECKLIST**  
 (All work prescribed in the list is included in flat fees for monthly routine maintenance)

Intersection: \_\_\_\_\_ Signal ID: \_\_\_\_\_  
 Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

<b>A. CONTROLLER CABINET &amp; SERVICE ENCLOSURE</b>	
Cabinets – Vacuum/clean inside/outside cabinets. Spray insecticide as necessary. Remove graffiti, postings and adhesive materials off cabinets. Trim vegetation off cabinets (one foot clearance). Replace cabinet filter as necessary.	<input type="checkbox"/>
Door and Lock – Check door closure, plumb, gaskets, lock operation, seal and weather tight. Adjust, repair, lube and oil hinges and locks as necessary. Re-seal as necessary.	<input type="checkbox"/>
Fan Operation (June through September) – Verify that fan turns on at 90°F and above. Replace as necessary.	<input type="checkbox"/>
Cabinet Light – Verify that light works with door and light system. Replace as necessary.	<input type="checkbox"/>
Cabinet field wires – Verify cabinet field wires are neatly organized and properly marked. Re-mark as necessary.	<input type="checkbox"/>
Cabinet Conduits – Re-seal/dip seal as necessary.	<input type="checkbox"/>
Cabinet Seal – Re-seal between cabinet and its concrete foundation as necessary. Must be watertight. Check traces of rust. Remove rust and paint over area of rust.	<input type="checkbox"/>
Police Panel Door – Check and test operation of police panel key. Observe if the signal return to normal operation in proper sequence.	<input type="checkbox"/>
<i>Comments &amp; Follow-up:</i>	
<b>B. CONTROLLER &amp; OTHER EQUIPMENT</b>	
Equipment Display – Check if equipment display properly such as controller and conflict monitor screens, telemetry error message on master controller, battery level in UPS, lights on preemption device, etc.	<input type="checkbox"/>
Equipment LEDs – Check all LEDs inside cabinet, such as on conflict monitor, flasher, red switches, video detection cards, preemption cards, etc. Any LEDs not working? Watch equipment? Check if it is up and running properly.	<input type="checkbox"/>
Any visible damages - Visually inspect any damages to any equipment inside cabinet. Any equipment damaged?	<input type="checkbox"/>
Terminal Blocks – Visually check loose wires, burned terminals, D.C. ground, etc. Adjust/replace as necessary. Do not over tighten.	<input type="checkbox"/>
Vehicle Detection - Verify and label on detector cable and amplifiers. Observe operation of each detector. Replace as necessary. Any detectors stuck on or missing calls?	<input type="checkbox"/>
Video Detection System (if applicable) – Check camera view on monitor and its proper operation. Clean camera as necessary.	<input type="checkbox"/>
Timing – Verify and update controller clock, main street on recall. Observe signal cycles properly. Report to staff any unusual condition.	<input type="checkbox"/>
Preempt (if applicable) – Check and test operation of preempt devices.	<input type="checkbox"/>
<i>Comments &amp; Follow-up:</i>	
<b>C. WALK INTERSECTION</b>	

<b>C.1. SIGNAL HEADS</b>	
Lens, Lamps and LEDs – Visually check for damage and indication. Check and adjust for operation, proper orientation for arrows, and seating of lamps and LEDs. Replace LED's to fit as necessary. Replace broken lens and burned out lamps with LED modules. Replace bad LED module per contract specifications.	<input type="checkbox"/>
Signal Heads and Covers – Verify all in good condition and aimed properly. Re-aim as necessary.	<input type="checkbox"/>
Visors and Back Plates – Verify all in place and in good condition. Adjust/replace as necessary.	<input type="checkbox"/>
3M Program Heads (if applicable) – Check for proper operation. Re-program as necessary.	<input type="checkbox"/>
Re-painting – Paint faded signal head housing, visors, and back plates as necessary.	<input type="checkbox"/>
Comments & Follow-up:	
<b>C.2. PEDESTRIAN SIGNALS</b>	
Pedestrian Signal Heads – Check condition of heads and LED's. Adjust/re-aim as necessary.	<input type="checkbox"/>
Pedestrian Push Buttons & Plates – Push pedestrian buttons and check operation. Check condition of push button plates and proper orientation.	<input type="checkbox"/>
Audible Pedestrian Signal (if applicable) – Verify the operation of audible pedestrian signal indication.	<input type="checkbox"/>
Comments & Follow-up:	
<b>C.3. MISCELLANEOUS</b>	
Traffic Signal Poles – Visually check all poles, mast arms, anchor bolts & nuts for rust, damage and tightness. Adjust the tightness of bolts and nuts as needed.	<input type="checkbox"/>
Mast Arm Signs – Visually check mast arm signs for alignment, plumb and height. Adjust signs as necessary.	<input type="checkbox"/>
Graffiti - Remove graffiti, postings and adhesive materials off signal poles and equipment.	<input type="checkbox"/>
Illuminated Signs (if applicable) – Visually check for alignment, plumb and condition. Adjust signs as necessary. Replace lamps as necessary.	<input type="checkbox"/>
Video Detection Cameras (if applicable) – Visually inspect cameras. Remove visible obstruction, e.g. nest, webs, etc. Wipe clean with damp soft cloth (clean water only) as necessary and at least once every three months.	<input type="checkbox"/>
Fire Preempt – Visually inspect antennae.	<input type="checkbox"/>
Red Light Detector Devices (a.k.a. Rat Boxes) if applicable – Visually check the condition, burned devices, clean and tightness. Adjust as needed.	<input type="checkbox"/>
Luminaires – Visually inspect condition of safety lighting. Repair/replace as needed.	<input type="checkbox"/>
Pole Hand Hole Covers – Check hand hole covers. Replace broken and missing covers.	<input type="checkbox"/>
Traffic Detector Loops – Check for coverage of all loop wire in box and around sub-unit. Repair as necessary.	<input type="checkbox"/>
Detector Hand Hole Lids – Check cracked and missing lids. Replace broken and missing lids.	<input type="checkbox"/>
Rat Box Lids – Visually inspect all rat box lids. Replace cracked and missing lids.	<input type="checkbox"/>
Comments & Follow-up:	
TECHNICIAN NAME: _____	SIGNATURE: _____



**ATTACHMENT G**  
**TOWN OF LOS GATOS SERVICE FORM – TRAFFIC SIGNAL CALL-OUT REPAIR**

Town WO#: \_\_\_\_\_ Republic WO#: \_\_\_\_\_

Intersection: \_\_\_\_\_

Caller: \_\_\_\_\_ Reported Problem: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

<b>A. ARRIVAL/DEPARTURE</b>	
Arrival Date:	
Arrival Time:	
Departure Time:	<input type="checkbox"/>
<b>B. PROBLEM AND REPAIR</b>	
Cause? Accident or Vandalism or Others	<input type="checkbox"/>
Problem Description:	<input type="checkbox"/>
Work Description:	<input type="checkbox"/>
<b>C. FOLLOW-UP SERVICE</b>	
Description of Required Follow-Up Service:	<input type="checkbox"/>
TECHNICIAN NAME: _____	SIGNATURE: _____

**Attachment H**  
**TOWN STANDARD SPECIFICATIONS**  
**(As of March 10, 2015)**

**2.37 Signals, Lighting, Electrical System**

**General**

Signals, lighting and electrical work shall conform to the current provisions of Section 86, "Signals, Lighting and Electrical Systems," of the State of California Department of Transportation SSS (henceforth referred to as "SSS"), the State of California Department of Transportation SSP (henceforth referred to "SSP" and these Town Specifications.

**Town Standard Equipment**

Unless specified otherwise, the following standard equipment shall be used for the Town:

1. NEMA TS-2, Type 1, "P" controller cabinet.
2. ECONOLITE ASC3 signal controllers.
3. ITERIS Edge 2 Video Detection system.
4. Fire Preemption – As supplied by Fire Department.

**Conduit**

Conduits shall be installed using directional boring or open trench as determined by Contractor and approved by Engineer. The top of the installed conduit shall be a minimum of 18 inches below finished grade.

Directionally-bored conduits shall be installed at a minimum depth of eighteen inches (18") from existing pavement surface. Directionally-bored conduits within the public right-of-way shall be installed within one foot (1') of the lip of gutter or underneath the sidewalk.

All traffic conduits shall be 3" or larger in diameter. All conduits shall be Schedule 80 polyvinyl chloride conduit unless otherwise specified. End bells shall be installed on all PVC conduits ends. Ground bushings shall be installed for all metallic conduits.

Contractor shall not use 90-degree elbows. Only large radius 45-degree elbows shall be allowed.

Interconnect cable conduit terminations into pull boxes shall be gradually swept to the elevation where conduit enters through the side of a pull box. These conduit sweeps shall have a minimum 3-foot radius and 45-degree radius.

All conduits shall have a pull tape and a bare #8 AWG (minimum) copper wire for grounding and tracing of conduits.

All conduits placed in utility joint trenches shall be inspected and approved by the respective utility (PG&E, SBC, Verizon, Comcast) prior to backfill. The Contractor shall coordinate all such inspections with each Utility Company.

All conduits shall be sealed with Duct-Seal after wires are installed to prevent moisture and rodents from entering the conduits.

Conduits shall be installed either parallel to or perpendicular to the curb, unless otherwise approved by the Engineer prior to placement. Conduit at an oblique angle to the curb will not be permitted.

Communication conduit (for fiber optic cable) – The sum of horizontal and vertical conduit bends in new conduit between pull boxes and/or splice vaults shall not exceed 180 degrees. Conduit terminations into pull boxes and splice vaults shall be gradually swept to the elevation where conduit enters through the side of a pull box or splice vault. These conduit sweeps shall have a minimum 3-foot radius and 45-degree radius.

#### **Pull Boxes**

The identification "LOS GATOS" shall be engraved, welded or cast on the top face of all covers and followed by one of the following applicable markings:

1. "STREET LIGHTING" (for pull boxes containing lighting).
2. "TRAFFIC SIGNAL" (for pull boxes containing traffic signal circuits with or without street lighting circuits).
3. "TRAFFIC COMMUNICATION" (for traffic signal communication).
4. "SERVICE" (for pull boxes in service runs and where utilities company conduits terminate).
5. "TREE LIGHTING" (for tree lighting systems only).
6. "SPRINKLER CONTROL" (for sprinkler control systems only).
7. "ELECTRICAL" (for electrical systems not mentioned above).

Pull boxes shall be No. 5 or larger unless otherwise indicated on the plans. Pull boxes for signal interconnect shall be No. 6 or larger unless otherwise indicated on the plans. Pull boxes for fiber-optic cabling system shall have the following minimum inside dimensions, unless specified otherwise in the contract documents: 48-inch long by 30-inch wide by 14-inch high. In addition, it shall be provided with one pull box extension. Pull box extension shall be in 12-inch high increment. A locking lid shall be provided.

Excess conduit for all conduit ends shall be cut back to provide stub ends of 1-inch minimum to 2-inch maximum.

Bottom of pull boxes shall be grouted over clean crushed rock sump (12 inches

minimum). All pull boxes shall have a 2-inch drain hole in center bottom and grouted with smooth surface sloped toward drain hole.

### **Conductors**

Identification stripe color shall be permanently impregnated the conductor insulating jacket.

No. 10 or smaller traffic signal conductors shall be solid copper with either:

- Type USE insulation with a minimum thickness of 1 mm (40 mils), or
- Type THW insulation with a minimum thickness of 1 mm (40 mils).

### **Splicing and Splicing Insulation**

All connectors and terminals installed to the conductors including those for detector circuits, shall be pressure connector crimp type and shall be soldered after being applied with the applicable tool recommended by the manufacturer of the connector.

Heat shrinkable insulating tubing shall be applied after completion of the splicing procedure. Insulation over the connector shall consist of a heat shrinkable, mastic lined, 1 mm minimum polyolefin cable sleeve, or cover, to which heat shall be applied at a temperature greater than 120 degrees C. with an electric hot air gun until the sleeve or cover shrinks and covers the connector and the mastic material has flowed completely around and between the conductors to form a waterproof insulation. The conductor insulation shall not be damaged due to application of the heat shrinkable insulation sleeve.

### **Signal Interconnect Cable**

Signal interconnect cable shall contain 12-pair 19 AWG PE89 stranded copper unless otherwise noted on the plans. Unless otherwise indicated on the plans, in the Special Provisions, or as directed by the Engineer, splicing of the SIC is not allowed. The SIC shall run continuously and unspliced from one cabinet to the next cabinet.

### **Identification Labeling**

Identification shall be by T&B Ty-Rap Cable Ties No. TY553M, fastened to the conductors/cables in such a manner that they will not move along the conductors/cables. The flags on the Ty-Rap shall be marked with a Ty-Rap marking pen No. WT 163 M-1 (Black), or approved equal. All phase conductors shall be labeled by phase designation in the pull boxes nearest their termination, and in the controller cabinet. Detector cables shall be labeled by channel designation in the pull boxes nearest their termination, and in the controller cabinet. Detector cables shall be also labeled by phase designation in the controller cabinet nearest their termination at the detector amplifiers.

### **Bonding and Grounding**

Bonding and grounding shall conform to the provisions of Section 86-2.10, "Bonding and Grounding," of the SSS and the following.

All metallic electrical equipment including, but not limited to, poles, metal conduit, service pedestals, controller cabinets, anchor bolts, foundation reinforcement, and metallic cable sheaths shall be tied to ground electrical potential and shall be interconnected by means of copper conductors and clamps to form a single, grounded and electrically bonded system. Grounding of the electrical system shall be accomplished by means of approved 5/8-inch x 10-foot copper-clad steel or 3/4-inch x 10-foot galvanized steel ground rods installed in all cabinet foundations and in all pull boxes that contain conduits with equipment ground conductors as shown on the project plans. Ground rods shall extend above the finished cabinet foundation or grouted pull box bottom sufficiently to attach a ground clamp and #8 AWG bare copper equipment ground conductor.

### **Galvanizing**

New traffic signal and street light poles shall have a galvanized finish in conformance to the provisions of Section 86-2.15, "Galvanizing," of the SSS.

### **Controller Assembly**

The controller assembly shall conform to the provisions of Section 86-3.02, "Type 90 Controller Assemblies," of the SSS and the following.

The controller assembly shall be NEMA TS-2 Type "P" traffic signal controller cabinet unless otherwise indicated on plans.

### **Controller Cabinet Foundation**

The controller cabinet foundation shall be 6" above the finished grade, in lieu of the 3.5" dimension shown on Standard Plan ES-3C.

### **Traffic Signal Faces and Fittings**

Traffic signal faces and fittings shall conform to the provisions of Section 86-4, "Traffic Signal Faces and Fittings," of the SSS, the SSP and the following.

Traffic signal faces shall have metal signal sections and visors conforming to Section 86-4.01 "Vehicle Signal Faces", of the SSS. Plastic signal faces and visors shall not be allowed.

Vehicle signal face reflectors shall be made of specular aluminum conforming to Section 86-4.01A "Optical Units" of the SSS.

Backplates shall be furnished and installed on all signal faces. Backplates shall be made of aluminum and installable from the front of the signal head and conform to Section 86-4.03 "Backplates" of the SSS and the SSP ES-4C. Louvers shall not be used unless otherwise specified. Plastic backplates shall not be allowed.

Signal mounting assemblies shall conform to Section 86-4.06 "Signal Mounting Assemblies" except that terminal compartments, post top adapters, and plain side pole mounts shall be cast bronze. "Clam Shell" mounts shall not be used.

Color of the traffic signal housing front and back, mounting bracket, visors, and backplates shall be black.

All new vehicle signal heads shall have 12" red, amber and green (circular and arrow) light emitting diode (LED) modules. The LED modules shall be Gelcore brand or approved equal.

#### **Pedestrian Signals**

Pedestrian signal faces shall be Type A with 3/16 inch tempered glass message plate and z-crate type screen conforming to Section 86-4.05 "Pedestrian Signal Faces" of the SSS and the SSP ES-4B.

Pedestrian signal heads shall have a combination Portland orange "upraised hand"/countdown numerals/lunar white "walking person" LED module. The LED modules shall be Gelcore brand or approved equal.

The Countdown Pedestrian Signal shall be user configurable through dipswitches allowing the user to deactivate the countdown operation or activate countdown of Walk+Don't Walk time, countdown of Walk time and then Don't Walk time and countdown of Don't Walk time only. Outline pedestrian symbol is not permitted.

Color of the pedestrian signal housing shall be black.

#### **Audible Pedestrian Signals**

Color of audible pedestrian signal housing shall be black.

#### **Pedestrian Push Buttons**

Pedestrian push button assemblies shall conform to the provisions of Section 86-5.02, "Pedestrian Push Button Assemblies", of the SSS, the SSP ES-5C and the following.

All pedestrian push button assemblies shall be Type B (5" x 7.5") per State Standard Plan ES-5C. Pedestrian push buttons shall be 2"-diameter push buttons and ADA compliant and shall be mounted on traffic signal poles at an elevation of 38 inches at center of button above the adjacent sidewalk surface.

Multiple push buttons on the same standard shall be mounted at the same height with a maximum vertical offset of plus or minus 2 inches between push buttons.

Pedestrian push buttons should be parallel to the crosswalk, within 5 feet of the crosswalk extended, and within 10 feet of the edge of curb, shoulder, or pavement. When wheelchair ramps are present, pedestrian push buttons should be within 5 feet of the edge of ramps.

Color of pedestrian push button assembly shall be black.

#### **Detector Loops**

Vehicle detectors shall conform to the provisions of Section 86-5, "Detectors", of the SSS, the SSP and the following.

1. Detector loops shall have circular configuration.
2. Loop conductor shall be Type 2 loop wires. No splice is permitted.
3. Detector lead-in cable shall be Type B.
4. Detector lead-in cables between pull boxes (immediately adjacent to the detector handhole) and controller cabinet shall run continuously and shall be unspliced throughout the length of the conductors.
5. The sealant for filling slots shall be asphaltic emulsion sealant for asphaltic concrete pavement application and hot-melt rubberized asphalt sealant for Portland cement concrete pavement, both as specified in the State SSS.

Contractor shall contact the Town Inspector 72 hours in advance of work which will cut or damage any existing detector loop or lead-in wire. The Town will install appropriate timing in the traffic signal controller prior to the Contractor cutting the existing loops. Contractor shall make arrangements to replace damaged loop detectors within five days at the Contractor's expense.

#### **Luminaires**

Luminaires shall conform to the provisions of Section 86-6, "Lighting" of the SSS and the SSP.

Unless otherwise specified, luminaires shall be LED (Light Emitter Diode) light fixtures with lighting level equivalent to 70 watt HPS (High Pressure Sodium) on local and collector streets, 100 watt on arterial streets, 150 watt HPS at intersections, and 200 watt HPS for traffic signal safety lighting. The LED light fixture shall be Cree or Leotech, the latest model, or approved equal.

Luminaire circuit splicing shall conform to Section 86-2.095 "Fused Splice Connectors" or the SSS.

#### **Photoelectric Controls**

Photoelectric controls for luminaires shall conform to the provisions of Section 86-6.07, "Photoelectric Controls," of the SSS and the following.

Photoelectric controls shall be as follows:

Type II photoelectric control shall consist of a remote photoelectric unit in a weatherproof housing, a separate contactor and a test switch located in the service enclosure unless shown otherwise. The photoelectric control unit shall be pole-top mounted unless otherwise specified.

Type IV photoelectric control shall consist of a photoelectric unit in a weatherproof housing which plugs into an EEI-NEMA twist lock receptacle integral with the luminaire.

A switch to permit manual operations of the lighting circuit shall be provided for each Type II photoelectric control. The "auto-test" switch shall not have an "off" position.

#### **Removing, Reinstalling or Salvaging Electrical Equipment**

Removing and/or salvaging of equipment shall conform to the provisions of Section 86-7.01, "Removing Electrical Equipment," of the SSS and the following.

All salvaged equipment shall be delivered to the Town of Los Gatos Service Center at 41 Miles Avenue. The Contractor shall contact the Town of Los Gatos Department of Parks and Public Works at (408) 395-2859, forty-eight (48) hours in advance to arrange for acceptance of salvaged equipment.

# Proposal for



Lighting and Traffic Signal Maintenance and  
Repair Service

Project No: 14-5401-63364

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Presented by:

**St. Francis Electric**

04/07/2015



**EXHIBIT B**

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Jessy Pu, Traffic Engineer  
Town of Los Gatos  
Parks and Public Works Department  
41 Miles Avenue  
Los Gatos, CA 95030

**Proposal for Lighting and Traffic Signal Maintenance and Repair Service (Project No: 14-5401-63364)**

Dear Mr. Pu,

We are excited for this opportunity to introduce you to our Maintenance Division of St. Francis Electric, (aka SFE). SFE agrees to accept the terms and conditions in the Contract Specifications and other requirements in accordance within this RFP for the Town of Los Gatos.

Headquartered in San Leandro, CA, SFE is a California licensed and bonded Class "A-General Engineering" and "C-10 Electrical" contractor (CA license #335324). SFE has a long history of servicing Northern California's transportation and electrical needs, proving to be a beneficial resource when dealing with everyday maintenance and operations. Having a core business of traffic signal installation and maintenance, SFE has established itself as one of the top electrical service providers in Northern California, with satellite office locations in Sacramento, Napa, San Francisco, and San Jose. SFE's local office, located at the corner of Chynoweth Ave and Snell Ave in San Jose, is just 7 miles away from the Town of Los Gatos.

Our company currently has 200+ employees including a solid team of skilled IMSA certified traffic signal technicians, electricians, CA licensed traffic and civil engineers, project managers, and project engineers. SFE is well-established in the industry and having vast amounts of inventory allows us to serve maintenance and construction projects effectively. In addition, SFE specializes in installing, programming, and maintaining Intelligent Transportation Systems (ITS). We also offer transportation engineering services to the Town of Los Gatos as part of the traffic signal maintenance.

SFE sets high standards in customer service with regards to time and budget. We constantly monitor our staff's service quality to satisfy our clients and ultimately lead to better and safer lives for the citizens.

We thank you for giving SFE the opportunity to present this proposal and look forward to establishing a working partnership with the Town of Los Gatos. Allen Chen will be the project manager for servicing the Town of Los Gatos. (email - [achen@sfe-inc.com](mailto:achen@sfe-inc.com) and cellular phone 510-695-0582)

Sincerely,

Guy Smith  
Vice President

# Background

## St. Francis Electric History

The year was 1945, World War II had just ended and Lorenzo Spinardi was discharged from the Army Air Corps. Although he was born and raised on a tomato farm in Merced, California, he decided to settle down and make a go of it in the fast growing San Francisco Bay Area. He started as an electrician in San Jose, but Mr. Spinardi soon desired his independence.

In 1946, Lorenzo founded St. Francis Electric while living in San Leandro, California. The company has remained in business since that time under ownership and direction of the Spinardi Family.

In the early years, SFE offered wiring installation for homes in the numerous new housing tracts that were popping up all over the Bay Area. It quickly gained a reputation for honest, quality work at a fair price. By the late Fifties, in addition to its core business of tract homes, SFE was performing electrical work on commercial buildings and industrial facilities.

Since the core management consisted of veteran airmen from the Second World War, it was inevitable that the company would soon be doing work at the local airports. Gradually this division expanded to outlying areas, including Nevada. In those years, SFE was one of the few electrical companies that specialized in this type of work. In 1972, Lorenzo's oldest son, Thomas, joined the company. Together with their father, they expanded the company's geographical client base and core service offerings. They successfully completed more complex jobs such as installation of underground utilities, traffic signals, and airport projects.

In the mid-1980's, a decision was made to completely drop residential and commercial work, while devoting resources towards infrastructure development. This required a significant investment in equipment and a specialized trained workforce. Several of the employees from this period are still with the company. They represent some of the best skilled craftspeople in the local industry.

In the past 20 years, SFE has dedicated its goals of perfecting the art of infrastructure work. This quest has involved taking on numerous and a variety of challenging projects. The company's performance on these projects has always been excellent. The level of expertise possessed by the personnel has risen to the highest standard in the industry, and the equipment fleet has grown to be one of the largest owned and operated by any contractor in the Bay Area. Thomas Spinardi retired in 2002, yet still participates in an advisory role on special projects.

In 2003, management was restructured in order to expand the level of previous performance. Robert Spinardi became President, and promoted 3 long time employees to senior staff positions. Under new management team, SFE was able to increase the volume of work while maintaining the same quality, integrity, innovation, and service that defines its culture and personality.

Today, SFE has over 200 employees and services and clients throughout California and Nevada.

# Statement of Qualifications

St. Francis Electric (SFE) agrees to provide routine preventative maintenance services, prompt scheduled repair, emergency response, non-emergency response, and routine Underground Service Alert (USA) to the Town's 1603 street lights, 119 parking lot lights, and 30 traffic signals traffic signals.

SFE will make every effort to satisfy the Town of Los Gatos in responding to the 24/7 emergency calls. All Emergency calls will be responded to within one hour following notification from the Town. SFE has large warehouse capacity, resources and inventory in San Jose and San Leandro to support the Town of Los Gatos and enables us to guarantee quick response times. SFE agrees to provide and maintain emergency service response of the Town's traffic signals on a twenty-four (24) hour a day, seven (7) days per week basis, including all holidays. SFE has a 24/7/365 telephone service for taking calls for reported inoperable signals and lighting and all calls will be tagged: 1-(844)-LIGHT88

SFE understands the Scope of work for this Lighting and Traffic Signal Maintenance and Repair Service. At a minimum, SFE will provide services to all items listed in the RFP for the monthly routine maintenance. SFE will also manually record inspection information and submit with recommendations to the Town of Los Gatos.

St. Francis Electric is one of the largest electrical companies in Northern California with a staff of experienced traffic signal technicians, electricians, project managers/engineers, estimators, fleet/maintenance crew & a California licensed Professional Civil and Traffic Engineer to support our client's needs. SFE's experienced traffic signal technicians have previously worked on, or are currently working for, local governments in providing traffic signal and street lighting maintenance. Our technicians are dedicated, enthusiastic and innovative in the day-to-day maintenance services. SFE's experienced team supports the technicians and the public agencies we serve with regards to equipment knowledge, implementation, programming, troubleshooting, and installation. One key factor that sets us apart from the typical maintenance contractor is the ability to provide "IN-HOUSE" traffic engineering services to our clients. With a local office and yard in San Jose and San Leandro, SFE will provide traffic signal and street light maintenance for the Town of Los Gatos to the Cities utmost satisfaction.

SFE also has complete stock of 332/NEMA cabinets, service pedestals, poles, DLC, Loop wire, traffic signal wire, signal LEDs in assorted sizes, conduit, pull boxes, lids, etc. SFE's vast inventory of equipment and material enables us to support any maintenance and emergency service needs. This has proven very critical for emergency service such as traffic signal/streetlight knock downs. In such cases, SFE has the inventory in house available immediately as opposed to the typical 3-6 month waiting period for a permanent replacement pole that other maintenance contractors would need without the inventory.

## Proposed Personnel

Joshua Bailey	Maintenance Division Manager/Traffic Signal Technician
Allen Chen	Transportation Engineering Manager
Monica Kint	Project Manager/Estimator
Vance A Gonzales	Consultant Project Manager and Signal Technician
Stephanie Amaral	Project Administrative Support
Noriel Panganiban	Foreman/Traffic Signal Technician/Electrician
Dinh Vu	Senior Traffic Signal Technician/Lab Technician

Wes Perry	Superintendent
Michael Watchers	Traffic Signal/Street Light Technician/Electrician
Michael Delgado	Traffic Signal/Street Light Technician
Jonathan Bailey	Traffic Signal/Street Light Technician
Joseph Munoz	Traffic Signal/Street Light Technician

### Summarized Resume

Joshua Bailey	Maintenance Division Manager/Traffic Signal Technician
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15 years of experience in the Traffic Signal and Street Light business in maintenance, construction, inspection, testing, repairs, and modification for public agencies from the Bay Area through Central Valley. Joshua has a reputation for providing excellent customer service and top notch technical knowledge when it comes to traffic signal and ITS.

- Supervisor responsible for managing 40+ employees;
- Previously worked for the City of Livermore as a Traffic Signal Technician;
- IMSA Level I & II Field and Bench and Level III Field Certified;
- State Certified General Electrician;
- NCCCO Certified Crane Operator with CDL "A" License;
- Experienced with CCTV installation, maintenance and troubleshooting;
- 12+ years of multiple Video Detection installation and maintenance, specifically: Iteris, Autoscope, Trafficon & Aldis;
- Current "C-10 Electrical" and "A- General Engineering" License qualifier for CSLB;
- Versed in 170 and NEMA controller programming;
- Traffic signal communication: ETA Certified, certified fiber optics installer;
- Experienced in TS-1, TS-2, and 332 cabinet troubleshooting and modification;

Allen Chen P.E., T.E.	Transportation Engineering Manager
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Allen is an experienced Traffic and Civil Engineer. He specializes in traffic signal operation, traffic signal and ITS equipment trouble shooting, signal design and modification, communication system design, coordination timing, traffic safety improvement, traffic control, and traffic calming. Allen is an enthusiast in serving the public to achieve a safer and better life for the citizens.

- Registered California Professional Civil Engineer (C 67936);
- Registered California Professional Traffic Engineer (TR 2368);
- IMSA Work Zone Safety Certification & Level I Traffic Signal Field;
- MS Degree in Mechanical Engineering, Cal Poly, San Luis Obispo, CA;
- BS Degree in Civil Engineering, Cal Poly, San Luis Obispo, CA;
- Previously worked with the City of Fremont and City of Santa Rosa as a traffic engineer, managing operations of 200+ traffic signals;
- Experienced traffic engineer (13 years) in operation of traffic signal, signal cabinet (NEMA TS-1, TS-2, & 332) and controller (170, 2070, & NEMA), TMC/TOC, traffic signal communication systems.

Rugged Com and Actelis switches Installation, troubleshooting, and programming, and Intelligent Transportation Systems (ITS);

- Technical savvy in ITS: traffic signal communication system networking, fiber optic network and switch, Ethernet over copper switch, equipment programming, Traffic Management Center setups, CCTV camera, various presence detection systems, and pre-emption systems.
- Extensive experience in developing traffic signal coordination and traffic signal timing; Proficient in troubleshooting and solving traffic signal timing related issues and provide professional solutions;
- Applied and managed grant funding for transportation engineering projects;
- Managed Customer Service Request (CSR) program – proficient in serving the community and understands the importance of excellent customer service.
- Supervisory experience in managing 15 manufacturing employees and 3 traffic engineering technicians;

**Monica Kint**

**Project Manager/Estimator**

Ms. Kint has almost a decade of experience in the Traffic Signal, ITS, and Street Light industry as a distributor & project manager. Monica has excellent relationships with manufacturers, contractors, municipalities, Regional Transportation Associations, and State Department of Transportation. Monica is experienced also as an estimator; with extensive vendor relationships she will provide the most cost effective equipment for any maintenance needs.

- AAS Degree in Business Software and Accounting;
- Extensive experience with estimating & take-offs of Traffic Signal Equipment;
- Experienced in scheduling, coordinating field work, support calls and intersection turn-on;
- Previously worked at Western Pacific Signal as Product Manager/Estimator as the main point of contact for all manufacturers;
- Provided inside sales support to (3) sales technicians from N. California to Washington;
- Experienced in the installation and programming of Accessible Pedestrian Systems;
- Provided forecasts and maintained project schedules & equipment;
- Experienced with certified payroll, monthly utilization reports & insurance documents;
- Familiar with Caltrans Specifications and MUTCD requirements;

**Vance A. Gonzales**

**Consultant Project Manager and Signal Technician**

Over 25 years of experience in Traffic Signal manufacturing, maintenance, troubleshooting, installation and turn on support. Vance is currently with ITERIS as a Product Support Engineer and will provide consultant services to SFE to lead the maintenance support. Vance has extensive experience from manufacturing, installation, engineering, trouble shooting, testing within the traffic signal industry. Vance has IMSA Level III certification.

- Supervising and management experience;
- IMSA Level I & II & III & Senior field Level III Certified, IMSA Traffic Signal Inspector Certified, IMSA Fiber Optic Certified, and IMSA Traffic Maintenance Certified (IMSA Certification ID#: 54370 For Western Section);
- Factory trained TS1 and TS2 – Econolite, Siemens, and Naztec;

- Extensive training from EIT - UC Berkeley, Adaptive traffic systems, 170/2070 controller – Safetran and McCain, ITS cabinet and controller, signal timing, coordination, and design;
- Experienced in video detection on all manufacturing – Iteris, Naztec, Flit, Aldis, Autoscope, and Leddarlec;
- Experienced in Traffic Management Center Installation & in wireless communication 900.2.4 4.9 5.8
- Experienced in traffic signal communication networks – fiber, Ethernet over copper (Actelis), and various types of managed switches and servers, video management software;
- 10 years with SMI Peek in traffic signal equipment installation and maintenance, 4 years with Synchronex in installation and cabinet modification, 11 years with ITERIS in traffic equipment installation, video detection, Clary battery backup system and Encom Radios;

Noriei Panganiban	Foreman/Traffic Signal Technician/Electrician (Primary Signal Tech)
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Noriei has over 20 years of experience in traffic signal and street lighting maintenance service for the major cities in the Bay Area such as the City of Fremont and Hayward. Noriei has been a primary responder for many emergency calls such as traffic signal pole and cabinet knock downs and is very knowledgeable in trouble-shooting controllers and ITS equipment.

- Traffic signal technician/electrician with IMSA certifications;
- Resides in San Jose, CA within 18 miles of Los Gatos
- Proficient with Eagle EPAC, Naztec Apogee, BI-Tran Systems software;
- Experienced with traffic signal cabinet installation, maintenance & trouble shooting (NEMA TS-1 TS-2, P, M, and 332);
- Knowledgeable in Battery Backup Systems to include Alpha, Dimensions, Myers, and Tesco;
- Experienced with Video Detection software and maintenance, specifically Iteris, Autoscope, Trafficon, Aldis;
- Qualified for ITS equipment installation and repair;
- Extensive experience in traffic signal interconnect system installation and troubleshooting;
- Traffic Signal Maintenance & construction for 18 years

Dinh Vu	Senior Traffic Signal Technician/Lab Technician
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Dinh has over 40 years of experience in traffic signal and street lighting maintenance service for the major cities in the Bay Area. Dinh has been a primary responder for many emergency calls such as traffic signal pole and cabinet knock downs and is very knowledgeable in trouble-shooting controllers and ITS equipment.

- 20+ years of NEMA & Non NEMA (332) cabinet testing, certification and repair
- Traffic signal technician/electrician with IMSA Traffic Signal Technician Bench/Field Level II Certifications;
- Resides in San Jose, CA within 12 miles of Los Gatos;
- Proficient with Eagle EPAC, Naztec Apogee, BI-Tran Systems software;
- Experienced with traffic signal cabinet installation, maintenance & trouble shooting (NEMA TS-1 TS-2, P, M, and 332);
- Knowledgeable in Battery Backup Systems to include Alpha, Dimensions, Myers, and Tesco;



- Experienced with Video Detection software and maintenance, specifically Iteris, Autoscope, Trafficon, Aldis;
- Qualified for ITS equipment installation and repair;
- Extensive experience in traffic signal interconnect system installation and troubleshooting;
- Traffic Signal Maintenance & construction for 40 years;
- Certified electronic technician for over 30 years;
- CMU/MMU testing & certification with the latest ATSI PCMI-8000 tester

Wes Perry	Superintendent
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Wes provides support in maintenance services such as USA, detection loop installation, street light and traffic signal pole knockdown installation, foundations, and traffic signal/street lighting conduit installations.

- Traffic signal maintenance & construction for 20 years;
- Resides in San Jose, CA within 9 miles of Los Gatos
- OSHA - 30 hours of training;
- IMSA Work Zone Safety Certification & Level I Traffic Signal Field;
- Extensive knowledge of induction loop installation and repair;
- Extensive experience with Caltrans On-Call TOS Maintenance;
- Sensys Networks Installation and Certification;
- VTA Safety Training and Certification;
- Caltrain Safety Training and Certification;

Michael Watchers	Traffic Signal/Street Light Technician/Electrician
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Michael has over 10 years of experience in street lighting installation & maintenance service for the major cities in the Bay Area such as the City of Fremont, Hayward and Redwood City. Michael has been a primary lead installer for LED retrofit projects in Palo Alto, Monterey, San Ramon, San Leandro and Sacramento County. These successful retrofit projects have a combined total of well over 30,000 lights.

- IMSA Work Zone Safety Certification & Level I Traffic Signal Field;
- Possesses strong written and oral skills when dealing with customers and professionals;
- Proficient in Street Light troubleshooting and general electrician work;
- State Certified General Electrician
- Experienced with CCTV installation, maintenance and troubleshooting
- 6+ years of multiple Video Detection installation and maintenance, specifically: Iteris, Autoscope, Trafficon & Aldis.
- Traffic Signal Maintenance & construction for 8 years

Michael Delgado Traffic Signal/Street Light Technician/Electrician

Michael Delgado has 20 years of experience in traffic signal and street lighting installation & maintenance service and miscellaneous electrical work in conduit, conductor, and switched.

- IMSA Work Zone Safety Certification & Level I Traffic Signal Field;
- Resides In San Jose, CA within 11 miles of Los Gatos;
- State Certified General Electrician;
- Extensive knowledge of traffic signal controller programming NEMA and 170;
- Experienced with traffic signal cabinet installation, maintenance & trouble shooting (NEMA TS-1 TS-2, P, M, and 332);
- Specialized in re-lamping of street light fixtures and troubleshooting wire problems;
- Experienced in troubleshooting communication systems and vehicle detection (loop and video);
- Traffic Signal Maintenance & construction for 18 years;

Jonathan Bailey Traffic Signal/Street Light Technician

Jonathan is versed in lighting and maintenance repair. He is also responsive to street light and traffic signal pole knockdowns and installation.

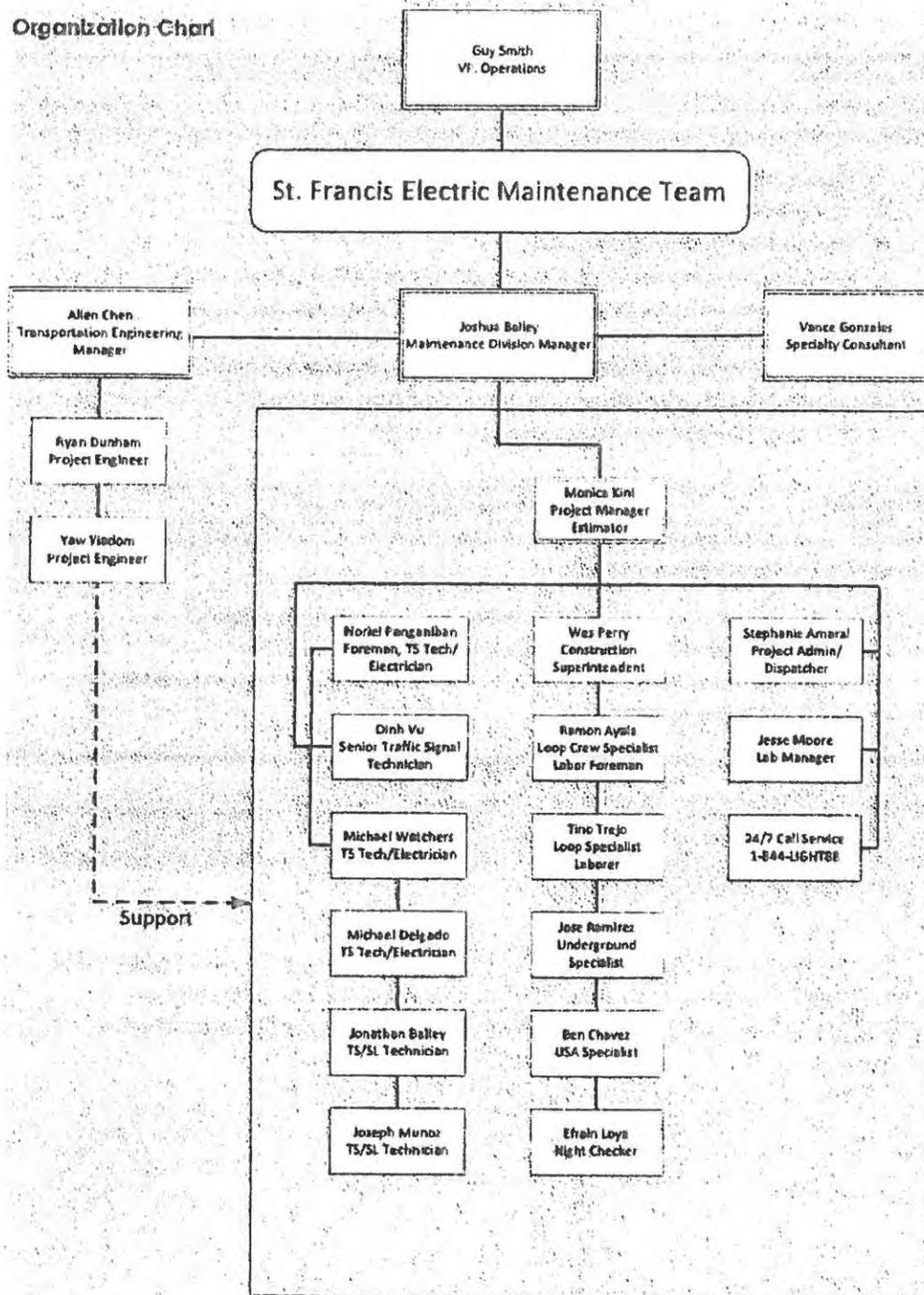
- Street Light/Traffic Signal combined maintenance & repair for 5 years;
- IMSA Work Zone Safety Certification & Level I Traffic Signal Field;
- Experience in re-lamping of street light fixtures and troubleshooting wire problems;
- OSHA – 10 hours of training

Joseph Munoz Traffic Signal/Street Light Technician

Joseph has over 6 years of experience in traffic signal and street lighting installation & maintenance service for the major agencies in the Northern California Area such as the Town of Los Gatos. Joseph has been a primary lead installer for LED retrofit projects. These successful retrofit projects have a combined total of well over 15,000 lights.

- IMSA Work Zone Safety Certification & Level I Traffic Signal Field;
- Possesses strong written and oral skills when dealing with customers and professionals;
- Trained for MMU/CMU testing/certification with newest PMCT-8000 ATSI tester.
- Experience in re-lamping of street light fixtures and troubleshooting wire problems.

**Organization Chart**



## Equipment

The following is a list of equipment owned by SFE, which is available for use on the proposed work as required:

Quantity	Name, Type & Capacity	Condition	Location
8	Bucket Truck, Diesel Gas	Running Great	San Leandro
5	Bucket Truck, Diesel Gas	Running Great	San Jose
3	✓ Crane	Running Great	San Leandro
17	Dump Truck (Ford, GMC, and Ram)	Running Great	San Leandro
3	Bore Machine, American/Vermeer/Ditch Witch	Running Great	San Leandro
2	Bore Truck	Running Great	San Leandro
16	Arrow Board, Bemis Allmand, Eclips, Wanco, SolarTech, and Arrow Master	Excellent	San Leandro
3	Concrete Saw, Mecco and Core Cut	Running Great	San Leandro
23	Flatbed Truck, Ford, GMC, and Chevy	Running Great	San Leandro
4	Generator, Multiequip	Excellent	San Leandro
3	Saw Truck, Ford	Running Great	San Leandro
6	Trencher, Ditch Witch and Vermeer	Running Great	San Leandro
7	Light Tower	Running Great	San Leandro
1	✓ Conflict Monitor Tester (ATSI/PCMT 8000, CMU/MMU Tester)	Excellent Brand New	San Leandro
25+	Type-15 Street Light Poles	New	San Leandro
20+	1A, 1B, and 1D Poles	New	San Leandro
30+	SV and TV Framework Hardware	New	San Leandro
25+	Assorted 6' to 15' Luminaire Arms	New	San Leandro
100+	70w to 400w HPS Luminaires	New	San Leandro
10+	Post Posts	New	San Leandro
20+	8" 3-section Vehicle Signals	New	San Leandro
30+	12" 3-section Vehicle Signals	New	San Leandro

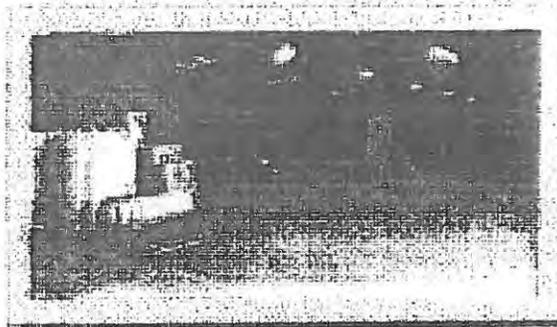
## References

The table below summarizes the list of Maintenance and On-Call Accounts that St. Francis Electric has established. We are proud of our customer service and encourage the Town of Los Gatos to verify the references and ask their customer satisfaction with SFE.

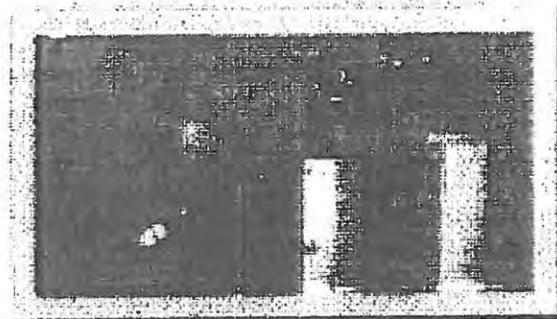
Agency	Description	Contact Name	Phone & Email	Year & Duration	Note
City of Mountain House CSD	Traffic Signal Maintenance & Repair Services	Doug Louie	(209) 831-5619 <a href="mailto:dlouie@sjaov.org">dlouie@sjaov.org</a>	2014/3-yr+1	9 Traffic Signals and 2 Illuminated Cross Walks
City of Yuba City	Traffic Signal Maintenance Services	Benjamin Moody	(530) 822-4783 <a href="mailto:bmoody@yubacity.net">bmoody@yubacity.net</a>	2014/1-yr+4	38 Traffic Signals
City of Pleasanton	Street Light Maintenance & Repair Services	Mike Truscott	(925) 931-5555 <a href="mailto:mtruscott@cityofpleasantonca.gov">mtruscott@cityofpleasantonca.gov</a>	2014/1-yr+2	7003 Street Lights
City of Mountain House CSD	Street Light Maintenance & Repair Services	Glenda Zurbito	(209) 831-5619 <a href="mailto:gzurbito@sjaov.org">gzurbito@sjaov.org</a>	2014/3-yr+1	1444 Street Lights
City of Burlingame	Traffic Signal Maintenance & Repair Services	Andrew Wong	(650) 558-7237 <a href="mailto:awong@ Burlingame.org">awong@ Burlingame.org</a>	2015/Annually	14 Traffic Signals and 4 RRFBs
City of Salinas	Traffic Signal On-Call Services	Jose Saucedo	(831) 758-7197 <a href="mailto:josesau@ci.salinas.ca.us">josesau@ci.salinas.ca.us</a>	2014/Annually	On-Call Services for 106 Traffic Signals, 4 Flash Beacons, 1 Lighted Cross Walk, and 2 RRFBs
City of Livermore	Traffic Signal, Street Light, and add-ons On-Call Repair Services	Chip King	(925) 260-4874 <a href="mailto:cking@ci.livermore.ca.us">cking@ci.livermore.ca.us</a>	2014/Annually	On-Call for All Public Works Needed Services from Traffic Signal to Street Lights, RRFBs, and others
Caltrans District 4	Traffic Operation Maintenance and Repair Services	Salvador Borrayo	(510) 377-4186 <a href="mailto:salvador.borrayo@dot.ca.gov">salvador.borrayo@dot.ca.gov</a>	2013/On going	Service Entire Caltrans District 4 for Loop Repairs, Wire Theft and damage, CCTV, CMS, Traffic Signal and Street Lighting Repair and Maintenance
City of Daly City	Traffic Signal and Street Light On-Call Repair Services	Tom Lazzarini	(650) 991-8167 <a href="mailto:tlazzarini@dalycity.org">tlazzarini@dalycity.org</a>	2014/On going	On-Call for All Public Works Needed Services from Traffic Signal to Street Lights, RRFBs, and others
City of Lafayette	Traffic Signal and Street Light On-Call Repair Services	Donna Feehan	(925) 766-6542 <a href="mailto:Dfeehan@ci.lafayette.ca.us">Dfeehan@ci.lafayette.ca.us</a>	2014/On going	On-Call for All Public Works Needed Services from Traffic Signal to Street Lights, RRFBs, and others

City of Vacaville	Traffic Signal Emergency On-Call Repair Services	Agnes Liu	(707) 249-3251 <a href="mailto:agnes.liu@cityofvacaville.com">agnes.liu@cityofvacaville.com</a>	2014/Annually	69 Traffic Signals and Equipment
City of Fremont	Traffic Engineering Consultant Services	Donya Amiri	(510) 494-4757 <a href="mailto:damiri@fremont.ca.gov">damiri@fremont.ca.gov</a>	2014/Annually	Provide traffic engineering consultant services to the City over traffic engineering design, daily operation, and training.

Most of our Maintenance Division staff has previously worked for either a Traffic Signal & Street Light Maintenance Contractor or directly for a Government agency. We have a very strong and thorough team of Project Managers, technicians & engineers in order to serve the most sophisticated traffic signal needs. **St. Francis Electric has NO Negative History to report.**



**SFE Maintenance Warehouse**



**SFE Testing Facility**

## Work Plan

SFE's maintenance team intends to approach this maintenance contract with 100% honest mentality and to provide the best customer service experience for the Town of Los Gatos and its citizens. SFE understands that, as a maintenance contractor, we represent the Town while working on the streets. Many of our team members have worked for municipalities; therefore we always thrive to provide honest, responsive, and innovated services to our clients.

Once selected, SFE will work with the Town of Los Gatos to implement the maintenance service contract as smoothly as possible by July 1<sup>st</sup>, 2015. If necessary, SFE offers to provide interim services during the transition before the contract begins to avoid interrupted maintenance for the Town. SFE will assign local electricians when responding to the routine maintenance and emergency response services.

SFE owns and operates approximately 100 service vehicles of various types and sizes throughout Northern California. To help ensure safety, our maintenance crews use hydraulic "bucket" trucks with aerial lifts which are Occupational Safety and Health Administration (OSHA) approved, inspected and certified as required by law. Our bucket trucks are typically equipped with the most common traffic signal gear, poles, and street light replacement parts to service most emergency responses such as pole knock downs. In addition, SFE's vehicles are equipped with a permanently mounted arrow board/stick, warning beacon/strobe lights, traffic cones & construction warning signs. Our "bucket truck" hydraulic lift is capable of reaching a height of at least forty (40) feet from the roadway surfaces. Our technicians are equipped with necessary laptops for the programming/testing of traffic signal controllers, CMU/MMU, Camera monitoring (CCTV, Video, etc), and various equipment. In addition, all SFE employees will be equipped with a smartphone/mobile tablet with 4G LTE access capable of email, text, photo, and internet. SFE is committed to maintain an inventory of all signal equipment used by the Town of Los Gatos. This commitment will ensure the Town avoiding long wait time on some equipment such as traffic signal poles.

SFE will make every effort to satisfy the Town of Los Gatos in responding to the 24/7 emergency calls. All Emergency calls will be responded to within one hour following notification from the Town. In addition, our primary technicians assigned to the Town of Los Gatos reside within Santa Clara County in order to respond to emergency services efficiently. SFE agrees to provide and maintain emergency service response of the Town's traffic signals on a twenty-four (24) hour a day, seven (7) days per week basis, including all holidays. SFE's 24/7/365 traffic signal telephone service: 1-(844)-LIGHT88.

SFE understands the Scope of Work for this Lighting and Traffic Signal Maintenance and Repair Service. This includes approximately 1603 street lights, 119 parking lot lights, 30 traffic signals, and a USA locating and marking service. For street lights, SFE agrees to provide 24-hour on-call services for repair of street light outages and 24-hour phone service taking light outage calls, perform night checks (quarterly) for light outages, response to and repair of trouble calls within the specified time, installation of lights as requested, and regular submission to the Town of accurately maintained and detailed work records. For traffic signal, SFE agrees to perform monthly preventive maintenance of all 30 traffic signals, repair and replacement of any traffic signal control devices as requested, regular submission to the Town of accurate activity records and reports of any and all work and service calls related to the Town's traffic signals, and response to all service request in a timely manner. For parking lot lights, SFE agrees to perform night checks (quarterly), response to and repair light and regular submission to the Town of accurately maintained work records. At a minimum, SFE will provide services to all items listed in the RFP for the monthly maintenance.

All reported inoperable street lights and parking lot lights will be serviced and repaired within five (5) working days or less. SFE agrees to provide a technician designated for the Town of Los Gatos with a minimum five years of experience in lighting, general electrical operation, maintenance, and repair. In addition, SFE's traffic signal technician will be experienced in the operation and maintenance of Econolite, and various NEMA controllers currently in use by the Town of Los Gatos. SFE's traffic signal technicians also have knowledge and experience of the operation and maintenance of inductive traffic loops, video detection systems, emergency vehicle preemption devices, twisted pair interconnect, and fiber optic cables. SFE has a dedicated traffic engineer with extensive experience in traffic signal design, operation, and maintenance to support our technicians in everyday operation and maintenance.

SFE agrees to manage all lighting and traffic signal related materials and devices under warranty. SFE offers a twelve (12) months warranty for all work and installed new materials and three (3) months warranty for all temporary installed replacement. SFE offers a large shop and storage facility for the Town of Los Gatos to house all necessary staff under the contract including a traffic signal controller cabinet testing facility capable of twenty-one day bench testing in accordance to Caltrans and Town specifications.

A monthly computerized report will be provided to the Town of Los Gatos to support every invoice. The report will include maintenance logs indicating dates, times, sites, work performed and technician's name as well as other required items listed in this RFP. The log shall be provided in Excel file format agreed by the Town. SFE agrees to maintain and provide all required maintenance/service forms (Attachment D, E, F, and G). A copy of the completed maintenance and service forms, in electronic format, shall be submitted to Town staff monthly. SFE agrees to maintain a copy of the monthly activity report (either electronic or hardcopy), maintenance/service forms, conflict monitor test result, and any service records for a period of not less than five years. SFE will meet with Town staff, when deemed necessary on a monthly basis or a mutually agreed upon time and place to review maintenance activities, operational and repair activities, pending work, estimates, work quality, and any items related to SFE's work under this contract.

SFE retains and will have readily available, in functioning order, all required tools, equipment, apparatus, facilities, and materials needed to perform all work necessary to maintain and repair the traffic signals and other Town equipment, in compliance with current Caltrans and Town of Los Gatos standards and specifications.

At SFE, we understand the importance for the Town of Los Gatos to provide quality service to its residents; therefore, we are here to do just that. Our focus is to provide the Town with high quality, cost effective, trouble free, and innovative maintenance.

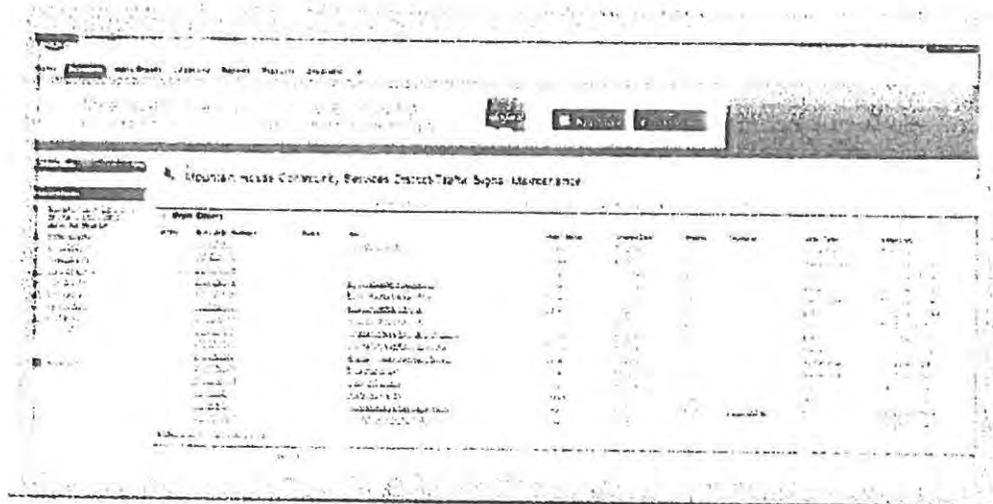
#### **ON-LINE ELECTRONIC DATABASE SERVICE**

In order to better service the Town of Los Gatos, SFE will provide an online real-time electronic database service. SFE recognizes that speed, efficiency, and comprehensive service are the keys to customer satisfaction in our industry. With this in mind, we are constantly seeking innovative ways to improve our service delivery. SFE is proud to present Salesforce™, our computerized electronic maintenance and inventory management system. This cloud-based application represents what we believe to be the forefront of customer account management and maintenance tracking in our industry. Los Gatos' Salesforce™ account will include a complete list of all of the Town's intersections, equipment inventory, a log of repair and replacement parts, and records of all emergency calls received for the Town.

Essential key functions of this online database are made available to the Town Traffic Engineer and authorized agent(s) to monitor maintenance, service call history and review all activities performed by SFE technicians working in the Town.

The information handled by Salesforce™ includes:

- Service Request Management and Scheduling, including time stamping and dispatching.
- Scheduled Maintenance Management and Scheduling.
- Intersection Details, inventories of equipment, maps, CAD drawing, timing sheets, etc.
- Report Generation: including invoices, materials use, etc.
- Inventory control, including real-time tracking of available and installed equipment.
- Information available to view or download through the Customer Portal, which includes:
  - Real-time status of Scheduled Maintenance and Service Request calls.
  - Real-time Intersection Inventories.
  - Real-time Equipment Inventories.
  - Intersection maintenance histories, maps, CAD drawings, digital photographs.
  - Account information, such as contacts and billing.



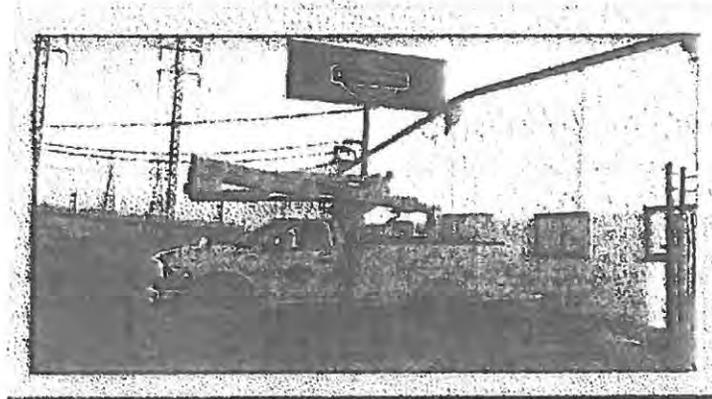
**Salesforce™ Customer Portal**

## Quality Control

In order to ensure good quality from SFE staff, we believe in proper foresight and preparation. We train our technicians to IMSA, OSHA, State specific requirements, Caltrans specs, and Vendor Specific standards. We supply the "right tools" for the job, from hand tools to heavy equipment. Once the proper tools and training are supplied, we can then progressively inspect and ensure proper production and quality levels are met.

Inspection: We regularly and randomly inspect our technician's quality and thoroughness. We strive to "see things" from our customer's perspective. When performing maintenance on Traffic Signals and Street Lights, we believe that the efforts we put into the quality of our service prolongs the life and efficiency of the components.

If/when poor workmanship were to arise, SFE will assume a professional position and will make every effort to bring quality back up to the proper standards immediately. Our quality of work not only gives us prolonged business, but more importantly ensures the safety of the general public. We stand behind our work 100%.



## Proposal Form

The undersigned proposer hereby offers to perform the required services for the following price(s) in strict compliance with the specifications, terms and conditions set forth in this Request for Proposals

**A. Street Light Maintenance and Repair Flat Rates**

Monthly Rates \$1.14 Per Street Light

**B. Traffic Signal Preventive Maintenance Flat Rates**

Monthly Rates \$105 Per Intersection

**C. Parking Lot Light Maintenance and Repair Flat Rates**

Monthly Rates \$1.14 Per Light

**D. USA (Underground Service Alert) Locating and Marking Flat Rates**

Per Ticket Rates \$70 Per Ticket

**E. Labor Rates for Extra Work, As Required**

Labor costs must reflect prevailing wages

Labor Category	Straight Time (\$ per hour)	Overtime (\$ per hour)
Journeyman	\$110	\$190
Foreman	\$125	\$220
Laborer	\$65	\$105
Crane Operator	\$85	\$150

**F. Equipment Rates for Extra Work, as Required**

Equipment Category	\$ Per Hour
Bucket Truck	\$30
Dump Truck	\$25
Crane Truck	\$65
Compressor	\$0
Arrow Board	\$0

**G. Miscellaneous Lighting Services, Extra Repair**

Unless otherwise noted, rates shall include labor, equipment, and materials.

1	Install Town Standard HPS Fixture (non-decorative)	\$265	Each
2	Install Town Standard LED light fixture (non-decorative)	\$550	Each
3	Install Town furnished light fixture	\$110	Each
4	Install light pole with arm on existing foundation - Octalute pole	\$2,500	Each
5	Install light pole with arm on existing foundation - Type 15 pole	\$1,850	Each
6	Install light pole with Town furnished arm on existing foundation - Octalute pole	\$2,100	Each
7	Install light pole with Town furnished arm on existing foundation - Type 15 pole	\$1,650	Each
8	Construct light pole foundation and restore affected sidewalk	\$3,400	Each
9	Construct light pole foundation and restore affected area (no sidewalk)	\$2,100	Each
10	Install Town furnished light pole and arm	\$950	Each
11	Install luminaire arm on existing Octalute pole	\$325	Each
12	Install luminaire arm on existing Type 15 pole	\$325	Each
13	Install Town furnished luminaire arm	\$205	Each
14	Install pull box (#3 1/2) and restore affected sidewalk	\$800	Each
15	Install pull box (#3 1/2) and restore affected area (no sidewalk)	\$285	Each

**H. Miscellaneous Traffic Signal Services, Extra Repair**

Unless otherwise noted, rates shall include labor, equipment, and materials. All vehicle signal indications shall be 12" LED's, Gelcore or approved equal. All pedestrian signal indications shall be pedestrian countdown, Gelcore LED's or approved equal.

1	Installation of Pole		
	a) 1B Pole on new foundation and restore affected sidewalk	\$2,800	Each
	b) 1B Pole on new foundation and restore affected area (no sidewalk)	\$1,450	Each
	c) 1B Pole on existing foundation	\$575	Each
	d) PPB post with ADA push button assembly on new foundation	\$900	Each
	e) PPB post with ADA push button assembly on existing foundation	\$500	Each
2	Installation of Inductive Loops:		

	a) 6'x6' Type A, B, D, E, and G	\$500	Each Loop
	b) 2'x6' Type C Bicycle Loop	\$400	Each Loop
3.	Installation of LED modules:		
	a) For Non-PV Heads		
	1) Red	\$185	Each Module
	2) Yellow	\$185	Each Module
	3) Green	\$205	Each Module
	b) For PV Head Retrofit		
	1) Red	\$130	Each Module
	2) Yellow	\$150	Each Module
	3) Green	\$180	Each Module
	c) Pedestrian Countdown (Combo)	\$210	Each Module
4.	Installation of 12" Signal Heads with LED modules (on existing framework), visors, back plates, and louvers as needed		
	a) Non-PV Heads		
	1) 3-Section	\$850	Each
	2) 4-Section	\$905	Each
	3) 5-Section	\$1,100	Each
	b) PV Heads		
	1) 3-Section	\$3,000	Each
	2) 4-Section	\$3,500	Each
	3) 5-Section	\$4,000	Each
5.	Installation of Mounting Bracket		
	a) MAS	\$650	Each
	b) MAT	\$400	Each
	c) TV-1-T	\$325	Each
	d) TV-2-T	\$350	Each
	e) TV-3-T	\$375	Each
	f) SV-1-T	\$350	Each
	g) SV-2-T	\$375	Each

	h) SV-3-T	\$380	Each
	i) SP-1-T	\$200	Each
	j) SP-2-T	\$330	Each
6.	Installation of Pedestrian Signal Head (with LED Countdown)	\$415	Each
7	Installation of Audible Pedestrian Signal	\$280	Each
8	Installation of Pedestrian Push Button Assembly	\$250	Each
9	Installation of Town finished signal controller cabinet assembly on existing foundation	\$1,950	Each
10	Install pull box and restore affected sidewalk	\$780	Each #4
		\$815	Each #5
		\$865	Each #6
11	Install pull box in street (traffic grade) and restore affected area	\$1,000	Each #4
		\$1,100	Each #5
		\$1,200	Each #6
12	Replace/Install pull box in dirt and restore affected area	\$275	Each #4
		\$315	Each #5
		\$385	Each #6
13	Conflict monitor (CMU/MMU) test	\$85	Each
14	Percent Markup on Materials	15	Percent

**I. Additional Information**

1. Company Name St. Francis Electric
2. Address from which service will be provided  
975 Carlen St. P.O. Box 2057, San Leandro CA94577
3. Location of Shop and Storage Facility (must be within 30 miles from Town limits)  
San Jose Office/Yard: Snell Ave and Chynoweth Ave, San Jose CA95136
4. Number of Years Providing the Specified Service 2
5. Business Organization (Check One)
  - Individual Proprietorship
  - Partnership
  - Corporation

Other \_\_\_\_\_

If incorporated, provide the following information

Date of incorporation 1976 State of incorporation State of California

Names and Titles of All Officers and Directors Robert Spinardi, President  
Guy Smith, Secretary & Randy Krebs, Treasurer

If an individual or partnership, provide the following information

Formation date of Company \_\_\_\_\_

Name and address of all partners, indicating whether they are general or limited partners:  
\_\_\_\_\_  
\_\_\_\_\_

6. List the names, titles, and qualifications of the key personnel who will perform work under this contract as well as their roles in relation to this contract. Identify the primary signal technician to be designated for the Town. Include their certifications, experience and training.

- Noriei Panganiban: Primary Signal Technician      - Dinh Vu: Secondary Signal Technician
- Josh Bailey: Maintenance Manager & Support Tech.
- Mike Watchers, Mike Delgado, and Jonathan Bailey: Lighting Technicians & Support Signal Tech.
- Monica Kint: Project Manager & Estimate/Quotation      - Allen Chen: Traffic Engineering Support
- Stephanie Amoral: Dispatch/Project Administration/Invoice

\* Additional information is provided in the proposal see page 5

7. Indicate whether proposer has ever failed to complete any contract awarded to it. If so, note when, where and why. Attach additional sheets, if necessary.

SFE has never failed to complete any contract awarded to us.  
\_\_\_\_\_  
\_\_\_\_\_

8. Indicate whether proposer has been or is the subject of a bankruptcy or insolvency proceeding or subject to assignment for the benefit of creditors.

Not Applicable

9. List subcontractors, if any, who will perform work under this contract. Attach additional sheets, if necessary.

a. Company Not Applicable

Location \_\_\_\_\_

Describe work to be subcontracted \_\_\_\_\_  
 \_\_\_\_\_

b. Company \_\_\_\_\_  
 Location \_\_\_\_\_  
 Describe work to be subcontracted \_\_\_\_\_  
 \_\_\_\_\_

c. Company \_\_\_\_\_  
 Location \_\_\_\_\_  
 Describe work to be subcontracted \_\_\_\_\_  
 \_\_\_\_\_

10. List all current organizations within 60 miles from Los Gatos for whom proposer performs similar services of a similar contract and scope

- City of Burlingame: Traffic Signal Maintenance - City of Pleasanton: Street Lighting Maintenance
- Mountain House CSD: Traffic Signal and Lighting Maintenance
- City of Salinas/Livermore/Daly City/Lafayette: On Call Traffic Signal and Lighting Services

11. List three organizations for whom proposer performs/performed similar services of a similar scope in the last three years

a. Organization City of Burlingame  
 Location Burlingame, California  
 Contact Person Andrew Wong Telephone Number (650) 558-7237  
 Describe work performed by proposer Install traffic signal pedestrian signal heads, Polara push buttons, and RRFB Systems, and traffic signal maintenance services.  
 Date work was performed March 2015 - Current

b. Organization City of Pleasanton  
 Location Pleasanton, California  
 Contact Person Mike Truscott Telephone Number (925) 931-5500  
 Describe work performed by proposer Troubleshoot and repair lighting throughout the City facility, park, and pathway. Street lighting maintenance services.

c. Organization City of Fremont  
 Location Fremont, California  
 Contact Person Donya Amiri Telephone Number (510) 494-4757



Describe work performed by proposer: Design, program and install Ethernet over copper Actelis and Ethernet over serial devices, make connection to the existing fiber network.

\* Additional information is provided in the proposal see page 12

**ADDENDA**

Proposer acknowledges receipt of the following Addenda:

Number \_\_\_\_\_ Date \_\_\_\_\_  
Number \_\_\_\_\_ Date \_\_\_\_\_  
Number \_\_\_\_\_ Date \_\_\_\_\_

**SIGNATURE**

	<u>Vice President</u>
<u>Signature</u>	<u>Title</u>
<u>Guy Smith</u>	<u>04/07/2015</u>
<u>Name (printed or typed)</u>	<u>Date</u>
<u>(510) 639-0639 EXT 211</u>	<u>(510) 639-6453</u>
<u>Telephone Number</u>	<u>Fax Number</u>
<u>94-2378349</u>	<u>38515 (Exp 12/31/2015)</u>
<u>Tax ID Number</u>	<u>Los Gatos Business License Number</u>



## ADDITIONAL INFORMATION

### Other Supporting Documents

- ✓ Contractor A and C10 Licenses



- ✓ Department of Industrial Relation (SB 854) registration Number: 1000004346

- ✓ **Insurance Requirements**

SFE carries General Liability and Automotive Liability insurance to meet or exceed the minimum requirements of this RFP. SFE carries Worker's Compensation Insurance per State Law. SFE will meet all additional required insurance provision said in this RFP.

- ✓ **Key Contact Information**

Allen Chen P.E., T.E.  
Transportation Engineering Manager  
St. Francis Electric, Inc.  
975 Carden St  
San Leandro, CA 94577

(510) 639-0639 Ext. 268 Office  
(510) 639-9116 Fax  
(510) 695-0582 Mobile  
[achen@sfe-inc.com](mailto:achen@sfe-inc.com)

24/7/365 Traffic Signal Telephone Service 1-(844)-LIGHT88  
[www.sfe-inc.com](http://www.sfe-inc.com) Web-site  
[maintenance@sfe-inc.com](mailto:maintenance@sfe-inc.com)

## FIRST AMENDMENT TO AGREEMENT FOR SERVICES

This FIRST AMENDMENT TO AGREEMENT FOR SERVICES is dated for identification this 21<sup>st</sup> day of June, 2016 and amends that certain AGREEMENT FOR SERVICES dated August 1, 2015, made by and between the TOWN OF LOS GATOS, ("Town," and ST. FRANCIS ELECTRIC, ("Supplier").

### RECITALS

- A. Town and Supplier entered into an Agreement for Services on July 1, 2015 ("Agreement"), a copy of which is attached hereto and incorporated by reference as Attachment 1 to this Amendment.
- B. Town desires to amend the Agreement to increase the cost of the service agreement, reduce the maintenance cost for streetlights that remain in the agreement and extend the term of the agreement.

### AMENDMENT

1. Section 2.3 Time of Performance is amended to read as follows:

This Agreement will remain in effect from July 1, 2016 to June 30, 2017. The Town may extend the term of this Agreement up to three (3) additional one-year periods, through June 30, 2020, on the same terms and conditions as in effect and subject to Town Council budget appropriations for the scope of services.

2. Section 2.6 Compensation is amended to read as follows:

- Compensation for traffic signal and streetlight maintenance and repair services shall not exceed \$135,000 annually, effective July 1, 2016.
- Additional compensation for unforeseen repair services in Fiscal Year 2015/16 shall not exceed \$10,000.

3. Page 18 of Proposal Form submitted (Attachment 2) is amended to read as follows:

Item (A) Street Light Maintenance and Repair Flat Rates  
Monthly Rates \$1.05 each Per Street Light

Item (C) Parking Lot Light Maintenance and Repair Flat Rates  
Monthly Rates \$1.05 each Per Light

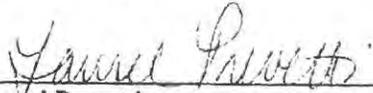
Item (D) USA (Underground Service Alert) Locating and Marking Flat Rates  
Per Ticket Rates \$140 per Ticket/Service Call

4. All other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the Town and Supplier have executed this Amendment.

Town of Los Gatos by:

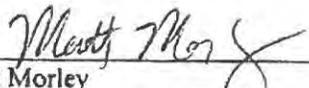
St. Francis Electric, by:

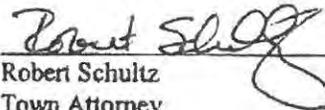
  
\_\_\_\_\_  
Laurel Prevetti  
Town Manager

  
\_\_\_\_\_  
Guy Smith  
VP

Recommended by:

Approved as to Form:

  
\_\_\_\_\_  
Matt Morley  
Director of Parks and Public Works

  
\_\_\_\_\_  
Robert Schultz  
Town Attorney

17.143  
AGR 16-575  
IHH \_\_\_\_\_

## SECOND AMENDMENT TO AGREEMENT FOR SERVICES

This SECOND AMENDMENT TO AGREEMENT FOR SERVICES is dated for identification this 1<sup>st</sup> day of July, 2017 and amends that certain FIRST AMENDMENT TO AGREEMENT FOR SERVICES dated June 21, 2016, made by and between the TOWN OF LOS GATOS, ("Town,") and ST. FRANCIS ELECTRIC, ("Supplier").

### RECITALS

- A. Town and Supplier entered into an Agreement for Services on July 1, 2015 ("Agreement"), a copy of which is attached hereto and incorporated by reference as Attachment 1 to this Amendment.
- B. Town and Supplier entered into a First Amendment to Agreement for Services on June 21, 2016 ("Agreement"), a copy of which is attached hereto and incorporated by reference as Attachment 2 to this Amendment.
- C. Town desires to amend the Agreement to exercise an option to extend the agreement.

### AMENDMENT

- 1. Section 2.3 Time of Performance is amended to read as follows:

The effective date of this Second Amendment shall begin on July 1, 2017 and will continue through June 30, 2020, subject to appropriation of funds, notwithstanding any other provision in this agreement.

- 2. Section 2.6 Compensation, as amended in the First Amendment dated June 21, 2016, remains unchanged.

- 3. Add Section 4.11 to Section IV. General Terms as follows:

4.11 Prevailing Wages. In accordance with the provisions of Sections 1770 et seq., of the Labor Code, the Director of the Industrial Relations of the State of California has determined the general prevailing rate of wages applicable to the work to be done. Service Provider will be required to pay to all persons employed on the project by the Service Provider sums not less than the sums set forth in the documents entitled "General Prevailing Wage Determination made by the Director of Industrial Relations pursuant to California Labor Code, part 7, Chapter 1, Article 2, Sections 1770, 1773, 1773.1." These documents may be obtained from the State of California.

Pursuant to Labor Code section 1725.5, no contractor or subcontractor may be awarded a contract for public works on a public works project unless registered with the Department of Industrial Relations.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations and/or the Town of Los Gatos.

The Contractor is required to post notices on Public Works requirements.

- 4. All other terms and conditions of the Agreement remain in full force and effect.

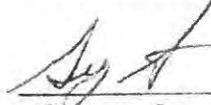
IN WITNESS WHEREOF, the Town and Supplier have executed this Amendment.

Town of Los Gatos by:



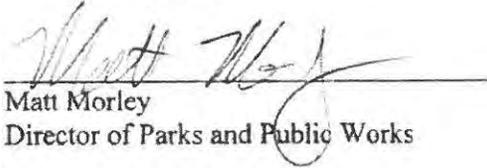
Laurel Prevetti *For:*  
Town Manager

St. Francis Electric, by:



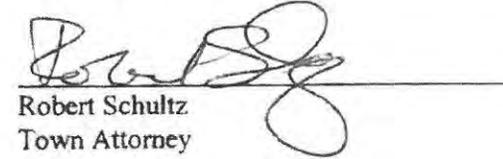
Guy Smith, Vice President

Recommended by:



Matt Morley  
Director of Parks and Public Works

Approved as to Form:



Robert Schultz  
Town Attorney