



**CITY OF SALINAS  
COUNCIL STAFF REPORT**

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**DATE:** DECEMBER 5, 2023  
**DEPARTMENT:** PUBLIC WORKS  
**FROM:** DAVID JACOBS, PW DIRECTOR  
**BY:** JENNY DAVILA, PW ADMIN SUPERVISOR  
**TITLE:** MASTER SERVICE AGREEMENTS FOR ON-CALL STREETLIGHT MAINTENANCE CONTRACTORS

RECOMMENDED MOTION:

A motion to approve a Resolution authorizing the Interim City Manager to negotiate and execute Master Service Agreements with Bear Electrical Solutions, Inc., and St Francis Electric LLC to provide on-call contracting services related to various City of Salinas streetlight maintenance, repair, modification, and emergency work, as needed in an amount not to exceed \$50,000.

EXECUTIVE SUMMARY:

This report requests City Council approval for On-Call Streetlight Maintenance Master Service Agreements. An RFQ for on-call streetlight maintenance service was posted on PlanetBids where two (2) qualification statements were submitted. City Staff is recommending approval to have agreements in place for On-Call Streetlight Maintenance as a result of the RFQ.

BACKGROUND:

Public Works oftentimes require the specialized services of Streetlight Maintenance contractors to perform a variety of tasks to maintain City Streetlights including emergency work. To assist our Public Works Department in efficiently completing these tasks in the timeliest manner possible, there is a need to have a list of On-Call Streetlight Maintenance Contractors with Master Service Agreements in place.

Work will be completed in accordance with all applicable City Standard Plans, Caltrans Standards, CA-MUTCD, project Plans and Specifications or at the direction of the City Project Manager. For routine projects, the contractor will be asked to submit a proposal for a defined scope of work on an individual project. Contractors will be awarded projects based on a request for proposal process amongst the approved on-call contractors. Emergency work will be based on approved on-call contractor readily available to complete the emergency task at hand.

A request for qualifications (RFQ) for interested On-Call Streetlight Maintenance Contractors was advertised in October 2023 through PlanetBids, and submittals were received from two (2) contractors. The contractors submitting qualification statements were:

- Bear Electrical Solutions, Inc. (Alviso)
- St Francis Electric LLC (San Leandro)

The submittals were reviewed based on the selection criteria listed in the posted RFQ document that included:

1. Transmittal Letter
2. Firm Profile
3. Project Team
4. Relevant Project Experience
5. Specific Management Approach
6. References
7. Local Purchasing Preference Ordinance (+ 10% of total earned points)

Based on this criteria, the selection committee comprised of City staff selected both contractors to provide On-Call Streetlight Maintenance contractor services on an on-going basis for a two-year period under a Master Services Agreement between the City and each of the two (2) contractors. Under the terms of the approved Master Services Agreement, compensation will be provided on a project-by-project basis, with each project subject to review and approval by the assigned City project manager. Contractors will be awarded projects based on a request for proposal process amongst the approved on-call contractors.

#### CEQA CONSIDERATION:

**Not a Project.** The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the matter does not cause a direct or foreseeable indirect physical change on or in the environment, this matter is not a project. Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability.

#### STRATEGIC PLAN INITIATIVE:

This item relates to the current City Council Goal of Infrastructure and Environmental Sustainability. Approval of the Master Services Agreements will contribute towards the efficient and effective process to complete projects and emergency work that benefit the community.

DEPARTMENTAL COORDINATION:

Public works department is working with the City Legal Department in the review process of the Master Services Agreements for the On-Call Contractors.

FISCAL AND SUSTAINABILITY IMPACT:

Funding is available and appropriated in General Fund 1000.50.5235.63 – Street Lights.

ATTACHMENTS:

Resolution  
Bear Electrical Solutions, Inc Master Service Agreement  
St Francis Electric LLC Master Service Agreement