



## Staff Report

**TO:** City Council  
**FROM:** Robert L. Vestal, Public Works Director  
**DATE:** May 6, 2025  
**SUBJECT:** Award a Maintenance Agreement for Annual Citywide Traffic Signal Maintenance

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**Description** Award a Maintenance Agreement to Crosstown Electrical and Data, Inc. for Annual Citywide Traffic Signal Maintenance.

### **Background and Analysis:**

Regular maintenance and repair of the City's traffic signals is a priority for enhancing public safety. The City uses a three-year maintenance agreement for citywide traffic signal maintenance. Since 2022, the City has partnered with Crosstown Electrical and Data, Inc. for traffic signal maintenance. The current maintenance contract expires in May of 2025.

### **Bidding Information**

Staff prepared a request for formal bids (RFB), including a scope of work and bid documents for public advertisement.

On February 27, 2025, the City issued a Notice of Invitation for Bids for citywide traffic signal maintenance. On March 31, 2025, three (3) bids were received. Bid results are summarized as follows:

- |  |           |
|--|-----------|
| 1. Crosstown Electrical and Data, Inc. | \$96,000  |
| 2. Bear Electrical Solutions, Inc.     | \$99,960  |
| 3. Econolite Systems, Inc.             | \$239,880 |

The lowest responsive and responsible bidder was determined based on the total annual bid price, which includes regular monthly maintenance costs and monthly extra work, and extraordinary / emergency maintenance. Staff reviewed the bids and determined that Crosstown Electrical and Data, Inc. is the verified lowest responsive and responsible bidder. No bid challenges were received. Therefore, staff is recommending Crosstown Electrical and Data, Inc. to perform the citywide traffic signal maintenance.

The Scope of Work for the proposed traffic signal maintenance contract includes the following:

- Regularly scheduled monthly maintenance of traffic control devices,
- Repair of traffic signal controllers and signs,
- Replacement of traffic signals and illuminated signs,
- Testing and repair of power supplies and battery backups, and
- Respond to emergency maintenance needs.

**Fiscal Impact:**

The cost to prepare this staff report is estimated to be \$350.

Funding for this contract will come from the approved contractual services budget under GL code 100-3250-7068-0000. This maintenance agreement is not to exceed \$96,000 per year for three years, with an option for two 1-year renewals with approval from the City Council.

**Recommended Action:**

Award a Maintenance Agreement to Crosstown Electrical and Data, Inc. for annual citywide traffic signal maintenance in an amount not to exceed \$96,000 per year for three years; for a total not to exceed maintenance amount of \$288,000; and,

Authorize the Mayor to sign.

**Attachments:**

- A. Bid Tabulation – Citywide Traffic Signal Maintenance
- B. Maintenance Agreement – Crosstown Electrical and Data, Inc.
- C. Levine Act Statement – Crosstown Electrical and Data, Inc.