



# STAFF REPORT

AGENDA NO: 9k

MEETING DATE: July 7, 2025

**To: Honorable Mayor and City Council**

**Date: July 7, 2025**

**From: Syed Murtuza, Director of Public Works – (650) 558-7230  
Michael Tsai, Transportation Engineer – (650) 558-7230**

**Subject: Adoption of a Resolution Awarding a \$450,000 Agreement to Bear Electrical Solutions to Provide Annual On-Call Traffic Signal Maintenance Services for a Three-Year Period and Authorizing the City Manager to Execute the Agreement**

---

## **RECOMMENDATION**

Staff recommends that the City Council adopt the attached resolution awarding an Agreement to provide annual on-call traffic signal maintenance services (Agreement) to Bear Electrical Solutions (BES) for a three-year period in the amount of \$150,000 per year, not to exceed a total of \$450,000 over the three-year period, and authorizing the City Manager to execute the Agreement.

## **BACKGROUND**

The City operates and maintains 20 traffic signalized intersections, three high intensity activated crosswalk beacons, and several rectangular rapid flashing beacons within its limits. The on-call traffic signal service agreement scope includes monthly, quarterly, semi-annual, and annual preventative maintenance; emergency repairs (pole knockdowns, broken detectors, in-operative signals, etc.); and non-emergency repairs (traffic signal equipment replacement, cabinet repair, back-up battery replacement, etc.).

## **DISCUSSION**

On May 30, 2025, the City issued a Request for Proposals for annual on-call traffic signal maintenance Services and received competitive bids from Saint Francis Electric and Bear Electrical Systems (BES) by the June 13, 2025 deadline. Following a thorough evaluation, BES was selected based on the strength of their proposal, demonstrated expertise in citywide traffic signal maintenance, and a proven track record of responsive on-call and emergency repair services.

Following is the summary of the scope of services included in the attached maintenance agreement.

### **Monthly Routine Maintenance:**

- Visual inspection of controllers for proper operation

- Visual inspection of all vehicular and pedestrian signals for proper operation
- Check and actuate each pedestrian push button for proper operation
- Visual inspection of all illuminated street name signs for proper operation
- Manually record inspection date and time in controller cabinet and send written confirmation of monthly inspections with recommendations to Burlingame by intersection

Three-Month Routine Maintenance:

- Visual inspection of roadway along loop detectors for exposed wires, cracks, and potholes
- Check detector amplifiers and tune as needed
- Manually record inspection date and time in controller cabinets and send written confirmation of three-month inspections with recommendations to Burlingame by intersection

Six-Month Routine Maintenance:

- Check controller cabinet filter
- Check ground rod clamp and wire
- Check the presence of wire schematics and records in the cabinet
- Check the operation of the fan
- Check the operation of the ground fault receptacle
- Measure and record voltage at service inputs in cabinet
- Check for bent or missing visors and back plates
- Check integrity of splices
- Check for wear and function of electromechanical controllers
- Check and match the time setting with time sheets on electromechanical and solid-state controllers
- Manually record inspection date and time in controller cabinets and send written confirmation of six-month inspections with recommendations to Burlingame by intersection

Annual Routine Maintenance:

- Replace all incandescent signal lamps included within the area-specific change-out program.
- Check all LED signal lamps
- Clean and polish all lens and reflectors
- Vacuum and clean controller cabinets and contents
- Replace cabinet filter
- Check waterproof gasket seals on controller cabinets
- Check water accumulation and duct sealants
- Lubricate hinges and locks on controller cabinets
- Check all signal heads and align when necessary
- Check indicator lamps
- Check all connectors
- Check detector extensions
- Check load switches
- Check relays
- Manually record inspection date and time in controller cabinets and send written confirmation of yearly inspection with recommendations to Burlingame by intersection

The scope of work also provides allowances to perform emergency and non-emergency non-routine call-out repairs.

BES has in the past provided exceptional services in the areas of regular traffic signal maintenance, emergency signal call-out response, and non-emergency call-out services and has also served as a critical component in continuing to operate the City of Burlingame's infrastructure.

Staff recommends that the City Council adopt the attached resolution authorizing a three-year agreement with Bear Electrical Solutions (BES) for annual on-call traffic signal maintenance services, beginning in FY 2025–26. The Agreement totals \$150,000 annually, with a not-to-exceed amount of \$450,000 over the three-year term.

### **FISCAL IMPACT**

Sufficient funds have been allocated in the Public Works Department's FY 2025–26 Operations Budget to support the full scope of services. Funding for these services in subsequent years will be included in future budget cycles.

#### Exhibits:

- Resolution
- Agreement