

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: June 17, 2026

To: Mayor and Town Council
From: Rich Metcalfe, Project Manager
Subject: General Services Agreement with DC Electric Group, Inc.

Recommendation to Council:

Authorize the Town Manager to approve and execute a General Services Agreement for routine and emergency streetlight and traffic signal repair and maintenance with DC Electric Group, Inc. for an amount not to exceed \$175,000 per fiscal year.

Strategic Plan Element:

The recommended action supports the goal of Infrastructure. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations.

Background:

The Town manages and contracts for specialized maintenance of 2,523 streetlights, 17 signalized intersections, 14 Rectangular Rapid Flash Beacons pedestrian crossings, 1 flashing beacon and 4 radar speed feedback signs. Timely scheduled and emergency maintenance and repair of the aforementioned infrastructure is critical in order to ensure vehicular, bicycle, and pedestrian movement safely within the Town's public right-of-way.

The Town does not employ staff with the necessary knowledge and skills to perform this work, nor does it have the necessary equipment to perform the repairs. DC Electric Group, Inc. has provided this service to the Town since 2015. Rather than incurring the cost of bidding the work, the Town has been able to "piggyback" on the competitive bidding processes by other municipalities. A "piggyback" refers to a procurement method where an organization uses an existing contract from another public agency to acquire goods or services. This allows entities to "piggyback" on the terms and pricing of the original contract, often resulting in cost savings and efficiency. It enables public agencies to access similar commodities or services without going through a competitive bidding process, thereby streamlining procurement. The current contract will end on June 30, 2026.

The DC Electric Group, Inc., provides this service to all cities and towns in Marin and Sonoma County except for Santa Rosa.

Discussion:

On December 10, 2025, the City of Rohnert Park posted a Request for Proposals for Maintenance of Rohnert Park's Electrified Traffic Control Devices, which closed February 12, 2026. The contract was awarded to DC Electric Group, Inc. and was approved by the City of Rohnert Park Council at their May 26, 2026, meeting.

In order to provide continuous and uninterrupted scheduled and emergency maintenance and repair,

staff recommends that Council approve a new five-year “piggyback” contract with DC Electric Group, Inc., which complies with the Town’s Purchasing Policies and Procedures, Windsor Town Code Section 1-6-115(f). The term of the agreement is for 3 years with an option for two (2) one-year extensions for an amount not to exceed \$175,000 per fiscal year.

Fiscal Impact:

The total fiscal impact of the proposed general service agreement will allocate up to \$175,000.00 in fiscal year 2026/27 based on sufficient appropriations of the Gas Tax Fund in the Council approved budget. Future appropriations will need to be made during the budgetary process.

Environmental Review:

This action does not constitute a “project” within the meaning of California Environmental Quality Act (CEQA) Guidelines Section 15301, Class 1 (Existing Facilities) and requires no environmental review.

Attachment(s):

[1. Agreement](#)

Prepared by:

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Project Manager

Reviewed by:

Shannon Cotulla
Public Works Director

Approved by:

Jon Davis
Town Manager