



Legislation Text

File #: 17-0250, **Version:** 1

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Stephanie Katsouleas, Public Works Director

Bruce Moe, Finance Director

Sean Roberts, Facilities Supervisor

Gwen Eng, Purchasing Manager

SUBJECT:

Resolutions Awarding a \$33,567.18 Contract to Elevators Etc. for Three Elevators and Four Wheelchair Lifts Maintenance and an \$80,487.04 Contract to Schindler Elevator Corporation for One Elevator and Four Escalators Maintenance (Public Works Director Katsouleas).

ADOPT RESOLUTION NOS. 17-0079 AND 17-0080

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve a resolution authorizing the City Manager to execute a three-year contract for \$33,567.18 with Elevators Etc. in response to RFP #1110-17 for elevator and wheel chair lift maintenance at City facilities (Attachment 1 and 2), with two possible one-year extensions.
2. Approve a resolution authorizing the City Manager to execute a three-year contract for \$80,487.04 with Schindler Elevator Corporation for elevator and escalator maintenance services at Metlox (Attachment 3 and 4) with two possible one-year extensions.

FISCAL IMPLICATIONS:

Funds totaling \$33,568 will be budgeted in the Facilities Division account for FY 2017/18 through FY 2019/20 for city elevators and wheelchair lifts; and funds totaling \$80,488 will be budgeted in the Streets, Meters and Lots account for FY 2017/18 through FY 2019/20 for the Metlox elevator and escalators.

BACKGROUND:

The City routinely contracts for elevator/escalator/wheelchair lift repair and maintenance services for its own facilities as well as Metlox. The City maintains four elevators, four escalators and four wheelchairs lifts at various facilities. These must be kept in running order to be in compliance with federal, State and local statutes and must be inspected monthly by a certified elevator inspector. These contract services include monthly inspections, maintenance and repairs when necessary.

DISCUSSION:

Staff solicited proposals and four responses were received. Because this is a service contract, vendor selection is based upon several factors: experience, number of technical staff available, references, working hours, billing increments, quality control, parts availability and cost.

After careful consideration, staff recommends that this contract be split between Elevators Etc. for the City's three elevators and four wheelchair lifts at various City facilities (low bid), and Schindler Elevator Corp. for the elevator and escalators at Metlox because the Metlox equipment is also manufactured by Schindler, thus saving on parts and repair/down time due to their proprietary nature (Summary of Bid Results in Attachment 5). Additionally, Schindler was the second lowest bidder for this work (a \$315 difference monthly). We believe we would receive higher priority on the proprietary parts should the escalators and elevator need repairs by utilizing the company's maintenance services directly, and therefore recommend going with the slightly higher cost. The full scope of work that will be performed by these two companies is included within the respective agreements referenced as Attachments 2 and 4.

Lastly, staff recommends that the City Manager be given the authority to administratively exercise the two-year option to extend the terms for both contracts and approve the annual budgets for an amount not to exceed:

- Elevator, Etc.
 - FY 2017/18 \$10,860
 - FY 2018/19 \$11,185
 - FY 2019/20 \$11,521
 - Optional FY 2020/21 \$11,868
 - Optional FY 2021/22 \$12,223

- Schindler
 - FY 2017/18 \$26,040
 - FY 2018/19 \$26,821
 - FY 2019/20 \$27,625
 - Optional FY 2020/21 \$28,455
 - Optional FY 2021/22 \$29,308

If at any time the City is not satisfied with either vendor's services, it may terminate the contract with a five-day written notice.

PUBLIC OUTREACH/INTEREST:

This bid was advertised on the City's website as well as BidSync, a public bid notification board.

ENVIRONMENTAL REVIEW

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

LEGAL REVIEW

The agreements have been reviewed by the City Attorney and is approved as to form.

Attachments:

1. Resolution No. 17-0079
2. Agreement with Elevators Etc.
3. Resolution No. 17-0080
4. Agreement with Schindler Elevator Corp.
5. RFP #1110-17 Comparison for Elevator/Escalator/Wheelchair Lifts Maintenance Services