



## Legislation Text

---

**File #:** 23-0013, **Version:** 1

---

**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Erick Lee, Public Works Director  
Sean Roberts, Maintenance Manager  
Erika King, Senior Management Analyst

**SUBJECT:**

Consideration of a Resolution Approving a Three-Year Maintenance Services Agreement with Pacific Coast Elevator dba Amtech Elevator Services for Elevator and Escalator Maintenance Services (Public Works Director Lee).

**ADOPT RESOLUTION NO. 23-0007**

---

**RECOMMENDATION:**

Staff recommends that the City Council: adopt Resolution No. 23-0007 approving the Maintenance Services Agreement with Pacific Coast Elevator dba Amtech Elevator Services (Amtech) for elevator and escalator maintenance services at City facilities at a cost not-to-exceed \$300,000 and authorize the City Manager to administratively exercise two one-year options to extend the terms of the contract.

**FISCAL IMPLICATIONS:**

The three-year agreement under consideration has an annual cost of \$100,000 with a total not to exceed amount of \$300,000 and the option to exercise two one-year extensions to the agreement term only. Sufficient funding for this agreement is available in the current Facilities Division's budget in the form of anticipated savings from contract services within the Buildings & Grounds and Parking Funds. Future years will be budgeted accordingly for this agreement.

**BACKGROUND:**

The City routinely contracts for elevator and escalator repair and maintenance services. These contract services include monthly inspections, routine maintenance, and repairs when necessary. The City currently maintains four elevators, four escalators, and four wheelchair lifts at various facilities:

- Elevators
  - City Hall
  - Metlox (Lot M)
  - Civic Ctr. Plaza

- Public Safety Facility
- Four Escalators at Metlox (Lot M)
- Wheelchair lifts
  - Joslyn Center
  - Marine Complex
  - City Hall
  - Pier at Roundhouse

On December 15, 2022, the City entered into an agreement with Amtech for the temporary provision of maintenance services to elevators and escalators while the City completed the RFP selection process. This short-term agreement with Amtech will be terminated upon the execution of this agreement.

#### **DISCUSSION:**

On September 29, 2022, staff solicited an Elevator and Escalator Maintenance Request for Proposal (RFP) #1286-23 through OpenGov, a public bid notification board. Three proposal responses were received from Elevators Etc., Fujitec, and Amtech. The bid results are provided as an attachment to this report, and a summary is listed below for reference.

<u>Vendor</u>	<u>Annual Maintenance Fee</u>
Amtech	\$35,040
Elevators Etc.	\$46,800
Fujitec	\$53,040

The evaluation criteria for this service contract and 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 the City contract with Amtech for the annual maintenance and repair of the City's elevators and escalators.

The annual contract amount includes a monthly maintenance fee, and a contingency amount for replacement parts not included in the monthly maintenance costs. If the City is unsatisfied with any of the vendor's services at any time it may terminate the contract with a five-days written notice. Lastly, staff recommends that the City Manager be given the authority to administratively exercise two one-year options to extend the terms of the contract.

**PUBLIC OUTREACH:** This bid was advertised on the City's website and OpenGov, 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. 23-0007
2. Agreement - Pacific Coast Elevator dba Amtech Elevator Services
3. RFP #1286-23 - Elevator and Escalator Maintenance Services