



CITY COUNCIL AGENDA REPORT

MEETING DATE: DECEMBER 6, 2004 ITEM NUMBER: _____

SUBJECT: **AWARD CONTRACT FOR ELEVATOR MAINTENANCE SERVICES FOR THE CIVIC CENTER**

DATE: **NOVEMBER 17, 2004**

FROM: **PUBLIC SERVICES DEPARTMENT/MAINTENANCE SERVICES**

PRESENTATION BY: **WILLIAM J. MORRIS, DIRECTOR OF PUBLIC SERVICES**

FOR FURTHER INFORMATION CONTACT: **BRUCE HARTLEY, MAINTENANCE SERVICES MANAGER, 714-754-5164**

RECOMMENDATION:

It is recommended the City Council:

1. Approve a Professional Services Agreement for Elevator Maintenance Services with Amtech Elevator Services, 1550 Sunkist Street, Suite #A, Anaheim, CA 92806, with an initial term of five years, in a first-year amount not to exceed \$9,300 and,
2. Authorize the City Manager to execute up to three (3) additional one-year periods, beyond the initial five-year term, each in an amount not to exceed \$9,300 for a maximum term not to exceed eight (8) years, contingent upon funds being budgeted in subsequent years.

BACKGROUND:

The City of Costa Mesa operates three elevators located at the Civic Center complex. Two elevators are located at City Hall, 77 Fair Drive and one elevator located at the Police Facility, 99 Fair Drive. The elevators provide continuous transportation for employees and visitors during work hours and after hours transportation of janitorial staff.

The Public Services Department, Maintenance Services Division is responsible for the oversight and contract administration necessary to provide reliable elevator service to the Civic Center. The current maintenance contract with Kone Elevator Company has expired and is on a month-to-month basis at this time. The contract has not been competitively bid for many years and is operating under specifications that are dated. Elevators require consistent preventive maintenance, testing and repairs to meet all the State of California regulations for operation. The Maintenance Services Division recently contracted with a consultant to provide an evaluation of the City's elevator systems and to assist in the preparation of the maintenance specifications. The newly created specifications were the basis for the Request for Proposal that was initiated to

locate a highly qualified elevator maintenance company to provide the necessary services.

ANALYSIS:

A Request for Proposal (RFP) was advertised in local publications and directly mailed to all firms on the City's list of vendors for elevator maintenance services. A mandatory pre-proposal meeting was conducted for all firms interested in proposing on the Elevator Maintenance Services project. Six companies were in attendance. Subsequently, four companies participated in the RFP process by submitting a proposal for the requested services.

City staff completed a thorough review and evaluation of the four proposals received. The proposals were ranked based on three weighted factors: 1) The quality of the technical response to the scope of services; 2) The qualifications and references of the company proposing on the scope of services; and 3) The competitiveness and value of the pricing offered.

Based on the evaluation process staff determined that Amtech Elevator Services was highly qualified and provided the most competitive pricing and greatest value of all the companies that proposed on the project.

The proposed contract is for an initial five-year period. However, the City may terminate the contract if Amtech fails to perform any of its material obligations. Three one-year optional renewals are included in the agreement. The renewals would allow for the agreement to continue with both parties approval on a year-to-year basis, for three years after the initial contract. This would save the cost and disruption of annually re-bidding the contract as long as the work is satisfactory. The recommendation included in this report would authorize the City Manager to extend the contract annually under certain conditions for up to three years, without having to bring it to Council for consideration. The contract would only proceed beyond the first year, and in subsequent years if funding was approved by the City Council in the annual budget process.

The FY 2004-05 budgeted amount for this contract is \$15,000. The proposal submitted by Amtech Elevator Services is in an annual amount of \$9,300.

ALTERNATIVES CONSIDERED:

1. The City Council could choose to award the contract for professional elevator maintenance services for the repair and maintenance of the City of Costa Mesa's elevators at two locations within the City of Costa Mesa's Civic Center to Amtech Elevator Services.
2. The City Council could choose to award the contract for professional elevator maintenance services for the repair and maintenance of the City of Costa Mesa's elevators at two locations within the City of Costa Mesa's Civic Center to any of the other three companies that proposed on the project.
3. The City Council could reject all proposals and direct staff to re-advertise the work.

FISCAL REVIEW:

Sufficient funding for the first year of the contract has been budgeted and is available for appropriation to this agreement in the approved 2004-2005 fiscal year Public Services Department budget

LEGAL REVIEW:

The City Attorney's office has reviewed the documents and approved them as to form.

CONCLUSION:

The City operates three elevators in the Civic Center complex. The State of California regulates maintenance and repair of all elevator systems in the State. The certification necessary to operate the elevators requires that appropriately licensed elevator technicians complete certain services, inspections and reports. The Public Services Department currently contracts for elevator maintenance services and at this time is in a month-to-month contract with the current service provider. New specifications were developed and a competitive process has been completed to identify a highly qualified firm to provide the necessary services to the City.

It is recommended the City Council approve a Professional Services Agreement with Amtech Elevator Services for the repair and maintenance of the City of Costa Mesa's three elevators at the Civic Center, with an initial term of five years, at a cost of \$9,300 per year, and authorize the City Manager to execute up to three (3) additional one-year periods, beyond the initial five-year term, each in an amount not to exceed \$9,300 for a maximum term not to exceed eight (8) years contingent upon funds being budgeted in subsequent years.

BRUCE A. HARTLEY
Maintenance Services Manager

WILLIAM J. MORRIS
Director of Public Services

MARC R. PUCKETT
Director of Finance

KIMBERLY HALL BARLOW
City Attorney

ATTACHMENTS: 1 [Agreement](#)

DISTRIBUTION: City Manager
City Attorney
Deputy City Clerk
Public Services Director
Staff
File

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File Name 12/06/04-Amtech Elevator Services Staff Report

Date 11/23/04

Time 3:35 p.m.