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DEPARTMENT OF
FINANCE

PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

May 7, 1998

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City Council
Sacramento, California

Honorable Members in Session:

**SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1774 FOR
ELEVATOR & ESCALATOR MAINTENANCE SERVICES IN A TOTAL AMOUNT
NOT TO EXCEED \$138,000.00 PER CONTRACT YEAR**

LOCATION AND COUNCIL DISTRICT: City-wide; All districts

RECOMMENDATION:

Staff recommends that the City Council adopt specifications and accept the lowest responsible bid for the contract resulting from Bid No.1774 for Elevator and Escalator Maintenance Services. Award is recommended to Elevator Technology, 2050 Arroyo Vista, El Dorado Hills, CA 95762, in a total amount not to exceed \$138,000.00 per contract year. This report also requests authorization to award contracts to secondary contractors as back-up resources, to be used only in the event that the primary contractor is unable to perform the services as required.

CONTACT PERSONS: Sidney Smith, Administrative Services Officer, 433-6220
Steve Alstrom, Senior Buyer, 433-6343

FOR COUNCIL MEETING: May 7, 1998

SUMMARY:

Attached is a tabulation of sealed proposals received by the City Clerk for furnishing services in accordance with the specifications used in the bidding process, and recommendation for award of Bid No. 1774 for Elevator and Escalator Maintenance Services.



BACKGROUND:

The contract addressed in this report will provide for preventive and corrective elevator and escalator maintenance services and will continue for five (5) years. The contract will be administered/monitored by the Maintenance Services Division of the Department of Public Works.

Direct solicitations were mailed to thirteen contractors, none of which were identified or listed as M/WBE firms. A mandatory pre-bid conference was conducted on March 18, 1998, at which time staff from the Procurement Services and Maintenance Services Divisions reviewed all contract specifications and requirements with the prospective bidders in attendance. Representatives from six firms attended this mandatory pre-bid conference.

To provide broad opportunity for contractor participation, while at the same time meeting the City's needs, the City facilities were divided into four (4) separate areas. Award criteria in the bid allowed for the City to award by area, group of areas, or in total. This report recommends that the contract be awarded on the basis of the total bid to a primary contractor, with secondary contractors designated as alternates for the total contract. Secondary contractors will be utilized as back-up resources, only in the event that the primary contractor is unable to perform the services as required in the bid specifications.

Staff recommends that the contract be awarded to Elevator Technology, 2050 Arroyo Vista, El Dorado Hills, CA 95762, as the primary contractor. Theirs was the lowest of six (6) bid responses received as shown in the attached bid tabulation sheet (Attachment 1). Authorization is requested to enter into a contract in a total amount not to exceed \$138,000.00 per year, which will allow for the addition of facilities, changes in scope of work, and price adjustments in subsequent contract years, in accordance with the provisions of this five (5) year contract. Secondary contractors, to be used only in the event the primary contractor is unable to perform, are shown and ranked in the attached bid tabulation sheet.

FINANCIAL CONSIDERATIONS:

Sufficient funds have been budgeted by the Maintenance Services Division for these services.

ENVIRONMENTAL CONSIDERATIONS:

Ongoing administrative and maintenance activities, such as purchases of supplies, equipment or materials which are not made for purposes of a public works construction project, do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA Guidelines, Sections 15061(b)(1), 15378(b)(3).

POLICY CONSIDERATIONS:

This recommendation is consistent with the requirements for competitive bidding as detailed in Title 57 of the Sacramento City Code.

MBE/WBE EFFORTS:

Requests for bid (RFB) were sent to thirteen contractors, none of which were identified as M/WBE firms. No local M/WBE firms were known or listed in the City Bid Directory that provide this type of specialty service.

Respectfully Submitted,



Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:



for WILLIAM H. EDGAR
City Manager

1 Attachment