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DEPARTMENT OF
FINANCE

PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

August 30, 1994
PS:Admin:94054:RBH:SA:bd

5730 - 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

PH 916-433-6240
FAX 916-399-0263

City Council
Sacramento, California

Honorable Members In Session:

**SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1645,
ELEVATOR AND ESCALATOR MAINTENANCE/SERVICE, IN THE
AMOUNT OF \$150,000.00**

LOCATION AND COUNCIL DISTRICT

City-wide-All Districts

STAFF RECOMMENDATION

It is recommended that, in the best interest of the City, the City Council adopt the specifications used in the bidding process and accept the lowest responsible bids submitted for the contracts resulting from Bid No. 1645 for Elevator and Escalator Maintenance/Service. Award is being recommended to Elevator Technology, 2050 Arroyo Vista Way, El Dorado Hills, CA 95762 and Lodestar Elevator Company, Inc., 4592A East Second Street, Benicia, CA 94510 as primary contractors in a total amount not to exceed \$150,000.00. This report also requests authorization to award contract(s) to alternates as back-up resources, to be used only in the event that the primary contractor(s) is/are unable to perform the services as required.

CONTACT PERSON: Steve Alstrom, Buyer II, 433-6240

FOR COUNCIL MEETING OF: August 30, 1994

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 of bid award for Bid No. 1645 for Elevator and Escalator Maintenance/Service, to be used by the Facility Management Division of the Public Works Department.



BACKGROUND

This contract is for complete preventive and corrective maintenance service on City elevators and escalators and will continue for three (3) years. The contract will be administered/monitored by the Facility Management Division of the Public works Department.

Specifications for Bid No. 1645 were publicly advertised and mailed by the City Clerk. Initial advertising and mailing to vendors, bid advertising firms and minority outreach agencies began on June 22, 1994. A mandatory Pre-Bid Conference was held at 10:00 A.M., June 30, 1994, at the City Corporation Center-South in order to clarify bid specifications and requirements and to answer any questions that the bidders might have. Sealed bids were subsequently publicly opened by the City Clerk on August 3, 1994.

In order 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 zones. Recommendations for award are based upon the lowest responsible bids received for each of the zones. The recommendations included in this report also call for contract awards to be made on the basis of individual zones to a primary contractor(s), with a secondary contractor designated as an alternate for each zone. Secondary contractor(s) will be utilized as a back-up resource, and only in the event that the primary contractor is unable to perform the services as required in the bid specifications.

The following is a summary of the recommendation for contract award(s):

<u>Bidder</u>	<u>Award Items</u>	<u>Contract Amount</u>
<u>Primary Contractors</u>		
Elevator Technology	Zones 1, 3 and 4	\$107,134.00 ⁽¹⁾
Lodestar Elevator Co., Inc.	Zone 2	\$ 9,756.00 ⁽¹⁾
<u>Secondary Contractors</u>		
Elevator Technology	Zone 2	
Lodestar Elevator Co., Inc.	Zones 1, 3 and 4	

⁽¹⁾ The lowest responsible bid totals of \$116,890.00 represent the totals for scheduled maintenance of existing elevators/escalators only. Authorization is being requested to enter into contracts in a total amount not to exceed \$150,000.00 per year, which will allow for the addition of new elevators, if applicable, and unscheduled repairs as may be required during this three (3) year contract.

FINANCIAL CONSIDERATIONS

Sufficient funds have been budgeted by Facility Management and other City organizations for this service.

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 fifteen (15) contractors, three (3) of which were identified as M/WBE firms. The names of the prospective bidders were obtained from the City bid list and by researching the EBMUD Minority and Women Business Enterprise 1992-93 Directory and the State of California - Spring 1994 Disadvantaged Business (DB) and Women Business Enterprise (WBE) List. In addition, the RFB was sent to several bid advertising agencies, including the Minority Business Exchange and the Sacramento Business Development Center. This bid included provisions for a five percent (5%) bid evaluation preference for City-certified, preference-eligible M/WBE firms. Of the four (4) responses received, one (1) was from a City-certified, preference-eligible woman-owned Asian/Pacific Islander business. This firm is not being recommended for award. Although not currently certified by the City, the firm recommended for award of Zones 1, 3 and 4, Elevator Technology, did indicate in their bid response that the company is a woman-owned business enterprise. They are currently in the process of obtaining City certification.

Respectfully Submitted,



Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:



For William H. Edgar
City Manager

1 Attachment

**BID TABULATION SHEET FOR
BID NO. 1645 - ELEVATOR AND ESCALATOR MAINTENANCE/SERVICE**

<u>Bidders</u>	<u>Area 1</u>	<u>Area 2</u>	<u>Area 3</u>	<u>Area 4</u>	<u>Extra Work</u>	<u>Total Bid</u>	<u>M/WBE Preference</u>	<u>Prompt Payment Discount</u>
U. S. Elevator Corp.	\$94,200.00	\$25,100.00	\$129,960.00	\$10,200.00	\$7,760.00	\$267,220.00	None	None
Capitol Elevator Co., Inc.	\$43,600.02 ⁽²⁾	\$13,874.96 ⁽²⁾	\$ 90,849.12 ⁽²⁾	\$ 6,996.42 ⁽²⁾	\$5,804.50 ⁽²⁾	\$161,125.02 ⁽²⁾	Yes - 5%	1% - 20 days
Elevator Technology	<u>\$27,608.00</u>	<u>\$10,680.00</u>	<u>\$ 76,430.00</u>	<u>\$ 3,096.00</u>	\$4,915.00	\$122,729.00	None	None
Lodestar Elevator Co.	<u>\$38,340.00</u>	<u>\$ 9,756.00</u>	<u>\$ 90,720.00</u>	<u>\$ 4,364.00</u>	\$5,905.00	\$149,085.00	None	None

 denotes Primary Contractor(s)

 donotes Secondary Contractor(s)

⁽¹⁾ The lowest responsible bid totals of \$116,890.00 represent the totals for scheduled maintenance of existing elevators/escalators only. Authorization is being requested to enter into contracts in a total amount not to exceed \$150,000.00 per year, which will allow for the addition of new elevators, if applicable, and unscheduled repairs as may be required during this three (3) year contract.

⁽²⁾ Total(s) include the five (5) percent M/WBE bid evaluation preference and prompt payment discount.

Award of Contracts To: Zones 1, 3 and 4
Elevator Technology
2050 Arroyo Vista Way
El Dorado Hills, CA 95762

Zone 2
Lodestar Elevator Co., Inc.
4592A East Second Street
Benicia, CA 94510

Original Estimated Cost: \$125,000.00

Total Bid Amounts: \$116,890.00⁽³⁾

Total Amount of Contracts: \$150,000.00⁽⁴⁾

Using Department: Facility Management for Various City Departments

Due Date: August 3, 1994

Total No. of
Bids Solicited

15

No. of M/WBE
Bids Solicited

3

No. of M/WBE
Responses

1

Award to
M/WBE Vendor?

No

