



## REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604  
www.CityofSacramento.org

CONSENT  
October 28, 2008

Honorable Mayor and  
Members of the City Council

**Title: Contract: Citywide Elevator, Escalator and Lift Repair and Maintenance Services**

**Location/Council District: Citywide**

**Recommendation:** Adopt a **Resolution:** 1) awarding a two year contract for citywide elevator, escalator and lift repair and maintenance services to Elevator Technology in a total amount not to exceed \$349,520 for the two year period; and 2) authorizing the City Manager or the City Manager's designee to execute the contract provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).

**Contact:** Tony Alexander, General Supervisor, 808-6360; Cynthia Kranc, Facilities Manager, 808-2258

**Presenters:** Not applicable

**Department:** General Services

**Division:** Facilities and Real Property Management

**Organization No:** 13001521

### **Description/Analysis**

**Issue:** Staff is seeking approval to award a contract to perform required elevator, escalator and lift repair and maintenance services on a citywide basis. The formal bid process for this project was completed on October 8, 2008, and Elevator Technology was selected as the lowest responsive and responsible bidder.

The City has 22 sites with approximately 62 pieces of equipment that require weekly, monthly and yearly maintenance and repairs. This equipment must also remain in compliance with State of California mandates for maintenance, safety and repairs.



**Policy Considerations:** The recommendations in this report are consistent with the provisions of Sacramento City Code Chapter 3.56.

**Committee/Commission Action:** Not applicable

**Environmental Considerations:**

**California Environmental Quality Act (CEQA):** The current proposal involves the awarding of a contract for repair and maintenance services. The proposal is not a 'project' in accordance with Section 15378 of the California Environmental Quality Act Guidelines. The proposal does not have a potential for resulting in either direct or indirect physical changes in the environment. Therefore, as determined by the City's Environmental Services Planning Manager, no environmental review is necessary.

**Sustainability Considerations:** Not applicable

**Rationale for Recommendation:** The maintenance and repair of city wide elevators is critical to meeting Americans with Disabilities Act (ADA) standards, improving the safety and reliability of the City's elevators, and improving the quality of services to the buildings. This equipment must also remain in compliance with State of California mandates for maintenance, safety, and repairs.

On September 15, 2008, the Department of General Services, in accordance with City Code Section 3.56, issued Invitation for Bid (IFB) No. B0913001521017 for citywide elevator, escalator and lift repair and maintenance services. A total of one bid was received. It was determined that Elevator Technology was the lowest responsive and responsible bidder.

The results of IFB No. B0913001521017 are listed in the table below.

Company Name	Contract Amount	ESBE %
Elevator Technology	\$349,520	100%

**Financial Considerations:** Funding for the citywide elevator, escalator and lift repair and maintenance services contract will be provided by the Department of General Services' General Fund operating budget. Sufficient funding is available in the department's FY2008/09 budget to purchase these services through June 30, 2009. Purchases made after June 30, 2009 are subject to funding availability in the adopted budget for the applicable fiscal year.

**Emerging Small Business Development (ESBD):** Elevator Technology is certified as an emerging/small business enterprise. As of May 31, 2008, the Department of General Services has achieved an ESBD percentage of 36.84% for FY2007/08.

Respectfully Submitted by:   
Cynthia Kranc  
Facilities Manager

Respectfully Submitted by:   
Reina J. Schwartz  
Director, Department of General Services

Recommendation Approved:

  
for Ray Kerridge  
City Manager

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**ATTACHMENT 1**

**BACKGROUND INFORMATION**

The Department of General Services posted a request for bids to the City's contract website. A non-mandatory pre-bid meeting was conducted on September 25, 2008. Two firms attended the non-mandatory pre-bid meeting. The bids were opened on October 8, 2008 and a total of one firm responded to the bid. Contract staff reviewed and evaluated the written proposal. The lowest responsive and responsible bidder was determined to be Elevator Technology.

In order to improve the reliability and safety of the City's elevators, escalators and lifts as well as to improve the quality of services to the City's buildings, regular elevator, escalator and lift maintenance and service should be completed, to include:

- Maintenance and repair of all control systems
- Maintenance and repair of heavy duty door operators and door protection devices
- Maintenance and repair of hoistway cables
- Complete preventive maintenance service repairs
- Functional maintenance

**RESOLUTION NO. 2008-**

Adopted by the Sacramento City Council

**October 28, 2008**

**AWARD CONTRACT FOR CITYWIDE ELEVATOR, ESCALATOR, AND LIFT REPAIR  
AND MAINTENANCE SERVICES**

**BACKGROUND**

- A. Maintenance and repair of city wide elevators is critical to meeting Americans with Disabilities Act (ADA) standards, improving the safety and reliability of the City's elevators, and improving the quality of services to the buildings. This equipment must also remain in compliance with State of California mandates for maintenance, safety, and repairs.
- B. The formal bid process for citywide elevator, escalator, and lift repair and maintenance services was completed on October 8, 2008. Pursuant to City Code Section 3.56, Elevator Technology was determined to be the lowest responsive and responsible bidder.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL  
RESOLVES AS FOLLOWS:**

- Section 1. Elevator Technology is awarded a two-year contract for citywide elevator, escalator and lift repair and maintenance services in a total amount not to exceed \$349,520 for the two year period.
- Section 2. The City Manager or the City Manager's designee is authorized to execute the contract specified above provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).