

City of Culver City, California
City Council Agenda Item Report

Meeting Date: August 28, 2006		Item Number: <u>C-6</u>	
AGENDA ITEM: Authorization to Solicit Requests for Proposal for the Maintenance of Elevators at Various City Facilities.			
Contact Person/Dept.: Eric Mirzaian Public Works-Maintenance Operations		Phone Number: (310) 253-6410	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Master Notification List on 8/23/06;			
Department Approval: Charles D. Herbertson 8/16/06		City Manager Approval: Martin Cole for Jerry Fulwood 8/22/06	
City Controller Approval: Marlee Chang 8/21/06			
<u>RECOMMENDATION:</u> It is respectfully recommended that the City Council authorize the Public Works Department to solicit Requests for Proposals (RFP) for the maintenance of thirteen (13) elevators at nine (9) City facilities including City Hall, Police Facility, Public Works Maintenance Yard, Transportation Facility, Veteran's Memorial Building, Ince Parking Structure, Watseka Parking Structure, Cardiff Parking Structure and Ivy Sub-station. <u>BACKGROUND:</u> At its July 10 meeting, the City Council authorized the extension of the maintenance agreement of the three elevators at City Hall until November 30, 2006. This extension allows the City Hall elevator maintenance agreement to concurrently expire on the same date as the maintenance agreement for the elevator at the Public Works Maintenance Yard. The elevators at these two facilities are maintained by the same vendor. The maintenance of elevators at the City's three parking structures (Ince, Watseka, and Cardiff) is currently on a month-to-month basis with a separate vendor. The elevators at the Veteran's Memorial Building, Police Facility, Transportation Facility and Ivy Sub-station are maintained via separate agreements as well. Currently, the maintenance contracts for the elevators at Ivy Sub-station and the Veteran's Memorial Building expire in 2007, while the maintenance of elevators at the Police Facility and Transportation Facility are currently on a month-to-month basis. The objective of the extension of the maintenance agreement for the City Hall elevators was to give Staff adequate time to prepare an RFP and consolidate the maintenance of all the elevators at these facilities into a single agreement. With regards to the elevator maintenance agreements for the Veteran's Memorial Building and Ivy Sub-station, Staff			

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has the option of either terminating these agreements via a thirty day notice and incorporating them into the new consolidated agreement, or waiting for the agreements to expire and incorporating them via agreement amendments. Staff believes consolidating all elevator maintenance agreements at these facilities into a single scope of service will generate overall cost savings.

DISCUSSION:

Currently, there are separate maintenance agreements for the elevators at City Hall, Public Works Maintenance Yard, the City's three parking structures (Ince, Watseka, and Cardiff); Police Facility, Transportation Facility; Ivy Sub-station and Veteran's Memorial Building.

With the City Council's authorization, the Public Works Department will solicit proposals from qualified firms via the attached RFP for the maintenance of elevators at these City facilities. As a result, Staff will have the ability to consolidate all of the existing separate elevator maintenance agreements into a single consolidated agreement and scope of work. This consolidation will simplify the management of a single agreement rather than managing multiple agreements. The consolidation of these agreements will also be more cost effective.

Should the City Council approve the release of the RFP, the following table includes the timeline for the project:

Task	Time Frame
RFP Approval by City Council	August 28, 2006
Release of Notice Inviting Proposals	August 29, 2006
Deadline for Receipt of Proposals	September 13, 2006 at 2:00 PM
Consideration of Award of Contract	September 25, 2006
Data Gathering and Study Preparation	N/A
Presentation of Study to Council	N/A

FISCAL ANALYSIS:

Payments for the elevator maintenance agreements for City Hall, Public Works Maintenance Yard and Veteran's Memorial Building are paid out of the Public Works Building Maintenance Account (10163200.619800), while payments for the maintenance agreements of the other facilities are paid by the respective departments:

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Parking Structures (Redevelopment)
Police Facility (Police Department)
Ivy Sub-station (Redevelopment)
Transportation Facility (Transportation Department)

With the new consolidated agreement, the respective departments/divisions will continue to pay for the maintenance of the elevators at their respective facilities but management of the new agreement will be done by the Public Works Department.

ATTACHMENTS:

Copy of the Request for Proposal

MOTION:

That the City Council:

1. Authorize staff to solicit Requests for Proposal for maintenance of thirteen elevators at nine City facilities.