



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report Details (With Text)

**File #:** 18-0769      **Version:** 2      **Name:**  
**Type:** Minute Order      **Status:** Consent Agenda  
**File created:** 1/23/2018      **In control:** City Council Meeting Agenda  
**On agenda:** 2/12/2018      **Final action:**  
**Title:** CC-(1) Waiver of Formal Competitive Bidding Procedures; and (2) Approval of an Amendment to an Existing Professional Services Agreement with 5 Star Elevator Services for Elevator Maintenance at City-owned Facilities Extending the Term an Additional One Year.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. City of Culver City, Budget Spreadsheet Maintenance, 1-23-2018.pdf

Date	Ver.	Action By	Action	Result
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**CC-(1) Waiver of Formal Competitive Bidding Procedures; and (2) Approval of an Amendment to an Existing Professional Services Agreement with 5 Star Elevator Services for Elevator Maintenance at City-owned Facilities Extending the Term an Additional One Year.**

**Meeting Date:** February 12, 2018

**Contact Person/Dept:** Eric Mirzaian/Public Works

**Phone Number:** 310-253-6444

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Public Hearing:**       **Action Item:**       **Attachments:**

**Commission Action Required:** Yes  No       **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (02/06/18);

**Department Approval:** Charles D. Herbertson (01/31/18)

### RECOMMENDATION

Staff recommends the City Council (1) waive formal competitive bidding procedures; and (2) approve an amendment to the existing professional services agreement with 5 Star Elevator Services (5 Star) for elevator maintenance at city-owned facilities to extend the term for one additional year.

## **BACKGROUND/DISCUSSION**

The most recent agreement between the City and 5 Star expired on January 31, 2018. This agreement was awarded to 5 Star in 2013 after an extensive and competitive Request for Proposals (RFP) process was conducted.

The maintenance covers the elevators at the following facilities: City Hall, Police Department, Transportation Facility, Public Works Yard, Cardiff Parking, Ince Parking, Watseka Parking, Ivy Substation and the Veteran's Memorial Building. It should be noted the elevator at the Veteran's Memorial Building is not available for public use.

In general, Culver City Municipal Code (CCMC) Section 3.07.085 exempts professional and personal services from the formal competitive bid process. However, pursuant to CCMC Section 3.07.050, where the same consultant/contractor has been utilized for a period of five years, formal competitive bidding procedures shall apply.

Staff is recommending the City Council waive this requirement, pursuant to CCMC Section 3.07.075.E.3, and authorize the proposed one year extension to allow time to conduct another RFP process. In the interim, 5 Star has agreed to maintain the current rates for this one year extension as reflected in Attachment 1.

## **FISCAL ANALYSIS**

Funding for the maintenance of elevators at citywide facilities is as follows: 10160230.600100 (R&M Building Maintenance), 47555380.600100 (Ince Parking Structure), 47555580.600100 (Watseka Parking Structure), 47555310.600100 (Cardiff Parking Structures). Sufficient funding is available in the current fiscal year budget.

## **ATTACHMENTS**

1. Proposed maintenance rates by 5 Star Elevator Services

## **MOTION**

That the City Council:

1. Approval of an amendment to the existing professional services agreement with 5 Star Elevator Services for elevator maintenance at City-owned facilities, extending the term an additional one year, and;
  
2. Authorize the City Attorney to review/prepare the necessary documents, and;

3. Authorize the City Manager to execute such documents on behalf of the City.