



City of Culver City

Staff Report

File #: 18-0769, **Version:** 2

Item #: C-5.

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 (Watsoka 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.