



# City of Culver City

## Staff Report

File #: 24-852, Version: 1

Item #: C-4.

**CC - CONSENT ITEM: Approval of a Five-Year Agreement with Elevators Etc., Inc. for the Maintenance and Repair of 13 Elevators at Nine Facilities in an Amount Not-to-Exceed \$546,929.**

**Meeting Date:** April 29, 2024

**Contact Person/Dept.:** Gary Wansley/Public Works - Maintenance and Operations  
Joe Susca/Public Works - Administration

**Phone Number:** 310-253-6444/5636

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

**Attachments:** Yes  No

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (04/24/2024); Elevators Etc., Inc. (04/10/2024); Total Access Elevator (04/10/2024); Smart Rise Elevator (04/10/2024)

**Department Approval:** Yanni Demitri, Public Works Director/City Engineer (04/08/2024)

### **RECOMMENDATION**

Staff recommends the City Council approve a five-year agreement with Elevators Etc., Inc. to maintain and repair the City's 13 elevators, located at nine different facilities, in an amount not-to-exceed \$546,929.

### **BACKGROUND**

To maintain an active permit to operate an elevator, California requires a minimum once-per-month inspection, regular monitoring and servicing of the elevators' moving parts, and to the conducting of a series of tests designed to safeguard their operation.

In August 2018, staff released a Request for Proposals (RFP) to several elevator maintenance firms soliciting competitive proposals for maintenance and repair services, and on October 8, 2018, the City Council approved a five-year agreement with the lowest cost firm, Five Star Elevator. Soon afterward, Five Star Elevator was acquired by Schindler Elevator Corp. The agreement was subsequently amended four times over the years and currently expires on June 30, 2024.

### **DISCUSSION**

In February 2024, staff posted RFP No. 2502 on PlanetBids and received three responsive proposals as follows:<sup>1</sup>

	<u>5-Year Maintenance</u>	<u>Hourly Rates for Repairs:</u>
Smart Rise Elevator	\$139,620	\$329 to \$459 (based on job title)
<b>Elevators Etc.</b>	<b>\$171,929</b>	<b>\$273 to \$340 (based on job title)</b>
Total Access Elevator	\$245,376	\$330 to \$478 (based on job title)

Elevator repairs are performed when needed and are billed on a time and material basis using the hourly rates contained in the proposal. Historically, repairs have amounted to approximately \$50,000 annually; however, staff recommends increasing the amount to \$75,000 as a prudent measure since the City’s aging elevators may break down more often in the coming years.

Staff reviewed the proposals and all three firms above were responsive to the requirements contained in the RFP. Although Smart Rise Elevator offers a slightly lower annual maintenance cost (\$27,924) when compared to Elevators Etc. (\$34,386), staff believes this savings will be more than offset by the lower labor rates Elevator’s Etc. charges to conduct up to \$75,000 annually in repairs.

Staff called the Elevators Etc. references and found them to be favorable. Staff recommends entering into a five-year agreement with Elevators Etc. in the amount of \$171,929 for the maintenance portion of the work plus \$375,000 (\$75,000 annually) for repairs; for a grand total not-to-exceed \$546,929.

**FISCAL ANALYSIS**

Over the term of the five-year agreement, the \$171,929 maintenance costs will come from various accounts. Payments for the elevator maintenance for City Hall, the Public Works Maintenance Yard, and the Veteran’s Memorial Building, totaling \$72,385, will be paid out of Account No. 10163200.6198000 (Public Works Building Maintenance - Other Contractual Service), while payments for the remaining facilities will come from the following accounts:

- Cardiff Parking Structure (\$13,770 - Account No. 47555310.60200)
- Ince Parking Structure (\$41,308 - Account No. 47555380.60200)
- Watseka Parking Structure (13,770 - Account No. 47555580.60200)
- Ivy Substation (\$10,232 - Account No. 10160230.619800)
- Police Station (\$10,232 - Account No. 10140200.600100)
- Transportation Facility (\$10,232 - Account No. 20370200.619800)

When specific repairs are necessary, payment for up to \$75,000 in additional annual repair costs will be charged directly to the accounts listed above.

Sufficient funds will be included in the Proposed Budget for Fiscal Year 2024-2025 in the accounts listed above to cover the first year of the five-year agreement, \$34,386 for general maintenance and \$75,000 for repairs. Funding to cover future years of the agreement will be included in future fiscal year budgets.

## **MOTIONS**

That the City Council:

1. Approve a five-year agreement with Elevators Etc., Inc. in an amount not-to-exceed \$546,929 for maintenance and repair of 13 elevators at nine facilities; and
2. Authorize the City Attorney to prepare the necessary documents; and
3. Authorize the City Manager to execute the documents on behalf of the City.

<sup>1</sup>Another proposal was also received by EnPro Elevator, Inc. however, it was rejected due to errors.