



City of Culver City

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

Staff Report

File #: 19-337, **Version:** 2

Item #: C-8.

CC- Approval of a Five-Year Agreement with 5 Star Elevator Services, Inc. to Provide Citywide Elevator Maintenance at City Facilities in the Amounts of \$24,171.00 (Year 1), \$25,137.84 (Year 2), \$26,143.35 (Year 3), \$27,189.09 (Year 4), and \$28,276.65 (Year 5); and for After-Hour and Unforeseen Repair Needs at the Hourly Rates of \$335 (Straight Time Man Hour), \$570 (Overtime Man Hour), \$235 (Overtime Man Hour Differential), \$670 (Double Time Man Hour), \$335 (Double Time Man Hour Differential), \$495 (Straight Time Team Hour), \$850 (Double Time Team Hour).

Meeting Date: October 8, 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 (10/02/18);

Department Approval: Charles D. Herbertson (09/27/18)

RECOMMENDATION

Staff recommends the City Council approve a five-year agreement with 5 Star Elevator Services, Inc. (5 Star) to provide citywide elevator maintenance at City facilities in the amounts of \$24,171.00 (Year 1), \$25,137.84 (Year 2), \$26,143.35 (Year 3), \$27,189.09 (Year 4), and \$28,276.65 (Year 5); and for after-hour and unforeseen repair needs at the hourly rates of \$335 (Straight Time Man Hour), \$570 (Overtime Man Hour), \$235 (Overtime Man Hour Differential), \$670 (Double Time Man Hour), \$335 (Double Time Man Hour Differential), \$495 (Straight Time Team Hour), and \$850 (Double Time Team Hour).

BACKGROUND/DISCUSSION

The City's existing agreement with 5 Star for citywide elevator maintenance expires on January 31, 2019. 5 Star has been providing this service since 2013. The contract at that time was awarded

after an RFP process was conducted. In February of 2018, the City Council approved a one year amendment to the agreement to extend it to allow staff ample time to conduct another RFP.

In August of 2018, Staff released and advertised an RFP to elevator maintenance firms soliciting competitive proposals on a new contract for maintenance and repair services at all City facilities that utilize elevators. On September 13, 2018, the City received proposals from 5 firms: 5 Star, Amtech Elevator Services, Elevators Etc., EnPro Elevators, and Excelsior Elevator.

Below is the annual cost summary as submitted by each firm:

	<u>5 Star</u>	<u>Amtech*</u>	<u>Elevators Etc.</u>	<u>EnPro</u>	<u>Excelsior</u>
Year 1	\$24,171.00	\$39,600.00	\$33,180.00	\$86,112.00	\$45,360.00
Year 2	\$25,137.84	\$39,600.00	\$34,507.20	\$86,112.00	\$45,360.00
Year 3	\$26,143.35	\$39,600.00	\$35,887.49	\$86,112.00	\$45,360.00
Year 4	\$27,189.09	\$39,600.00	\$37,322.99	\$86,112.00	\$45,360.00
Year 5	\$28,276.65	\$39,600.00	\$38,815.91	\$86,112.00	\$45,360.00

**An annual increase was implied but not detailed in their proposal*

The amounts above reflect the cost to provide routine elevator maintenance services to all the facilities identified in the RFP that utilize elevators. The facilities include City Hall, Police Department, Transportation Department, Public Works Maintenance Yard, Ivy Sub Station and all three Downtown Parking Structures. In addition, the hourly rates for after-hour work and unforeseen repair needs are defined as follows:

- Straight Time Man Hour (Non-scope work during normal business hours)
- Overtime Man Hour (Non-scope work outside of normal business hours)
- Overtime Man Hour Differential (difference between straight and overtime for scope of work items)
- Double Time Man Hour (non-scope work on Sundays and Holidays)
- Double Time Man Hour Differential (work on Sundays and Holidays for scope of work items)
- Straight Time Team Hour (Team labor rate for straight time non-scope work)
- Double Time Team Hour (Team labor rate for Sundays and Holidays for non-scope work)

The hourly rates for the after-hour and unforeseen repair needs are in line with the elevator maintenance industry standards.

After reviewing all the proposals, Staff determined that the proposal submitted by 5 Star is the most responsive and cost effective to the City's needs. The proposal amounts above by 5 Star represent an increase from current amounts; approximately 17 percent by the fifth year.

FISCAL ANALYSIS

Sufficient funding is available in the Fiscal Year 2018/19 operating budgets of various City departments that utilize elevator maintenance services (Public Works, Community Development, and Transportation).

ATTACHMENTS

1. Cost summary proposal of 5 Star Elevator Services, Inc.

MOTION

That the City Council:

1. Approve a five-year agreement with 5 Star Elevator Services, Inc. to provide citywide elevator maintenance services in the amounts of \$24,171.00 (Year 1), \$25,137.84 (Year 2), \$26,143.35 (Year 3), \$27,189.09 (Year 4) and \$28,276.65 (Year 5); and for After-hour Unforeseen Repair Needs at the Hourly Rates of \$335 (Straight Time Man Hour), \$570 (Overtime Man Hour), \$235 (Overtime Man Hour Differential), \$670 (Double Time Man Hour), \$335 (Double Time Man Hour Differential), \$495 (Straight Time Team Hour), \$850 (Double Time Team Hour); 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.