

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT General Services Agency	(2) MEETING DATE 3/26/2013	(3) CONTACT/PHONE Janette Pell, General Services Agency Director 805/781-5200	
(4) SUBJECT Request to approve a contract with Otis Elevator Company (Clerk's Filed) in the amount of \$52,500 to provide County-wide elevator maintenance services. Districts 3 & 5.			
(5) RECOMMENDED ACTION It is recommended that the Board approve and instruct the Chairperson to sign a contract with Otis Elevator Company to provide County-wide elevator maintenance services.			
(6) FUNDING SOURCE(S) Fund Center 113	(7) CURRENT YEAR FINANCIAL IMPACT \$17,500	(8) ANNUAL FINANCIAL IMPACT \$52,500	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) 19001242		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP No	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A    Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Vincent Morici			
(18) SUPERVISOR DISTRICT(S) District 3 - District 5 -			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: General Services Agency / Janette Pell, Director  
805/781-5200

DATE: 3/26/2013

SUBJECT: Request to approve a contract with Otis Elevator Company (Clerk's Filed) in the amount of \$52,500 to provide County-wide elevator maintenance services. Districts 3 & 5.

## **RECOMMENDATION**

It is recommended that the Board approve and instruct the Chairperson to sign a contract with Otis Elevator Company to provide County-wide elevator maintenance services.

## **DISCUSSION**

The General Services Agency's General Services business unit is responsible for maintaining all County-wide elevator inventories. Presently Kone Inc. provides elevator maintenance services to the four New Government Center elevators as an extension of the original construction of the building and to the new Atascadero Library elevator and wheelchair lift. Republic Elevator Company presently provides elevator maintenance services to the other nine elevators and two wheelchair lifts located in facilities throughout the County. An analysis was completed in June 2012 determining the two existing contracts with Kone Inc. and Republic Elevator Company should be consolidated into a single County-wide vendor contract.

In November 2012, four proposals were received in response for County-wide elevator maintenance services. Otis Elevator Company was evaluated and recommended to be the best fit by the selection committee. The contract with Otis Elevator Company will consolidate County-wide elevator maintenance services into a single vendor for County-wide elevator maintenance services eliminating the need to manage multiple vendors. This in turn should reduce costs and improve services to the County.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

Risk Management, Architectural Services, Department of Social Services, and the Health Agency were represented as members of an impartial Selection Committee, with observation and advisement from the General Services Agency, Department Administrator, to select the most qualified vendor by using the approved County procedure for awarding professional contracts. The members of this committee were selected for their background and experience in safety and responsibilities for ensuring the elevators in their facilities operate in a safe and reliable manner. This contract was reviewed by County Council for form and effect.

## **FINANCIAL CONSIDERATIONS**

The expense for elevator maintenance services are budgeted within fund center 11305 Facility Services - Maintenance. The negotiated final contract costs of \$52,500 are below the original budgeted costs estimated for FY 2012-13. This is a one year (1) contract with three, one year (1) mutually agreed upon extensions.

## **RESULTS**

Approval of the Elevator Maintenance Contract will authorize Otis Elevator Company to provide elevator maintenance services for County facilities, as specified by the County in Exhibit A of this contract. Additionally, it will provide a single vendor for County-wide elevator maintenance services.

All the work covered by these specifications will be done in full accord with state and local laws, codes, and ordinances as would be in effect at the time of the execution of the contract and the American National Standard Safety Code for Elevators and Escalators, ASME A17.1 elevator safety orders. All of the requirements of the local building department would be fulfilled by the contractor except for inspection fees as outlined in these specifications. The implementation of this contract would result in County elevators being maintained in a safe, reliable, and cost effective manner.

## **ATTACHMENTS**

1. Elevator Maintenance Contract (Clerk's File)