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**Title:** CONSIDER AWARD OF A CONSTRUCTION CONTRACT TO ELITE ELEVATOR SERVICE FOR PROJECT NO. 1720 - MODERNIZATION OF THE CITY HALL ELEVATOR

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**Attachments:** 1. Proposal from Elite Elevator Services, 2. Contract with Elite Elevator Services

Date	Ver.	Action By	Action	Result
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**Report to Mayor and City Council**

Tuesday, March 21, 2023

Consent

**SUBJECT:**

**CONSIDER AWARD OF A CONSTRUCTION CONTRACT TO ELITE ELEVATOR SERVICE FOR PROJECT NO. 1720 - MODERNIZATION OF THE CITY HALL ELEVATOR**

**I. SUMMARY**

Project No. 1720 - Modernization of the City Hall Elevator is one of the 5-year Capital Improvement Program (CIP) projects. On January 5, 2023, Public Works Engineering through the Purchasing Department issued an Invitation for Informal Bid (IFIB) 001-2023 for the modernization of the City Hall Elevator. This modernization includes a new controller, new power unit, new jack, new car, hoist way, and valves. It also includes the installation of a new cab with new door equipment, car fixtures and elevator interiors.

There had been an initial quote for \$183,342.00 submitted by a different vendor, TK Elevator, at the request of staff, but it did not go through any formal or informal bidding process and did not meet the requirements of the City’s purchasing ordinance. Therefore, the IFIB was issued and advertised on Planet Bids per the recommendation of the City Attorney and the TK Elevator quote was deemed invalid. Pursuant to IFIB 001-2023, the proposal was due on January 24, 2023 and the City received one bid from Elite Elevator Service for the modernization of the City Hall Elevator for a not-to-exceed amount of \$137,200.00 (Exhibit No. 1). This proposal is \$46,142.00 lower than the initial proposal

received from TK Elevator.

Staff recommends the award of a Construction Contract to Elite Elevator Service, for a not-to-exceed amount of \$137,200.00 (Exhibit No. 2).

## **II. RECOMMENDATION**

1. AWARD a Construction Contract to Elite Elevator Service for Project No. 1720 - Modernization of the City Hall Elevator Modernization, for a not-to-exceed amount of \$137,200.00.
2. AUTHORIZE the expenditure of construction contingencies in the amount of \$20,580.00 (15%) for any unforeseen construction work and other work that may be necessary to complete this project.
3. AUTHORIZE the Mayor to execute a Construction Contract with Elite Elevator Service following approval as to form by the City Attorney.

## **III. ALTERNATIVES**

1. REJECT the Proposal.
2. TAKE another action the City Council deems appropriate consistent with the requirement of the law.

## **IV. BACKGROUND**

Project No. 1720 - Modernization of the City Hall Elevator is listed in the City's Five-Year Capital Improvement Program (CIP). The City Hall elevator is critical for access to the second floor of City Hall and the Council Chambers. It addresses mobility issues for guests and citizens wanting to attend City Council meetings. The elevator is currently functioning, and significant maintenance was recently done to the elevator to improve its overall performance and reliability. These efforts have improved the service of the elevator, but it has been determined that more improvements in ride and comfort are desired.

The City Hall elevator was last modernized in 1995 and is overdue for another modernization. Despite its old age, the parts remain readily available, but newer platforms are beginning to replace the older models. It is important to have the elevator that serves City Hall to be reliable and provide a more comfortable ride, especially to seniors and persons with disabilities. As part of the routine maintenance, Public Works staff directed the maintenance contractor, Smartrise Elevator, to replace the hydraulic fluids, pumps and valves in order to improve the ride of the elevator. These efforts improved the performance and reliability, but with a complete modernization/modification, the performance of this critical asset will be significantly improved.

On October 18, 2022, the City invited TK Elevator for a site visit to evaluate and submit a proposal for Project No. 1720 - Modernization of City Hall Elevator. On November 22, 2022, TK Elevator submitted a proposal for the modernization of City Hall elevator which includes the installation of new controller, a new power unit, a new jack, a new car, hoist way, and valves. It also includes the installation of a new cab with new door equipment, car fixtures and elevator interiors for a not-to-exceed amount of \$183,342.00. Given that the proposal submitted was not solicited through the City's Standard Purchasing process, staff reached out to City Attorney's office to seek advice if the proposal submitted by TK Elevator could be considered acceptable. The City Attorney's Office advised staff that at a minimum, staff should go through the informal bidding process before accepting any proposals from any vendors who want to bid on the project.

On January 5, 2023, Public Works Engineering Division through the Purchasing Department issued an Invitation for Informal Bid (IFIB) 001-2023 for the modernization of the City Hall Elevator. City staff informed TK Elevator that the City would be going through the informal bidding process and TK Elevator was advised to resubmit their proposal in order to make it official and acceptable per standard purchasing process.

The proposal was due on January 24, 2023, and the City received only one bid from Elite Elevator Service for the modernization of City Hall elevator for a not-to-exceed amount of \$137,200.00. TK Elevator did not resubmit their proposal on the due date, and the proposal they previously submitted was deemed invalid.

Staff reviewed the bids and determined that the lowest responsive and responsible bid was submitted by Elite Elevator Services, with a total bid in the amount of \$137,200.00. Elite Elevator Services is a bona fide contractor licensed by the State of California. The bid bond, in the amount of 10% of the total bid, as supplied by Old Republic Surety Company, a corporation of the State of Wisconsin, is in order and was submitted with the bid. The project is subject to compliance with the City's Project Labor Agreement as stated in the bid packet, and the bid amount reflects same.

The contractor's references have been checked, and it has been verified that the contractor has completed similar projects in an acceptable manner. Staff recommends that the City Council award a Construction Contract to Elite Elevator Service for Project No. 1720 - Modernization of the City Hall Elevator, for a not-to-exceed fee of \$137,200.00

## **V. FISCAL IMPACT**

The construction bid amount for this project is \$137,200.00. A construction contingency in the amount of \$20,580.00, representing 15% of the total construction bid, is recommended. The total project cost including the 15% contingency is \$157,780. Funds for this project were included in the FY2022/23 General fund budget.

## **VI. EXHIBITS**

1. Proposal from Elite Elevator Service (pgs. 4 - 20)
2. Construction Contract with Elite Elevator Service (pgs. 21-57)

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