



MEMORANDUM

TO: Milton Dohoney Jr., City Administrator

FROM: Brian Steglitz, Public Services Area Administrator

DATE: December 8, 2023

SUBJECT: Request for Emergency Purchase Order to Replace the Water Treatment Plants Service Elevator Hydraulic Jack.

The Public Services Area is seeking an emergency authorization from the City Administrator to approve a sole source/best source purchase order for \$456,104.00.00 to Schindler Elevator for the replacement of the hydraulic jack for the Water Treatment Plant's high-capacity freight elevator. The purchase order includes quoted services of \$446,104.00 and a contingency for \$10,000.00.

The Water Treatment plant uses this freight elevator to transport large pieces of equipment and chemicals to floors 2-4 of the treatment plant. Access to these areas is critical to routine plant operation and maintenance and for chemical addition and storage and staff cannot safely transport equipment or materials to these upper floors without the elevator. Recently the elevator stopped working and when Schindler Elevator inspected the elevator, they discovered that the hydraulic jack that goes approximately 60 feet into the ground and lifts the elevator needs replaced. A new hydraulic jack that meets current regulations must be installed. This work includes drilling a new hole to accommodate the size of the new casing and jack assembly. Schindler Elevator is considered a best source because they routinely service the elevator and diagnosed the problem and provided the detailed scope and quote for the repair. There is a 3-month lead time for procuring the parts, so an emergency purchase order is necessary to get the parts ordered and the elevator back in service as quickly as possible.

Milton Dohoney Jr.

Approval
Milton Dohoney Jr.
City Administrator

cc: Brian Steglitz, P.E., Public Services Area Administrator
Marti Praschan, Chief Financial Office
