

**MEMORANDUM**

**DATE:** November 14, 2017

**TO:** Howard S. Lazarus  
City Administrator

**FROM:** Craig Hupy *NSH (for Craig Hupy)*  
Public Services Area Administrator

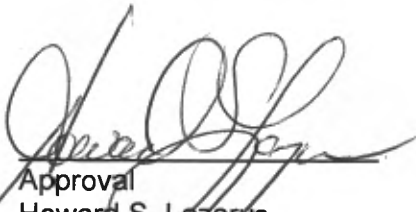
**RE:** Emergency Purchase Authorization – Elevator Belt Replacement at Larcom City Hall

Due to damage to one of the four belts that operates elevator #8 in the Larcom City Hall, we are seeking an emergency authorization to replace the set of belts for this elevator. The City annually bids a maintenance and repair contract for elevator services at City facilities and Otis Elevator was the low bid for this work.

The condition of the belt was noted during a State elevator inspection and a replacement is required by the State. The State inspection did not require that the elevator be shut down at this time, but after consulting with the City's Chief Building Official and the elevator contractor, the City decided to err on the side of caution and disable the elevator until repairs can be made.

The two public elevators in Larcom City Hall, elevators #7 and #8, share a common elevator tower. Safety practices require that both elevators be shut down during the week long repair. As this shut down would have a negative impact on City Hall business operations and meetings, the repair work is being scheduled for after hours and weekends, which significantly increases the cost of the repair.

As provided in City Code 1:316, Public Services Area is seeking an emergency authorization from the City Administrator to grant an approval of \$33,790.00 to cover cost for the replacement work on elevator #8. Staff is also requesting that, due to the nature of this work, a \$3,000.00 contingency be included with this project and will be included in the Council resolution. Funding for this work was not included in the Fleet & Facilities General Fund operating budget and a budget adjustment will be requested from City Council. Staff will prepare the appropriate resolution for council adoption at the next available meeting as required by City Code.



Approval  
Howard S. Lazarus  
City Administrator