



## Legislation Text

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**File #:** 17-1849, **Version:** 1

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Resolution to Ratifying the Issuance of an Emergency Purchase Order to Otis Elevator Corporation for the Replacement of Elevator Belts at the Larcom City Hall (\$33,790.00) and to Appropriate Funds (\$33,790.00) **(8 Votes Required)**

The attached resolution ratifies and approves the emergency issuance of a purchase order in the amount of \$33,790.00 to Otis Elevator Corporation for the replacement of a set of elevator belts on elevator #8 located at the Larcom City Hall.

One of the four belts that operate elevator #8 was found to be slightly damaged during a State elevator inspection and is required to be replaced. These belts are made of multiple steel cables enclosed in a rubber/nylon covering and operate the elevator car. The damage found was to the rubber/nylon coating and the integrity of the steel cables was not degraded. The cause of the damage is unknown at this time.

The State inspection did not require that the elevator be shut down at this time, but after consulting with the City's 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. As one of only two elevators that serves the public in the building, the timely repair of this elevator is important.

The two public elevators in Larcom City Hall, elevators #7 and #8, share a common elevator shaft. 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, public access, and meetings, the repair work is being scheduled for weekends, which significantly increases the cost of the repair.

The City solicits quotes for elevator maintenance, inspection and repairs annually. Otis Elevator Corporation was awarded the contract for the work for FY2018. However, that contract did not have sufficient funds available for this work. Funding for this work was not included in the FY2018 Fleet & Facilities General Fund operating budget, so an appropriation of funds from the General Fund Balance is necessary.

The resolution includes a recommended contract contingency of \$3,000.00 to cover potential contract change orders to be approved by the City Administrator if necessary.

Otis Elevator Corporation complies with the requirements of the City's Living Wage and Non-Discrimination ordinances.

Prepared by: Matthew J. Kulhanek, Fleet & Facility Manager  
Reviewed by: Craig Hupy, Public Services Area Administrator  
Approved by: Howard S. Lazarus, City Administrator

Whereas, The City of Ann Arbor maintains two public access elevators in Larcom City Hall;

Whereas, A State elevator inspection has found damage to one of the four elevator belts on elevator

#8 and is requiring replacement of the belt;

Whereas, Both public access elevators must be shut down for the repair work because they share the same elevator shaft, so the work is being scheduled for weekends to minimize public impact;

Whereas, Otis Elevator Corporation submitted a quote for the work in the amount of \$33,790.00;

Whereas, Otis Elevator Corporation has agreed to remove the terms and conditions attached to its quote and has agreed to the terms and conditions of the City's purchase order;

Whereas, The City solicits competitive quotes annually for elevator maintenance, inspection, and repairs, and Otis Elevator was awarded the contract for the work for FY2018, but that contract did not have sufficient funds available for this work;

Whereas, Otis Elevator Corporation complies with the requirements of the City's Living Wage and Non-Discrimination Ordinances;

Whereas, Funding was not included in the FY2018 Fleet & Facilities General Fund operating budget for the proposed expenditure; and

Whereas, The City Administrator has authorized an emergency purchase for this work under Chapter 14, Section 1:316;

RESOLVED, That the City Council approves an appropriation of funds from the General Fund Balance to the FY2018 Fleet & Facilities General Fund operating budget in the amount of \$33,790.00;

RESOLVED, That the purchase order to Otis Elevator Corporation in the amount of \$33,790.00 for the replacement of belts for elevator #8 that was issued by the City Administrator under Chapter 14, Section 1:316 of the Ann Arbor City Code be ratified and approved;

RESOLVED, That City Council authorize a contract contingency amount of \$3,000.00 to cover potential change orders; and

RESOLVED, That the City Administrator be authorized to take necessary administrative action to implement this resolution, including approval of change orders up to the amount of the contract contingency.