



Legislation Text

File #: 21-1068, **Version:** 1

Resolution to Approve an Amendment to the Purchase Order with Schindler Elevator Corporation for Maintenance, Inspection and Repair Services (Not to Exceed \$10,000.00)

We recommend your approval of the attached resolution authorizing an amendment in an amount not to exceed \$10,000.00 to the existing \$25,000.00 purchase order, with Schindler Elevator Corporation, for a total amount not to exceed \$35,000.00 to provide maintenance, inspection and repair services for the elevators located at City Hall, Justice Center and Fire Station #1 for FY21.

Each year, the Fleet & Facilities Unit solicits competitive quotes from a minimum of three qualified elevator contractors for the annual maintenance, inspection and repair contract and then issues a purchase order for that work. Historically, that purchase order is issued in an amount not to exceed \$25,000.00 and actual costs remain below that amount.

Schindler Elevator Corporation was the successful bidder for these services in FY21. A significant repair of approximately \$3,000.00 was required which will cause Facilities to exceed the existing \$25,000.00 purchase order, thus requiring City Council approval.

Schindler Elevator Corporation is subject to the terms and conditions of the City's standard purchase order.

Budget/Fiscal Impact: Adequate funding is available in the approved FY21 Facilities Operations and Maintenance budget.

Schindler Elevator Corporation complies with the requirements of the City's Conflict of Interest, Living Wage, Prevailing Wage and Non-Discrimination ordinances

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Reviewed by: John Fournier, Assistant City Administrator

Approved by: Tom Crawford, City Administrator

Whereas, There is a need to provide safe and reliable elevators at City Facilities;

Whereas, Schindler Elevator Corporation, as the qualified low bidder for FY21, provides maintenance, inspection and repair services for elevators located at Larcom City Hall, Justice Center and Fire Station #1;

Whereas, The annual cost for this service is normally less than \$25,000.00 and is handled using the City's purchase order as the contract;

Whereas, Additional costs for repair services this fiscal year have depleted the original \$25,000.00 purchase order and an additional amount not to exceed \$10,000.00 is needed for the remainder of FY21 to allow for the continued maintenance, inspection and repair of this equipment;

Whereas, Schindler Elevator Corporation complies with the City's Conflict of Interest, Living Wage, Prevailing Wage and Non-Discrimination ordinances; and

Whereas, Funding for this service is available in the approved FY21 Facilities Operations and Maintenance Budget;

RESOLVED, That City Council approve an amendment to the purchase order with Schindler Elevator Corporation, in an amount not to exceed \$10,000.00, for maintenance, inspection and repair services for FY21;

RESOLVED, That funding for this service comes from the approved FY21 Facilities Operations and Maintenance Budget; and

RESOLVED, That the City Administrator is authorized to take all necessary actions to implement this resolution.