

**CITY OF NAPERVILLE
AWARD OF PROCUREMENT
PROCUREMENT NUMBER 18-007**

Requesting Department: Department of Public Works
Procurement Name: Elevator Maintenance
Recommended Vendor: Otis Elevator Company
Amount of Award: \$87,200

DESCRIPTION

The Department of Public Works, Public Buildings Division is responsible for ensuring that the City's elevators are maintained at the different sites within the City. The city currently owns and maintains ten elevators within six City facilities. This full-service agreement includes regular manufacturer prescribed preventative maintenance checks, testing of safety devices, replacement of faulty or damaged components, parts, pit checks, pit cleaning, etc.

This service agreement is being purchased through an approved cooperative contract with National IPA Otis/Nashville and Davidson County, TN agreement. Otis was responsible and professional throughout the prior contracts and they continue to be the approved contractor for the National IPA Agreement Contract #384899.

In the past, the elevator contract has been for a term of one year. Otis Elevator has offered a three-year contract term. The savings with the three-year contract is \$1,047.36 per year for a total three-year savings amount of \$3,142.08. The term of this contract is January 1, 2018 through December 31, 2020.

FISCAL IMPACT

CIP #: N/A

Elevator Maintenance is expensed to the repair services accounts below. The totals provided reflect the CY2018 proposed budget, as the majority of this contract will occur during that period. A total of \$327,500 has been budgeted for contracted building maintenance services including elevator maintenance between the two listed accounts in CY2018. The requested award of \$87,200 is within the budgeted amount for this expense.

Account Number	Fund Type	Total Budget Amount
010-4240-418-40.34	General Fund	\$381,100
136-4010-566.40-34	S.S.A. #26 Fund	\$114,500

RECOMMENDATION

Approve the Award of Cooperative Procurement 18-007, Elevator Maintenance, to Otis Elevator Company for an amount not to exceed \$87,200 and for a three-year term.

SUBMITTED BY:

Richard Dublinski 11/17/17
Richard Dublinski, Director Date
Department of Public Works

Kimberly Schmidt for Rachel Mayer 11/16/17
Rachel Mayer Date
Chief Procurement Officer

APPROVED BY:

Douglas A. Krieger 11/30/17
Douglas A. Krieger Date
City Manager

CITY MANAGER PROCUREMENT AWARD

ACTION REQUESTED:

Approve the award of Change Order #1 to Contract 18-007, Elevator Maintenance, to Otis Elevator for an amount not to exceed \$11,400 and a total award of \$98,600

DEPARTMENT: Department of Public Works

SUBMITTED BY: Richard Dublinski, Director

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

The Department of Public Works - Public Buildings Division (DPW-PBO) is responsible for ensuring that the City's elevators are maintained at the various sites within the City. In November of 2017, the City awarded Contract 18-007, a full-service maintenance agreement, to Otis Elevator for a three-year term from November 30, 2017 through December 31, 2020 to service all of the City owned elevators.

The Water Street parking deck is a shared structure between the City and the Water Street development. During the construction of the Water Street parking deck, the developer contracted with Kone Elevator to install the parking deck elevators and related equipment. These elevators have been maintained by Kone since August 2017 through a cooperative contract.

DISCUSSION:

With the expiration of the service agreement for the two Water Street parking deck elevators with Kone Elevator in August of 2019, DPW-PBO recommends adding the elevators to the City's existing elevator maintenance contract with Otis Elevator, which remains in effect through December 2020. A single provider will allow staff to efficiently manage all preventative maintenance activities and work orders and prevent service call errors.

The cost to add the two elevators to the maintenance contract is \$600 per month for a total change order of \$11,400.

FISCAL IMPACT:

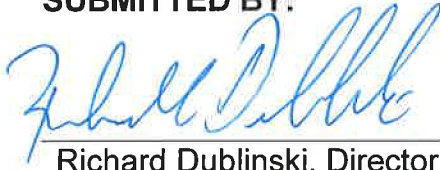
CIP #: N/A

Elevator Maintenance is expensed to the building maintenance accounts below. A total of \$327,500 has been budgeted for contracted building maintenance services including

elevator maintenance between the two listed accounts in 2019. The requested award of \$98,600 is within the budgeted amount for this expense.


Account Number	Fund Description	Total Budget Amount
31341100-531302	General Fund	\$633,850
31254300-531302	SSA #26	\$158,500

SUBMITTED BY:


Richard Dublinski, Director
Department of Public Works
Date 5/15/19


Rachel Mayer
Chief Procurement Officer
Date 5/16/19
KAS
5/14/19

APPROVED BY:


Douglas A. Krieger
City Manager
Date 5/24/19