



CITY OF POMONA COUNCIL REPORT

August 7, 2017

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: Meg McWade, Public Works Director

Subject: **Award of Bid to Elevator Support Services, Inc. for Elevator Maintenance Services at the Prices Bid for an Initial Term of One Year, with the Option to Extend the Contract for up to Four Additional One-Year Terms**

OVERVIEW

Recommendation – That the City Council award a bid to Elevator Support Services, Inc. for the routine maintenance service on City facility elevators at the prices bid for one (1) year, with the option to extend the contract for up to four (4) additional one-year terms, and authorize the City Manager to execute the Agreement, and any subsequent amendments, subject to review by the City Attorney.

Fiscal Impact – Funds for elevator maintenance services are available in the Adopted 2017-18 Operating Budget in the following accounts:

General Fund	101-2541-52274-00000 - City Hall
General Fund	101-4501-52274-00000 – Library
Prop A Fund	216-2506-52274-00000 – Transit Center
Water Fund	571-8122-52274-00000 – Corporate Yard

MBE/WBE Impact – None.

Public Noticing Requirements – Section 2-790(1)(a) of the City's Purchasing Ordinance requires that a Notice Inviting Bids be published at least ten days before the date of opening.

The notice was posted on PlanetBids and on the City's Public Noticing Boards on May 2, 2017; bids were opened on May 22, 2017.

Previous Council Action – None.

EXECUTIVE SUMMARY

The proposed award will provide the necessary routine elevator maintenance services for five City facility elevators for an initial term of one year, with the option to extend the contract for up to four additional one-year terms.

DISCUSSION

The Public Works Facilities Division is responsible for the maintenance of facilities, which includes elevators. The Facilities Division ensures routine maintenance and safety checks are performed on a total of five elevators: (1) Library, (2) Corporate Yard, (1) Transit Center, and (1) City Hall. The elevator in the Police Department is not included in this contract.

Through the formal bid process, the City sought a company with the ability to provide routine maintenance service for the elevators. A Notice Inviting Bids was posted on PlanetBids and the City's Public Noticing Boards, pursuant to the City's purchasing regulations, on May 2, 2017. Notifications were sent to 250 external bidders; four (4) bids were received and opened on May 22, 2017 by the City's Purchasing Division. The bid results are shown on the attached Summary of Bids.

The lowest bidder, GMS Elevator Services, took exception to the entire scope of work and was deemed non-responsive. Elevator Support Services, Inc. was the second lowest bidder and took exception to one item in the scope of work - hydraulic cylinders. Staff clarified with Elevator Support Services, Inc. that the standard maintenance on hydraulic cylinders would be performed under the contract; however, the exception would be that the company would not provide replacement of hydraulic cylinders if the cylinders failed. Based on confirmation that standard hydraulic cylinder maintenance was covered, the bid was deemed responsive. Staff verified references and recommends approval of the bid to Elevator Support Services, Inc. for an initial one year term, with the option to extend the contract for up to four additional one-year terms.

Attachment: Summary of Bids

Prepared by: Sharlyn de la Paz, Senior Management Analyst