



CITY OF POMONA

COUNCIL REPORT

August 3, 2026

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Meg McWade, Public Works Director

SUBJECT: AWARD OF AGREEMENT FOR ELEVATOR MAINTENANCE AND ON-CALL ELEVATOR REPAIR SERVICES TO AZTECH ELEVATOR COMPANY

RECOMMENDATION:

It is recommended that the City Council:

- 1) Award an agreement to AZTech Elevator Company (AZTech) for elevator maintenance and on-call elevator repair services in an amount of \$50,000 annually and not-to-exceed \$150,000 for a three-year period base term with two optional one-year extensions each not-to-exceed \$50,000 per year; and
- 2) Authorize the City Manager, or designee, to execute the agreement with AZTech, including extra work, and any extensions or amendments thereto, subject to review by the City Attorney.

EXECUTIVE SUMMARY:

Award a three-year agreement to AZTech for elevator maintenance and on-call repair services in an amount not to exceed \$150,000, with the ability to extend for up to two additional years. The agreement will ensure the continued maintenance and repair of Citywide elevators to support safe operations and compliance with the Americans with Disabilities Act (ADA).

FISCAL IMPACT:

The annual cost for routine maintenance is approximately \$13,500 (five elevators at \$225 per elevator per month). Additional expenditures for as-needed repairs will be incurred as necessary and will be funded from the designated Required Contract Services budget appropriations, up to \$50,000 per year of the contract. Although these budget accounts support multiple contractual services, sufficient funding is available within the Adopted Budget to support the anticipated costs of this agreement.

Sufficient funding is available within the adopted FY 2026-27 Operating Budget under the Required Contract Services spend category for the following accounts:

Worktags	Adopted FY26-27 Operating Budget
Fund: FD101 Cost Center: CC2541 Spend Category: Required Contract Services	\$349,875
Fund: FD101 Cost Center: CC4501 Spend Category: Required Contract Services	\$6,200
Fund: FD216 Cost Center: CC2506 Spend Category: Required Contract Services	\$20,360
Total	\$376,435

These appropriations fund multiple required contractual services and are not dedicated solely to elevator maintenance. However, sufficient funding is available to cover the anticipated costs associated with the proposed three-year agreement. Any future optional extensions would be up to \$50,000 per year with funding contingent upon approved budgets.

DISCUSSION:

On May 26, 2026, the City issued Invitation For Bid No. 2026-23 (IFB) for Elevator Maintenance and Repair Services to 16 firms via PlanetBids. Fifteen firms downloaded the RFP and two bids were submitted. AZTech Elevator Company was the lowest cost bidder.

	Vendor	Base Bid Amount
1	AZTech Elevator Company	\$3,465.00
2	Maverick Elevator	\$3,480.00

Prior to issuing the IFB, the City received elevator maintenance services from Elevators, Etc. In April 2026, Elevators, Etc. stopped responding to Staff's requests for service. A former employee of Elevator, Etc. subsequently informed City Staff that the company was going out of business. Because operational elevators are necessary to maintain accessibility and compliance with the Americans with Disabilities Act (ADA) regulations, City Staff prioritized procuring a replacement maintenance and repair services vendor to ensure support for Citywide elevator systems.

AZTech currently provides elevator maintenance services to the City's Police Department facility under a separate agreement and has consistently delivered reliable service without any reported performance issues.

The proposed three-year agreement includes both routine preventive maintenance and as-needed repair services. While the annual maintenance costs are within the City Manager's purchasing authority, the inclusion of on-call repair services could result in expenditures that exceed the City Manager's approval limit. Therefore, the agreement is presented to the City Council for approval

to provide continuity of service and allow the City to obtain elevator repair services as needed under a competitively procured contract.

If approved, the proposed three-year agreement, with two optional one-year extensions, will have an effective date of August 1, 2026, with an aggregate not-to-exceed amount of \$150,000 over the three-year term. This amount includes routine preventive maintenance and as-needed repair services. Any optional one-year extensions granted would be up to \$50,000 annually.

Awarding the agreement to AZTech will ensure the City continues to receive reliable elevator maintenance and on-call repair services, helping maintain safe, operational elevators and ADA compliance at City facilities.

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ATTACHMENT(S):

Attachment No. 1 – Agreement with AZTech Elevator Company