



AGENDA MEMORANDUM

Future Item for the City Council Meeting of January 8, 2013
Action Item for the City Council Meeting of January 15, 2013

DATE: January 8, 2013

TO: Ronald L. Olson, City Manager

FROM: Michael Barrera, Assistant Director of Financial Services
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Elevator & Escalator Maintenance

CAPTION:

Motion approving a service agreement with Schindler Elevator Corporation, San Antonio, Texas for elevator and escalator maintenance in accordance with Bid Invitation No. BI-0249-12, based on lowest responsible bid, for a total expenditure of \$93,084.00 of which \$54,299.00 is required for the remainder of FY 2012-2013. The term of the agreement shall be for one (1) year with four (4) automatic one-year extensions, subject to annual appropriation. Funds have been budgeted by the various using Departments in FY 2012-2013.

PURPOSE:

This service agreement will provide for the maintenance, repair and inspection of City elevators and escalators in order to ensure that they are operating properly and in compliance with current ASME safety codes.

BACKGROUND AND FINDINGS:

All options to extend the previous contract were exercised, requiring that this service be re-bid. For reasons of public safety, regulatory control, technical oversight, quality assurance and administrative requirements, it is in the City's best interest to award this contract to a single contractor. The contract will be administered by Facilities Management and applies to elevators and escalators at the following locations: City Hall, American Bank Center, International Airport, Museum, Health Department, Ayers Service Center, Stevens Water Plant, Multi-Cultural Center, Central Library, Police Department, Parkdale Branch Library, Frost Building and the Greenwood Wastewater Plant.

ALTERNATIVES:

Not applicable.

OTHER CONSIDERATIONS:

The contract allows for a two percent (2%) increase in pricing each year the service agreement is extended. Taking this price escalation into consideration over the five-year period, the bid from Schindler Elevator Corporation is lower than the next bid by \$103,286.00.

CONFORMITY TO CITY POLICY:

This purchase conforms to the City’s purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency.

DEPARTMENTAL CLEARANCES:

General Services

FINANCIAL IMPACT:

Operating Revenue Capital Not applicable

Fiscal Year: 2012-2013	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$1,091,554.17	\$38,785.00	\$1,130,339.17
Encumbered / Expended Amount		\$419,150.81	\$0	\$419,150.81
This item		\$54,299.00	\$38,785.00	\$93,084.00
BALANCE		\$618,104.36		\$618,104.36

Fund(s): Facilities Maintenance Services Fund, Visitor’s Facility Fund, Airport Fund, General Fund, Maintenance Service Fund, Water Fund, Wastewater System Fund.

Comments: The \$54,299 financial impact shown above represents seven (7) months of expenditures that will be encumbered through the end of this fiscal year. The remaining \$38,785.00 for the last five (5) months of the contract will be requested during the normal FY 2013/2014 budget approval process.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation.