



AGENDA MEMORANDUM

Action Item for the City Council Meeting of November 16, 2021

DATE: November 16, 2021

TO: Peter Zaroni, City Manager

FROM: Charles Mendoza, Director of Asset Management
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Elevator and Escalator Preventative Maintenance Program
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CAPTION:

Motion authorizing a five-year service agreement with EMR Elevator, Inc. of Arlington, Texas in an amount not to exceed \$ 903,263.00 for elevator, escalator, dumbwaiter and wheelchair lift preventive maintenance program and preexisting repairs, via The Interlocal Purchasing System (TIPS) Cooperative effective upon issuance of notice to proceed, with FY 2022 funding in an amount not to exceed \$150,660.50 available in the Asset Management - Facilities Fund.

SUMMARY:

This is a motion to approve a service agreement with EMR Elevator, Inc. of Arlington, Texas to perform elevator maintenance and repair services to City owned facilities. These services are necessary to maintain the elevators, escalator, dumbwaiter, and wheelchair lifts from deteriorating and ensure code compliant status. The services will be provided on an as needed basis. This contract covers 28 different assets in different city facilities and is being tracked in Maximo.

BACKGROUND AND FINDINGS:

The contractor shall provide Preventive Maintenance and repairs to all elevators, dumbwaiter and wheelchair lifts located at different City facilities. The work performed must be accomplished in a manner that meets all applicable specifications, trade standards and provisions, and federal, state, and local codes and elevator manufacturer's recommended procedures. Contractor is responsible for removing existing material and

disposing all waste materials. These services will be a Service Agreement for Building Maintenance and Repair Services performed on an as needed basis under individual projects that will be based on unit prices. The City is recommending awarding the contract to EMR Elevator.

PROCUREMENT DETAIL

This procurement via The Interlocal Purchasing System (TIPS) Cooperative. Contracts awarded through the (TIPS) Cooperative have been competitively procured in compliance with Texas Local and State procurement requirements.

ALTERNATIVES:

The alternative is to perform the work in-house. However, due to the type of work required the Asset Management Department would have to increase their staff.

FISCAL IMPACT:

The fiscal impact for the various departments for the various departments for the first year is \$150,660.50. The department will allocate the required funds as needed. The remaining cost will be budgeted in future years during the annual budget process.

FUNDING DETAIL:

Fund: 5115 – Asset Management – Facilities Fund
Organization/Activity: 40300 – Facility Management and Maintenance
Mission Element: 191
Project # (CIP Only): N/A
Account: 530215 – Operate City Buildings and Facilities

RECOMMENDATION:

Staff recommends approval of this motion authorizing the five-year service agreement as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Price Sheet