



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of October 16, 2018  
Action Item for the City Council Meeting of October 23, 2018

---

**DATE:** October 16, 2018

**TO:** Keith Selman, Interim City Manager

**FROM:** Jim Davis, Director of Asset Management  
[JimD@cctexas.com](mailto:JimD@cctexas.com)  
(361) 857-1909

Kim Baker, Assistant Director of Financial Services-Purchasing Division  
[KimB2@cctexas.com](mailto:KimB2@cctexas.com)  
(361) 826-3169

<b>Elevator &amp; Escalator Preventive Maintenance Program</b>
--

**CAPTION:**

Motion authorizing a five-year service agreement with EMR Elevator of Arlington, Texas, for elevator, escalator, dumbwaiter and wheelchair lift preventive maintenance program and preexisting repairs, via BuyBoard cooperative for a total amount not to exceed \$517,598.24.

**PURPOSE:**

This service will provide preventive maintenance, repair, replacement and testing of City elevators, escalators, dumbwaiter and wheelchair lift to ensure that they are operating properly and in compliance with current ASME safety codes.

**BACKGROUND AND FINDINGS:**

The Asset Management Department is responsible for keeping all City elevators and escalators working properly as per State requirements. The contract will be administered by the Asset Management Department and will cover elevator and escalators at the following locations: City Hall, International Airport, Museum, Health Department, Ayers Service Center, Stevens Water Plant, Multi- Cultural Center, Central Library, Police Department, Parkdale Branch Library, Frost Building and Greenwood Wastewater Treatment Plant.

The Purchasing Division and the Asset Management Department reviewed several cooperative proposals to find a company to provide the best price to the City for these services. Staff is recommending the award to EMR due to lowest preventive maintenance

and service rates. EMR's price includes a 3% price escalation each year but still provides the best pricing over the five- year period for the City. To cover unforeseen repair and exclusion, 20% allowance is provided and is included in the total value of the contract.

Contracts awarded through the BuyBoard cooperative have been competitively procured, in compliance with Texas local and state procurement requirements.

**ALTERNATIVES:**

Not applicable.

**OTHER CONSIDERATIONS:**

None

**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:**

Asset Management

**FINANCIAL IMPACT:**

X Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

<b>Fiscal Year: 2018-2019</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$108,012.90	\$409,585.34	\$517,598.24
Encumbered / Expended Amount	0	0	0
This item	\$108,012.90	\$409,585.34	\$517,598.24
BALANCE	0	0	0

Fund(s): Various

**Comments:**

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Pricing Sheet