



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: DECEMBER 7, 2021**

**FROM: GENERAL SERVICES DEPARTMENT      WARDS: ALL**

**SUBJECT: FIRST AMENDMENT TO SERVICES AGREEMENT WITH EXECUTIVE ELEVATOR, INC. FOR ANNUAL MAINTENANCE OF THE CITY OF RIVERSIDE ELEVATORS AT VARIOUS LOCATIONS FOR A FOUR-YEAR TERM ENDING JULY 1, 2025 IN THE AMOUNT OF \$91,556.82 FOR A TOTAL REVISED CONTRACT AMOUNT OF \$119,576.82.**

## **ISSUE:**

Approve the First Amendment to Services Agreement with Executive Elevator Inc., of Rancho Cucamonga, California for annual maintenance of the City of Riverside elevators at various locations for a four-year term ending July 1, 2025 in the amount of \$91,556.82 for a total revised contract amount of \$119,576.82.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the First Amendment to Services Agreement with Executive Elevator Inc., of Rancho Cucamonga, California for annual maintenance of City of Riverside elevators at various locations for a four-year term ending July 1, 2025 in the amount of \$91,556.82 for a total revised contract amount of \$119,576.82; and
2. Authorize the City Manager, or designee, to execute the First Amendment to the Services Agreement with Executive Elevator Inc., of Rancho Cucamonga, California including making minor and non-substantive changes.

## **BACKGROUND:**

The General Services Department is responsible for the maintenance of elevators in multiple City of Riverside (City) facilities including Heritage House, Marcy Library, Cesar Chavez Community Center, Fire Station #1, Riverside Museum, Police Department Headquarters, and the Riverside Public Utilities Operations Center. For many years, Executive Elevator Inc. (Executive) has performed outstanding elevator maintenance and repair services. Executive has the skill, specialized knowledge, tools and equipment to maintain and repair the City's elevators, with adequate staffing to respond to calls in a timely manner. Executive possesses the specialty

training and tools to maintain and troubleshoot equipment no longer manufactured, as well as equipment manufactured by other elevator companies.

In September 2020, an informal procurement resulted in Executive Elevator Inc. agreeing to provide elevator maintenance services to the City.

On October 27, 2020, the City of Riverside executed a Services Agreement with Executive Elevator Inc. for elevator maintenance at various City locations for an initial term of one year in an amount not to exceed \$28,020 with the option to extend up to four additional years.

### **DISCUSSION:**

The initial term of the original Agreement will expire on October 27, 2021. The City is satisfied with the service received from Executive Elevator Inc. and recommends exercising a four-year option to extend the Agreement for a sum not to exceed \$91,556.82 for a total contract amount of \$119,576.82. The four-year option to extend will provided services through July 1, 2025.

The following table depicts costs of the Agreement under the current and amended terms.

<b>ORIGINAL CONTRACT (ANNUAL COST FOR 8 FACILITIES)</b>	
FY 2020/21	\$28,020.00
<b>FIRST AMENDMENT (ANNUAL COST FOR 7 FACILITIES)</b>	
FY 2021/22	\$21,420.00
FY 2022/23	\$22,248.00
FY 2023/24*	\$23,360.40
FY 2024/25*	\$24,528.42
<b>TOTAL CONTRACT AMOUNT</b>	<b>\$119,576.82</b>

\*To account for possible cost inflation for FY 2023/24 and FY 2024/25, this amount is an estimate based on the condition that the total cost of that term does not exceed 5% of the total of the previous term.

Section 702(g) of Purchasing Resolution 23256 allows for an exception to competitive procurement and states “Competitive Procurement through the Informal and Formal Procurement process shall not be required in any of the following circumstances: ...(g) When Services can be Procured from a Contractor who offers the same or better price, terms and conditions as the Contractor previously offered as the Lowest Responsive Bidder under Competitive Procurement or negotiations conducted by the City or another public agency, provided that, in the opinion of the Manager, it is in the best interests of the City to do so”.

The Purchasing Manager concurs that recommendation to approve the amendment is in compliance with Purchasing Resolution No. 23256.

### **STRATEGIC PLAN ALIGNMENT:**

This project contributes to the City’s Strategic Priority No. 6 – *Infrastructure, Mobility, and Connectivity* and Goal 6.2 – maintain, protect and improve assets and infrastructure within the City’s built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.

The project aligns with each of the five Cross-Cutting Threads of the City's Strategic Plan as described below:

1. **Community Trust** – Obtaining an annual services agreement with Executive Elevator is in the community's best interest by ensuring that city owned elevators will be properly maintained by a reputable vendor.
2. **Equity** – Ensuring the City facility elevators are safe is essential in providing equitable services to the City staff and the community who utilize the elevators to access City facilities.
3. **Fiscal Responsibility** – To ensure the best costs and contract terms, this project was negotiated exercising existing Purchasing policies from the current Purchasing Resolution 23256.
4. **Innovation** – Maintaining the City owned elevators on a regular basis will guarantee the elevators are operating safely and will reduce repair costs in the future by replacing and repairing worn out parts before it becomes a major financial expense.
5. **Sustainability & Resiliency** – Regularly maintaining existing City owned elevators at various locations prolongs the useful service life of the equipment and ensures the City operates safe and reliable elevators that are utilized by City staff as well as members of the community.

#### **FISCAL IMPACT:**

The fiscal impact of the action is \$91,556.82. The funds are budgeted and available in the General Fund, Building Service Maintenance, Maintenance/Repair of Buildings & Improvements Account No. 2210000-424130. Appropriations for future fiscal years will be included in the Department's Budget submissions for those fiscal years to be presented to the City Council for approval.

Prepared by: Carl Carey, General Services Director  
Certified as to  
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer  
Approved by: Kris Martinez, Interim Assistant City Manager  
Approved as to form: Phaedra A. Norton, City Attorney

#### **Attachments:**

1. First Amendment to the Services Agreement with Executive Elevator inc.
2. Quote for FY 2021/22
3. Quote for FY 2022/23