



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: APRIL 22, 2025

FROM: GENERAL SERVICES DEPARTMENT WARD: ALL

SUBJECT: APPROVE A CHANGE ORDER IN THE AMOUNT OF \$100,100 TO PURCHASE ORDER NO. 251566 FOR OTIS ELEVATOR COMPANY OF ANAHEIM, CALIFORNIA, FOR AS-NEEDED REPAIRS OF CITY OF RIVERSIDE ELEVATORS AT VARIOUS LOCATIONS FOR THE CURRENT FISCAL YEAR FOR A TOTAL PURCHASE ORDER AMOUNT OF \$150,000

ISSUE:

Approve a change order in the amount of \$100,100 to Purchase Order No. 251566 for Otis Elevator Company of Anaheim, California, for as-needed repairs of City of Riverside Elevators at various locations for the current fiscal year for a total Purchase Order amount of \$150,000.

RECOMMENDATIONS:

That the City Council:

1. Approve a change order in the amount of \$100,100 to Purchase Order No. 251566 for Otis Elevator Company of Anaheim, California, under Omnia Cooperative Purchasing Agreement 2019001563, for as-needed repairs of City of Riverside Elevators at various locations for the current fiscal year for a total Purchase Order amount of \$150,000; and
2. Authorize the City Manager or designee to execute any purchase orders, agreements, and other documents necessary to effectuate this agreement and make any minor and non-substantive changes.

BACKGROUND:

The General Services Department is responsible for the maintenance of the majority of City of Riverside (City) elevators located at City Hall, Magnolia Police Department, the Airport and in Parking Garages. The current contract for annual preventive maintenance and required inspections has been in force since 2018 with Otis Elevator Company (Otis); however, repair work is managed separately.

DISCUSSION:

Purchase Order No. 251566 was issued in the amount of \$36,000 for unscheduled elevator repairs at various City facilities for the Fiscal Year 2024/25. On December 17, 2024, a change

order was issued to increase PO 251566 to the amount of \$49,900. The increase in required repairs during Fiscal Year 2024/25 has resulted in the submission of this Change Order request. The Parking Garage elevators account for the majority of repairs due to their high usage, location within unoccupied facilities and propensity for misuse and vandalism.

Maintaining working elevators is crucial for compliance with the Americans with Disabilities Act (ADA), as they provide essential access for individuals with mobility impairments to navigate multi-level buildings safely and independently. Without reliable elevator service, people who use wheelchairs, walkers, or have other mobility challenges may be denied equal access to services, employment, and public spaces. The ability to make needed repairs in a timely manner ensures not only ADA compliance but also inclusivity and dignity for all building occupants and guests and provides a positive customer experience.

Otis Elevator Company is a global leader in the manufacture, installation and servicing of elevators and escalators and has partnered with the City on many past projects. They have the expertise and are a properly sized company that can quickly mobilize to assist the City with elevator repairs and able to provide competitive pricing for both goods and services through Omnia Cooperative Agreement 2019001563. This cooperative agreement is in line with the City's Purchasing Resolution No. 24101, Section 702(f).

Purchasing Resolution 24101 Section 702(f) states, "Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances... (f) When Cooperative Purchasing is available and undertaken or when Services can be obtained through Federal, State and/or other public entity pricing contracts or price agreements."

Purchasing Resolution 24101 Section 1104 Change Orders states, "Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval...(c) 10% of the original contract price for Contracts and/or Purchase Orders previously approved by the Awarding Entity and the total Change Order amount will not exceed \$150,000."

The Public Works Director concurs with this report.

The Purchasing Manager concurs that the recommendations are in compliance with Purchasing Resolution 24101.

STRATEGIC PLAN ALIGNMENT:

This item supports Strategic Priority No. 6 – Infrastructure, Mobility & Connectivity and supports 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.

This item aligns with EACH of the Cross-Cutting Threads of the City's Strategic Plan as described below:

1. **Community Trust** – Provide continued ADA compliance, accessible reliability and positive customer experience.
2. **Equity** – All members of the community will benefit from the continued reliability of the City's elevators.

3. **Fiscal Responsibility** – This existing agreement was competitively bid in accordance with the Purchasing Resolution, ensuring that the best pricing for materials and services was obtained.
4. **Innovation** – Anticipating and forecasting the maintenance service needs of the City's elevators and garage infrastructure to improve operational uptime while minimizing downtime.
5. **Sustainability & Resiliency** – This purchase order is imperative to the ongoing reliability of the City's elevators and the success of the City's public parking program.

FISCAL IMPACT:

The total fiscal impact of this action is \$100,100. Sufficient funding for the increase for the change order is available in the funds and accounts identified below. Additional funds for subsequent years will be included in future fiscal year budget preparations.

Fund	Account Description	Account Number	Total
Public Parking	Maint/Repair of Bldgs & Improvements	4150000-424130	\$88,088
General Fund	Building Services Maintenance, Professional Services	2210000-421000	\$12,012
Total			\$100,100

Prepared by:	Mike Combs, General Services Project Manager
Approved by:	Carl Carey, General Services Director
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer/Treasurer
Approved as to form:	Jack Liu, Interim City Attorney

Attachment: Omnia Cooperative Purchasing Agreement 2019001563