



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Jose Obregon

SUBJECT: SEE BELOW

DATE: April 21, 2004

Approved

Date

SUBJECT: REPORT ON REQUEST FOR QUOTATION FOR ELEVATOR AND ESCALATOR MAINTENANCE AND REPAIR FOR VARIOUS CITY BUILDINGS

RECOMMENDATION

Report on Request for Quotation and adoption of a resolution authorizing the Director of General Services to:

- a) Execute a one-year agreement with Schindler Elevator Corporation (San Leandro, CA) for elevator and escalator preventative maintenance at various City buildings for an annual cost of \$166,500, which includes \$30,000 for supplemental repairs.
- b) Execute four additional one-year options to renew without further Council action other than the appropriation of funds.

BACKGROUND

The City requires preventative maintenance as well as provisions for planned and unplanned repairs on elevators and escalators at various City locations. This service provides for the continuous and efficient operation and timely repair of these systems, and follows a set schedule as required by the Department of General Services.

ANALYSIS

A Request for Quotation (RFQ) was prepared and made available to the public on March 9, 2004. On March 23, 2004, two quotations were received as listed below:

Vendor	Quote (Annual)
Schindler Elevator Corporation, San Leandro, CA	\$136,500
Kone Elevator Inc., San Leandro, CA	\$138,684

In addition to the fixed prices quoted for scheduled preventative maintenance, the RFQ required quoters to submit hourly rates for unforeseen, unscheduled repairs. Based on historical repair history, \$30,000 is requested as a reserve to cover any such repairs. The work will be performed at the hourly rates quoted.

Staff recommends that the service be awarded to Schindler Elevator Corporation as the lowest responsible and responsive quoter.

Living Wage

This contract is subject to Prevailing Wage Policy.

Managed Competition

The General Services Department does not have the staff or expertise to perform elevator maintenance.

PUBLIC OUTREACH

The Request for Quotation was posted on the City of San Jose web site.

COORDINATION

This has been coordinated with the City Manager's Budget Office, City Attorney's Office and the Office of Equality Assurance.

COST IMPLICATIONS

This item is consistent with the Council approved Budget Strategy recommendation under General Principles #2, "We must focus on protecting our vital core city services."

BUDGET REFERENCE

Fund #	Appn #	Appn. Name	RC #	Total Appn.	Amt. for Contract	2003-2004 Adopted Operating Budget	Last Budget Action (Date, Ord. No.)
001	#0592	NP/Equip-General Services	000985	\$12,598,350	\$146,500	Page 281	
533	#0512	NP/Equip-Department of Transportation	486540, 486530, 486520	\$7,068,683	\$20,000	Page 612	

HONORABLE MAYOR AND CITY COUNCIL

Agreement for Elevator and Escalator Maintenance and Repair for the Department of General Services

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CEQA

Not a project.

JOSE OBREGON

Director of General Services