



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Julia H. Cooper

**SUBJECT:** SEE BELOW

**DATE:** May 29, 2018

Approved

Date

6-8-18

**SUBJECT: REQUEST FOR PROPOSAL FOR CITYWIDE ELEVATOR  
MAINTENANCE SERVICES**

## RECOMMENDATION

Accept the report on the Request for Proposal, and adopt a resolution authorizing the City Manager to:

1. Execute an agreement with A Lewis Enterprises, Inc., doing business as A Step Above to provide elevator maintenance and repair services for an initial one-year term from July 1, 2018 through June 30, 2019, for a total maximum compensation not to exceed \$178,400, subject to the appropriation of funds.
2. Execute amendments to the agreement to add or delete elevators as required, subject to the appropriation of funds.
3. Exercise up to nine one-year options to extend the term of the agreement through June 30, 2028, with annual adjustment not to exceed 3%, subject to the appropriation of funds.

## OUTCOME

To maintain the safe operation of elevator systems at City-owned facilities.

## BACKGROUND

The City's Department of Public Works ("Public Works") is responsible for overseeing the maintenance and repairs of elevators at City-owned facilities. Currently, the portfolio includes 35 elevator systems at 20 facilities, including libraries, community centers, downtown parking garages, police facilities, and other City-owned properties, excluding the Airport.

Elevators require regular maintenance services to ensure proper and safe operation to City employees and members of the public. In addition, regular testing and inspection are required by State law.

The City has maintained a service agreement with Schindler Elevator Corporation since 2008, which will expire on June 30, 2018.

### ANALYSIS

In December 2017, a competitive Request for Proposal (RFP) for Elevator and Escalator Maintenance Services was issued utilizing the City's e-procurement system.

The RFP was structured as two packages, with Package A for Elevator Maintenance Services for Citywide Locations on behalf of Public Works and Package B for Elevator and Escalator Maintenance Services for the Airport. Companies were invited to submit proposals for either package but were not required to respond to both. Two separate evaluation teams independently evaluated each package, and each package was treated as separate independent solicitations.

A total of 40 companies viewed the RFP. Six companies subsequently participated in a two-day mandatory site walk for Package A to view and assess all the elevator systems for Citywide facilities. The City received two proposals for Package A by the RFP deadline as follows:

- A Lewis Enterprises, doing business as A Step Above (Fairfield, CA)
- Schindler Elevator Corporation. (San Leandro, CA)

The proposals for Package A, Elevator Maintenance Services for Citywide Locations were evaluated by a three-member evaluation team from Public Works pursuant to the City procurement process. Both proposers were subsequently invited to oral interviews to clarify their proposals.

The final scores for the two companies are summarized below:

<b>Evaluation Criteria</b>	<b>Max Points</b>	<b>A Lewis Enterprises, dba A Step Above</b>	<b>Schindler Elevator</b>
Experience	10	7	6
Technical	35	22	23
Project Approach & Support	35	25	23
Cost	10	10	10
Local Business Preference	5	0	0
Small Business Preference	5	0	0
<b>TOTAL</b>	<b>100</b>	<b>64</b>	<b>62</b>

May 29, 2018

**Subject: Report on RFP for Citywide Elevator Maintenance Services**

Page 3

**Local and Small Business Preference:** In accordance with City policy, ten percent of the total evaluation points were set aside for the City's Local and Small Business Preference. Neither proposer applied for the Preference.

**Protest:** The RFP process included a ten-day protest period that commenced when the City issued the Notice of Intended Award on March 27, 2018. No protests were received.

**Award Recommendation:** The City recommends award of contract to A Step Above to perform Citywide elevator maintenance services.

A Step Above is the best value service provider for this program per the evaluation criteria set forth in the RFP. The company has demonstrated experience in the various elevator systems maintained by the City, the adequate staffing levels to respond to the City's requirements, and will help ensure the City respond to maintenance and repair issues in a timely manner.

Staff conducted reference checks with the City of Fremont, City of San Pablo, and the United States Coast Guard (USCG) Alameda. All references checked positive.

**Summary of Proposed Agreement:** The agreement with A Step Above includes a detailed scope of services and fixed monthly pricing for base services. Such services include preventative maintenance, corrective repair maintenance, state elevator test and inspection services, and 24-hour call-back services ("Base Services"). At a minimum, the Contractor shall provide scheduled maintenance services on a monthly basis for each piece of equipment. The Contractor is required to provide sufficient labor, equipment and other resources as required to repair and maintain the elevator systems as required by the scope of services.

The agreement also includes provisions for supplemental work such as equipment modifications and heavy repairs, which shall be approved by authorized City staff through the issuance of a work order form, and the ability for the City to add or delete elevators from the scope as required.

The initial term of the agreement is one year with the option to extend the agreement for nine additional one-year terms, subject to the appropriation of funds. Compensation adjustment in the option years is subject to the Consumer Price Index and shall not exceed 3%.

As required by State law, A Step Above must maintain an active C-11 Elevator Contractor license. Additionally, all work performed on elevators under the agreement must be performed by a Certified Competent Conveyance Mechanic (CCCM) or under the supervision of a CCCM. The State of California's Department of Industrial Relations administers the CCCM certification and requires the completion of continuing education training courses for recertification every two years.

The agreement is subject to the City's Prevailing Wage Policy. A Step Above will be required to pay the applicable prevailing wage rates as identified in the RFP.

Though the maximum compensation for the first-year initial term is below the Council approval threshold, it is highly likely staff will recommend exercising additional one-year options after June 30, 2019, thereby increasing the maximum compensation to the threshold that requires Council authorization. Therefore, staff is putting forth the recommendations in this memo in anticipation of future need.

The report on the RFP for Package B, Elevator and Escalator Maintenance Services for the Airport, is provided under a separate Council memorandum on the June 19, 2018 City Council agenda.

### **EVALUATION AND FOLLOW-UP**

This memorandum will not require any follow-up from staff.

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's website for the June 19, 2018, City Council meeting.

### **COORDINATION**

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

### **COMMISSION RECOMMENDATION/INPUT**

This item does not have input from a board or commission.

### **FISCAL/POLICY ALIGNMENT**

This action is consistent with the City's Budget City Service Areas Delivery Framework for Strategic Support Services to provide safe, efficient, comfortable, attractive, and functioning buildings and equipment.

**COST SUMMARY/IMPLICATIONS**

1. AMOUNT OF RECOMMENDATION/COST OF PROJECT:

<b>Description</b>	<b>Year 1</b>
Base Services (Fixed Fee) Amount	128,400
Supplemental Services Not-To-Exceed Amount (Time and Materials)	50,000
<b>Year 1 Maximum Compensation</b>	<b>\$178,400</b>

2. SOURCE OF FUNDING: 001 General Fund

3. FISCAL IMPACT: After the initial one-year term, compensation for ongoing maintenance services may be adjusted annually. Increases shall not exceed 3% annually.

**BUDGET REFERENCE**

The table below identifies the fund and appropriation proposed to fund the contract recommended as part of this memorandum.

Fund #	Appn #	Appn Name	Current Total Appn	Amt for Contract	2018-2019 Proposed Operating Budget Page	Last Budget Action (Date, Ord. No.)
001	0572	Public Works – Non-Personal/Equipment	\$13,321,151	\$178,400	VIII-302	N/A*

\*The FY18-19 Proposed Operating Budget is scheduled to be approved by Council on June 12, 2018 and adopted on June 19, 2018.

**CEQA**

Not a project, Public Project Number PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.

/s/  
JULIA H. COOPER  
Director of Finance

For questions, please contact Jennifer Cheng, Deputy Director of Finance at (408) 535-7059.