

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
7	06/10/13	Open	Action	05/30/13

Subject: Authorizing Solicitation of Bids for Elevator Maintenance and Repair Services

## ISSUE

Whether or not to Authorize Solicitation of Bids for Elevator Maintenance and Repair Services.

## RECOMMENDED ACTION

Adopt Resolution No. 13-06\_\_\_\_\_, Authorizing Solicitation of Bids for Elevator Maintenance and Repair Services.

## FISCAL IMPACT

This action does not involve the expenditure of funds. The contract award, which will involve the expenditure of funds, will be presented to the Board as a future action.

## DISCUSSION

In December 2009, the General Manager/CEO executed three-year contracts for Elevator Maintenance and Repair Services with Elevator Services Company (ESC) and Capitol Elevator. These two contracts have been amended by the General Manager/CEO to extend their term through September 30, 2013 to allow for Board approval and award of a new three-year contract prior to the expiration of the current contracts. The Contracts are for monthly preventive maintenance services and on-call repair services for 9 hydroelectric elevators, 1 dumbwaiter elevator, and 1 light rail station handicap lift. Staff desires to solicit a contract for three years with two 1-year options for elevator maintenance and repair services for the same elevators/lift.

On March 4, 2013, the General Manager/CEO authorized the release of an Invitation to Bid (ITB) for the solicitation of bids for elevator maintenance and repair services. On April 9, 2013, the date the bids were opened, staff discovered that it failed to include the requirement that the winning Bidder(s) have a drug and alcohol prevention program for its employees. Because having an employee drug and alcohol prevention program is a federal grant funding requirement that cannot be waived, staff had no option but to recommend to the General Manager/CEO that he reject all bids and issue a new ITB that includes the requirement for a drug and alcohol prevention program. Consequently, the General Manager/CEO rejected all bids and directed staff to revise the ITB and begin the solicitation anew. When the bidders to the March 2013 solicitation were advised that RT was rejecting all bids, one of the bidders attempted to protest RT's determination to reject all bids because the bid documents did not comply with federal grant conditions. However, the rejection of all bids is not an action that may be protested under the protest procedures that govern RT's procurements. As such, staff rejected the bidder's protest as not viable.

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Approved:

Presented:

Final 06/04/13  
General Manager/CEO

Director, Facilities

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Because all of the bids that were submitted in response to the March ITB came in at over \$100,000, staff determined that approval and authorization for release of the revised ITB exceeds the General Manager/CEO's authority and instead requires Board approval. For this reason, staff brings this ITB before the Board for approval and authorization to release the ITB.

Staff recommends the Board approve and authorize the release and advertisement of the ITB for Elevator Maintenance and Repair Services.

RESOLUTION NO. 13-06-\_\_\_\_\_

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

June 10, 2013

**AUTHORIZING SOLICITATION OF BIDS FOR ELEVATOR MAINTENANCE AND REPAIR SERVICES**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Invitation to Bid for Elevator Maintenance and Repair Services is hereby approved and authorized for release.

THAT, the Invitation to Bid be advertised pursuant to provisions of the RT Procurement Ordinance.

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PATRICK HUME, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary