

STAFF REPORT

DATE: September 25, 2023
TO: Sacramento Regional Transit Board of Directors
FROM: Laura Ham, VP, Planning and Engineering
SUBJ: APPROVING THE CONTRACT FOR ELEVATOR PREVENTIVE MAINTENANCE AND REPAIR SERVICES WITH TK ELEVATOR CORPORATION

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

Approving the contract will allow SacRT to keep six elevators at its office and maintenance buildings, as well as the wheelchair lift at the 8th and Capitol Station, in good repair, in compliance with the state’s permit requirements, and allow for emergency on-call repair services to be performed.

FISCAL IMPACT

The proposed contract includes a not-to-exceed amount of \$271,452.50 for a five-year period. The estimated costs for FY 2024 are \$27,480 for preventive maintenance and \$21,875 for repair services; in addition, SacRT will be required to pay for material costs for any needed repairs based on the actual cost of the material plus a markup of no more than 10% of the material cost. These costs are included in the FY 2024 Operating Budget. The Annual costs for years 2 through 5 of the agreement will be included in the Operating Budgets for the corresponding fiscal years.

	Preventive Maintenance	Repair Services
No. of Year	Amount / Year	Amount / Year
Year 1	\$27,480	\$21,875
Year 2	\$27,480	\$21,875
Year 3	\$27,480	\$21,875
Year 4	\$27,480	\$21,875
Year 5	\$27,480	\$21,875
TOTAL \$	\$137,400	\$109,375
GRAND TOTAL \$246,775 + 10% material contingency = \$271,452.50		

DISCUSSION

In June 2018, SacRT released an Invitation to Bid (IFB) for Elevator Maintenance and Repair for 9 elevators. SacRT reserved the right to award to the lowest bidder for each elevator. Elevator Industries was the lowest bidder as to seven of the elevators and was awarded a Contract that was effective August 27, 2018; EnPro was separately awarded a Contract for only the Watt/I-80 elevators.

The EnPro contract was subsequently terminated because maintenance and repair services for the two Watt/I-80 elevators were included in the Contract for Watt/I-80 Elevator Modernization Project with Capitol Elevator, which will continue through April 30, 2028.

SacRT's current contract with Elevator Industries will expire on August 26, 2023. SacRT continues to need services for the following elevator equipment:

Elev. No.	Address and Mfg.	Type
1	1400 29 th Street/Cal West	Hydroelectric
2	1325 28 th Street/Capitol	Hydroelectric
3	2750 Academy Way/Dover	Hydroelectric
4	2760 Academy Way/Thyssen	Hydroelectric
5	2700 Academy Way/Dover	Hydroelectric
6	1400 29 th Street (Basement)	Electric Pit Drum
7	8 th & Capitol St. LR Station	Wheelchair Lift

As the elevators continue to age, SacRT must perform preventive maintenance and repairs to keep the elevators in good working condition, as well as provide emergency services.

The proposed contract includes on-call repairs, which will be available after hours, on weekends, and holidays as needed, as well as routine maintenance. SacRT's Facilities Maintenance team also performs troubleshooting and minor repairs .

On July 6, 2023, SacRT received 5 responsive bids for the Request for Quote (RFQ) for Elevator Preventive Maintenance and Repair Services from: Elevator Industries, EnPro Elevator, Metro Elevator, Otis Elevator, and TK Elevator Corporation. After a thorough review of the bids, Staff determined that TK Elevator Corporation is the lowest responsive bidder. Staff recommends the adoption of the contract for elevator preventive maintenance and repair services be awarded to TK Elevator Corporation.

A RFQ was issued because the previous contract with Elevator Industries was for \$75,000. Facilities estimated a total contract amount of \$150,000, assuming that the cost of services was unlikely to have doubled in the last five years. The RFQ was advertised on PlanetBids for an adequate amount of time for bidders to submit their bids. The use of an RFQ, rather than a formal Invitation for Bid did not affect the competition. Procurement put in extra efforts by informing potential bidders to view the solicitation document and submit their competitive bid. As a result, SacRT received the same number of bids under this RFQ as it did under the 2018 IFB. TK Elevator Corporation offered the lowest price, allowing SacRT to determine that the bid price is fair and reasonable despite the significant increase in service cost compared to 2018.

RESOLUTION NO. 2023-09-087

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

September 25, 2023

APPROVING THE CONTRACT FOR ELEVATOR PREVENTIVE MAINTENANCE AND REPAIR SERVICES WITH TK ELEVATOR CORPORATION

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

THAT, the Contract for Elevator Preventive Maintenance and Repair Services by and between the Sacramento Regional Transit District (therein "SacRT") and TK Elevator Corporation (therein "Contractor") whereby Contractor agrees to provide preventive maintenance and on-call repair services for a 5-year term, for an amount not to exceed \$271,452.50 is hereby approved.

THAT, the Board Chair and General Manager/CEO are hereby authorized and directed to execute the foregoing Contract.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary