



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 21-242

Board Meeting Date: 3/23/2021

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** James C. Porter, Department of Public Works  
**Subject:** Elevator Maintenance Agreement

**RECOMMENDATION:**

Adopt a resolution authorizing:

- A) The President of the Board of Supervisors to execute an agreement with Otis Elevator Corporation for the provision of elevator maintenance services at various County facilities, for the term of April 1, 2021 through March 31, 2024 in an amount not to exceed \$1,206,800; and
- B) The Director of Public Works, or designee, to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

**BACKGROUND:**

The Department of Public Works (Department) is responsible for managing contract maintenance and repair services for the elevator and escalator systems throughout the County building portfolio. There are currently 57 elevators and two escalators at various County facilities.

**DISCUSSION:**

A formal invitation for bids was solicited in February 2021 from elevator maintenance companies through advertising on the Department's website and posting the Invitation for Bid in the *Daily Journal*. Representatives from the Department participated in the selection committee that reviewed the qualifications of the firms submitting bids.

Based on that review, the selection committee determined that Otis Elevators was the most qualified vendor and provided the best value in the provision of elevator maintenance services for County facilities. The Department recommends adding an additional \$200,000 to the base maintenance service fee to address unforeseen repairs and services.

The Contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to, insurance; hold harmless; non-discrimination, and equal benefits.

County Counsel has reviewed and approved the resolution and agreement as to form.

**FISCAL IMPACT:**

Total contract not-to-exceed amount is \$1,206,800 for the term of April 1, 2021 to March 31, 2024. Funding to support this Agreement is available in the current Fiscal Year Department budget and has been included in the FY 2021-22 and FY 2022-23 Recommended Budgets. Funding will also be recommended in the FY 2023-24 Recommended Budget. There is no additional impact to Net County Cost.

**ATTACHMENT:**

Exhibit A - RFP Matrix