

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 03/29/22 M&C FILE NUMBER: M&C 22-0200

LOG NAME: 13P22-0023 ELEVATOR/ ESCALATOR SERVICES LSJ PMD

SUBJECT

(ALL) Authorize Purchase Agreement with American Elevator Technologies, LLC for Elevator and Escalator Services for City Facilities, for an Annual Amount Up to \$359,302.00 during the Initial Term and in each of Four, One-Year Renewal Options

RECOMMENDATION:

It is recommended that the City Council authorize a Purchase Agreement with American Elevator Technologies, LLC for elevator and escalator services for City owned/operated facilities, for an annual amount up to \$359,302.00 during the initial term and each of the four, one-year renewal options.

DISCUSSION:

The Property Management Department approached the Purchasing Division for assistance with securing an agreement for a qualified firm to perform preventative, routine maintenance and repairs of elevators and escalators located in City of Fort Worth (City) facilities.

Purchasing issued an Invitation to Bid (ITB) that included detailed specifications describing the hours of service as well as types of elevators requiring services that will be purchased on an “as-needed” basis.

The bid was advertised in the *Fort Worth Star-Telegram* for seven consecutive Wednesdays beginning on November 24, 2021, through January 5, 2022. The City received seven bids. Otis Elevator Company was deemed non-responsive due to not submitting the required bid solicitation document.

The bids were evaluated on best-value criteria including bidder’s experience, project approach, qualified resources and competitive pricing. An evaluation committee comprised of City staff from Transportation and Public Works, Aviation and Property Management Departments reviewed the responses and provided ratings for all six responsive bid. American Elevator Technologies, LLC received the highest ratings and was determined to provide the best value to the City of Fort Worth. Staff certifies that the bid meets all required specifications

The maximum amount allowed under this agreement citywide will be \$359,302.00, however the actual amount used will be based on the need of the departments and available budget. The annual department allocation for this agreement is:

Department	Estimated Annual Amount	Account Name
Property Management Department	\$311,000.00	Other Contractual Facilities Repairs and Maintenance Supplies
Aviation	\$28,302.00	Other Contractual
Transportation and Public Works and Public Works	\$20,000.00	Other Contractual

Staff recommends awarding a one-year agreement in an annual amount up to \$359,302.00, with four, one-year renewal options for the same annual amount.

Funding is budgeted in the Other Contractual Services and Facilities Rep/Maintenance Supplies accounts of the Pm Contract Compliance Admin and Property Management Facilities Maintenance Department’s General Fund. Funding is also budgeted in the Other Contractual Services account of the TPW Taylor Street Parking Garage and Aviation Meachum Admin Building Department’s Municipal Parking and Municipal Airport Fund.

BUSINESS EQUITY - A waiver of the goal for M/WBE subcontracting requirements is approved by the DVIN-BE, in accordance with the BDE Ordinance, because the application of the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

AGREEMENT TERMS - Upon City Council approval, this agreement shall begin upon execution and expire one year from that date.

RENEWAL TERMS -This agreement may be renewed for four additional one-year renewal periods. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

ADMINISTRATIVE CHANGE ORDERS - In addition, an administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budgets, as previously appropriated, in the participating departments Operating Funds to support the approval of the above recommendation and award of the contract. Prior to an expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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Expedited