



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: ADVERTISE for the 2021 On-Call Elevator Maintenance Services Contract(s)

RECOMMENDATION(S):

AUTHORIZE the Public Works Director, or designee, to advertise for the 2021 On-Call Elevator Maintenance Services Contract(s) for scheduled maintenance and emergency repairs of elevators at various County facilities, Countywide.

FISCAL IMPACT:

Facilities Maintenance Budget. (100% General Fund)

BACKGROUND:

The Public Works Facilities Services Division is responsible for the maintenance of all County elevators. Elevator maintenance and repair is specialized work. The County does not have staff that is trained or qualified to do this type of work. On-call elevator maintenance contracts are on an as-needed basis and utilized for routine maintenance and repairs. The County currently has 4 elevator maintenance contracts, all with the original manufacturer.

The Public Works Department is requesting authorization to advertise and conduct a formal solicitation for on-call elevator maintenance services. A Notice to Bidders would be placed

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **03/23/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Kevin Lachapelle,
925-313-7082

cc:

in the Contra Costa Times and several building exchanges in accordance

BACKGROUND: (CONT'D)

with Cost Accounting Policies and Procedures Manual of the California Uniform Construction Cost Accounting Commission.

The Public Works Department intends to award at least one (1) but not more than four (4) contracts, total of contracts not to exceed \$2,300,000 to the lowest, responsive and responsible bidder(s). Each contract will have a term of three (3) years with the option of two (2) one-year extensions, and will be used as needed with no minimum amount that has to be spent.

CONSEQUENCE OF NEGATIVE ACTION:

If the request to advertise is not approved, the Public Works Department will not be able to advertise for elevator maintenance and repair services.