

# Facility and Support Services

600 W 4<sup>th</sup> Street

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Item #2  
5/15/18

May 1, 2018

To: Mahesh Sharma  
County Administrator

From: Tammy Speidel  
Director of Facility and Support Services

Subj: Extension of Elevator Preventative Maintenance and Service Contract

The County previously bid out a four year contract for elevator preventative maintenance and ongoing service. That bid was awarded to Otis Elevator and will expire on 06/30/2018.

The current contract covers traction and hydraulic elevators located in the Courthouse, Jail, Administrative Center, and the Entrance Pavilion. Elevators at Pine Knoll were removed from our contract when the County disposed of that building.

As you are aware, we are currently working on an elevator modernization project for the public elevators at both the Courthouse and the Administrative Center. The current contract with Otis Elevator requires them to be involved in assisting with planning of the modernization project, assisting the architect and mechanical engineer with specification requirements, and serving as a liaison with the State of Iowa elevator inspector. They have been very engaged and are helping us through this project, while assisting us with preparing documentation that is not vendor specific.

Because changing providers in the middle of the project could cause a delay and a new provider would have to step in and get up to speed, I am recommending that rather than rebid a four year contract we extend our current contract with Otis for one additional fiscal year, expiring on June 30, 2019.

Otis is proposing a 5% increase, which has been standard in their contract for the last several years.

I recommend that the Board of Supervisors approve a one year service contract extension with Otis Elevator in a not to exceed amount of \$23,880.00. Based on conversations with Otis we believe that, due to suspended maintenance costs while cars are totally out of service, the amount will be closer to \$22,798.00.

I will be at the next Committee of the Whole meeting should you or the Board have any questions.

Cc: FSS Management Team

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

May 17, 2018

A RESOLUTION APPROVING A ONE YEAR CONTRACT EXTENSION FOR  
ELEVATOR PREVENTATIVE MAINTENANCE AND SERVICE TO OTIS ELEVATOR IN  
AN AMOUNT NOT TO EXCEED \$23,880.00.

**BE IT RESOLVED BY** the Scott County Board of Supervisors as follows:

- Section 1. That the proposal for a one year extension for the elevator preventative maintenance and service contract is hereby approved and awarded to Otis Elevator in an amount not to exceed \$23,880.00.
- Section 2. That the Director of Facility & Support Services is hereby authorized to execute contract documents on behalf of the Scott County Board of Supervisors.
- Section 3. This resolution shall take effect immediately.