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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 3/21/2017

RE: Request to issue Elevator Services Contract to Otis Elevator for \$49,140.00 for elevator inspection and maintenance services.

On February 16, 2017 we accepted proposals for elevator inspection, maintenance and repair services. Two companies responded to the RFP. The inventory of facilities' elevators include 16 elevators, two lifts, two escalators, and one drum freight elevator. Of this equipment, the parking division manages the seven elevators at the City parking ramps. A mandatory pre-proposal conference and facility walk-through was conducted on February 6, 2017. The proposals were evaluated and scored by the Facilities Manager, Records and Plans Specialist and myself. The categories rated were ability to perform, description of firm and team, customer service, references and fees. The bids were received as follows:

	<u>Annual Cost</u>	<u>Rating (Possible 100)</u>
Otis Elevator	\$49,140.00	92
Schindler Elevator	\$53,900.00	90

In addition, the company will be utilized for various corrective and emergency maintenance needs through the term of this contract per the hourly rates provided below. Any work over \$25,000 will require three proposals, but any work under this amount will be sole-sourced as a result of being awarded this contract.

	<u>Standard Hourly Service Rate</u>	<u>Off-Hour/Holiday & Sunday</u>
Otis Elevator	\$192.00	\$192.00
Schindler Elevator	\$185.00	\$314.50/\$340.00

Based on our evaluations, PRFMD recommends awarding the contract to Otis Elevator. Otis Elevator has done much work for the City and has an excellent reputation with the City and their other customers. They held the contract for the last ten years and have done a good job. The contract proposed is a five-year contract with one additional two-year option at the discretion of the City. Otis Elevator has proposed to honor their annual cost throughout the entire term with zero price increases. Upon approval, the contract will be effective May 1, 2017.

Please feel free to contact me at 832-5572 or at dean.gazza@appleton.org with any questions. Thank you.