



CITY OF APPLETON

Department of Parks & Recreation

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Appleton, WI 54911

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TO: Finance Committee

FROM: Dean R. Gazza

DATE: August 26, 2024

RE: Action: Award the City of Appleton’s “2024 AWWTP V-Building Elevator Renovation Project” to Otis Elevator Co. in the amount of \$266,300 with a contingency of 10% for a project total not to exceed \$292,930.

The 2024 Capital Improvement Plan includes \$350,000 to renovate the V-building freight elevator. Of that amount, \$23,300 has been utilized for professional services, leaving a balance of \$326,700 for construction. The existing elevator is over 40 years old and is at the end of its useful life. This project will replace all the mechanicals, controls, and finishes on the existing elevator.

The bids were received as follows:

Otis Elevator Co.	\$266,360
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Although only one bid was received, we are comfortable proceeding despite the lack of other bids. It is unlikely that additional bids could be obtained in the foreseeable future as this is specialized work and there are only a few companies in the state that do this type of work.

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Otis Elevator Co. The Division of Facilities and Construction Management has also reviewed the bid and is in agreement with the engineer’s recommendation. Therefore, we recommend awarding the contract to Otis Elevator Co. in the amount of \$266,300 plus a contingency of 10% only to be utilized as needed.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.