

Staff Report

Subject: Approval of a new Signature Contract with Otis Elevators for the 804 S building elevator

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Department: Administration

Meeting Date: January 3, 2022

Item Description: Signature Contract with Otis Elevators for the 804 S building elevator

Summary Recommendation: Staff recommends approval of a new Signature Contract with Otis Elevators for the 804 S building elevator maintenance

Executive Summary/Background:

- Before moving into the 804 South building, the elevator was almost never used as the 2nd floor was not utilized; therefore, the maintenance agreement with Otis for this elevator was very minimal.
- In the last several months, we have had numerous issues with the elevator resulting in a repair totaling \$3,850.00. Due to the elevator now being used almost constantly, we requested an updated maintenance agreement from Otis. Currently, this is the only elevator that doesn't have this level of coverage.
- The maintenance agreement total is \$280/month, paid annually. The term of this agreement is five (5) years and will automatically renew for successive five (5) year terms unless terminated by either party.

Alternatives for Commission to Consider

1. Approval of a new Signature Contract with Otis Elevators for the 804 S building elevator
2. Take no action and continue with current maintenance agreement

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Facilities Maintenance, Purchasing

Funding Source:

Attachments:

1. Current maintenance agreement with Otis Elevators
2. New Signature Contract with Otis Elevators