



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 05/19/2026

ITEM NO: 5

DATE: May 19, 2026
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Authorize the Town Manager to Execute a Five-Year Agreement for Services with Specialized Elevator Corp., DBA San Francisco Elevator Services LLC, with a Base Year Not-to-Exceed Amount of \$65,364 for FY 2026-27 and Subsequent Annual Adjustments Based on the Consumer Price Index (CPI).**

RECOMMENDATION: Authorize the Town Manager to execute a five-year Agreement for Services with Specialized Elevator Corp., dba San Francisco Elevator Services LLC, with a base year not-to-exceed amount of \$65,364 for FY 2026-27 and subsequent annual adjustments based on the Consumer Price Index (CPI).

FISCAL IMPACT:

The agreement provides a base year cost of \$65,364 in FY 2026-27 for elevator maintenance services across six elevators at Town facilities, plus annual CPI adjustments in future years. Funding for FY 2026-27 is included in the proposed Operating Budget within the Facilities Maintenance program (6335423-63353). Funding for subsequent fiscal years will be subject to Town Council approval through the annual budget process.

STRATEGIC PRIORITY:

This item does not directly address a Strategic Priority; however, it aligns with the Core Goal of Quality Public Infrastructure. This maintenance Agreement for Services will support safe and functional elevator operation in four of the Town's facilities, most visited by the public.

BACKGROUND:

The Town is responsible for ongoing inspection and preventive maintenance of six elevators in

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Fleet & Facilities Operations Manager

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Administrative Services Director

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Town owned facilities, most of which are accessed by the public. These facilities include the Adult Recreation Center, Library (two elevators), Theatre, and New Museum of Los Gatos (NUMU) (two elevators). Elevator operation is governed by Title 8 of the State of California code.

Elevator maintenance has been a contracted service for the Town for a number of years, with the current agreement expiring in June 2026. The number of town owned elevators has doubled from three to six since the construction of the Library in 2012 and the addition of the Theatre to the Town's facility inventory in 2022.

DISCUSSION:

On April 6, 2026, Parks and Public Works staff released a Request for Proposal (RFP) for Elevator Maintenance Services. The RFP closed on April 17, 2026. The RFP process was used per Section IX of the Town of Los Gatos Purchasing Policy, which outlines procedures for procurement of goods and services. The elevator maintenance work requires specialized skills and licensing that must be factored into the selection, along with cost.

A total of 180 vendors viewed the RFP, 15 downloaded it for further consideration, and three submitted proposals. Specialized Elevator Corp., dba San Francisco Elevator Services LLC, was deemed a qualified contractor by Town Staff. Based on the RFP evaluation criteria: Technical qualifications, regulatory experience with the State, and cost, this firm had the highest evaluation score.

The scope of work includes monthly services, including lubrication and inspection services, testing of safety devices, cleaning of pits and machine areas as needed, door operator inspection and adjustment, corrections and estimates as needed for safe and functional operation, and support with State of California inspections.

CONCLUSION:

Execution of this agreement will ensure the continued safe and effective maintenance and operations of the Town's elevators. To that end staff is requesting that the Town Manager be authorized to execute the proposed agreement.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Agreement for Services