

TOWN OF PALM BEACH

Information for Town Council Meeting on: September 13, 2018

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

FROM: H. Paul Brazil, P.E., Director of Public Works

RE: Proposed Contract Extension and Purchase Order Approval for Elevator Maintenance and Repair Services
Resolution No. 155-2018

DATE: August 27, 2018

STAFF RECOMMENDATION

Town staff recommends Town Council approve Resolution No. 155-2018, approving a contract extension and purchase order for Elevator Maintenance and Repair Services to Oracle Elevator Company for \$12,080, and establishing an overall budget of \$13,892 for FY2019, and establishing a three (3) year project budget for the remainder of the contract at \$41,676, contingent upon funding of future fiscal years.

GENERAL INFORMATION

The Town currently has passenger elevators at five (5) of its facilities. Public Works oversees the maintenance contract for four (4) of those elevators, the exception is the Par 3 clubhouse elevator, which is maintained through a separate contract. These elevators require monthly fire service checks, quarterly preventative maintenance and adjustment, and annual State required inspections. Any necessary repairs are identified by the maintenance vendor and performed on an as-needed-basis.

The elevator maintenance and repair contract provides for the option of four (4) twelve-month renewals with all original terms, conditions, and pricing. The current vendor has been satisfactorily performing these services for the past year.

If Town Council approves this recommendation, staff recommends issuing a purchase order for elevator maintenance and repair services in the annual amount of \$12,080 and establishing a project budget of \$13,892 for FY2019. This contract provides for the option of four (4) twelve-month renewals with all original terms, conditions and pricing. The anticipated contract cost for the three (3) renewal years at \$12,080 per year is \$41,676, and includes a fifteen percent (15%) contingency for unforeseen tasks, repairs, and emergency work.

FUNDING/FISCAL IMPACT

Sufficient funds are available in the proposed Public Works budget for FY2019 to complete this work, contingent upon approval of the FY2019 operating budget.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

This Resolution has been reviewed by the Town Attorney and approved for legal form and sufficiency.

Attachments

cc: Jay Boodheshwar, Deputy Town Manager
Jane Le Clainche, Director of Finance
Eric B. Brown, P.E., Assistant Director of Public Works
Brett Madison, Facilities Maintenance Division Manager
Dean Mealy, Purchasing Manager