



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/6/2016

Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Public Works

REPORT BY: Julie Kirk, STAFF SERVICES ANALYST II - 259-8603

SUBJECT: Amendment No. 1 to Agreement 160077B-16 with KONE, Inc.

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chairman to sign Amendment No. 1 to Agreement No. 160077B-16 with Kone, Inc. increasing the amount by \$35,000 for a new maximum of \$105,000 to cover needed non-routine and emergency repairs to elevators located in County owned and operated buildings.

EXECUTIVE SUMMARY

On April 29, 2016, the Board of Supervisors authorized a \$70,000 Professional Service Agreement (PSA) No. 160077B-16 with Kone, Inc. to provide preventative maintenance and inspection for elevators located in County owned or operated buildings. Subsequent to the execution of the original PSA with Kone, Inc. it has been necessary to perform more non-routine and emergency repairs to the elevators than previously anticipated. Amendment No. 1 adds an additional \$35,000 annually for these non-routine and emergency services.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Property Management Budget: Fund 4300, Subdivision 4300000
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	To ensure the safe and consistent operation of elevators located in County facilities.

Is the general fund affected?	No
Future fiscal impact:	The amount will be budgeted accordingly in future fiscal years.
Consequences if not approved:	The current contract maximum of \$70,000 is not sufficient to cover the anticipated need for Emergency and Non-Routine repairs.
Additional Information:	Property Management was transitioned into an Internal Services Fund this fiscal year. The budget was built using previous experience and estimates of anticipated issues. However, there have been a number of unexpected non-routine repairs that have required immediate addressing to continue safe and efficient operations in County facilities. Staff is not requesting a budget adjustment at this time but will conduct a comprehensive budget review during the mid-year period and return to the Board if any budget adjustment is needed.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

On April 19, 2016, the Board of Supervisors authorized a \$70,000 Professional Service Agreement (PSA) No. 160077B-16 with Kone, Inc. to provide preventative maintenance and inspection for elevators located in County owned and operated buildings. The majority of their scope of work involves providing preventative maintenance and inspections; \$50,820 of the contract maximum is for these services. The remaining \$19,180 is for emergency and non-routine repairs. Through September of this year, non-routine and emergency repair orders cost approximately \$10,000. Staff anticipates that there will be continued need for these types of services.

Staff recommends that the Board approve Amendment No. 1 to the Kone, Inc. Professional Services Agreement increasing the maximum amount by \$35,000 for a new contract maximum of \$105,000 so all necessary elevator repairs can be covered under this agreement and to ensure minimal disruption to the provision of County services.

KONE, Inc. is not a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula