



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 4/5/2016
Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Steven Lederer - Director of Public Works
Public Works
REPORT BY: Liz Habkirk, Deputy Dir. of PW-Gen Services - 259-8321
SUBJECT: Agreement with KONE, Inc. for Elevator Maintenance & Repair Services

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chairman to sign an agreement with KONE, Inc., for an annual maximum amount of \$70,000 for the term March 22, 2016 through June 30, 2019 with two additional annual options, for the inspection, maintenance and repairs of elevators located throughout County facilities.

EXECUTIVE SUMMARY

Approval of this agreement will allow the County to have a contracted service provider for regular inspection, maintenance, and repair of elevators within County facilities. KONE, Inc. was selected through a competitive request for proposal process. The proposed scope of work covers the regular inspection and maintenance of elevators as well as non-routine and emergency services.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Property Management
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?	Yes
Future fiscal impact:	The amount will be budgeted accordingly in future fiscal years.
Consequences if not approved:	There would not be a preventative maintenance contract for elevators in County facilities and the County would be required to engage providers on an as-needed basis which could significantly increase the cost of services and potentially place the County out of compliance with State regulations regarding inspections and testing.

Additional Information:

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

Today's action allows the County to enter into an agreement for regular elevator inspections, maintenance and service. County staff issued a Request for Proposals on January 12, 2016. A total of five vendors submitted proposals, and KONE, Inc. was chosen as the recommended provider based on a scoring process that included consideration of qualifications, experience, and pricing.

Additionally, KONE, Inc. previously provided these services under Agreement No. AUD 6857 which expired June 30, 2015. Staff has taken the opportunity in the intervening period to review the required services and refine the scope of work to be provided to the County. This revised scope of work was included in the Request for Proposals. Approval of this Agreement commences routine services with a maximum annual amount of \$50,820. This Agreement allows for a maximum annual amount of \$19,180 for non-routine services, repairs and parts as requested by the County's Director of Public Works or designee.

KONE, Inc. is not a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula