



Agenda Date: 7/10/2007  
Agenda Placement: 6C

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Michael Stoltz for Robert Peterson - Director  
Public Works  
**REPORT BY:** Nancy Oweong, Staff Services Analyst I , 253-4603  
**SUBJECT:** Amendment No. 3 to Agreement No. 4923 Empire Elevator Co. Inc.

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 4923 with Empire Elevator Co. Inc., increasing the amount by \$1,548 for a new annual maximum of \$40,248 for preventative maintenance service on elevators in County buildings.

### **EXECUTIVE SUMMARY**

Approval of Amendment No. 3 to Agreement No. 4923 will increase the maximum annual compensation to \$40,248 for preventative maintenance services to elevators located in County owned buildings. All other terms and conditions of the Agreement will remain unchanged.

### **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 owned buildings.
Is the general fund affected?	Yes
Future fiscal impact:	Sufficient funds have been budgeted in the Fiscal Year (FY) 2007-2008 Property Management budget.
Consequences if not approved:	The County would not have a contract for preventive maintenance for elevators

located in County owned buildings.

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**

Empire Elevator Co., Inc. currently provides preventative maintenance services to elevators located in County owned buildings. Approval of this amendment increases the current annual maximum from \$38,700 to \$40,248 with the Agreement commencing on July 1, 2007. This price increase is tied to the Material Price Index and cost of living increases. All other terms and conditions of the Agreement remain unchanged.

Empire Elevator Co., Inc. is familiar with the County's elevator systems and provides service in a time frame that meets the needs of the County. The preventative maintenance services ensure the safe and consistent operation of elevators in County owned buildings.

Public Works will update the Request for Proposal (RFP) process in FY 2007-2008 to ensure that the County is receiving the best value in the provision of these services.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi