



EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL:		DocuSigned by: <i>Michael Jones</i> 47000790F2D7463...		GENERAL MANAGER ACTION REQ'D:	
DATE: 1/27/2023		9/6/2023		BOARD INITIATED ITEM: Yes	
Originator/Prepared by: Myra Francisco Dept: M&E Acquisition Support		General Counsel		Controller/Treasurer	
DocuSigned by: <i>Myra Francisco</i> 66959154E16A413...		DocuSigned by: <i>Jana Belan</i> F8FD7B3A73E74E8...		DocuSigned by: <i>Chris Gan</i> EE11C8CEEEA04FD...	
Signature/Date: 8/29/2023		8/29/2023 []		8/29/2023 []	
				District Secretary	
				BARC	
				DocuSigned by: <i>Shane Edwards</i> 8128A2EB2F014F3...	
				8/29/2023 []	

Award of Agreement 6M3659A for Emergency Elevator Repair Services

PURPOSE:

To obtain Board authorization for the General Manager to award Agreement No. 6M3659A to San Francisco Elevator Services, LLC of San Francisco, California for Emergency Elevator Repair Services.

DISCUSSION:

This Agreement is for emergency expert assistance to repair and service District elevators when in house personnel are not available or out of District technicians' scope. It ensures that the District can stay in compliance with State and Americans with Disabilities Acts (ADA) requirements which will prevent possible fines and mandatory shutdowns by State Department of Industrial Relations (DIR) Inspectors. The Agreement is proposed for a base term of three (3) years, with two (2) one-year options exercisable at the District's discretion, for a maximum contract term of five (5) years.

An electronic copy of the Request for Proposal ("RFP") was posted to the District's Procurement Portal on June 6, 2023 and distributed to all known potential proposers (inclusive of 54 certified Small Businesses). The RFP was also advertised in ten (10) newspaper publications. The RFP was electronically downloaded by six (6) interested firms. A pre-proposal meeting was held on June 12, 2023 with two (2) prospective firms in attendance. On July 11, 2023 the District received one (1) proposal.

A Selection Committee, consisting of representatives from Contract Administration, Maintenance and Engineering, and the Office of Civil Rights (OCR) conducted a technical evaluation and price analysis of the submitted proposal. The Technical Proposal was reviewed for compliances with the Minimum Technical Requirements of the Agreement. The Technical Proposal submitted by San Francisco Elevator Services, LLC was evaluated and

deemed technically acceptable, in accordance with the four (4) minimum technical requirements. Pricing was then opened and found to be fair and reasonable.

Pursuant to the District's Non-Federal Small Business Program, the Office of Civil Rights set a 5% Small Business Prime Preference for this Agreement for Small Businesses certified by the California Department of General Services (DGS). It was determined that there were no certified Small Businesses certified by the DGS among the responsive Proposers, and therefore, the Small Business Prime Preference is not applicable.

Pursuant to the District's Non-Discrimination Program for Subcontracting, the Availability Percentages for this Agreement are 5.5% for Minority Business Enterprise (MBEs) and 2.8% for Women Business Enterprises (WBEs). San Francisco Elevator Services, LLC will not be subcontracting any portion of the Work, and therefore, the provisions of the District's Non-Discrimination Program for Subcontracting do not apply.

FISCAL IMPACT:

Funding for this Agreement will include the following estimated expenditures:

FY24 (August 1, 2023 - June 30, 2024)	\$369,000.00
FY25 (July 1, 2024 - June 30, 2025)	\$384,750.00
FY26 (July 1, 2025 - June 30, 2026)	\$400,500.00
FY27 (July 1, 2026 - June 30, 2027)	\$416,600.00
FY28 (July 1, 2027 - June 30, 2028)	\$439,000.00

The current cost for this service is approximately \$100,000.00 annually. The new agreement is for an amount not-to-exceed \$1,154,250.00 over three years, or \$2,009,850.00 including the two option years. The FY24 not-to-exceed amount is \$369,000.00. The change in cost is driven by an increase in needed repairs and labor costs. The Agreements will be funded by the Facilities Maintenance Operating Budget (Department 0802850 – Elevator/Escalators, account 680230 – Maintenance, Repair and Other). The budget for subsequent years will be included in the proposed annual operating budget, which is subject to Board approval. This action is not anticipated to have any fiscal impact on unprogrammed District reserves in the current Fiscal Year.

ALTERNATIVES:

Reject the Proposal and re-advertise the RFP. Failure to award this Agreement would disrupt the response time to critical emergency repairs that are beyond the ability of the District's elevator repair services technicians to timely address. Failure to accomplish the emergency repair services in a timely manner would subject the District to ADA fines and State regulatory shutdowns. Based on the evaluation by Staff and certification by the Controller/Treasurer that the funds are available for this purpose, it is recommended that the Board adopt the following Motion.

RECOMMENDATION:

It is recommended that the Board adopt the following motion.

MOTION:

That the General Manager is authorized to award Agreement No. 6M3659A to San Francisco Elevator Services, LLC to provide Emergency Elevator Repair Services in an amount not to exceed \$1,154,250.00 for a base term of three (3) years, pursuant to notification to be issued by the General Manager and subject to compliance with the District's Protest Procedures. The General Manager is also authorized to exercise up to two (2) one-year options for Agreement No. 6M3659A for \$416,600.00 and \$439,000.00, for a maximum term of five (5) years per Agreement.