



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 02/18/2020

ITEM NO: 6

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**DATE:** February 4, 2020  
**TO:** Mayor and Town Council  
**FROM:** Laurel Prevetti, Town Manager  
**SUBJECT:** Authorize the Town Manager to Execute a First Amendment to the Agreement for Services with Elevator Service Company of Central California, Inc. to Provide Additional Compensation for Unanticipated Repairs and Services in an Amount of \$14,380, for a Total Agreement Amount Not to Exceed \$59,080.

**RECOMMENDATION:**

Authorize the Town Manager to execute a first amendment to the Agreement for Services (Attachment 1) with Elevator Service Company of Central California, Inc. to provide additional compensation for unanticipated repairs, services, and testing in an amount of \$14,380, for a total agreement amount not to exceed \$59,080.

**BACKGROUND:**

The Town of Los Gatos utilizes contractual elevator maintenance services for Town-owned facilities. Staff reviews these maintenance contracts regularly to ensure that the services provided are being performed satisfactorily, are competitively priced, and meet the Town's expectations and contract terms. Staff has determined that contractual elevator services are the most effective service delivery method for this component of building maintenance due to the high level of responsiveness required and the specialized expertise needed.

In June of 2018, staff solicited quotes for contract elevator services at three main municipal facilities, including emergency and after-hours response and repair. Firms were asked to provide routine preventive maintenance of the five elevators in Town facilities, and to provide unforeseen repairs and services.

**PREPARED BY:** Jim Harbin  
Superintendent

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Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Finance Director, and Director of Parks and Public Works

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BACKGROUND (continued):

Three local vendors were solicited for competitive quotes. ThyssenKrupp and Transbay declined to submit quotes due to the two traction elevators in the Library which are California State exempted systems without machine rooms. Elevator Service Company of Central California submitted a fair proposal and is the Town's current vendor.

The approved budget for Fiscal Year 2019/20 includes funding for elevator services at the Civic Center, Library, and the Adult Recreation Center.

DISCUSSION:

The State of California requires annual testing for load and relief of elevator hydraulic systems but has historically performed these tests once every two years due to a lack of staffing to complete the process each year. The State has recently increased the number of inspectors now performing these tests and annual testing of all elevators is expected to resume this year. These rigorous tests tend to magnify potential hydraulic failures in the system. With the increase in testing costs and the increased potential for additional repairs, the previous contingency for unanticipated repairs and services will not be sufficient.

CONCLUSION:

Authorize the Town Manager to execute a first amendment to the Agreement for Services with Elevator Service Company of Central California, Inc. to provide additional compensation for unanticipated repairs, services, and testing in an amount of \$14,380, for a total agreement amount not to exceed \$59,080.

FISCAL IMPACT:

Funding for the first year of the agreement is included in the Adopted FY 2019/20 Parks and Public Works Facilities Maintenance Budget. Execution of any options to continue the service in subsequent years will be contingent upon staff evaluation of the quality of the services provided, as well as the Town Council's appropriation of funding through the budget process in subsequent fiscal years.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

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Attachment:

1. Draft First Amendment to Agreement for Services