

CITY OF SAN MATEO
RESOLUTION NO. ____ (2022)

APPROVING AN ALTERNATIVE PURCHASING PROCEDURE FOR AN AGREEMENT WITH TK ELEVATOR CORPORATION FOR CITYWIDE ELEVATORS AND CHAIR LIFTS MAINTENANCE SERVICES

WHEREAS, the City Council is being asked to award an agreement to TK Elevator Corporation for the maintenance and repairs of citywide elevators and chair lifts in the amount of \$590,004, with a contingency reserve of \$118,000, for up to six years; and

WHEREAS, the elevators in the City of San Mateo are required by the State of California Division of Occupational Safety and Health to be maintained; and

WHEREAS, San Mateo Municipal Code Section 3.60.030 generally requires competitive bidding for agreements of \$100,000 or more; and

WHEREAS, San Mateo Municipal Code Section 3.60.070(h)(3) authorizes the City Council to approve an alternative purchasing procedure upon a finding that the alternative purchasing procedure is in the best interest of the City; and

WHEREAS, Sourcewell (formerly known as NJPA), offers services to make the government procurement process more efficient through cooperative purchasing, and has conducted a competitive bidding process to perform protection of vertical transportation equipment; and

WHEREAS, use of TK Elevator Corporation's price quote through Sourcewell provides a competitive price to the City and allow the City to complete required inspections and maintenance efficiently by eliminating the need to develop specifications and eliminating solicitation of bids through a project-specific competitive bidding process; and

WHEREAS, TK Elevator Corporation was selected based on their experience and availability to perform maintenance and repair services; and

WHEREAS, based on these circumstances, staff has determined that this is a competitive price because companies have submitted competitive bids to Sourcewell.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY RESOLVES that:

1. The maintenance and repair of existing elevators and wheelchair lifts is exempt from CEQA review as an "existing facility" because it consists of the operation, repair, maintenance, permitting, licensing, leasing, or minor alternation of existing public or private structures, facilities, or mechanical equipment involving negligible or no expansion of use. (CEQA Guidelines Section 15301.)
2. In accordance with Municipal Code Section 3.60.070(h)(3), the award of an agreement with TK Elevator Corporation for the maintenance and repair of citywide elevators and chair lifts is in the City's best interests for these reasons:
 - a. The City is required to appropriately maintain and repair its elevators and chair lifts; and

- b. The City is not equipped to perform maintenance or repairs of elevators and chair lifts and therefore requires a third-party service; and
 - c. Sourcewell competitively bids contracts to provide competitive pricing through cooperative purchasing; and
 - d. The City has obtained competitive pricing from TK Elevator Corporation for the service and maintenance of elevators and chair lifts through Sourcewell; and
 - e. TK Elevator Corporation is able to perform maintenance and repair services based on its experience and expertise.
- 3. The procedure utilized by staff of obtaining TK Elevator Corporation's services through Sourcewell is approved in accordance with Municipal Code Section 3.60.070(h)(3).
- 4. The agreement with TK Elevator Corporation for elevator and chair lift maintenance services in the amount of \$590,004 and the establishment of a 20% contingency reserve in the amount of \$118,000 is approved.
- 5. The Public Works Director is authorized to execute the agreement in substantially the form presented and issue change orders or amendments within the contingency amount on behalf of the City.