

June 24, 2004

04-170

ACCEPT PROPOSAL/AWARD CONTRACT FOR
ELEVATOR ENGINEERING SERVICES

PREPARED BY: Denise Jeffords, Buyer/Contract Specialist

FINANCIAL
RESPONSIBILITY: Steve Sivage, Director, Physical Plant

APPROVED BY: Randy McEwen, Vice President, Administrative Services
Dr. Preston Pulliams, District President

REPORT: The College is in need of continuing to contract with a qualified firm to provide Elevator Engineering Services to identify needed improvements for thirty-one (31) elevators and lifts at three (3) campuses and three (3) centers. The Contractor is needed to provide specialized assistance to formulate and prioritize capital investment programs to ensure that those elevators remain in compliance with applicable codes and regulations, and good "elevator engineering" practices. The contract could also include possible participation with College staff in overseeing the performance and execution of such improvements. The current consulting firm is Elevator Consulting Services, Inc.

A Request for Proposals (RFP) was advertised and issued on April 7, 2004. The RFP was advertised in the Daily Journal of Commerce, on the State of Oregon VIP, and on the College's Purchasing Website. Ten (10) RFP documents were downloaded (by both contractors and plan centers) from the College's Purchasing Website. One (1) proposal was received by the due date of May 18, 2004 from the following firm:

Elevator Consulting Services, Inc.

NOTE: There are no elevator engineering firms listed in the Oregon State Certified MWESB Directory.

A committee comprised of three (3) staff members of the College evaluated the proposal based on the following criteria listed in the RFP: key members and qualifications of project team; firm history for this type of project; firm knowledge of federal, state and city elevator codes; Accuracy of cost projections and cost controls; staff and team resources to meet deadlines; proposed work-plan; Fees; and insurance liability limits.

The committee agreed that Elevator Consulting Services is completely qualified and is recommending that they be retained to continue to provide elevator consulting services to the College.

RECOMMENDATION:

That the Board of Directors accept the proposal as recommended by the evaluation committee and award a three (3) year contract, with an option to renew on an annual basis for two (2) additional years, to Elevator Consulting Services, Inc. for an amount not-to-exceed \$12,187.00 annually (including reimbursable expenses). Expenditures for this contract will come from the General Fund, Capital Projects Fund, and Bond Funds.

Resolutions 04-158 through 04-177 were moved for approval by Director Germond and it passed unanimously.