



## Executive Summary Facilities Committee Meeting

DATE: October 19, 2021

TOPIC: Termination of Two (2) Elevator Maintenance Agreements

PREPARED BY: Courtney Whited

### **Recommended for:**

Action

☒ Discussion

☒ Information

### **Purpose/Background:**

On March 28, 2002, the District entered into an elevator maintenance agreement with Thyssen Krup Elevator Corporation (now "TK Elevator") for service on the Rutledge Hall Dover elevator. It was set up with a five-year term and it has automatically rolled over four times, therefore the next expiration/auto-renewal date occurs in March 2022.

On June 22, 2016, the District entered into an elevator maintenance agreement with Otis Elevator Company. It was set up for a five-year term for service on the Lincoln Hall Otis elevator. It is about to expire this coming June 2022.

At this juncture, Administration is seeking to terminate the two agreements and prepare a request for proposal (RFP) of a single maintenance contract for both elevators along with the Rutledge Hall modernization project. Since there is a 2.5 month gap between the end dates of the current contracts, District's legal counsel favors terminating the Otis agreement at the end of March to coincide with the TK contract which would provide time for the RFP process.

### **Fiscal Impact:**

\$5,415.00 to TK Elevator annually in 2021 calendar year paid in quarterly installments

\$2,457.84 to Otis Elevator Company for the current annual period expiring 5/31/2022

**\$7,872.84 Annual total**

### **Recommendation:**

This summary is for information purposes.