

**Purchase Request #11  
Regular Board Meeting April 26, 2016  
Consideration of Approval to Renew Annual  
Contract for Elevator Maintenance and Repairs**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a renewal of the annual contract for elevator maintenance and repairs with Texas Independent Elevator.

**BACKGROUND**

An Invitation to Bid (ITB) Number 3553, was issued in March 2013 for service and repair of District elevators, which includes monthly preventive maintenance, all repairs, and emergency repair service. The Board approved the original contract with Texas Independent Elevator in April 2013.

**IMPACT OF THIS ACTION**

District staff are not qualified or licensed to work on elevator equipment, which requires the District to contract with a contractor for any needed repairs or preventative maintenance. The renewal of this contract insures that District elevators operate in a safe manner and ensures compliance with state and local laws annually. Texas Independent Elevator has provided satisfactory service over the last three (3) years.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The estimated annual expenditure for this request is \$70,000.00. These expenditures will be funded by the Districts' Campus Facility Plant Operations 2015-2016 operating budget and subsequent year's budget, subject to Board approval.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the third of four (4) total one-year renewal options available. The term of contract will be May 1, 2016 through April 30, 2017.

**RESOURCE PERSONNEL**

Ken Lynn	Acting VP of Administrative Services/CFO	972-758-3831
Cindy L. White, CPPO, CPPB	Director of Purchasing	972-758-3871
Ed Leathers	Executive Director of Facility, Construction and Grounds	972-881-5142