

**Purchase Request #11  
Regular Board Meeting October 22, 2019  
Consideration of Approval of Additional Funds  
for Elevator Maintenance and Repair**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of Elevator Maintenance and Repair from ThyssenKrupp Elevator for the District Facility Plant Operations Department.

**BACKGROUND**

The contract for elevator maintenance and repair provides all labor, equipment, and supplies needed to perform preventative maintenance and repairs to all District elevators. Additional funds are needed for unexpected repairs to the elevators at McKinney, Frisco, and Plano campuses.

A request for proposals (RFP) Number 4135 was issued to procure Elevator Maintenance and Repair. Tracking of spend volume is accomplished through the Purchasing Department's eProcurement system. The system is set to automatically notify the contract owner when 85% of the approved expenditure is reached, which triggers the contract owner to analyze current and future spend.

**IMPACT OF THIS ACTION**

The monthly preventative maintenance and repair procedures for all District elevators ensures that the elevators are safe and not defective in any way. By performing monthly preventative maintenance and repairs the District can prevent injuries and protect students, employees, and the public from these risks. The monthly preventative maintenance will also save the District from costly repairs due to unmaintained elevators.

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

The Board approved the original contract in March 2018 for a total amount of \$265,000. This purchasing request is for spend authorization for an additional \$175,000 which is budgeted in the District Facility Plant Operations Department's FY20 operating budget and subsequent years' budgets subject to Board approval. Current contract spend is \$222,615.

**MONITORING AND REPORTING TIMELINE**

The term of contract is May 1, 2018 through April 30, 2021.

**RESOURCE PERSONNEL**

Jason Parry

Executive Director of Facilities & Construction

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