

**Purchase Request # 4**  
**Regular Board Meeting March 27, 2018**  
**Consideration of Approval to Contract for**  
**Elevator Maintenance and Repair**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a contract for Elevator Maintenance and Repair from ThyssenKrupp Elevator for the District Facility Plant Operations department.

**BACKGROUND**

The contract for elevator maintenance and repair will provide all labor, equipment, and supplies needed to perform preventative maintenance and repairs to all District elevators.

Request for proposal (RFP) Number 4135 was issued to procure Elevator Maintenance and Repair. Three (3) responses were received and evaluated by a team consisting of District Facility Plant Operations Managers who determined the proposal submitted by ThyssenKrupp Elevator would provide the best value to the College. The bid submitted by ThyssenKrupp Elevator was determined to be both responsible and responsive to all solicitation requirements.

**IMPACT OF THIS ACTION**

The monthly preventative maintenance and repair procedures for all District elevators ensures that the elevator is safe and not defective in any way. The use of unsafe or defective elevators imposes a substantial probability of serious and preventable injury to students, employees and the public. By performing monthly preventative maintenance and repairs the District can prevent these 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)**

This purchasing request is for spend authorization for \$265,000.00 for three (3) years, which is budgeted in the District Facility Plant Operations departments' 2017-2018 operating budget and subsequent year's budgets subject to Board approval for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031.

**MONITORING AND REPORTING TIMELINE**

The term of contract will be three (3) years beginning May 1, 2018 through April 30, 2021.

**RESOURCE PERSONNEL**

Ken Lynn

Chief Financial Officer

972-758-3831