



Napa County

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Legislation Text

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TO: Board of Supervisors
FROM: Steven Lederer - Director of Public Works
REPORT BY: Amanda Exum, Staff Services Analyst I
SUBJECT: Professional Services Agreement with KONE Inc. for Elevator Maintenance and Repair Services

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign Agreement No. 230394B with KONE Inc., to provide professional elevator testing, maintenance, and repair services for an annual maximum of \$59,508 for routine services and \$25,000 for non-routine services for the term of July 1, 2023 through June 30, 2026, with two additional one-year renewal options, with an annual maximum of \$63,024 for routine services and \$25,000 for non-routine services.

EXECUTIVE SUMMARY

Napa County Public Works released a Request for Proposal (RFP) seeking contract pricing from a licensed contractor to provide preventative testing, maintenance, and repair services for the County's elevators. As a result of the RFP process, KONE Inc. has been selected as the service provider. Approval of this agreement will allow the County to have routine, non-routine, and emergency elevator maintenance, testing, and repair services for elevators at various County locations.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	The expense included in the FY2023-24 recommended budget for Property Management (4300000).
Is it Mandatory or Discretionary?	Mandatory
Discretionary Justification:	To ensure the safe and consistent operation of elevators located at County facilities.
Is the general fund affected?	No

Future fiscal impact:	This agreement will continue to be budgeted in the Property Management budget.
Consequences if not approved:	If not approved, County facilities will not have a preventative maintenance contract potentially placing the County out of compliance with state regulations regarding testing and maintenance.
County Strategic Plan pillar addressed:	Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Professional elevator services have been provided to the County by KONE Inc. since 2013. The current contract is set to expire on June 30, 2023. As part of a competitive procurement process for professional elevator services in accordance with County purchasing policy, County staff issued an RFP on February 2, 2023. Four companies submitted proposals which were scored according to predetermined weighted criteria: company history, experience, qualifications, approach to scope of work, and pricing.

KONE Inc. distinguished themselves as the most qualified company and was selected by the panel to provide Napa County with elevator maintenance, testing, and repair services. Today's action will approve a professional services agreement with KONE Inc. effective July 1, 2023, with a maximum compensation amount of \$84,508 per fiscal year in years 1-3, with the option for automatic renewal for years 4-5 with a maximum compensation amount of \$88,024 per fiscal year.