



City of San Antonio

Contract Summary Sheet

Date: 8/22/2019
Agenda Item: 19-5280

Name/Title (Caption as shown on agenda): Change Order to Annual Contract for Elevator and Escalator Preventive Maintenance for Various Locations 6100008857 KH	
Brief Description of Item(s) and Use: This Change Order will provide the Building and Equipment Services Department with a Contractor to provide inspection, preventive maintenance, repair services, and phone monitoring for thirteen elevators and two escalators located at the City Tower. Services will be performed in accordance with the Texas Department of Licensing & Regulation standards and the American National Standards Institute Regulations for elevators and escalators. On December 7, 2017 City Council approved Ordinance 2017-12-07-0930 authorizing the City to execute a three year contract with two, one year renewal options for elevator and escalator maintenance at various City locations for an estimated amount of \$601,574.00 annually. The net result of Change Order 3 will increase the contract value by approximately \$90,000.00 annually.	
Total \$:	\$90,000.00 annual increase; \$692,000.00 annual contract value
Contract Period:	August 1, 2019 through September 30, 2020 with 2, 1 year renewal options
Method of Procurement:	Change Order
Price Trend:	N/A
Contract Info:	Formal <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Support/Maintenance <input type="checkbox"/> Lease <input type="checkbox"/>
Recommended Contractor(s):	EMR Elevator, Inc., 2320 Michigan Court, Arlington, TX 76016
Previous Contractor(s):	N/A
Comments:	N/A
Anticipated Future Requirements and Action:	N/A
Procurement Alternative:	Should this contract not be approved, the Department would be required to process individual procurements to provide maintenance and repair services to the elevators and escalators at City Tower on an as needed basis, thus affecting the timeliness of services to the equipment. The department does not have the staff to perform these services in-house. Processing individual procurements will affect the cost of services due to non-contract pricing.

**Using
Department (s):**

Building and Equipment Services