



# CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

**C-7**

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June 19, 2012

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt Specifications No. PA-00512 and award a contract to Ascent Elevator Services, of Cerritos, CA (SBE), for furnishing and delivering elevator maintenance and repair, in an annual amount not to exceed \$130,000, for the period of one year, with the option to renew for two additional one-year periods, at the discretion of the City Manager. (Citywide)

## DISCUSSION

City Council approval is requested to enter into an annual contract with Ascent Elevator Services, to provide consolidated, preventive maintenance, repair, inspection, and emergency response services for City elevators at various locations Citywide. The City owns and operates over 61 elevators manufactured by several different companies. These elevators, which vary in condition, are located in over 25 City facilities throughout the City.

As a result of the Invitation to Bid (ITB) process, the City will realize a cost savings of over \$20,000 annually, which represents a 13 percent reduction when compared to the prior contract. The Department of Financial Management, Purchasing Division, in conjunction with the Department of Public Works, Public Services Bureau, conducted a detailed bid analysis and determined that Ascent Elevator Services was the lowest responsible bidder for the requested contract. All bidders were required to participate in a mandatory job-walk to examine, inspect and evaluate all of the specified elevators. This process assisted vendors in becoming fully informed of the conditions of each elevator and their relation to the scope of services. The recommended vendor will perform monthly preventative maintenance, inspections and testing, in accordance to the manufacturer's standards.

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The bid was advertised in the Press-Telegram on March 20, 2012, and 365 potential bidders specializing in elevator maintenance were notified of the bid opportunity. Of those bidders, 19 downloaded the bid via our electronic bid system. The bid document was made available from the Purchasing Division, located on the seventh floor of City Hall, and the Division's website at [www.longbeach.gov/purchasing](http://www.longbeach.gov/purchasing). A bid announcement was also included in the Purchasing Division's weekly update on Open Bid Opportunities, which is sent to 30 local, minority and women-owned business groups. Seven bids were received on April 5, 2012. Of those seven bidders, none were Minority-owned Business Enterprises (MBEs), one was a Woman-owned Business Enterprise (WBE), six were certified Small Business Enterprises (SBEs), and none were Long Beach businesses (Local). Ascent Elevator Services, of Cerritos, CA (SBE), was the lowest responsible bidder.

**Local Business Outreach**

In an effort to align with our outreach goal, Long Beach businesses were encouraged to submit bids for City contracts. The Purchasing Division also assisted businesses with registering on the Bids Online database to download the bid specifications. Through outreach, 35 Long Beach vendors were contacted to submit bids, of which none downloaded or submitted a bid. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Amy R. Webber on May 22, 2012, and Budget Management Officer Victoria Bell on May 24, 2012.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. PA-00512 and award the contract is requested on June 19, 2012 to ensure that the contract is in place expeditiously. Interim contracts have been implemented to maintain service continuity and will expire on July 1, 2012.

FISCAL IMPACT

The cost of this contract, in an annual amount not to exceed \$130,000, is budgeted in the General Fund (GP) and the Civic Center Fund (IS 380) in the Department of Public Works (PW). There is no local job impact associated with this recommendation.

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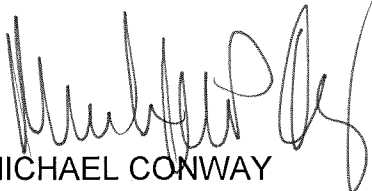
SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JOHN GROSS  
DIRECTOR OF FINANCIAL MANAGEMENT



MICHAEL CONWAY  
DIRECTOR OF PUBLIC WORKS DEPARTMENT

JG:MC:ES:LB  
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APPROVED:



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PATRICK H. WEST  
CITY MANAGER