



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 08/15/2023

**SUBJECT: RFP NO. 2020-178 - ANNUAL CONTRACT FOR ELEVATOR
MAINTENANCE, REPAIR, AND REPLACEMENT PARTS -
FACILITIES MANAGEMENT - SW ELEVATORS, LLC - EXERCISE
THIRD OPTION FOR RENEWAL - SAME CONTRACT TERMS**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of RFP No. 2020-178, Annual Contract for Elevator Maintenance, Repair, and Replacement Parts, for the third optional twelve (12) month period which includes a five percent (5%) increase.

BACKGROUND

On September 15, 2020, the Commissioners Court, through Court Order #133752, awarded RFP No. 2020-178, Annual Contract for Elevator Maintenance, Repair, and Replacement Parts, for Facilities Management, to SW Elevators, LLC.

The award was based upon evaluation criteria set forth in the RFP specifications and contained options to renew for four (4) additional twelve (12) month periods.

This contract is a full-service elevator maintenance contract for Facilities Management. Services include all labor, supervision, materials, tools, supplies, and other expenses necessary to provide full and complete preventative maintenance services and repairs of every type of elevator maintenance as well as inspections, adjustments, tests, and replacement for elevators as mandated by all local, state, and federal statutes, regulations, and procedures.

On August 10, 2021, the Commissioners Court, through Court Order #136054, approved first renewal of RFP No. 2020-178, Annual Contract for Elevator Maintenance, Repair, and Replacement Parts, for Facilities Management, to SW Elevators, LLC.

On July 26, 2022, the Commissioners Court, through Court Order #138674, approved second renewal of RFP No. 2020-178, Annual Contract for Elevator Maintenance, Repair, and Replacement Parts, for Facilities Management, to SW Elevators, LLC.

The vendor notified Purchasing in writing that they will extend the same contract terms with a five percent (5%) increase through September 30, 2024. Facilities Management notified Purchasing in writing that they are pleased with the vendor and want to renew.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Elizabeth Pietzsch, CPCM Chris Lax, CPSM, CPSD, CPCP
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Therefore, it is the joint recommendation of Facilities Management and Purchasing that the Commissioners Court approve renewal of RFP No. 2020-178, Annual Contract for Elevator Maintenance, Repair, and Replacement Parts, for another twelve (12) month period for \$774,193.14 annually.

FISCAL IMPACT

Expenses for last year were approximately \$960,966.00. Funding in the amount of \$774,193.14 is available in account 532041/10000-2023/Various Cost Centers for the remainder of FY 2023. The department has included funding in the FY 2024 budget request. Services are provided on an as-needed basis.