



# ***Alachua County Department of Facilities Management***

***Charlie R. Jackson, FMP – Facilities Director***

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May 18, 2021

## **MEMORANDUM**

**TO:** Larry M. Sapp, Purchasing Manager

**FROM:** Charlie Jackson, Facilities Director

**RE:** Bid 22-8 Annual Elevator Services

Upon review of the bid submittals, we recommend the bid be awarded to the following vendor(s) as the lowest and most responsive bidder(s):

Oracle Elevator Holdco, Inc.

If you have any questions, please contact Patrick Thomas at [pthomas@alachuacounty.us](mailto:pthomas@alachuacounty.us) or (352) 374-5286.

**Cc:** Steve Wargo, Facilities Manager  
Markisha Boykin, Procurement Agent

CJ/pt



# ***Alachua County Budget and Fiscal Services Procurement***

Larry M. Sapp, CPPB  
Procurement Manager

Darryl R. Kight, CPPB  
Procurement Supervisor

May 17, 2021

## **MEMORANDUM**

**To:** Charlie Jackson, Facilities Management Director

**Via:** Steven Wargo, Facilities Manager *SW 5/19/21*

**From:** Larry M. Sapp, Procurement Manager

**Subject:** Bid 22-8 Annual Elevator Services

Attached are the responses received at 2:00 PM, Wednesday, April 28, 2021, for Bid 22-8 Annual Elevator Services.

Please forward your recommendation to Procurement. Include all **Prior Board Motions, Background, Fund(s), Account(s), Project #, Amount Budgeted, Fiscal Consideration and Three (3) Talking Points**. Not providing this information may cause a delay for items going to the BoCC for approval. **The deadline for the June 8<sup>th</sup> Agenda is 12:00 pm, Friday, May 21, 2021.**

Prior Board Motions	N/A
Background	
Fund(s)	Sufficient funding exists
Account(s)	001.19.1912.519.46.80 001.19.1912.529.46.80 001.19.1912.712.46.80
Projects(s) #	N/A
Amount Budgeted	17,856.00, \$3958.00 and \$63021.00 respectively
Fiscal Consideration	Budget exists
Three (3) Talking Points	<ul style="list-style-type: none"><li>• Proper elevator maintenance is important to the County buildings</li><li>• Oracle was the most responsive bidder for the monthly maintenance.</li><li>• New contract will provide a solid based reporting</li></ul>

If you have any questions, please contact Markisha Boykin at 352.384.3092.

**Agenda Item Name:**

Bid 22- 8 Annual Elevator Service |

**Presenter:**

Charlie Jackson, 352.374.5229/Larry Sapp, 352.374.5202

**Description:**

Presentation of the lowest qualified bidder on Bid 22-8 for Annual Elevator Service. |

**Recommended Action:**

Approve the award of Bid 22-8 Annual Elevator Service to Oracle Elevator Holdco, Inc. as the lowest qualified and most responsible bidder. |

**Prior Board Motions:**

N/A |

**Fiscal Consideration:**

Sufficient funds proposed for FY2022

001.19.1912.519.46.80      \$17,856.00

001.19.1912.712.46.80      \$63,021.00

001.19.1912.529.46.80      \$3958.00 |

**Background:**

In, 2017, Alachua County processed bid number 17-8 for Annual Elevator Maintenance Services and Mowery Elevator Company was awarded the contract. The period of the agreement was from March 1, 2017 through September 30, 2017 with the option to renew for two (2) additional two (2) year periods. The County approved of two additional years (2018 and 2019). The agreement with Mowery Elevator expired on September 30, 2019. Because of this, the County procured a new annual elevator maintenance agreement with Otis Elevator Company. This procurement was achieved by processing an addendum with the State of Florida's Department of Management Services (DMS) contract No. 14/15-049. This addendum to DMS-14/15-049 REBID was via the authority granted by ACS Agreement no. 7101506-ACS and section 22.11(15) of the Alachua Count Purchasing Code. The First Addendum was effective October 1, 2019 through December 31, 2020. This Second Addendum renewed and extended the term from January 1, 2021 to September 30, 2021.

The Invitation to Bid was advertised on 3/24/2021 with a mandatory pre-bid on 4/2/2021. The bid opening date was 4/28/2021. The following 3 vendors responded: Mowrey Elevator Company, Oracle Elevator Holdco, Inc., and TK Elevator.

Oracle Elevator Holdco, Inc. was the lowest qualified and most responsive bidder. Facilities Management staff is recommending the Commission approve and award Bid 22-8 Annual Elevator Service to Oracle Elevator Holdco, Inc.



## Talking Points

- If this request is denied, the County will not have a service agreement in place to perform maintenance on elevators.
- In order for the County to operate public and staff elevators, an annual maintenance contract must be in place and recorded with the Florida Department of Business & Professional Regulation (Chapter 399, Florida Statutes).
- Federal Standards governing elevator maintenance, set by the Occupational Safety and Health Administration (OSHA) and the American Society of Mechanical Engineers (ASME), require elevators to be inspected thoroughly at intervals not exceeding one (1) year and additional monthly inspections for satisfactory operations. |