

COUNCIL WORKSHOP ITEM

ITEM: Elevator Inspection Service Bid FY 2002/03
DATE: April. 11, 2002
PREPARED BY: Don Rosenthal, Director of Code Services
PURPOSE: Award of Bid Contract

DISCUSSION:

Attached is the annual Elevator Bid for the calendar year 2002/03 from Elevator Inspection Services in Palatine, Illinois. We had two Bidders out of thirteen bids sent out via e-mail or fax. The two bidders are Elevator Inspection Services and Thompson Elevator. The bid amount for Elevator Inspection Services is \$17,084.00, while the bid amount for Thompson Elevator is \$20,372.00. Elevator Inspection Services has been inspecting our elevators for many years and has consistently given us excellent service.

Elevator Inspection Services have increased their prices. In 1997, Elevator Inspection Services had a similar increase in price and the Village responded by raising elevator inspection fees to cover costs incurred. We requested \$12,700.00 to cover elevator inspection costs. As a result of the increase in fees charged to the Village, the amount now required is \$17,084.00. Therefore, at some future date, we will need to make a request for a budget adjustment to allow us to complete all scheduled elevator inspections. Additionally, we will request an increase in the fees charged for the elevator inspections to cover the costs incurred by the Village.

ATTACHMENT:

Bid Workshop item
Department Correspondence (1997)
Department Correspondence (1990)
Bid tabulation: Elevator Inspection Service

RECOMMENDATION:

We recommend that Elevator Inspection Services be awarded this bid as outlined in the attached bid tabulations. At some later date, we will submit a workshop item to request additional funds to complete the elevator inspections and we will also need to consider raising fees to cover the Village's costs at that time.

IV.

PROPOSAL/CONTRACT FORM

FY2003/04 Extension

The undersigned proposes to furnish at the prices indicated and conforming to the attached Village of Downers Grove specifications, the following: **ELEVATOR AND ESCALATOR INSPECTION SERVICES**, F.O.B. Downers Grove, IL 60515.

Prices quoted herein shall remain in effect from May 1, 2002 through April 30, 2003.

<u>Description</u>	<u>Quantity</u>
Plan Review-New Installation First Inspection	Approx. 12 Elevators and 4 Freight <i>INCLUDES PLAN REVIEW</i> \$ <u>75.00</u> per unit, per inspection
Unit Re-Inspection	Approx. 274 Elevators \$ <u>28.00</u> per unit, per inspection
Annual	30 Freight \$ <u>28.00</u> per unit