



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Building Maintenance and Repair Services

- 1) Resolution Adopting Specification No. 3945, for the Citywide Repairs and Maintenance of Elevator Systems at Various Facilities Project; and Directing the City Clerk to Advertise for Bids.
- 2) Resolution dispensing with competitive bidding and awarding a 5-year contract to Mitsubishi Electric US, Inc. for the proprietary maintenance and repairs of Mitsubishi elevators at Police Building and Central Library.
- 3) Resolution Adopting Specification No. 3946, for the Repair and Maintenance of Industrial Doors and Gates at Various City Facilities Project; and Directing the City Clerk to Advertise for Bids.
- 4) Resolution Adopting Specification No. 3949 for Uninterruptable Power Supply (UPS) Systems Repair and Maintenance at Various City Facilities Project; and Directing the City Clerk to Advertise for Bids.

COUNCIL ACTION

Item Type: Action

Approved for _____ **June 27, 2023** _____ **calendar**

EXECUTIVE SUMMARY

The Public Works Department uses a strategic combination of maintenance staff and contracted services to provide timely building maintenance services for the City at a minimal cost. The contracted services described in this report are specialized services that are not performed by staff. They include elevator systems, Mitsubishi elevators, industrial doors, and uninterruptable power supply systems.

COUNCIL PRIORITIES

Infrastructure: The requested services will ensure proper upkeep of city assets and reliability of elevators, industrial doors, and uninterruptable power supply systems.

RECOMMENDATION

The Public Works Department respectfully requests City Council approve the four Resolutions related to various building maintenance and repair services. Three resolutions are to release specifications and direct the City Clerk to advertise for bids, and one is to dispense with

competitive bidding and award a maintenance and repair contract for proprietary Mitsubishi elevators.

BACKGROUND

The Public Works Department is responsible for the maintenance and repair of all City buildings and associated systems at: Fire Stations, Police Station, Libraries, Parks, Civic Center, Utility sites, Corporation Yards, and Parking Garages, totaling over 200 facilities and 1,250,000 occupied square feet. Maintenance and repair responsibilities are addressed with a strategic combination of in-house staff and contracted services. This strategy allows for sufficient and available resources to address regular assignments and emergency services.

To best maintain the integrity of the City's facilities and address tenant and public needs, it is necessary for the Public Works Department to always have sufficient resources available to address all types of building related issues. Historically, the Public Works Department competitively bids the required maintenance services on a regular cycle and recommends awarding five-year contracts.

The existing conveyance systems maintenance contract (repair and maintenance of elevators throughout the City) was established in September 2018 and will expire on August 31, 2023. The continuity of conveyance systems maintenance is required by the State to continue the operation of these units. Due to the specialized training, certifications, liabilities, and resources, these services are best provided by a specialty contractor. The City also owns and operate three Mitsubishi elevators that are proprietary and require specialized support that only Mitsubishi can provide.

The existing Industrial Doors and Gates maintenance contract was established in November 2021 and is set to expire October 31, 2026. The Public Works Department is recommending rebidding this work due to extensive costs and inadequate services provided by the incumbent contractor. Specifically, the incumbent contractor is located too far from the City to be adequately responsive plus they are charging exorbitant travel time to each work order. In addition, the incumbent contractor is frequently called back after repairs to resolve the same and/or closely associated issues. Public Works staff has met with this contractor on many occasions to resolve these issues, yet the challenges persist. Upon award of a new five-year Industrial Doors Contract, the existing contract will be cancelled.

Historically, the Public Works and Information Services Departments have shared an annual Purchase Order with a combined annual maximum limit of \$50,000 for the maintenance of Uninterruptable Power Supply ("UPS") systems across all City facilities. Over recent years, the City has deployed a significant amount of new equipment in support of data management, communications, emergency lighting, and other systems requiring uninterrupted power. Due to the amount of equipment and need for regular servicing, it is now prudent to execute a multi-year contract to ensure the needed maintenance and repairs to these systems.

ANALYSIS

To provide safe and reliable services, it is essential for the Public Works Department to maintain resources for preventive maintenance and repairs to all serviceable assets.

ELEVATOR SYSTEMS

The Public Works Department is responsible for the maintenance and repair of conveyance systems including elevators and wheelchair lifts at City facilities. The specifications for maintenance services include labor, materials, equipment, and other related needs for conveyance system maintenance and repair services for 46 units at 24 City facilities. Based upon historical contract costs, the anticipated five-year contract value is approximately \$1,000,000.

In addition, the City owns and operates three Mitsubishi Elevators (two at Police Building and one at Central Library) that are proprietary and must be maintained and repaired by Mitsubishi. Staff has successfully negotiated new rates for the next five-year term including a fixed rate for the duration of the contract. The proposed term is a five-year contract for this service, for the total not-to-exceed amount of \$200,000.

INDUSTRIAL DOORS

The Public Works Department is responsible for the repair and maintenance of 247 industrial doors including: roll-up doors, sliding gates, fire curtain doors, and operable walls throughout the City. These assets require regular inspection and repair including emergency callout services. The Glendale Police Station and Fire Stations contain many critical industrial doors that experience heavy use and require immediate attention should they fail. The proposed Specification includes preventive maintenance, as-needed repairs and replacements, and emergency response for these critical systems. Based upon historical contract costs, the anticipated five-year contract value is approximately \$1,200,000.

UN-INTERRUPTABLE POWER SUPPLIES

The Public Works and Information Services Departments collectively have responsibility for the management of twelve UPS systems at various facilities including Police, Fire, Data Centers, etc. These assets require regular inspection, testing, and repair including emergency callout service. The proposed contract would be shared between the two departments. The proposed Specification includes preventive maintenance, testing, as-needed repairs and replacements, and emergency response for these critical systems. Based upon historical and anticipated service costs, the 5-year contract value is estimated at approximately \$400,000.

Plans, Specifications & Estimates

| | |
|------------------------------|---|
| Project Description: | Public Works Department Building Maintenance Contracts |
| Specification Nos. | |
| Plans/Specs Adopted: | June 13, 2023 |
| Advertisement Method: | City website, eBidBoard, press release, direct invitation |
| Specs Issued: | TBD |
| Bids Opened Date: | TBD |

| | |
|---|---------|
| Company Name(s) and Bid Amount(s): | TBD |
| Contractor: | TBD |
| New / Existing Contractor: | TBD |
| Procurement Method (Bid / SS): | Bid/SS |
| Contract Term: | 5-Years |
| Construction Phase Begins: | N/A |
| Construction Phase Ends: | N/A |

STAKEHOLDERS/OUTREACH

Building Maintenance and Repair Services contracts will augment Public Works maintenance staff services to increase the reliability and condition of all City facilities. By combining contractors' access to sophisticated tools and training with staff's onsite experience and availability, Public Works is able to keep City facilities in a safe, reliable, and positive aesthetic state.

FISCAL IMPACT

No new appropriation is being requested at this time.

The contract with Mitsubishi Electric US, Inc. for 5 years will cost a total not-to-exceed amount of \$200,000. The cost for Year 1 was requested as a part of the FY 2023-24 budget process and will be requested in subsequent years budgets.

| Proposed FY 2023-24 Appropriation | | |
|--|---------------------------|---------------------------|
| Amount | Account String | Funding Source |
| \$35,700 | 43110-6070-PWD-7508-P0000 | Building Maintenance Fund |

The remaining Building Maintenance and Repair Services contracts that will be advertised for bids will cost approximately \$520,000 annually, which was requested as part of the FY 2023-24 budget process in the Building Maintenance Fund, and will be requested in subsequent years budgets as well.

ENVIRONMENTAL REVIEW

This item includes routine maintenance and repairs activities and therefore, not subject to CEQA review.

CAMPAIGN DISCLOSURE

See attached.

ALTERNATIVES

Alternative 1: The City Council may adopt the Resolution(s) adopting Specification No. 3945 for Citywide Repairs and Maintenance of Elevator Systems; Specification No. 3946 for Repair and Maintenance of Industrial Doors and Gates; and Specification No. 3949 for Uninterruptable Power Supply Systems Repair and Maintenance; and dispensing with competitive bidding and awarding a contract to Mitsubishi Electric US, Inc., for five-years in the not-to-exceed amount of \$200,000.

Alternative 2: The City Council may choose to approve fewer services than recommended by staff. Deferring approval would delay essential maintenance and repair services and require certain systems to be taken out of service. This is not a recommended alternative.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

ADMINISTRATIVE ACTION

Prepared by:

Kevin C. Todd, Assistant Director of Public Works

Approved by:

Roubik R. Golanian, P.E., City Manager

EXHIBITS / ATTACHMENTS

Mitsubishi Campaign Finance Form