



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement
ACM: Cassey Ogden
DATE: July 16, 2024

SUBJECT

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a contract with Prestige Elevator Services LLC, for elevator services for various City buildings for the Facilities Department; providing for the expenditure of funds therefor; and providing an effective date (RFP 8535 – awarded to Prestige Elevator Services LLC, for one (1) year, with the option for four (4) additional one (1) year extensions, in total five (5) year in the not-to-exceed amount of \$750,000.00).

STRATEGIC ALIGNMENT

This action supports the Key Focus Area: Enhance Infrastructure and Mobility.

INFORMATION/BACKGROUND

Facilities Management maintains the elevators and lifts throughout 206 City-owned buildings. Elevator services will be performed as needed to assist the city with elevator maintenance, inspections, and repairs to existing and new facilities. Facilities Management strategizes asset management, including planning for new acquisitions and asset replacements, integrated within the city's annual budget process. Facilities Management considers the age of existing elevators and lifts and ongoing deferred maintenance needs. The contract value is based on historical spending levels and includes future service estimates.

Estimated Contract Expenses

Category	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Maintenance & Repair	\$134,540	\$138,575	\$142,732	\$147,014	\$151,425	\$714,286
Contingency 5%						35,714
Total	\$134,540	\$138,575	\$142,732	\$147,014	\$151,425	\$750,000

Request for Proposals was sent to 405 prospective suppliers, including 45 Denton firms. In addition, specifications were placed on the Procurement website for prospective suppliers to download and advertised in the local newspaper. Two (2) proposals were received, references were checked, and proposals were evaluated based upon published criteria including schedule, compliance with specifications, probable performance, and price. Best and Final Offers (BAFO) were requested from the top firm. Based upon this evaluation, Prestige Elevator Services LLC was ranked the highest and determined to be the best value for the City.

NIGP Code Used for Solicitation:	910 - Building Maintenance, Installation and Repair Services
Notifications sent for Solicitation sent in IonWave:	405
Number of Suppliers that viewed Solicitation in IonWave:	11
HUB-Historically Underutilized Business Invitations sent out:	65
SBE-Small Business Enterprise Invitations sent out:	166
Responses from Solicitation:	2

RECOMMENDATION

Award a contract with Prestige Elevator Services LLC, for elevator repair services for various City buildings for the Facilities Department, in a one (1) year, with the option for four (4) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$750,000.

PRINCIPAL PLACE OF BUSINESS

Prestige Elevator Services, LLC
Farmers Branch, TX

SUSTAINABILITY MEASURES

The most cost-effective and efficient parts available will be used when utilizing elevator services for repair and maintenance.

ESTIMATED SCHEDULE OF PROJECT

This is an initial one (1) year contract with options to extend the contract for four (4) additional one (1) year periods, with all terms and conditions remaining the same.

FISCAL INFORMATION

These services will be funded from Facilities-Maintenance Outside Contracted Services account 880200.6545. Requisitions will be entered on an as-needed basis. The budgeted amount for this item is \$750,000.

EXHIBITS

Exhibit 1: Agenda Information Sheet
Exhibit 2: Pricing Evaluation
Exhibit 3: Ordinance and Contract

Respectfully submitted:
Lori Hewell, 940-349-7100
Purchasing Manager

For information concerning this acquisition, contact: Thomas Gramer, 940-349-7467.

Legal point of contact: Marcella Lunn at 940-349-8333.