

**AGENDA
CITY OF HARTFORD
FINANCE & PERSONNEL COMMITTEE
CITY HALL COUNCIL CHAMBERS
TUESDAY, JANUARY 12, 2016
6:45 P.M.**

1. Call to order.
2. Roll call.
3. Public comment period.
4. Discussion and consideration of approving the following licenses: (bartender) Nicole Knepel.
5. Discussion and consideration of approving an Elevator Service Agreement with MEI-Badger Elevator, including renewable annual agreements in 2017 and 2018, with the first term beginning January 18, 2016 at a total cost of \$10,466.40. (Executive Summary attached)
6. Adjournment.

NOTE: "PERSONS WITH DISABILITIES REQUIRING SPECIAL ACCOMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE CITY CLERK AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING."

"MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE ABOVE MEETING, PURSUANT TO STATE EX REL. BADKE V. GREENDALE VILLAGE BOARD, 173 WIS 2D 553, 494 N.W. 2D 408 (1993). SUCH ATTENDANCE MAY BE CONSIDERED A MEETING OF THE COMMON COUNCIL. THIS NOTICE IS GIVEN SO THAT MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE MEETING WITHOUT VIOLATING THE OPEN MEETING LAW."

Executive Summary

Title: Recommendation to approve a new Elevator Service Agreement for City Buildings with MEI- Badger Elevator

Background: The City of Hartford requested proposals for elevator service that would go into effect in January of 2016 for the elevators at City Hall, Recreation Center, Main Street Link Building and Library having a total of six elevators under service. The proposal requests were to include one-year terms beginning January 2016 and included the option of annual renewal terms for up to three years. The service provides monthly inspections of the elevators which includes adjustments and lubrications as well as parts (parts excluded for Kone City Hall elevators) repairs or replacement. The new agreement has an increase in the number of elevators under the service agreement with the addition of the Police Department elevator and the Police Department lift. A copy of the specifications request for proposal is attached. The City obtained two proposals as follows.

Service Provider

Otis Elevator	Year 1 \$1,000/month	\$12,000.00/Annual
Milwaukee, WI	Year 2 Increase will be capped for year two at 4%	
	Year 3 Increase will be capped for year three at 4%	

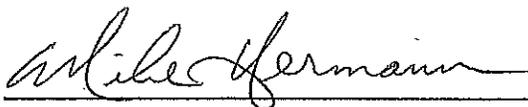
	<u>Monthly</u>	<u>Quarterly</u>	<u>Semi-Annual</u>	<u>Annual</u>
(Advance Payment Discount)		1%	2%	3%
MEI-Badger Elevator	Year 1 \$890	\$2,643.30	\$5,233.20	\$10,359.60
Menomonee Falls, WI.	Year 2 \$926	\$2,750.22	\$5,444.88	\$10,778.64
	Year 3 \$963	\$2,860.11	\$5,662.44	\$11,209.90

The low proposal is from Badger Elevator is for \$890 per month and they additionally provided options and discounts for advance payments as follows, quarterly (1%), semi-annual (2%) and annual (3%). The MEI-Badger Elevator proposal includes a 4% annual increase for the 2nd and 3rd years. The City's most recent service agreement has been with MEI-Badger elevator and they have provided good service over the past three years. The final year of that agreement had a base fee of \$660/month which covered four elevators. Staff is recommending the agreement with Badger Elevator with the 2% discount. The 2016 semi-annual payment at \$5,233.20.

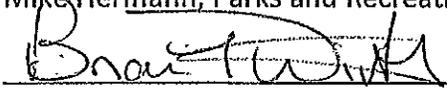
Fiscal Impact: The cost for elevator service from Badger Elevator including the advance semi-annual payment option has a total annual cost of \$10,466.40. The funding for elevator services/maintenance is approved in each of the Departments annual maintenance operations

budget. The 2016 combined estimated department budgets for elevator service/parts coverages was \$13,000. The department accounts for elevator services are as follows and reflect the 2% semi-annual adjustment for payment of the service fees. City Hall 100.330.516100.56222 \$4,998/year, Library 269.690.551100.56222 \$1,822.80/year Main Street Link Building 100.330.516235.56222 \$1,822.80 and Recreation Center 210.550.553003.56222 \$1,822.80/year.

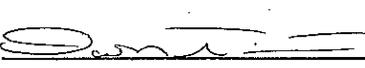
Staff Recommendation: Staff recommends approving the elevator service agreement from MEI-Badger Elevator, Menomonee Falls, WI. including renewable annual agreements in 2017 and 2018 with the first term beginning January 18, 2016 at a total cost of \$10,466.40.

Prepared by:  1/6/16

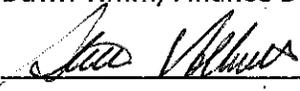
Mike Hermann, Parks and Recreation Director Date

Reviewed by:  1/7/16

Brian Wirth, Grounds & Building Maintenance Supervisor Date

 1/7/16

Dawn Timm, Finance Director Date

Approved by:  1/8/16

Steve Volkert, City Administrator Date

Routing: Finance and Personnel 1/12/16

City Council 1/12/16

City of Hartford
Specifications Request for Proposal – XXX
Elevator Preventative Maintenance Service – Full Maintenance

The City of Hartford is seeking proposals for elevator preventative maintenance service for four passenger elevators. Elevator specifications and service agreement and terms as identified below.
Proposals due XXXXXX

Elevator Equipment:

Hartford City Hall – 109 N. Main Street
Hartford, WI 53027

- Kone Hydraulic Passenger Elevator – 3 Landings***
- Access Industries Screw Type VPL – 2 Landings – *QUARTERLY VISITATION ONLY*
1 year term effective XXXXX

Hartford City Hall (Sheriff's Department)

- Kone MRL Passenger Elevator – 2 Landings***
1 year term effective XXXXX

Hartford Recreation Center – 125 N Rural Street
Hartford, WI 53027

- Otis Hydraulic Passenger Elevator – 2 Landings
1 year term effective XXXXXX

Main Street Link Building – 33-37 Main Street
Hartford, WI 53027

- Schindler/MCE Passenger Elevator – 5 Landings (2 Entrances)
1 year term effective XXXXXX

Jack Russel Memorial Library* – 100 Park Avenue
Hartford, WI 53027

- Otis Hydraulic Passenger Elevator – 2 Landings
1 year term effective XXXXX

The following are minimum requirements to be submitted in the proposal (no exceptions)

1. Service frequency to be monthly, with minimum service duration of one (1) hour per unit per month (Note: City Hall VPL visitation will be Quarterly, with one (1) hour minimum service duration).
2. Equipment coverage to include adjustment and lubrication, as required, on all parts listed below. Additionally, if conditions warrant (unless specifically excluded under the exception paragraph), repair or replacement of the following parts is to be included:

Relays, resistors, contacts, coils, leads, transformers, timing devices and solid state components, pump unit, motor, muffler and controller parts, valves, valve magnet coils, valve motors, packing, windings, rotating elements, contacts, coils, resistance for operating and motor circuits, magnet frames, hydraulic oil and all other electrical and mechanical parts not excluded in the exception paragraph. *****NOTE: On the units noted above, all parts are NOT INCLUDED and are to be purchased and provided by the CUSTOMER for installation under this contract.**

EXCEPTIONS:

Service provider shall not be required to make other tests nor to install new attachments on the elevators whether or not recommended by insurance companies or governmental authorities, to make changes or modifications in design or to make any replacements with parts of a different design (i.e. obsolete). It is agreed that service provider is not required to make renewals or repairs necessitated by reason of negligence or misuse of the equipment or by reason of any other cause beyond service provider's control including "elevator running on arrival" callbacks, electrical power supply, Acts of God such as floods, lightening, wind storms, etc. Additionally, service provider is not responsible for the car enclosure (including removable panels, door panels, car gates, plenum chambers, hung ceilings, light diffusers, light ballasts, light tubes and bulbs, handrails, mirror and floor coverings); hoist way enclosure, hoist way gates, doors, frames and sills; cylinders, plungers and buried equipment; smoke or heat sensors; sump pumps, ventilation equipment, electrical feeders and main line disconnects; fire alarm systems, problems arising from building compression, shifting hoist way enclosures, or for damage resulting from the performance of any safety test.

3. THE REQUIRED ANNUAL CATEGORY 1 HYDRAULIC ELEVATOR TESTS (as per ASME A17.1 – Req 8.6.5.14 & 8.6.7) AND NO-LOAD SAFETY TESTS (as per ASME A17.1 – Req 8.6.5.14.1 & 8.6.5.14.2), are included with this proposal, as required per elevator. Any future testing required by the governing authorities will be provided under separate proposal.
4. THE REQUIRED ANNUAL CATEGORY 1 TRACTION ELEVATOR TESTS (as per ASME A17.1 – Section 8.6.5.14 & 8.6.7) are included with this proposal. The five year full load tests as well as the correlating Category 5 tests will be quoted under separate proposal (*not due on Kone MRL until 12/18/2019*). Any future testing required by the governing authorities will be provided under separate proposal.
5. Quarterly Fire Service testing, where applicable, is the responsibility of the service provider.
6. All maintenance work is to be performed during the regular working hours of regular working days (M-F, 8:00am – 4:30pm). Emergency adjustment callback service to be included and provided during regular hours. Any callback service required outside of regular hours to be charged at premium differential ONLY. **Please provide hourly rates for regular and overtime emergency service with submittal.**
7. Provide payment options including discounts for annual, semi-annual and quarterly remittance. The annual agreement will include coverage from XXXX through XXXX of each yearly term. Proposals should list the annual service cost assigned for each buildings elevator and the discount provided for service agreement that includes all six conveyances.

8. Contract to commence on XXXX for up to three (3) years with NO AUTOMATIC RENEWAL.
Contract proposals are to clearly state the annual cost for each of the three (3) year terms.

Proposals Due: XXXXX

Return To: City of Hartford

Brian Wirth

125 N. Rural St.

Hartford, WI 53027