

ALL DISTRICTS

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda
Bids and Proposals

TO: President and Village Board of Trustees
 FROM: Scott R. Niehaus, Village Manager
 DATE: February 3, 2017 MEETING DATE: February 16, 2017
 TITLE: Bid Opening For: Elevator Inspection Services
 SUBMITTED BY: William J. Heniff, AICP, Community Development Director *WJH*

RESULTS:

Date Bids Were Published 12/29/2016 Bidding Closed 1/17/2017
 Total Number of Bids Received 4
 Total Number of Bidders Meeting Specifications _____
 Bid Security Required _____ Yes X No
 Performance Bond Required _____ Yes X No
 Were Any Bids Withdrawn _____ Yes X No
 Explanation:
 Waiver of Bids Requested? _____ Yes X No
 If yes, explain:
 Award Recommended to Lowest Responsible Bidder? _____ Yes X No

If no, explain: Recommendation to reject all bids and authorize staff to seek proposals for requested elevator inspection services activity, with a recommendation to be forwarded to the Village Board upon completion.

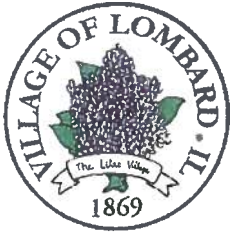
BACKGROUND/RECOMMENDATION:

Has Recommended Bidder Worked for Village Previously _____ Yes ___ No
 If yes, was quality of work acceptable _____ Yes ___ No
 Was item bid in accordance with Public Act 85-1295? X Yes ___ No
 Waiver of bids - Public Act 85-1295 does not apply _____ Yes X No

REVIEW (as needed):


Village Attorney XX _____ Date _____
 Finance Director XX _____ Date _____
 Village Manager XX _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 4:30 pm, Wednesday, prior to the Board Agenda distribution.



MEMORANDUM

TO: Scott R. Niehaus, Village Manager

FROM: William J. Heniff, AICP, Community Development Director 

MEETING DATE: February 16, 2017

SUBJECT: **Rejection of Bids for Elevator Inspection Services**

On January 17, 2017, the Community Development Department conducted a bid opening for elevator inspection services. This bid opening was following an RFP advertisement process. There were four bids received for the four different types of elevator inspections to be bid and each bidder submitted different amounts for the elevator inspections.

The submitted bids were significantly less than the amount the Village received four years ago as part of the last elevator inspection RFP process. Staff undertook additional research and found that a new state elevator act adopted since the last RFP process requires certain tests performed by the elevator service companies now has to be witnessed in person by an Elevator Inspector. The witnessing role is to ensure that the company performing performance and weighting tests is properly undertaking their role. This witnessing activity is separate from the traditional elevator inspections performed on behalf of the Village by a contracted Elevator Inspector.

While the State Act requires elevator service companies have certain tests witnessed by licensed Elevator Inspectors, there is no set hourly rate for the witnessing activity. Although the elevator inspection rate the Village is directly charged has decreased, the bidding process did not account for this additional witnessing activity. As a result, with no set rate for the new "witnessing" requirement required by the State, elevator owners could see an increase in overall inspection costs, as the witnessing fee is a fee paid by the elevator servicing contractor hired by the building owner and then passed on accordingly.

ACTION REQUESTED

Staff requests the Village reject all bids and authorize staff to negotiate with the lowest bidders and seek proposals for the requested elevator inspection services activity as well as the newly introduced witnessing fee. This will help ensure the Village receives the lowest contracted rate as well as rates these companies charge directly or indirectly to Lombard building owner(s).