



Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1415) Elevator Maintenance Services at County Facilities

PRESENTATION DATE: May 21, 2019

PRESENTATION BY: Brandi Naugle, CPPB, Buyer – Purchasing Department and John Pennesi, Deputy Director Public Works, Parks and Facilities

RECOMMENDED MOTION: Move to award the bid for Elevator Maintenance Services to the responsible, responsive bidder, Landmark Elevator of Hagerstown, MD who submitted the lowest total sum bid in the amount of \$46,728.00.

REPORT-IN-BRIEF: On May 1, 2019 the County accepted bids for the elevator maintenance services. The Bid notice was advertised in the local newspaper, listed on the State of Maryland's "eMarylandMarketPlace" and on the County's website. Four (4) persons/companies registered/downloaded the bid document online. One (1) bid was received. The contract is a one (1) year contract commencing July 1, 2019, with an option by the County to renew for up to four (4) additional one (1) year periods.

The bidder is to furnish all labor, materials, supervision, equipment, insurance, permits, etc. necessary to provide for repair, adjustments emergency service, preventive maintenance and inspection services for a dumbwaiter and elevators at the County office buildings and various locations. The Washington County Health Department and Washington County Free Library are included in this contract.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in various departmental budget line item accounts for these services.

CONCURRENCES: Division Director of Public Works

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A