

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
NOVEMBER 10, 2009 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Contract Extension- Elevator Inspection Services	✓ Resolution Ordinance Motion Discussion Only	Tom Dabareiner, AICP Community Development Director

SYNOPSIS

A resolution has been prepared to authorize execution of a second twelve-month contract extension with Elevator and Escalator Inspection Services of Indian Head Park, Illinois for elevator inspection, testing, and plan review services in the amount of \$30,000. There is no rate increase with this extension and the amount is entirely reimbursed through elevator inspection fees.

STRATEGIC PLAN ALIGNMENT

The Village Goals for 2008-2013 include *Exceptional Municipal Organization*. A supporting objective of this statement is to provide *Responsible Stewardship of Village Finances and Resources*.

FISCAL IMPACT

The FY09 budget provides \$30,000 for this annual cost within the General Fund. This amount is completely reimbursed through elevator inspection fees passed along to the property/business owner.

RECOMMENDATION

Approval on the November 17, 2009 consent agenda.

BACKGROUND

In accordance with the Village's Purchasing Policy staff recommends extending the 2007/08 contract for a final one year period and Elevator and Inspection Services, Inc. (EIS) has agreed to maintain their 2007/08 price level for all 2010 work. EIS performed at an excellent level for its 2009 inspection work. The 2007 contract with EIS contains an option for two one-year extensions. Approval will represent the final option for renewal and an RFP for these services would be issued next year.

ATTACHMENTS

Report Card
 Contract Extension
 Resolution

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING EXECUTION OF AN EXTENSION TO AN AGREEMENT BETWEEN THE VILLAGE OF DOWNERS GROVE AND ELEVATOR INSPECTION SERVICE, INC.

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain Agreement (the “Agreement”), between the Village of Downers Grove (the “Village”) and Elevator Inspection Service, Inc. (“Elevator Inspection Services”) for elevator inspection, testing, and plan review services, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:
Attest: _____
Village Clerk

**EXTENSION TO THE CONTRACT BETWEEN
THE VILLAGE OF DOWNERS GROVE AND
ELEVATOR INSPECTION SERVICE, INC.**

The Village of Downers Grove, Illinois (the "Village") and Elevator Inspection Service, Inc. ("Elevator Inspection Services") entered into an Agreement for ELEVATOR AND ESCALATOR INSPECTION SERVICES or about December 20, 2007. Pursuant to the terms stated therein, the parties desire to extend that contract for a twelve-month period under the following terms:

1. All prior terms from the 2007/08 Agreement remain in full force and effect.
2. Elevator Inspection Services agrees to provide the services at the same rate as listed in the 2007/08 Agreement.
3. This final extension shall continue for a one-year period ending December 31, 2010.

VILLAGE OF DOWNERS GROVE

**ELEVATOR INSPECTION SERVICE,
INC.**

Ron Sandack, Mayor

Frank Cervone , President

Attest:

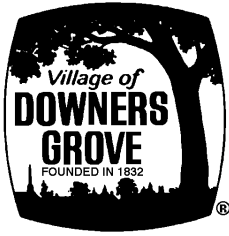
Attest:

April Holden, Village Clerk

Corporate Secretary

Date: _____

Date: _____



Village of Downers Grove Contractor Evaluation

Contractor: Elevator Inspection Services Company, Inc.

Project: Inspections for new and existing elevators installations

Primary Contact: Frank Cervone (708) 246-9438

Time Period: January 1, 2008 – March 30, 2009

On Schedule (allowing for uncontrollable circumstances) yes no

Provide details if early or late completion:

Change Orders (attach information if needed):

n/a

Difficulties / Positives:

There are several outstanding renewals. Village staff is involved as of 3/31/09 in assisting with building owner's understanding of OSFM regulations in order to achieve compliance. Also, recent clarification with E.I.S. has indicated that it is the Village's responsibility to report the required records directly to the OSFM./ Village staff reports timely and effective communication with administrative and technical staff at E.I S.

Interaction with public:

Excellent Good Average Poor

(Attach information on any complaints or compliments)

General Level of Satisfaction with work:

Well Satisfied Satisfied Not Satisfied

Should the Village contract with this vendor in the future? Yes No

Reviewers: Ann Marie Hess

Date: 3/31/09