

FINANCE AND EXECUTIVE COMMITTEE

AN ORDINANCE AUTHORIZING THE CITY OF ATLANTA TO WAIVE THE COMPETITIVE PROCUREMENT PROVISIONS CONTAINED IN ARTICLE X, OF THE PROCUREMENT CODE, OF THE CITY OF ATLANTA CODE OF ORDINANCES, TO AUTHORIZE A MONTH-TO-MONTH CONTRACT WITH OTIS ELEVATOR FOR UP TO EIGHTEEN (18) MONTHS FOR ELEVATOR MAINTENANCE AT CITY HALL EAST, ON BEHALF OF THE EXECUTIVE OFFICES-OFFICE OF ENTERPRISE ASSETS MANAGEMENT, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED SIXTEEN THOUSAND NINE HUNDRED EIGHTY-SIX DOLLARS AND NINETY-TWO CENTS (\$116,986.92). ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND, ACCOUNT AND CENTER NUMBER: 1A01 (GENERAL FUND), 523001 (SERVICE, REPAIR AND MAINTENANCE), D81005 (FACILITY MAINTENANCE-CITY HALL EAST); AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta (“City”) owns City Hall East and is responsible for the maintenance of the facility; and

WHEREAS, Otis Elevator has been the elevator maintenance provider for City Hall East since the buildings inception in 1926; and

WHEREAS, since City Hall East is over eighty (80) years old and all major equipment warranties have expired, the Office of Enterprise Assets Management has relied on the staff of Otis Elevator to repair all services regarding the elevators; and

WHEREAS, all elevator cabs at City Hall east are proprietary ownership of Otis Elevator; and

WHEREAS, the term of the new agreement with Otis Elevator shall commence on December 1, 2007 and shall continue on a month-to-month basis until December 31, 2008.

WHEREAS, the Officer of the Office of Enterprise Assets Management and the Chief Procurement Officer recommend Otis Elevator as the sole source vendor for elevator maintenance services at City Hall East..

WHEREAS, the Officer of the Office of Enterprise Assets Management and the Chief Procurement Officer have recommended that the Competitive Procurement Provisions contained in Article X of the Procurement Code be waived to authorize a month-to-month contract with Otis Elevator for up to eighteen (18) months, for elevator maintenance at City Hall East, in an amount not to exceed One Hundred Sixteen Thousand Nine Hundred Eighty-Six Dollars and Ninety-Two Cents (\$116,986.92).

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Mayor be and is hereby authorized to enter into an appropriate contractual agreement (“Agreement”) with Otis Elevator on behalf of The Executive Offices-Office of Enterprise Assets Management in an amount not to exceed One

Hundred and Sixteen Thousand Nine Hundred and Eighty-Six Dollars and Ninety-Two Cents (\$116,986.92).

BE IT FURTHER RESOLVED, that said Agreement shall commence on December 1, 2007 and shall continue on a month-to-month basis until December 31, 2008.

BE IT FURTHER RESOLVED, that the City Attorney be and is hereby directed to prepare the appropriate contractual agreement for execution by the Mayor.

BE IT FURTHER RESOLVED, that the Agreement will not become binding on the City and the City will incur no liability nor obligation under it until it has been executed by the Mayor, attested to by the Municipal Clerk, approved as to form by the City Attorney and delivered to Otis Elevator.

BE IT FINALLY RESOLVED, that all contracted work shall be charged to and paid from Fund Account and Center number 1A01 (General Fund) 523001 (Service, Repair and Maintenance) D81005 (Facilities Maintenance-City Hall East).

A. To be completed by Legislative Counsel:

Committee of Purview: Finance and Executive Committee

Caption: AN ORDINANCE AUTHORIZING THE CITY OF ATLANTA TO WAIVE THE COMPETITIVE PROCUREMENT PROVISIONS CONTAINED IN ARTICLE X, OF THE PROCUREMENT CODE, OF THE CITY OF ATLANTA CODE OF ORDINANCES, TO AUTHORIZE A MONTH-TO-MONTH CONTRACT WITH OTIS ELEVATOR FOR UP TO EIGHTEEN (18) MONTHS FOR ELEVATOR MAINTENANCE AT CITY HALL EAST, ON BEHALF OF THE EXECUTIVE OFFICES-OFFICE OF ENTERPRISE ASSETS MANAGEMENT, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED SIXTEEN THOUSAND NINE HUNDRED EIGHTY-SIX DOLLARS AND NINETY-TWO CENTS (\$116,986.92). ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND, ACCOUNT AND CENTER NUMBER 1A01 (GENERAL FUND), 523001 (SERVICE, REPAIR AND MAINTENANCE), D81005 (FACILITY MAINTENANCE-CITY HALL EAST); AND FOR OTHER PURPOSES.

Council Meeting Date: January 7, 2008

Requesting Dept.: Office of Enterprise Assets Management

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

AN ORDINANCE AUTHORIZING THE CITY OF ATLANTA TO WAIVE THE COMPETITIVE PROCUREMENT PROVISIONS CONTAINED IN ARTICLE X, OF THE PROCUREMENT CODE, OF THE CITY OF ATLANTA CODE OF ORDINANCES, TO AUTHORIZE A MONTH-TO-MONTH CONTRACT WITH OTIS ELEVATOR FOR UP TO EIGHTEEN (18) MONTHS FOR ELEVATOR MAINTENANCE AT CITY HALL EAST, ON BEHALF OF THE EXECUTIVE OFFICES- OFFICE OF ENTERPRISE ASSETS MANAGEMENT, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED SIXTEEN THOUSAND NINE HUNDRED EIGHTY-SIX DOLLARS AND NINETY-TWO CENTS (\$116,986.92). ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND, ACCOUNT AND CENTER NUMBER 1A01 (GENERAL FUND), 523001 (SERVICE, REPAIR AND MAINTENANCE), D81005 (FACILITY MAINTENANCE-CITY HALL EAST); AND FOR OTHER PURPOSES.

2. Please provide background information regarding this legislation.

3. If Applicable/Known:

(a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Professional Service

- (b) **Source Selection:**
- (c) **Bids/Proposals Due:**
- (d) **Invitations Issued:**
- (e) **Number of Bids:**
- (f) **Proposals Received:**
- (g) **Bidders/Proponents:**
- (h) **Term of Contract:** 1 year

- (l) **Fund Account Center:** 1A01 (GENERAL FUND), 523001 (SERVICE, REPAIR & MAINTENANCE), D81005 (FACILITIES MAINTENANCE-CITY HALL EAST)

5. Source of Funds: The funding source will be from the above referenced Fund, Account and Center numbers, General Fund, Service Repair & Maintenance, City Hall East.

6. Fiscal Impact: This legislation will impact the Fund, Account and Center Number A01-(GENERAL FUND), 523001 (SERVICE, REPAIR & MAINTENANCE), D81005 (FACILITY MAINTENANCE-CITY HALL EAST) in the amount of One Hundred Sixteen Thousand Nine Hundred Eighty-Six Dollars and Ninety-Two Cents (\$116,986.92).

7. Method of Cost Recovery: .N/A

This Legislative Request Form Was Prepared By: Perceta Watkins



CITY OF ATLANTA

SUITE 1790

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Shirley Franklin
Mayor

DEPARTMENT OF PROCUREMENT

Adam L. Smith, Esq., CPPB

Chief Procurement Officer

asmith@atlantaga.gov

November 14, 2007

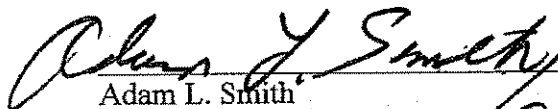
PROCUREMENT CODE SECTION 2-1191.1 SOLE SOURCE PROCUREMENT DESIGNATION

This Sole Source request is made for Otis Elevator Company, to provide elevator maintenance service at City Hall East for the City of Atlanta, Office of General Services.

Having conducted an investigation of the available sources regarding the materials and/or services stipulated herein pursuant to section 2-1191 of the City of Atlanta Code of Ordinances, Sole Source Procurement, my findings are the following:

1. City Hall East (formally the Sears Department Store) was built in 1926. Otis Elevator, Inc., has been the building maintenance provider since the inception.
2. Otis Elevators are the original installers of the hardware and peripherals in the facility and the equipment is proprietary to the company. If a different vendor attempts to repair any of these systems, all warranties would be null and void which would not be cost effective to the City.
3. When the City purchased City Hall East, the City entered into a service agreement with Otis Elevator, Inc. to continue providing service for the Elevator systems and Cabs. Additionally, the City will still occupy City Hall East for at least another year and the user is requesting that Otis Elevator continue to provide this valuable service until September 30, 2008.

I, Adam L. Smith, by the authority vested in me pursuant to section 2-1137, do hereby approve, direct and authorize the sole source procurement to provide elevator maintenance service at City Hall East for the City of Atlanta, Office of General Services.


Adam L. Smith

PAC

ALS/ap

cc: Mr. Larry Riddle
Ms. Perceta Watkins

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: Perceta Watkins

Contact Number: (404) 330-6569

Originating Department: Office of Enterprise Assets Management

DEPT. EXECUTIVE OFFICES

Committee(s) of Purview: Finance and Executive Committee

Chief of Staff Deadline: November 26, 2007

Anticipated Committee Meeting Date(s): December 12, 2007

Anticipated Full Council Date: January 7, 2008

Legislative Counsel's Signature: Terry Grandison

Terry Grandison

Commissioner Signature: Jessie Y. Gordon

Jessie Y. Gordon OEAM OFFICER

Chief Procurement Officer Signature: Adam J. Smith

Adam J. Smith

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DCOL

CAPTION

AN ORDINANCE AUTHORIZING THE CITY OF ATLANTA TO WAIVE THE COMPETITIVE PROCUREMENT PROVISIONS CONTAINED IN ARTICLE X, OF THE PROCUREMENT CODE, OF THE CITY OF ATLANTA CODE OF ORDINANCES, TO AUTHORIZE A MONTH-TO-MONTH CONTRACT WITH OTIS ELEVATOR FOR UP TO EIGHTEEN (18) MONTHS FOR ELEVATOR MAINTENANCE AT CITY HALL EAST, ON BEHALF OF THE EXECUTIVE OFFICES-OFFICE OF ENTERPRISE ASSETS MANAGEMENT, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED SIXTEEN THOUSAND NINE HUNDRED EIGHTY-SIX DOLLARS AND NINETY-TWO CENTS (\$116,986.92). ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND, ACCOUNT AND CENTER NUMBER: 1A01 (GENERAL FUND), 523001 (SERVICE, REPAIR AND MAINTENANCE), D81005 (FACILITY MAINTENANCE-CITY HALL EAST); AND FOR OTHER PURPOSES.

FINANCIAL IMPACT (if any)

Mayor's Staff Only

Received by CPO: _____ Received by LC from CPO: _____

(date)

(date)Received

by Mayor's Office: _____ Reviewed by: _____

(date)

(date)

Submitted to Council: _____

(date)