



## AGENDA ITEM

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### TITLE

Award of Term Contract to Right Way Elevator Maintenance, Inc., for Elevator Maintenance, Repair, and Testing Services for Facilities Maintenance Department (Contract No. 22-T00066/JF; Amount \$69,120.00)

### BRIEF OVERVIEW

The Purchasing and Contracts Department issued Invitation to Bid (ITB) No. 22-T00066/JF on April 20, 2022, at the request of the Hernando County Facilities Maintenance Department, to obtain bids for elevator maintenance, repair and testing services.

The Purchasing and Contracts Department staff placed the legal advertisement in the Hernando Sun and Tampa Bay Times and the ITB on the BidNetDirect website on April 20, 2022. The bid was sent to forty-five (45) matching vendor/contractors from the website. The bid document was downloaded by seven (7) vendor/contractors and one (1) bid submission was received.

<b>BIDDER</b>	<b>BASE BID</b>
Right Way Elevator	\$69,120.00

Bids were reviewed and evaluated by the Purchasing and Contracts Department to determine if they were responsive. Bids were then reviewed and evaluated by the Facilities Maintenance Department staff for award recommendation based on price, conformance with specifications and the Bidder's ability to perform the contract in accordance with the terms, conditions and specifications required.

A Notice of Intent to Award the contract to Right Way Elevator dated August 16, 2022, was posted to the BidNetDirect website and posted to the Hernando County Administration electronic public bulletin board.

The Chief Procurement Officer has reviewed this requirement for conformance to the Procurement Ordinance and Purchasing Policies and Procedures.

### FINANCIAL IMPACT

Funds of \$23,040.00 are available from Hernando County Facilities Maintenance Account No. 0011-01701-5303401 Contract Services.

### LEGAL NOTE

In accordance with Part II, Chapter 2, Article V of the Hernando County Code of Ordinances.

### RECOMMENDATION

It is recommended the Board approve the award of Contract No. 22-T00066/JF for Elevator Maintenance, Repair and Testing Services to Right Way Elevator for an initial three (3) year

term in the estimated amount of \$69,120.00 (estimated annual amount of \$23,040.00). It is further recommended the Board approve the Chief Procurement Officer (CPO) to renew the contract with the same pricing terms and authorize the CPO to approve change orders as they become necessary and required.

There are two (2) one (1) year unilateral renewal options available in accordance with Contract condition/provision on Paragraph 10.3, Page 6 of the contract.

**REVIEW PROCESS**

Patty Hall	Approved	08/19/2022	8:57 AM
Toni Brady	Approved	08/19/2022	9:51 AM
Charlene Elliot	Approved	08/19/2022	9:51 AM
Craig Becker	Approved	08/19/2022	11:42 AM
Scott Herring	Approved	08/19/2022	1:51 PM
Pamela Hare	Approved	08/22/2022	2:00 PM
Kyle Benda	Approved	08/23/2022	9:20 AM
Jenine Wimer	Approved	08/24/2022	9:01 AM
Tobey Phillips	Approved	08/24/2022	10:14 AM
Jeffrey Rogers	Approved	08/31/2022	9:34 PM
Colleen Conko	Approved	09/01/2022	12:27 PM