

**POUDRE RIVER PUBLIC LIBRARY DISTRICT
AGENDA ITEM SUMMARY**

Name of Requestor: Jeff Barnes
Appearance Date: September 12, 2016
Time Required: 15 Minutes
Date Decision Needed: September 12, 2016

Agenda Item:

- IX. NEW BUSINESS
 - b. Elevator Refurbishment Project & Contract

Objective:

Approval of contract for the renovation of the Old Town Library elevator.

Situation:

The elevator at Old Town Library is the original elevator installed 40 years ago and was not updated during the building remodel and expansion in 2012. The long term capital replacement plan includes updating the elevator in 2017. In order to determine the costs likely to be incurred to renovate the elevator, a quote was obtained from Kone Inc., the company currently engaged for ongoing elevator maintenance. To test the validity of Kone's quote two other quotes were obtained.

The renovation will include replacement of all major electrical and mechanical systems, a new microprocessor based control system, submersible hydraulic pumping unit, car door operation equipment, new signal fixtures, electrical wiring, hoistway devices and cab interior renovation.

Kone provided a quote of \$84,952. This is lower than the other two quotes received. The quotes were reviewed by the buyer at the City of Loveland (Doug Clapp) who manages this area of the City's purchasing. It is his opinion that the scope of the quotes received are comparable and that we have received quotes from the three firms likely to respond to a bid request for this service.

Because of the information we have already obtained, Mr. Clapp is recommending to us that we waive a formal bid process and accept the lowest quote. Since the Library District's bid threshold is \$30,000, management is asking the Board's approval to accept Kone's low bid.

Advantages:

Management wants to be proactive with this renovation. Acceptance of the low bid for the elevator renovation at this time will allow the work to occur at a time when activity at the Old Town Library is not at its peak. The renovation will require the elevator be out of service for four to six weeks. If a major component of the elevator should fail, prior to a renovation, putting it out of service, the down time could likely be considerably longer and at a time less convenient to staff and our patrons.

Disadvantages:

While 40 years old, the elevator is functional at this point. Funds are available in the District's Capital Projects Fund however, spending the money at this time is not an urgent requirement.

Requested Action: *Authorize the interim executive director to issue a purchasing work order form.*

Potentially Affected Interest: Staff and library patrons

Level of Public Interest and Participation: low