



Livingston County Facility Services

420 South Highlander Way
Howell, MI 48843
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TO: Livingston County Board of Commissioners

FROM: Kevin Eggleston, Facility Services

DATE: 6/28/2023

RE: Resolution Authorizing an Agreement with Otis Elevator Company to provide elevator replacement, maintenance, and repair services.

Facility Services has maintained a contract for elevator services for many years and has awarded the contract for these services to Otis Elevator Company since 2005.

This contract will ensure that state mandated inspections and certifications are completed sufficiently to protect anyone using the elevators. There are also many instances where Facility Services needs to contact an elevator service company for general troubleshooting, and repair.

There was an RFP for this contract put out for public bid in which 3 company's submitted proposals, and all bidders attended the mandatory site visit before submitting a proposal. All elevator locations were visited by interested vendors and were accompanied by representatives of Facility Services, Fiscal Services, and CoPro.

This RFP also included the opportunity for vendors to bid on the replacement of specific elevators which included the Historic Courthouse, and Administration equipment. A separate resolution following this will authorize the purchase of one budgeted elevator at the Historic Courthouse in 2023.

To the extent of my knowledge Facility Services has always had satisfactory service from Otis Elevator Company, and I feel comfortable continuing service with them.

Please let me know if you have any questions or concerns.