



**THE PORT  
OF LOS ANGELES**  
Executive Director's  
Report to the

Board of Harbor Commissioners

**DATE: JULY 14, 2016**

**FROM: CONSTRUCTION AND MAINTENANCE**

**SUBJECT: RESOLUTION NO. \_\_\_\_\_ - AWARD OF CONTRACT NO. 39785 TO ELITE ELEVATOR SERVICE FOR REPLACEMENT OF ELEVATOR GEARBOXES**

**SUMMARY:**

Staff requests that the Board of Harbor Commissioners approve Contract No. 39785 with Elite Elevator Service of Los Alamitos, California for the replacement of three elevator gearboxes, one for each elevator, in the Los Angeles Harbor Department (Harbor) Administration Building in the amount of \$216,989. This amount has been budgeted for in the approved Fiscal Year 2016-17 capital improvement program and will improve the safety and operational efficiency of the elevators. This figure includes a 10% contingency amount. The Harbor Department is financially responsible for expenses under the proposed contract.

**RECOMMENDATION:**

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) under Article III, Class 1, of the Los Angeles City CEQA Guidelines as determined by the Director of Environmental Management;
2. Approve Contract No. 39785 with Elite Elevator Service for the replacement of three elevator gearboxes, one for each elevator, in the Harbor Administration Building in the amount of \$216,989 (\$197,262 for the proposed contract and \$19,727 as a 10% contingency);
3. Authorize the Executive Director to execute and Board Secretary to attest to Contract No. 39785 for and on behalf of the Board; and
4. Adopt Resolution No. \_\_\_\_\_ .

**DISCUSSION:**

**Background/Context**

The three elevators in the Harbor Administration Building are the original units installed when the building was constructed in 1981. The elevators have been routinely

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inspected, as required by the Los Angeles City Department of Building and Safety (B&S), and have been serviced as needed. Although the elevators are performing adequately and have passed their inspections, it is evident that many critical components, including the gearboxes, motors, and hoist ropes are showing signs of increasingly significant wear. These components, though currently safe, have exceeded their useful life. In addition, maintenance problems are increasing. The Port's Construction & Maintenance Division (C&M) staff has determined that the gearboxes and their associated components need to be replaced in order to improve the efficiency of the elevators, maintain their operational integrity, and avoid any safety violations that might be found during future B&S inspections.

Pursuant to the proposed contract with Elite Elevator Service, the critical operational and safety issues will be remedied as outlined in the proposed contract's scope of work. The work includes the removal of the existing Dover hoist machines and their replacement with new Imperial AC gearless #527 units with foot mounted motors, isolation pads, drip pans, and rope guards, conforming to City of Los Angeles building code requirements. Elite Elevator Service is also required to provide engineering plans, re-mount rope grippers, and replace hoist ropes.

In order to maintain the continuity of elevator service at the Harbor Administration Building, Elite Elevator Service will only take one elevator out of service at a time, leaving two elevators operational during the estimated eight-week repair period. Additionally, an upgraded elevator must pass a B&S inspection before another elevator can be taken out of service. The contractor is responsible for all work, new materials, permits, plan checks, fees, engineering, testing, and inspections. All parts and services are warranted for one year.

Selection Process – The Contracts and Purchasing Division released a Request for Bids (RFB) on April 22, 2016 based on C&M Requisition No. E-160207 (Oracle No. 24176). The bid was advertised on the City of Los Angeles Business Assistance Virtual Network (LABAVN) and the Port of Los Angeles website. A mandatory pre-bid meeting was held on May 3, 2016 and three attending vendors were shown the three elevators requiring upgrades. Two bids were received for the project by the May 12, 2016 deadline (Transmittal 1).

Elite Elevator Service provided the lowest, responsive bid for the three elevators. The bid amount was \$197,262 including tax. A 10% contingency is recommended based on past experience where unforeseen conditions have arisen requiring a contractor to respond. Staff is recommending Board approval of a contract with Elite Elevator

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Service, the lowest, responsive bidder, for the Harbor Administration Building Elevator Gearbox Replacement project as described above (Transmittal 2).

**ENVIRONMENTAL ASSESSMENT:**

The proposed action is approval of Contract No. 39785 with Elite Elevator Service for the upgrading of three (3) elevators at the Harbor Administration Building. Since the proposed action involves the maintenance of existing facilities and negligible or no expansion of use, the Director of Environmental Management has determined that the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with Article III, Class 1, of the Los Angeles City CEQA Guidelines.

**FINANCIAL IMPACT:**

Funding in the amount of \$216,989 has been budgeted for the proposed contract in the Fiscal Year 2016-17 Capital Budget in Center No. 1003 (Harbor Administration Building), Program No. 000 (Base Budget), allocated between two accounts as follows:

\$ 45,430 - Account No. 54010 (Maintenance Services-Buildings)  
\$171,559 - Account No. 55010 (Parts and Materials)

Over the past three years, annual elevator repair costs in the building have averaged approximately \$17,700. It is anticipated that these costs will be reduced by at least 20% on an annual basis for the next ten years as a result of the improvements this contract will provide.

**CITY ATTORNEY:**

The Office of the City Attorney has reviewed and approved Contract No. 39785 as to form and legality.

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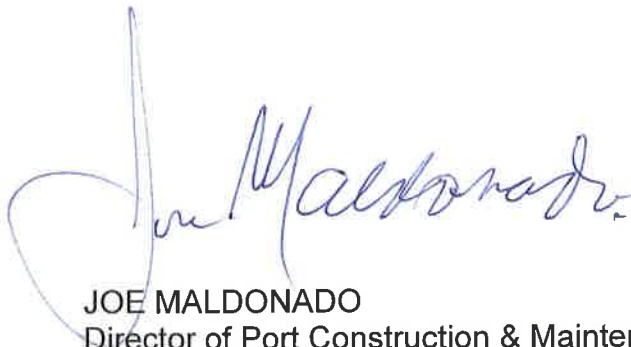
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**TRANSMITTALS:**

1. Recap of Bid No. F-942
2. Contract No. 39785

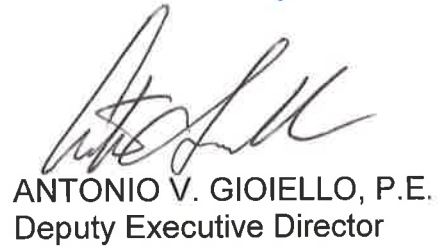
FIS Approval: MB (Initials)

CA Approval: JK (Initials)



Handwritten signature of Joe Maldonado in blue ink.

JOE MALDONADO  
Director of Port Construction & Maintenance



Handwritten signature of Antonio V. Gioiello in blue ink.

ANTONIO V. GIOIELLO, P.E.  
Deputy Executive Director

APPROVED:

*For*   
EUGENE D. SEROKA  
Executive Director

Author: F. Bellot/F. Albers