



Agenda Report

April 13, 2026

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH SMARTRISE ELEVATOR SERVICE INC FOR ELEVATOR MAINTENANCE AND REPAIR SERVICES IN TOTAL AMOUNT NOT-TO-EXCEED \$875,325, FOR UP TO FIVE YEARS**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060(C)(2), 15060(C)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required; and
2. Award contract to lowest and best bid dated February 18, 2026, submitted by SmartRise Elevator Service Inc., in response to specifications for Elevator Maintenance and Repair Services, authorize the City Manager to enter into a three-year contract for an amount not-to-exceed of \$525,195, which includes the base contract amount of \$477,450 and a contingency of \$47,745; and to exercise up to two optional one-year extensions, in the annual amount of \$175,065, which includes a \$15,915 contingency, for a maximum total term of five years and a grand total amount of \$875,325.

BACKGROUND:

The Department of Public Works Building Systems and Fleet Management Division (BSFMD) requires a vendor to provide routine elevator maintenance and as needed repairs to 30 elevators at various City facilities.

A Notice Inviting Bids for Elevator Maintenance and Repair Services was posted on OpenGov Procurement on January 21, 2026. The posting generated notices to vendors who have previously registered with the City for this particular commodity class and as a result 3,939 users were notified. A total of 22 vendors downloaded the specifications.

Four bids were received by the bid closing date, none of which were local. Of the four bids, only two were deemed responsive.

Following advertising, bids were electronically received on February 18, 2026, and are as follows:

<u>Bidder</u>	<u>Location</u>	<u>Amount</u>
1. Smartrise Elevator Service Inc.	Santa Fe Springs, CA	\$159,150
2. Fujitec America Inc.	Santa Fe Springs, CA	\$185,570
3. Pacific Coast Elevator Corp (Dba Amtech)	Los Angeles, CA	\$111,186 (Disqualified)
4. Nouveau California	Walnut, CA	\$154,380 (Disqualified)

Amtech was the lowest bidder, however their bid was disqualified as Amtech was unwilling to meet the insurance requirements. Nouveau California did not provide the required bid bond and was deemed unresponsive.

Smartrise Elevator was the lowest responsible and responsive bidder that met all the requirements of the specifications. Smartrise Elevator has 17 years of experience maintaining and repairing elevators. They have provided elevator maintenance and repair services to various Pasadena owned locations, the City of Alhambra, and Santa Ana College, among many other locations.

Since Smartrise Elevator is the lowest responsive and responsible bidders, staff recommend that this vendor be awarded a three-year contract term with an option for two one-year extension periods, renewable at the discretion of the City Manager. The proposed contract fully complies with the Pasadena Municipal Code Chapter 4.08 and Chapter 4.11 for Competitive Bidding and Living Wage Ordinances.

The contract will be set up as follows:

	Year 1 to 3	Year 4 Optional 1 st Extension	Year 5 Optional 2 nd Extension
Base Bid	\$477,450	\$159,150	\$159,150
Contingency Allowance	<u>\$ 47,745</u>	<u>\$ 15,915</u>	<u>\$ 15,915</u>
	\$525,195	\$ 175,065	\$ 175,065

Contract Not-to-Exceed Grand Total Amount **\$875,325**

This contract includes a 10% contingency allowance to address any additional compliance service repairs required during state inspections and any unexpected repairs especially at older or more frequently used elevators.

COUNCIL POLICY CONSIDERATION:

This action supports the City Council's goals to maintain fiscal responsibility and stability; to maintain and enhance public facilities and infrastructure; and to ensure public safety.

ENVIRONMENTAL IMPACT:

The action proposed herein is not subject to the California Environmental Quality Act ("CEQA") in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060(c)(2), 15060(c)(3), and 15378. The proposed action involves the award of a contract for elevator maintenance and repair services, which constitutes an administrative and operational activity. This action does not authorize construction, physical improvements, or any direct physical change in the environment, nor does it create a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

The total cost of the recommended action is \$875,325 over five years. The Department will utilize existing budgeted appropriations in the Building Maintenance Fund (budget account 50222051-811400). There is no impact to the General Fund.

The following table represents the contract summary.

Base Bid	\$ 795,750
Contingency	\$ 79,575
Total Fiscal Impact	\$ 875,325

Respectfully submitted,



For

GREG DE VINCK, P.E.
Director of Public Works

Prepared by:



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BSFMD Administrator

Approved by:



MIGUEL MÁRQUEZ
City Manager