



October 10, 2023

To: Detra Dillon, Procurement Administrator, General Services Agency, Purchasing Agent
Designee

From: Kevin Bailey, Procurement & Contracts Specialist

**Subject: AWARD A CONTRACT TO ALLSAFE ELEVATOR INSPECTIONS FOR ELEVATOR CONDITION
ASSESSMENT AND MODERNIZATION PLAN; MASTER CONTRACT NO. 902331;
PROCUREMENT CONTRACT NO. 26200; AMOUNT: \$22,345**

RECOMMENDATION:

Award and execute a contract (Master Contract No. 902331, Procurement No. 26200) with Allsafe Elevator Inspections (Principal: Jared Broach; Location: Baltimore, MD) to provide elevator condition assessment and modernization plan services to the Alameda County General Services Agency – Building Maintenance Department, for the term of 11/1/23 – 10/31/24, in the amount of \$22,345.

DISCUSSION/SUMMARY:

The Alameda County General Services Agency – Building Maintenance Department (GSA-BMD) maintains a hydroelectric passenger elevator at the facility located at 8201 Edgewater Drive in Oakland. This building was built in 1969. The installation or last modernization year of the existing elevator is unknown. Given this elevator's likely age and duty requirements, GSA-BMD requires a comprehensive condition assessment, survey, and inspection. Based on the results of the report, GSA-BMD will develop and implement a modernization plan for the elevator. GSA-BMD sought proposals from qualified consulting firms to provide a turnkey project approach that include identifying all necessary infrastructure work to deliver a modernized and code-compliant elevator acceptable to all Authorities Having Jurisdiction of this work. Bidders were required to submit a proposal including a detailed description of their design-build process and a set of deliverables to accomplish the project requirements.

SELECTION CRITERIA/PROCESS:

GSA-BMD has determined that Alameda County does not currently have the resources to provide elevator condition assessment and modernization plan services.

GSA-BMD worked with GSA–Procurement to develop an Informal Request for Proposal (IRFP), which was issued on July 28, 2023, posted on the County and GSA LinkedIn websites for 18 days, emailed to the Chambers of Commerce e-mail group, and sent to the E-Gov Professional Services – Current Contract Opportunities mailing service. The IRFP was also advertised in the Inter-City Express on August 1, 2023 and the Oakland Post on August 9, 2023. A vendor outreach was conducted on August 2, 2023.

On August 15, 2023, one bidder submitted a response to the IRFP. The response was evaluated by the County Selection Committee. A maximum total of 525 evaluation points were available for this IRFP. The total evaluation points include 25 preference points derived from a 5% preference for local vendors.

Allsafe Elevator Inspections was the highest scoring qualified vendor and is being recommended for award.

The Small Local Emerging Business (SLEB) requirement was encouraged on this IRFP; however, there were no subcontracting opportunities due to the highly specialized and safety-related nature of the required services. The Office of Acquisition Policy (OAP) has issued a SLEB Waiver (Expiring: October 31, 2026). OAP does not issue SLEB Waiver numbers for procurements less than \$25,000.

The following is the evaluation summary:

EVALUATION SUMMARY

Vendor	Location	Local	SLEB	Evaluation Points
Allsafe Elevator Inspections	Baltimore, MD	N	N	485

FINANCING:

Appropriations for this contract are included in the GSA Building Maintenance Fund Fiscal Year 2023-24 Approved Budget and will be requested in future budget years. No additional appropriations are required and there will be no increase in net County cost.

Recommended By:

Procurement & Contracts Specialist DocuSigned by:
Kevin Bailey
10/10/2023

 Signature Date

Approved By:

Contract Compliance Officer DocuSigned by:
Julie Ackerman
10/10/2023

 Signature Date

Procurement & Contracts Supervisor DocuSigned by:
Ariana Ureña
10/10/2023

 Signature Date

Purchasing Agent Designee DocuSigned by:
Detra Dillon
10/10/2023

 Signature Date