

# **SCHOOL BOARD ACTION REPORT**



**DATE:** September 25, 2018  
**FROM:** Denise Juneau, Superintendent  
**LEAD STAFF:** Bruce Skowyra, Director of Facilities, brskowyra@seattleschools.org

**For Introduction:** October 17, 2018  
**For Action:** October 30, 2018

## **1. TITLE**

Approval of Elevator Maintenance and Repair Contract Extension with ELTEC for the 2018-19 School Year.

## **2. PURPOSE**

This Board Action Report extends the current elevator maintenance and repair contract with ELTEC for the 2018-19 School Year.

## **3. RECOMMENDED MOTION**

I move that the School Board authorize the Superintendent to execute the elevator maintenance and repair contract with ELTEC in the amount of \$285,000, to ensure elevator maintenance and repairs to District elevators, as attached to the School Board Action Report, with any minor additions, deletions, and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract.

## **4. BACKGROUND INFORMATION**

This contract is for required routine maintenance of all elevators in the District and repairs as needed. The State master contract, which was scheduled to expire on September 30, 2018, has been extended. This allows the District to renew for at least an additional 12 months with ELTEC through the State master contract. There are no viable alternatives to having an elevator maintenance contract in place.

## **5. FISCAL IMPACT/REVENUE SOURCE**

Fiscal impact to this action will be \$285,000.

The revenue source for this motion is State Apportionment/General Fund and is included in the current budget.

Expenditure:  One-time  Annual  Multi-Year  N/A

Revenue:  One-time  Annual  Multi-Year  N/A

**6. COMMUNITY ENGAGEMENT**

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement:

- Not applicable
- Tier 1: Inform
- Tier 2: Consult/Involve
- Tier 3: Collaborate

**7. EQUITY ANALYSIS**

This motion was not put through the process on an equity analysis.

**8. STUDENT BENEFIT**

It is a health, safety, and accessibility issue for district facilities and a State requirement.

**9. WHY BOARD ACTION IS NECESSARY**

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. \_\_\_\_\_, [TITLE], provides the Board shall approve this item
- Other: \_\_\_\_\_

**10. POLICY IMPLICATION**

Per Board Policy No. 6220, Procurement, any contract over \$250,000 requires Board approval.

**11. BOARD COMMITTEE RECOMMENDATION**

This motion was discussed at the Audit and Finance Committee meeting on October 8th, 2018. The Committee reviewed the motion and moved the item forward with a recommendation for approval by the full Board.

**12. TIMELINE FOR IMPLEMENTATION**

Upon approval of this motion, the contract will be executed with ELTEC through the State Master Contract 00713 effective October 1, 2018.

**13. ATTACHMENTS**

- Seattle Public Schools Amendment No.4 to Master State Contract No.00713

**SEATTLE PUBLIC SCHOOLS  
AMENDMENT NO. 4  
MASTER STATE CONTRACT NO. 00713  
ELEVATOR MAINTENANCE AND REPAIR**



THIS AMENDMENT is made between the Seattle School District No. 1, (hereinafter called "District"), and ELTEC SYSTEMS, LLC (hereinafter called "Vendor") regarding Master State Contract 00713 for Elevator Maintenance and Repair;

Whereas, the District and the Vendor entered into a contract dated November 20, 2014; and later amended on November 5, 2015, and August 23, 2016, and October 11, 2017 herein incorporated by this reference; and,

Whereas, the District's contract with the Vendor allows for renewals through the term of the State Contract and the District wishes to renew and extend the term of their contact through the term of the current State Contract, which expires September 30, 2019.

NOW, THEREFORE, District and Vendor agree as follows:

1. Extension Term. The term of the contract is extended from October 1, 2018 to September 30, 2019.
2. Contract Amount. The total contract amount for this Extension Term shall not exceed **TWO HUNDRED EIGHTY-FIVE (\$285,000.00)**.
3. Any of the other provisions of the subject contract not modified in writing shall remain in full force and effect.

**ELTEC SYSTEMS, LLC**

John H. Mason Jr.  
Signature

John H. Mason Jr.  
(Vendor Representative)

Sales & Business Development  
Title

09/19/2018  
Date Signed

ELTEC Systems, LLC  
Company Name

8862  
Employer I.D. No. or Social Security No.

**SEATTLE SCHOOL DISTRICT NO. 1**

\_\_\_\_\_  
Signature

Stephen Nielsen  
Name

Deputy Superintendent  
Title

\_\_\_\_\_  
Date Signed