


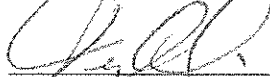
**MEMORANDUM**  
**Purchasing Division**  
**Community Development Dept.**

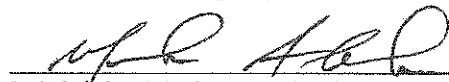
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**TO:** John T. Lockerby, Village Manager

**FROM:**

  
Peter Peyer, Community Development Director

  
Terry Oline, Property Standards Supervisor

  
Michael Aleksic, Purchasing Agent

**DATE:** January 24, 2014

**SUBJECT:** **Agenda Item – February 3, 2014 Village Board Meeting**  
**Elevator Inspection Program**

**Budget Amount & Account Number: \$45,000 – 001-0562-419-03-20**

**Background:**

The Village of Skokie contracts for mechanical and electrical inspections, as well as plan reviews, of all existing and new safety devices and equipment related to passenger and freight elevators, escalators, dumbwaiters, or any conveyance device that is listed under the authority of the rules, regulations and laws of the State of Illinois. There are approximately 500 conveyance systems in the Village of Skokie and they are inspected to assure compliance with the State of Illinois Elevator Safety Act and the requirements specified by the State of Illinois Fire Marshal's Office.

This contract was publicly solicited as part of a joint effort with the City of Evanston. As provided for in the Illinois Governmental Joint Purchasing Act, any governmental unit may purchase personal property, supplies and services jointly with one or more other governmental units. Together with Evanston's 824 conveyance systems, the entire scope of work in the solicitation encompassed over 1,300 inspection units. The economy of scale achieved by combining requirements could not have been achieved by either municipality on their own. The City of Evanston took the lead in the solicitation process (proposal issuance and administration). On December 5, 2013, three proposals were received.

	<u>SemiAnnual Inspection</u>	<u>Compliance Re-inspection</u>	<u>Cert. Issuance</u>
<b><u>Tabulation:</u></b> Elevator Inspection Svc. Inc. Burr Ridge, IL.	\$13	\$13	\$5
Citywide Inspection Services. Chicago, IL.	\$18	\$15	\$5
Thompson Elevator Svc. Inc. Mt. Prospect, IL.	\$30	\$27	\$5

**Recommendation:**

It is recommended that a contract for the provision of elevator inspection services be awarded to Elevator Inspection Services Inc. (EIS). Based on the evaluation criteria contained in the RFP, EIS provides the best combination of value, qualifications and experience. EIS currently provides the Village with inspection services and the experience has been positive. The estimated annual value of the contract is \$20,000.

**Comments:**

Per Village Code, (EIS) will conduct bi annual inspections of elevators, escalators and all other moving conveyances in the Village. It will be responsible for plan review and approval for the construction of all new elevators and escalators. Inspection reports will be forwarded and filed with the Village in an electronic format. Elevator inspection certificates will be processed by EIS. The estimated savings from this agreement is \$15,000 over the current arrangement.