

## Memorandum

**To:** Mayor and City Council Members  
Steve Parker, City Manager

**From:** Randy Kell, Director of Facilities

**Through:** Rick Cortes, Deputy City Manager

**Subject:** Authorization for the City Manager to enter into an agreement with Southwest Elevator Company for the Elevator Modernization at City Hall

**Date:** June 23, 2025

### Historical Background

Since 2020, we have spent \$56,453.33 on emergency repairs. \$29,523.35 was for the major repair from the water leak. We have had inconsistencies in operation since. Since the elevator was installed, many of the components have become obsolete. Proper replacement parts and technical support have become difficult to obtain. Modernization will increase safety, reliability, performance, and energy efficiency of our elevator. Along with controls, the modernization will provide less noise, smoother ride, and accurate floor leveling. Southwest will update the elevator to meet the current codes while using non-proprietary equipment.

### Action Requested

Consider authorizing the City Manager to enter into an agreement with Southwest Elevator Company for the Elevator Modernization at City Hall in the amount of \$160,299.00

### Procurement Methodology & Funding Source

Southwest Elevators Company is a member of 791 COOP working under contract number 791202003003.

Funding for this project has been secured through FY25 general and utility funds.

### Staff Recommendation

City staff recommend council authorizes the City Manager to enter into an agreement with Southwest Elevator Company for the modernization of the city hall elevator, in the amount of \$160,299.00.

### ATTACHMENTS

1. Southwest Elevator - City Hall Elevator Modernization Quote