



## Agenda Item Summary

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**File #:** RES 22-307, **Version:** 1

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### **Submitted By**

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### **Reviewed By**

A.M. Zayyad

### **Agenda Item Title**

**A Resolution Approving a Professional Services Agreement with Thompson Elevator Inspection Service, Incorporated to Provide Elevator Inspection Services for a One Year Term with Two Additional One Year Option Terms in an Amount Not to Exceed \$65,000 on an Annual Basis and Authorizing its Execution**

### **Overview**

Elevators are unique, complex and specialized. In order to continue to provide optimum customer service, the Village of Oak Park shall continue to outsource the twice-annually safety inspections and construction plan review activities.

### **Recommendation**

Adopt the Resolution.

### **Fiscal Impact**

Line item 1001.46250.101.530667 (External Support) has \$1,400,000 budgeted for 2023. This contract will not exceed \$65,000.00 of the overall \$1,400,000 budgeted amount.

### **Background**

The State of Illinois requires elevators to be inspected annually. A majority of Illinois municipalities outsource their elevator safety inspection programs due to the complexity of elevator machinery.

The Village contracted with Thompson Elevator, to handle inspection and review services, from 2000 to 2014 and from 2018-2022. An RFP was facilitated in 2014 and as a result of that process, the Village switched outsourcing services from Thompson Elevator to Elevator Inspection Services. In 2017, the Village facilitated another RFP process that resulted in the Village switching back to Thompson Elevator Inspection Services for the 2018 calendar year, and extended the relationship through 2022.

Thompson Elevator responded to the Village's Request for Proposal issued on June 14, 2022. Staff has been

very satisfied with Thompson Elevator Inspection Services work and is therefore recommending moving forward with a Professional Services Agreement for the 2023 calendar year. The Village shall have the right to renew the contract on an annual basis for two (2) optional one-year terms (January 1 to December 31) or through 2025.

### **Alternatives**

The Village Board could direct that specialized in-house staff be hired to perform the inspection and review services.

### **Previous Board Action**

On December 2, 2019 the Village Board approved a Professional Services Agreement with Thompson Elevator Inspection Service, Incorporated for one year term and two additional one year option terms.

On February 1, 2021 the Village Board approved RES 21-29, to renew the agreement for services in Fiscal Year 2021.

On December 6, 2021 the Village Board approved RES 21-299, to renew the agreement for services in Fiscal Year 2022.

### **Citizen Advisory Commission Action**

N/A

### **Anticipated Future Actions/Commitments**

N/A

### **Intergovernmental Cooperation Opportunities**

N/A