

## STAFF REPORT

---

**Date:** January 22, 2025

**To:** Mayor and City Council

**Through:** Jackie Bryant, City Manager

**Subject:** Staff Report (For Possible Action): Approval of Amendment to Contract FM905D with Otis Elevator Company for elevator and escalator maintenance, extending the contract term through December 31, 2025, in the previously-approved not to exceed amount of \$777,400. (General Fund)

**From:** Vickie Gonzales, Management Analyst

**Department:** Maintenance and Operations

---

**Summary:**

The City of Reno is under contract with Otis Elevator Company to maintain and repair elevators at ten City of Reno Locations as per State of Nevada Mechanical Compliance regulations. The current contract expired on December 31, 2024, and has two one-year options to extend. There is enough cost savings in the contract to remain at the current not-to-exceed amount of \$777,400. Staff is requesting Council approval to extend the term of the contract to December 31, 2025, to continue the required services on the elevators at the 10 locations covered by this contract.

<b>Consent Review</b>	<b>Yes</b>	<b>No</b>
1. Is this item an annual or standard item that comes before Council for regular approval?	X	
2. Is this item an agreement required based on an item previously approved by Council?	X	
3. Is this item Included in the current budget approved and adopted by Council?	X	
<b>Other Considerations</b>		
What percent of the total city budget does this item represent?	0.00%	

**Alignment with Strategic Plan:**

Infrastructure, Climate Change, and Environmental Sustainability

**Previous Council Action:**

On December 1, 2021, Council approved the award of contract FM905D Elevator & Escalator Maintenance 2022-2024 to Otis Elevator Co for maintenance and repair on 16 elevators at 10 locations. On November 9, 2022, Council approved an amendment to contract FM905D Elevator & Escalator Maintenance 2022-2024 with Otis Elevator Co to bring all 16 elevators up to ASME Code standards as required by State law.

**Discussion:**

The contract was awarded to Otis Elevator Company on December 1, 2021.

The contract includes two one-year options to extend upon written agreement by both parties. The contract needs to be extended with Otis Elevator Companies through December 31, 2025.

**Financial Implications:**

Funding was approved, for the current fiscal year to the General Fund – Facility Maintenance Budget.

**Legal Implications:**

The amendment to the contract extension is warranted and allowed per the terms of the Contract.

**Recommendation:**

Staff recommends Council approve this amendment to the Otis Elevator Co. Elevator & Escalator Maintenance contract.

**Proposed Motion:**

I move to approve staff recommendations.

**Attachments:**

FM905D Amendment 1 year to 12.31.25