



**BOARD OF SUPERVISORS
AGENDA LETTER**

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:

Submitted on:
(COB Stamp)

Department Name:

General Services

Department No.: 063

Agenda Date: August 26, 2025

Placement: Administrative Agenda

Estimated Time: N/A

Continued Item: No

If Yes, date from: N/A

Vote Required: Majority

TO: Board of Supervisors

FROM: General Services: Kirk Lagerquist, Director

Lynne Dible, Assistant Director

Traci Lothery, Department Business Specialist II

SUBJECT: Countywide Elevator Preventative Maintenance Contracts, First and Second Districts

Initial
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County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk, CEO

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Find, in accordance with Government Code § 31000, that the County does not have employee resources to complete the elevator preventative maintenance services to be completed by Pacific Coast Elevator Corporation doing business as Amtech Elevator Services ("Amtech Elevator") under the attached recommended contracts, and that the County's economic interests are served by the attached recommended contracts for such services; and
- b) Approve and authorize the Chair to execute the Agreement for Services of Independent Contractor with Amtech Elevator in a base contract amount of \$470,400.00, to provide South County elevator preventative maintenance and call out services for the five-year period beginning on September 1, 2025, and ending on June 30, 2030 (Agreement 1); and
- c) Authorize the Director of General Services, or his Assistant Director designee, to approve amendments to Agreement 1 with Amtech Elevator to add sites and services to the Scope of Services for South County preventive maintenance, and to increase the amount payable under Agreement 1 accordingly in an aggregate supplemental services amount not to exceed

\$47,040.00, 10% of the base contract amount, for a total not-to-exceed maximum contract amount of \$517,440.00; and

- d) Find that the recommended contract approvals do not constitute a “Project” within the meaning of the California Environmental Quality Act pursuant to 14 CCR 15378 (b)(5) (Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment).

Summary Text:

This item is on the agenda to award the South County elevator preventative maintenance and service callouts contract to Amtech Elevator from Southern California.

Discussion:

In May 2025, Purchasing published a Request for Proposals for the South County Preventative Maintenance and callout services Agreement and received two proposals, one from Amtech Elevator and one from Republic Elevator for such services. Based on the proposals received, Amtech Elevator met the County’s qualifications and experience requirements, while also providing the best value to the County.

Background:

This Agreement will provide for the continuation of elevator preventative maintenance on South County elevators as described in attached Agreement 1 and this proposal received is within normal standards.

General Services is also requesting authorization for the General Services Director to approve an Amendment to the Agreement in respective aggregate amounts of no more than ten percent (10%) of the base contract amount of the Agreement. This authorization will allow for the addition of services and related supplies to be covered under the Agreement, if needed, without returning to the Board for approval of an amendment.

The Elevator Preventative Maintenance and callout services contract for the North County is currently under review and will be presented to the Board in a separate agenda item on a future meeting date.

Performance Measure:

General Services will closely monitor the contractor’s performance to ensure adherence to the Agreements.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

The previous 5-year contract did not include any increases over the course of the five year period, therefore the new contract reflects a 54% increase over the cost of the previously contracted annual elevator maintenance and supplemental services.

Funding Source – General Fund	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	Total
South County Preventive Maintenance/ Supplemental Services	\$103,488.00	\$103,488.00.	\$103,488.00	\$103,488.00	\$103,488.00	\$517,440.00
Total	\$103,488.00	\$103,488.00	\$103,488.00	\$103,488.00	\$103,488.00	\$517,440.00

Narrative: The first year of the annual contract amount is included in the FY 2025-26 approved Budget within the General Services Department Services and Supplies allocation. This is a recurring maintenance item, and for years 2-5, budget allocations will be included in the Department's Budget Requests for approval during each of the annual budget cycles.

Staffing Impacts:

None

Special Instructions:

Please send one (1) fully executed duplicate original of each of the Agreements and a Minute Order to Traci Lothery, General Services, and one (1) copy to Phung Loman, General Services.

Attachments:

Attachment A – Agreement 1

Contact Information:

Traci Lothery, Phung Loman and Lynne Dible, General Services