



City of Kansas City, Missouri

Docket Memo

Ordinance/Resolution #: 230968

Submitted Department/Preparer: General Services

Revised 10/23/23

Docket memos are required on all ordinances initiated by a Department Director. More information can be found in [Administrative Regulation \(AR\) 4-1](#).

Executive Summary

Authorizing the Manager of Procurement Services to exceed the \$1,000,000 contract authorization threshold in Code of Ordinances Section 3-41(a)(2) in order to execute an amendment to Contract No. EV2923 with Otis Elevator Services for the purpose of maintenance and repairs to City Hall's elevator system.

Discussion

Project Justification

It is in the best interest of the City to utilize Otis Elevator Services contractor who has unique and specialized experience for specific projects. There are several components and software within these elevators which are specialized and proprietary in nature. It is most efficient and cost effective to directly source parts and services from this contractor. The contractor provides, preventative maintenance to City Hall elevators including; controller parts, door operators, hoistway, machines, motors, governor components, pumps, wire ropes, and arrives on-site for emergency work within two hours of notification from the City.

Fiscal Impact

1. Is this legislation included in the adopted budget? ☒ Yes ☐ No
2. What is the funding source?
Special Obligation Series 2023B – AL - 3448-077700-611060-07P23061
3. How does the legislation affect the current fiscal year?
Work on this project will begin in FY24. Invoices will be submitted by the contracted firm on a monthly basis
4. Does the legislation have a fiscal impact in future fiscal years? Please notate the difference between one-time and recurring costs.
Funds will be encumbered in the current fiscal year and each subsequent fiscal years

5. Does the legislation generate revenue, leverage outside funding, or deliver a return on investment?

No

Office of Management and Budget Review

(OMB Staff will complete this section.)

- | | | |
|---|---|--|
| 1. This legislation is supported by the general fund. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 2. This fund has a structural imbalance. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 3. Account string has been verified/confirmed. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Additional Discussion (if needed)

Click or tap here to enter text.

Citywide Business Plan (CWBP) Impact

1. View the [FY23 Citywide Business Plan](#)
2. Which CWBP goal is most impacted by this legislation?
Infrastructure and Accessibility (Press tab after selecting.)
3. Which objectives are impacted by this legislation (select all that apply):
 - ☐ Enhance the accessible, sustainable and better connected multi-modal transportation system
 - ☐ Develop environmentally sound and sustainable infrastructure strategies that improve quality of life and foster economic growth
 - ☐ Increase and support local workforce development and minority, women, and locally-owned businesses
 - ☒ Engage in efforts to strategically invest in the City's infrastructure and explore emerging technologies
 - ☐
 - ☐

Prior Legislation

NA

Service Level Impacts

This project will improve the performance and infrastructure of City Hall's elevator operations.

Other Impacts

1. What will be the potential health impacts to any affected groups?
NA
2. How have those groups been engaged and involved in the development of this ordinance?
NA
3. How does this legislation contribute to a sustainable Kansas City?
Contractor shall include in their project proposals any “green, eco-friendly or sustainable” products as requested by City
4. Does this legislation create or preserve new housing units?
No (Press tab after selecting)

Click or tap here to enter text.

Click or tap here to enter text.

5. Department staff certifies the submission of any application Affirmative Action Plans or Certificates of Compliance, Contractor Utilization Plans (CUPs), and Letters of Intent to Subcontract (LOIs) to CREO prior to, or simultaneously with, the legislation entry request in Legistar.

Yes - I have submitted documents for CREO Review (Press tab after selecting)
Please attach or copy and paste CREO's review.

Click or tap here to enter text.

6. Does this legislation seek to approve a contract resulting from an Invitation for Bid?

No(Press tab after selecting)

Click or tap here to enter text.

7. Does this legislation seek to approve a contract resulting from a Request for Proposal/Qualification (RFP/Q)?
No(Press tab after selecting)

