



City of Oregon City

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Staff Report

File Number: 16-701

Agenda Date: 12/7/2016

Status: Agenda Ready

To: City Commission

Agenda #: 7b.

From: Public Works Director John Lewis

File Type: Report

SUBJECT:

Personal Services Agreement with Downtown Oregon City Association to Staff the Municipal Elevator

RECOMMENDED ACTION (Motion):

Authorize the City Manager to execute a Personal Services Agreement (PSA) in the amount of \$371,014.49 with Main Street Oregon City, Inc. DBA Downtown Oregon City Association (DOCA), to provide three years of staffing services for the Municipal Elevator.

BACKGROUND:

The City owns and maintains the City's Municipal Elevator located at 300 7th Street. Since 1991 the City has contracted with Five Star International to provide the staffing for the elevator. The latest contract with Five Star International runs through January 31, 2017 and the company has elected to not pursue the City's opportunity for staffing services beyond the end of this contract term.

On October 31, 2016 and November 7, 2016, the City published a Request for Proposals (RFP) for a three-year contract for Municipal Elevator Staffing Services in the Portland Daily Journal of Commerce. One proposal was received and opened on November 28, 2016. As there was only one, no formal review committee was convened to review the proposals, however staff have reviewed the proposal for completeness and determined the proposal to be responsive and reasonable when compared to our past contract with Five Star International.

DOCA submitted a detailed proposal based on the submittal requirements included in the RFP. The submittal addressed the intent of the RFP for providing staffing services for the elevator. The proposal also presents some new ideas for improving efficiency of operations and increasing personal interaction with riders. As with much of the day to day operations of the Municipal Elevator, Public Works Staff will work together with DOCA to establish ways to improve the Oregon City Municipal Elevator experience.

The annual cost break down from the DOCA proposal are as follows:

2017 (11 months beginning February 1, 2017)	\$116,016.27
2018 (12 months)	\$124,971.40
2019 (12 months)	\$130,026.82

The proposal also includes extended hours in the summer event season. Special events will be approved on an as needed basis and will be billed in addition to the contract limits, and at the unit rates proposed.

BUDGET IMPACT:

Amount: \$371,014.49
FY(s): 2016-17, 2017-18, 2018-19, 2019-20
Funding Source: 260-526-6004