



**Agenda Action Form Overview**

The Board is requested to authorize the County Manager to award an annual contract with the option to renew annually with Southern Elevator Company Inc. to provide elevator maintenance and repair services for various county facilities, in the amount of \$148,200.00 to begin services starting on July 1, 2026. The Board also allows the County Manager to sign off on subsequent extensions, change orders, or amendments associated with this contract, as necessary, so long as funds are available within the General Services Budget.

**Background/Justification**

On March 23, 2026, the Request for Proposals (RFP NO. 26-031) was advertised to obtain qualified and experienced firms to provide elevator maintenance and repair services across Durham County government facilities and parking decks.

We received proposals from three (3) elevator service providers. Upon completion of the evaluation process, Southern Elevator was identified as the most capable of delivering the level of service required. Their pricing demonstrated the most cost-effective solution while maintaining compliance with the county’s operational and service expectations for fifty (50) elevators across eighteen (18) county facilities.

In addition to offering the lowest bid, Southern Elevator Company has established an exceptional track record of performance servicing our current elevators that includes consistently delivering reliable elevator maintenance, repair, and modernization services with minimal disruption to county operations. Their proven history of satisfactory contract performance reduces operational risk and provides confidence in their continued ability to meet service level expectations throughout the contract term.

**Policy Impact**

This is consistent with Board of County Commissioners sustainable infrastructure and environmental policy provided in County buildings. The action does not require any BOCC policy changes.

**Procurement Background**

**Type of purchase**

- Goods
- Services
- Architect, Engineer or Surveyor Services
- Construction and Repair

**Did this request for purchase go through a bid process? Yes  No**

*Goods: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$90,000*

*Services: Bids required if  $\geq$  \$30,000, BOCC approval if  $>$  \$40,000*

*Construction/Repair work: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$500,000*



If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- Sole source exemption
- Cooperative purchasing program exemption
- State and federal contract exemption
- Contract is an amendment to an existing contract
- Other (please explain)

**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes  No**

If no, why?

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**Fiscal Impact**

Funding for this contract will come from General Services budget, 1001010000 – 4190420000 – 5200160100.

**Recommendation**

The Board is requested to authorize the County Manager to enter into an annual contract with Southern Elevator Company Inc. to provide Elevator Maintenance and Repair Services at county facilities, in the amount of \$148,200.00 starting on July 1, 2026 with the option to renew annually. The board also allows the County Manager to sign off on subsequent extensions, change orders, or amendments associated with this contract, as necessary, so long as funds are available within the General Services Budget.