



STAFF REPORT

AGENDA NO: 9f

MEETING DATE: February 2, 2026

To: Honorable Mayor and City Council

Date: February 2, 2026

**From: Chris Lamm, Director of Public Works – (650) 558-7230
Weizhi Cheng, Senior Civil Engineer – (650) 558-7258**

Subject: Adoption of a Resolution Awarding a \$402,262.26 Construction Contract to TK Elevator Corporation for the Library Public Elevator Modernization Project, City Project No. 87290, and Authorizing the City Manager to Execute the Construction Contract

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution awarding a construction contract to TK Elevator Corporation for the Library Public Elevator Modernization Project, City Project No. 87290, in the amount of \$402,262.26, and authorizing the City Manager to execute the construction contract.

BACKGROUND

The Facilities Capital Improvement Program (CIP) has determined that the public and staff elevators at the Burlingame Public Library need improvements and modernization. The aging hydraulic elevator has become less reliable and has exceeded its service life. The benefits of modernization include increased durability and reliability, improved fire and safety features, reduced waiting times, lower energy consumption, and lower operating costs.

The scope of work for this project includes removal and replacement or modernization of the elevator controller, power unit, elevator car, hoistway, pit, cab interior, door equipment, jack, and fixtures, along with electrical and fire alarm improvements for the public elevator only. Modernization of the staff elevator in the Burlingame Public Library is anticipated to be addressed at a later phase.

DISCUSSION

The City of Burlingame is a member of the Sourcewell JPA and has previously utilized Sourcewell's cooperatively purchased contracts. City staff identified TK Elevator Corporation as a qualified Sourcewell contractor for this project. A job walk took place in July 2025 with City staff and TK Elevator Corporation. TK Elevator Corporation then submitted a proposal, which has been reviewed and negotiated by City staff. Construction is anticipated to begin in spring 2026 and be completed by fall 2026 due to lead times for materials.

TK Elevator Corporation holds a multi-year Sourcewell contract (Contract No. 050224-TKE) to provide elevator services, including maintenance, modernization, and repair, to Sourcewell members. Choosing a contractor with an active Sourcewell contract complies with the City of Burlingame's procurement procedures for acquiring work on City projects.

FISCAL IMPACT

Estimated Construction Expenditures:

The following are the estimated construction expenditures:

TK Elevator Corporation Construction Services	\$402,262.26
Contingency (15%)	\$60,339.34
Staff Time & Administration	\$17,398.40
Total	\$480,000.00

Funding Availability:

The City Council has previously approved the project as part of the City's Capital Improvements Program. There are adequate funds available in the CIP Program to complete the project.

Exhibits:

- Resolution
- TK Elevator Construction Contract
- TK Elevator Proposal
- Sourcewell Contract No. 050224-TKE
- Project Location Map