City Council Agenda Item Report

FROM: Scott Herbert – Public Works Superintendent

MEETING DATE: September 17, 2025

SUBJECT: City Hall Elevator

DESCRIPTION:

Overview:
In July of 2025, the elevator at City Hall experienced a mechanical failure and is no longer operational at this time. This is an important piece of equipment to ensure accessibility to public meetings, so staff quickly began evaluating options so that we could provide a recommendation on how to best proceed with repairs and modernization of the unit.

The elevator's programmable logic controller (PLC) has failed and cannot be reset. The original controller is obsolete, and replacement parts are no longer available. Making a system upgrade is essential to maintain safety, state code compliance, operation, and accessibility to the council chamber.

Scope of Work:
Staff contacted three vendors and two have submitted proposals that include the following key upgrades:

- Replacement of the elevator controller (operating system)
- Installation of a new hydraulic power unit (motor and valve system)
- Replacement of traveling cable and internal wiring
- Installation of new door locks/interlocks for safety
- Final testing and inspection (included in McNally's scope)

***All components are non-proprietary, ensuring future service flexibility.**

Vendor Comparison:

Vendor	Total Cost	Warranty	Payment Terms	State Inspection & Permit	Notes
McNally Elevator	**$42,982**	**1 Year (Parts & Labor if McNally provides maintenance)**	**4 staged payments**	**Included**	**Original manufacturer of the elevator**
Elevator Service LLC	**$67,230**	**1 Year (Parts only; labor extra)**	**50% upfront**	**Not clearly stated**	**Higher cost, less coverage**

Timeline:

- Controller available for immediate shipment.
- Hydraulic pump lead time: 3–4 weeks.
- Installation: approximately 1.5 weeks after materials arrive.
- One-year warranty includes labor if McNally provides annual maintenance.

Additional Considerations:

- The City is grandfathered into Fire Service Phase I & II; no added fire system upgrades are required.
- McNally has agreed to honor its quote beyond the standard 45-day expiration, within reason.
- A full elevator replacement (LULA system) would cost approximately $85,000 and require structural modifications, while forfeiting our current grandfathered status.

Recommendation:
Based on cost, warranty coverage, and familiarity with the existing equipment, **award the modernization project to McNally Elevator** and proceed with contract execution and scheduling.

BUDGET ACTION REQUIRED:
Non-Budgeted Item

COMMITTEE/COMMISSION REVIEW:
N/A

LEGAL REVIEW:
N/A

SAMPLE MOTION:
Motion to approve the work proposal submitted by McNally Elevator to repair and modernize the City Hall elevator in the amount of $42,982.

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ELEVATOR

July 25, 2025

Project: Saugatuck City Hall

We are pleased to provide you with our quote for one BFLD Modernization for the above listed project.

This lifting device will meet requirements per ASME A17.1 Safety Code for Elevators and Escalators and the State of Michigan Elevator Rules and Regulations.

This lifting device is to have the following features listed below.

Configuration:

Installation:	Modernization		Location:	Saugatuck, MI
Equipment Type:	BFLD		Travel:	12'-0"
Machine:	Hydraulic		Machine / Control Space:	Adjacent
Code – ASME A17.1:	2016		Pit Depth:	Retain
Capacity:	750 lbs.		Overhead:	Retain
Speed:	Retain		Landings:	2
Openings:	1		Openings Layout:	1 Front – 0 Rear
Power Supply:	220V-1Ph		FLA:	Per Approvals
Rail:	T – 8#		Car Safeties:	NA
Cab:	Steel / Laminate		Cab Finish:	Retain
Car Door Finish:	Retain		Hoistway Door Finish:	Retain
Car Door Operation:	Accordian/Manual		Hoistway Door Operation:	Swing/Manual
Battery Lowering:	Yes		Phone:	Line by GC
Hoistway Width:	Retain		Hoistway Depth:	Retain
Cab Flooring:	Retain		Cab Flooring Finish:	By GC – if replaced

COMPANY

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Scope:

CONTROLLER & SELECTOR REPLACEMENT

1) McNally will secure and pay for the necessary major alteration permit from the Elevator Safety Division.
2) The existing controller will be removed and replaced with a new system incorporating a tape selector. The new **Controller is designed as a Non-Proprietary** unit with soft start, two-way leveling, car top operation, automatic control operation.
3) We will replace the elevator traveling cable and hoist cable with new and wire them into the safety circuits, pushbuttons, alarm bell and stop switches.
4) Fire Service Phase I and II will not be included into the computer programming. A dedicated smoke sensor will not need to be installed at each landing and in the machine room to allow this system to function properly.
5) We will perform a final alteration inspection test in the presence of the State Elevator Inspector.

HYDRAULIC PUMP UNIT

1) McNally will secure and pay for the necessary major alteration permit from the Elevator Safety Division.
2) Our company will furnish and install one (1) complete hydraulic pump unit, with new motor, and valving, including pressure relief, leveling and speed control.
3) We will provide new hydraulic oil in the reservoir and adjust all floor stops and floor levels. Pump unit will be designed for current capacity and travel of the existing elevator.
4) Our company will perform a final full load pressure relief safety test and alteration test in the presence of the State Elevator Inspector.

SIGNAL FIXTURES (CAR AND HALL)

1) Existing Signal Fixtures shall be retained.
2) New wiring shall be supplied to signal fixtures as required for normal operation. New travel cable shall be provided.
3) Wiring shall be integrated in to travel cable and ran directly to new elevator controller. Old wiring shall be removed from circuits and properly disposed of.

HOISTWAY DOORS AND INTERLOCKS

1) McNally will secure and pay for the necessary major alteration permit from the Elevator Safety Division.
2) We will replace the existing hoistway door interlocks with new, if required. Our company will mount and wire the interlock to the elevator controller

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Pricing:

Price for the above-described equipment installed is $42,982.00

Forty-Two Thousand Nine Hundred Eighty-Two

Estimated Lead Times:

1) 1-2 week for engineering and abstracting.
2) 1-2 weeks for drawings based on standard clearances after the completion of booking and receipt of completed job information sheets.
3) 4-6 weeks for manufacturing from the time of release after completion of any required files and distribution drawings. Loads in the shop will impact lead times.
4) 2-3 weeks installation of new equipment, (contingent on work by others if applicable.)

Investment Number:	Approved:
Additional Investment Alt 1:	NA
Additional Investment Alt 2:	NA

Terms:

Quote is valid for 45 days then subject to review. See attached qualifications & work by others.

10% Invoiced at time of Order for Abstracting and Drawings
40% Invoiced after Completed Drawings to Enter into Final Production
45% Invoiced Upon Delivery of Material
5% Invoiced at Final Inspection

Proposed By:

McNally Elevator Company

Mike McCallister

Michael McCallister

July 25, 2025

Date

Accepted By:

Saugatuck City Hall

Print:

Date

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Work by Others - Qualifications:

1. If required, construction or alterations of device hoistway, pit and machine space according to ASME A17.1 Safety Code for Elevators and Escalators – 2016 Edition, Michigan Elevator Rules and Regulations – 2016 Edition, and all codes as applicable of the authority having jurisdiction (AHJ) shall be by others.
2. Proposal does not include installation of telephone, if needed.
3. Pit must remain dry and free of water penetration, waterproofing or dewatering shall be by others.
4. All work to be performed during normal working hours of the elevator trade Monday through Friday 8:00 AM – 4:30 PM. Hours outside of this timeframe will be additional if required.
5. Machine and control space shall be kept at an ambient temperature and humidity levels per approval drawings. If venting, heating or cooling of machines space is required it shall be by others.
6. Pricing includes all freight, taxes, tools, materials, and labor for complete installation of equipment. Reinspection fees or temp cars shall be additional if required due to work by others.
7. Parking access required for trucks during installation, if paid parking is required it shall be additional.
8. Provide dedicated electrical disconnecting means, for main line power, to heavy duty disconnect with auxiliary contact kit for battery lowering in machine space, use time delay fuses per approvals (if required.)
9. Provide a separate dedicated 110V fused and lockable disconnect for elevator cab lighting (if required.)
10. Provide dedicated phone line to RJ11 jack adjected to the device controller, if one is not present. Phone lines shall be VoIP or POTS line, cell lines are not permitted.
11. Finished flooring inside the elevator cab shall be by others (if required.) Plywood subfloor shall be provided by elevator contractor.
12. Support means for door frames shall be by GC / owner.
13. If hoistway doors are being removed or replaced, provide barricades at each landing per OSHA requirements.
14. Equipment is finished product and shall be stored indoors with climate controlled secured storage. Storage fees shall apply if job site cannot accept delivery with agreed schedule.
15. Clear walking path and stairs to each landing must be provided prior to installation of equipment.
16. Provide storage area for elevator equipment adjacent to elevator shaft, within 50' if required.
17. McNally Elevator standard wage rates for technicians and insurance to apply.
18. For warranty to be valid on equipment, McNally Elevator shall be required to perform the code required, State of Michigan, preventive maintenance during the warranty period.
19. Pricing includes scope of work as outlined above. Shall change orders be requested for troubleshooting purposes with other trades or additional work it shall be at a rate of $198.00 per technician hour.

End of Section:

MCNALLY

ELEVATOR COMPANY

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ELEVATOR
SERVICE LLC
CONSTRUCTION • MODERNIZATION • REPAIR

Modernization Agreement

7/28/2025

Saugatuck City Hall
102 Butler St
Saugatuck, MI 49453 · 45 mi

Re: Saugatuck City Hall BFLD Modernization

Elevator Service LLC proposes to perform the following repairs as described below.

Equipment

BFLD (Barrier Free Lifting Device) State #025764

Scope of Work

Replace elevator controls, power unit, door locks, traveling cable and hoistway wiring.

Price: $67,230.00 (Sixty-Seven Thousand Two Hundred Thirty and 00/100 Dollars)

50% due upon signing

All work to be performed during normal business hours Monday-Friday 8:00 a.m. to 4:30 p.m. Any work that is requested to be performed outside of these normal operating hours may incur additional overtime rates.

Warranty

Elevator Service will provide a one-year warranty on parts. The maintenance contract will become effective after reinstating the elevator to public use. **If warranty labor is needed please advise and we will advise the additional cost.** Service calls and/or labor performed during weeknights, weekends, and/or holidays, will become an additional charge. Warranty does not cover parts or labor due to lack of maintenance, improper or abnormal use, misuse, neglect, abuse or accident, failure to follow operating instructions or acts of God.

Work required by others

1. Any cutting and patching of building construction required to install signal fixtures, or other elevator apparatus, and any repairs, grouting, patching, or painting made necessary by same.
2. Barricades as may be required during construction.
3. A machine room properly lighted and ventilated per code requirements with temperature maintained between 45°-95° with relative humidity not exceeding 85%. Door of size to permit access for hydraulic machine, to be self closing and locking, but openable from inside without key
4. New LED machine room lighting with GFCI outlets and NEMA 4 GFCI outlets/associated piping and LED lighting in the pit. LED tube lights must be plastic coated or guarded. Light Switch accessible from the pit.

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5. Light switch in elevator machine room, with switch located adjacent to access door.
6. Telephone instrument in elevator car, and dedicated wiring from building source to elevator control panel.
7. Analog type phone service/line will need to be brought to the elevator controller in the machine room.
8. Furnishing of any special intercom, paging, card readers, cameras, or television systems, including wiring from building source to elevator control panel.
9. Necessary power for installing, erecting, and testing, without charge.
10. A safe and dry space to store elevator equipment and tools before and during construction.
11. Furnish and install smoke detectors, modules and all associated wiring to comply with 2016 ASME A.17 Code requirements. Please consult with your Fire Protection Contractor to ensure you comply with NFPA requirements. A smoke detector will need to be installed at the top of the hoistway.
12. For hydraulic elevators, if sprinklers are located in the pit, a smoke detector will be required at the top of the hoistway. Also, an oil/water separator system based on the State of Michigan's Plumbing Division's list of choices will be required per section 1003.4. Oil-water separators must be completed and inspected with approval documentation on site. The oil separator reservoir must have a capacity of 110% of the oil in the hydraulic system.
13. For hydraulic elevators, if a sump pump is existing it needs to be upgraded to an oil/water separator system based on the State of Michigan's Plumbing Division's list of choices per section 1003.4. Oil-water separators must be completed and inspected with approval documentation on site. The oil separator reservoir must have a capacity of 110% of the oil in the hydraulic system.
14. Furnish and install a new fused and lockable disconnect (appropriate voltage), with 3-Phase 4-wire system and earth-ground. A 120V AC, 15 amp, fused and lockable disconnect, single-phase, earth-grounded for cab illumination/ventilation to the elevator controller.
15. The electrical feeder size may need to be increased to meet the new HP requirements of the system.
16. Provide a fire extinguisher in the elevator machine room.
17. If asbestos is found/related to our work it is the responsibility of the Owner to abate, contain or prepare the workplace for us to continue our work.
18. Supply a dumpster for removal of waste from jobsite.
19. If any contractors responsible for work required by others cause delay for any reason, there will be additional cost in the form of a change order to account for standby or extra time on the job due to the delay.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by their authorized representatives on the day and year first above written.

Submitted by:

Mark Pierson
Manager Modernization and New Construction
Mark.pierson@esigr.com

Approvals:

Elevator Service, LLC	Customer
By:_____	By:_____
Signature:_____	Signature:_____
Title:_____	Title:_____
Date:_____	Date:_____

Please include the email address invoices should be sent:_____

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Terms and Conditions

Acceptance of the proposal by the Customer shall be acceptance of all terms and conditions recited herein or incorporated by reference. Allowing Elevator Service,LLC. To commence work or preparation for work will constitute acceptance of this Proposal and all its terms & conditions. Quotations herein, unless otherwise stated, are for immediate acceptance and subject to change.

The Customer or Customers herein agree that Elevator Service, Inc. shall retain title to all materials and equipment delivered and placed upon any real property owned by Customer until final payment is made; that Elevator Service, LLC. shall have a lien thereon for any sums remaining unpaid, either for materials or labor or both, furnished under the terms of this Agreement. All sums not paid when due shall bear interest at the rate of 1½ % per month from due date until paid or the maximum legal rate permitted by law whichever is less; and all costs of collection including reasonable attorneys' fees, shall be paid by Customer. If the Customer fails to make payment to Elevator Service, LLC. as herein provided, then Elevator Service, LLC. may stop work without prejudice to any other remedy it may have.

Customer is to prepare all work areas so as to be acceptable for Elevator Service, Inc. work under this Agreement. Elevator Service, Inc. will not be called upon to start work until sufficient areas are ready to insure continued work until job completion. After acceptance of this Proposal as provided, Elevator Service, LLC. shall be given a reasonable time in which to make delivery of materials and/or labor to commence and complete the performance of the contract. Elevator Service, LLC. shall not be responsible for delays or faults where occasioned by any causes of any kind and extent beyond its control, including but not limited to: delays caused by the government, owner, general contractor, architect and/or engineers, armed conflict or economic dislocation resulting therefrom; embargoes, shortages of labor, raw materials, production facilities or transportation; labor difficulties, civil disorders of any kind; action of civil or military authorities; vendor priorities and allocations, fires, floods and acts of God.

All workmanship is guaranteed against defects in workmanship for a period of one year from the date of installation. Elevator Service, LLC's. obligation under this warranty shall be limited to repairing, replacing, or issuing credits for- at Elevator Service, LLC. option- any products or services it finds to be defective in material or workmanship. In no event shall Elevator Service, LLC. be liable for incidental, consequential, or indirect damages of any kind. Elevator Service, LLC. shall not be responsible for damage to its work by other parties.

Any repair work necessitated by caused damage will be considered as an order for extra work. THIS WARRANTY SHALL BE IN LIEU OF ANY OTHER WARRANTY, EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTY FOR MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. All materials shall be furnished in accordance with the respective industry tolerance of color variation, thickness, size, finish, texture and performance standards.

The Customer shall make no demand for liquidated damages for delays or actual damages for delays in any sum in excess of such amount as may be specifically named in this Proposal and no liquidated damages may be assessed against Elevator Service, LLC. for delays or causes attributed to other contractors or arising outside the scope of this Proposal.

From and after delivery to job site of the materials covered hereby, the Customer shall assume, pay for and indemnify Elevator Service, LLC. against any and all damages to or loss or destruction of such materials by any cause whatsoever, except causes directly attributable to the negligence of Elevator Service, LLC. employees or agent(s) irrespective of whether the same may then be in any wise and to any extent erected, completed or accepted, and whether any part of the purchase price hereunder shall have then accrued.

All claims or causes of action arising from this Contract shall be brought in the United States District Court for the Western District of Michigan or in the Kent County Michigan Circuit Court.

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