

VILLAGE OF LOMBARD  
REQUEST FOR BOARD OF TRUSTEES ACTION  
For Inclusion on Board Agenda

\_\_\_\_\_  
\_\_\_\_\_  
X \_\_\_\_\_  
Resolution or Ordinance (Blue) \_\_\_\_\_ Waiver of First Requested  
Recommendations of Boards, Commissions & Committees (Green)  
Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES  
FROM: Scott R. Niehaus, Village Manager  
DATE: December 30, 2025 BOT Date: January 8, 2026  
TITLE: **Approval of Elevator Plan Review & Inspections Contract - Thompson Elevator Inspection Service, Inc.**  
SUBMITTED BY: Keith Steiskal, Director of Building HS.

BACKGROUND/POLICY IMPLICATIONS:

The Community Development Department utilizes third-party services to meet the elevator plan review and elevator inspection activities for the Village.

Staff seeks concurrence from the Village Board for approval of a contractual services agreement with Thompson Elevator Inspection Service, Inc. for the 2026 & 2027 calendar years. The Village has a combination of 337 elevators, escalators, and chairlifts that are inspected on an annual basis. In addition, Thompson Elevator provides plan review and code compliance services to the Village. Thompson Elevator has performed such services for the Village for over twenty years and has demonstrated competencies of meeting the needs of property owners and the Village. The agreement is based upon a fee schedule per unit/inspection/review, for as-needed services, not to exceed \$30,000 per calendar year. The proposed fee schedule reflects the first rate increase since 2017 for their services. These funds are provided for in the FY 2026 Budget.

Staff recommend that the Village Board of Trustees waive formal bidding and authorize the signature of the Village Manager on the attached agreement with Thompson Elevator Inspection Service, Inc. on behalf of the Village for the 2026 and 2027 calendar years.

FISCAL IMPACT/FUNDING SOURCE:

REVIEW (AS NECESSARY):

Finance Director X \_\_\_\_\_ Date \_\_\_\_\_

Village Manager X \_\_\_\_\_ Date \_\_\_\_\_



## MEMORANDUM

**TO:** Scott R. Niehaus, Village Manager

**FROM:** Keith Steiskal, Director of Building *-KJS*

**MEETING DATE:** January 8, 2026

**SUBJECT:** Approval of Elevator Plan Review and Inspections Contract –  
Thompson Elevator Inspection Service, Inc. for the period of  
January 1, 2026 – December 31, 2027

The Community Development Department utilizes third-party services to meet the elevator plan review and elevator inspection activities for the Village.

Staff seeks concurrence from the Village Board for approval of a contractual services agreement with Thompson Elevator Inspection Service, Inc. for the 2026 & 2027 calendar years. The Village has a combination of 337 elevators, escalators, and chairlifts that are inspected on an annual basis. In addition, Thompson Elevator provides plan review and code compliance services to the Village. Thompson Elevator has performed such services for the Village for over twenty years and has demonstrated competencies of meeting the needs of property owners and the Village. The agreement is based upon a fee schedule per unit/inspection/review, for as-needed services, not to exceed \$30,000 per calendar year. The proposed fee schedule reflects the first rate increase since 2017 for their services. These funds are provided for in the FY 2026 Budget.

### RECOMMENDATION:

Staff recommend that the Village Board of Trustees waive formal bidding and authorize the signature of the Village Manager on the attached agreement with Thompson Elevator Inspection Service, Inc. on behalf of the Village for the 2026 and 2027 calendar years.

# THOMPSON ELEVATOR INSPECTION SERVICE, INC.

830 East Rand Road | Unit 10 | Mount Prospect, Illinois 60056  
 Phone (847) 296-8211 | Email [info@thompsonselevator.com](mailto:info@thompsonselevator.com)

## VILLAGE OF LOMBARD

### Schedule of Fees

Effective: January 1, 2026 through December 31, 2027 with two additional one year options

ITEM	SERVICE / FEE:	APPLIES TO:	SERVICE PROVIDED:
1	<b>Routine Code Inspection (initial or re-inspection)</b>  \$59.00 per unit, per inspection	<ul style="list-style-type: none"> <li>Commercial conveyance code inspections</li> <li>Existing elevators, escalators, dumbwaiters, freight elevators, lifts (wheelchair, dock, material, casket, scissor, VRCs, etc.)</li> <li>Includes OSFM and non-OSFM applicable equipment</li> </ul>	<ul style="list-style-type: none"> <li>Code inspections completed annually</li> <li>TEIS provides forms</li> <li>TEIS provides insurance</li> <li>TEIS provides copies of all inspections to Municipality</li> </ul>
2	<b>Plan Review</b>  \$75.00 per unit per review	<ul style="list-style-type: none"> <li>Commercial and residential plan reviews</li> <li>New and existing elevators, escalators, dumbwaiters, freight elevators, lifts (wheelchair, dock, material, casket, scissor, VRCs, etc.)</li> <li>Includes OSFM and non-OSFM applicable equipment</li> </ul>	<ul style="list-style-type: none"> <li>Review of final elevator shop drawings</li> <li>Copy of completed plan review sent to Municipality</li> </ul>
3	<b>Permit Inspection (initial or re-inspection)</b>  \$100.00 per unit, per hour	<ul style="list-style-type: none"> <li>Commercial and residential permit inspections</li> <li>New and existing elevators, escalators, dumbwaiters, freight elevators, lifts (wheelchair, dock, material, casket, scissor, VRCs, etc.)</li> <li>Includes OSFM and non-OSFM applicable equipment</li> </ul>	<ul style="list-style-type: none"> <li>Permit inspection completed upon request by permit applicant</li> <li>TEIS provides forms</li> <li>TEIS provides insurance</li> <li>TEIS provides copies of all inspections to Municipality</li> </ul>
4	<b>Certificates</b>  Not Applicable – if Village creates and distributes to Building Owner	<ul style="list-style-type: none"> <li>Commercial and residential conveyance</li> <li>Existing elevators, escalators, dumbwaiters, freight elevators, lifts (wheelchair, dock, material, casket, scissor, VRCs, etc.)</li> <li>Includes OSFM applicability and non-OSFM applicability</li> </ul>	<ul style="list-style-type: none"> <li>If applicable, certificates furnished and distributed by TEIS to Village or Building Owners with units passing code inspection</li> </ul>
5	<b>TQs due to Entrapment</b>  \$55.00 per unit per entrapment	<ul style="list-style-type: none"> <li>Commercial and residential conveyance</li> <li>Existing elevators, escalators, dumbwaiters, freight elevators, lifts (wheelchair, dock, material, casket, scissor, VRCs, etc.)</li> <li>Includes OSFM applicability and non-OSFM applicability</li> </ul>	<ul style="list-style-type: none"> <li>Review of the elevator co documentation, phone calls to their personnel, review of history on the unit,</li> <li>Provide advisement on code enforcement issues for entrapment cause(s)</li> </ul>
6	<b>Testing</b>  \$235.00 per unit, per hour <b>not billed to the Village</b>	Witness Category Testing and FAID, as applicable for Hydraulic, Traction, Escalator equipment, but not limited to (State Law requirement)	<p>Required Maintenance Testing varies from 1 hour to up to 4-6 hours per unit, per type, as applicable</p> <p>*Elevator co performs/ demonstrates equipment test tasks/requirements</p>

**Note:** The Village of Lombard shall issue code enforcement methods for non-compliant conveyances as the AHJ for the following codes: Village adopted IBC and IL Elevator Safety Act and its contents (225 ILCS 312) as well as Illinois Accessibility Code

### APPROVED AND ACCEPTED:

Signature \_\_\_\_\_

Date: \_\_\_\_\_, 20 \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

# THOMPSON ELEVATOR INSPECTION SERVICE, INC.

830 East Rand Road | Unit 10 | Mount Prospect, Illinois 60056

Phone (847) 296-8211 | Email info@thompsonselevator.com

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## CONTRACT FOR INSPECTION SERVICES

Thompson Elevator Inspection Service, Inc (TEIS). 830 E Rand Rd, Suite 10, Mt. Prospect, Illinois 60056, shall perform mechanical and electrical inspections of all safety devices and equipment, including, but not limited to, Passenger Elevators, Freight Elevators, Docklifts, Dumbwaiter, Escalator and Wheel Chair Lifts for the Village of Lombard

Inspections will be made in accordance with the Village of Lombard or County Code or Ordinance covering operation of said elevators at the addresses given by the Building Department.

Fees to be charged will be in accordance with the Fee Schedule attached to and made a part of the Agreement; it being understood and agreed that the Schedule as shown applies to each elevator inspected.

Thompson Elevator Inspection Service, Inc. will provide all insurance necessary to cover its employees who are performing under the terms of this Agreement.

Thompson Elevator Inspection Service, Inc. shall furnish a liability insurance policy for accident, public liability coverage. Thompson Elevator Inspection Service, Inc. shall provide a certificate of insurance for such coverage.

At the conclusion of inspection services, a report will immediately be made to the Building Department providing the results of such inspection. The responsibility for the repair, replacement, alterations, or any other work indicated as necessary under said Inspection Report shall be the sole responsibility of the Building Owner.

It is agreed that Thompson Elevator Inspection Service, Inc. does not assume possession or control of any part of the equipment inspected, but such remains the responsibility of the owner thereof. Thompson Elevator Inspection Service, Inc. represents that it will make no examination of the equipment other than that necessary to do the work described herein and assumes no responsibility for any part of the equipment insofar as its mechanical functioning or use is concerned. Nothing in the agreement should be construed to mean that Thompson Elevator Inspection Service, Inc. assumes any liability for loss or damage because of bodily injury (including death) or property damage arising under the agreement except loss or damage directly resulting from the negligent acts or omissions of Thompson Elevator Inspection Service, Inc. or its employees, in performing the services described in this agreement. Under no circumstances shall Thompson Elevator Inspection Service, Inc. be liable for consequential damages or for damages caused by the negligence of others whether arising under contract or tort.

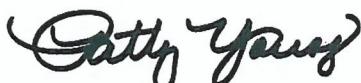
Thompson Elevator Inspection Service, Inc. agrees to hold harmless and indemnify the Village of Lombard for any and all acts of negligence committed by Thompson Elevator Inspection Service, Inc. which in anyway result in liability to said Municipality.

It is understood and agreed completion of inspection services is by Thompson Elevator Inspection Service, Inc., hereunder, and submission of its Inspection Report will constitute complete and full performance by Thompson Elevator Inspection Service, Inc. under the terms of this agreement. Thompson Elevator Inspection Service, Inc. shall have no responsibility or obligation thereafter for the performance or completion of any necessary repairs, alterations, installations, or other work indicated as necessary by such Inspection Report.

This contract may be canceled or modified by either party upon thirty (30) days written notice.

IN WITNESS WHEREOF, the parties set their hands and seals at \_\_\_\_\_, Illinois, this  
\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

THOMPSON ELEVATOR INSPECTION SERVICE, INC.



By: \_\_\_\_\_  
Patty Young  
President  
May 9, 2025

APPROVED AND ACCEPTED:

Village of Lombard

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_, 20 \_\_\_\_\_