



Legislation Text

File #: 18-0029, **Version:** 1

Resolution to Approve an Amendment to the Purchase Order with Harper Electric Inc., for On-Call Electrical Services (Not to Exceed \$15,000.00)

We recommend your approval of the attached resolution authorizing an amendment to a purchase order with Harper Electric Inc. to provide on-call electrical services for FY2018 to raise its not-to-exceed amount from \$25,000.00 to \$40,000.00.

Each year, the Fleet & Facilities Unit solicits quotes for on-call electrical services from at least three qualified firms. A standard purchase order is then issued and the firm provides electrical repair and maintenance services at various City facilities, as directed by City staff. The same process is used for HVAC and services. In prior years, the amounts of these purchase orders have not exceeded the \$25,000.00 threshold that would require City Council action.

Last June, the City solicited three quotes for the FY2018 on-call electrical work. Harper Electric Inc. was the only firm that responded. No ITB or RFP was issued because this work has historically cost less than \$25,000.00 annually.

Six months into FY2018, we have experienced significant and expensive electrical repairs, primarily due to electrical problems at the Ann Arbor Municipal Center (generator failure) and MRF. These repairs depleted the original purchase order. While these expenses have been identified and the work completed, we still have our normal costs for on-call electrical repair and maintenance work for the remainder of the fiscal year. The \$15,000.00 amendment to the purchase order is needed to cover these services.

Budget and Fiscal Impact: Funding for the work is available in the appropriate Operations and Maintenance Budgets

Harper Electric Inc. complies with the requirements of the City's Living Wage, Prevailing Wage and Non-Discrimination ordinances.

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Reviewed by: Craig Hupy, Public Services Administrator

Approved by: Howard S. Lazarus, City Administrator

Whereas, There is a need to provide safe and reliable electrical systems throughout City facilities;

Whereas, The cost to repair and maintain these systems varies from year to year and the work is handled on an as needed basis utilizing an on-call contractor;

Whereas, The annual cost of this work is normally less than \$25,000.00 and is handled by soliciting written quotations and using the City's purchase order as the contract;

Whereas, Written quotations for electrical repair and maintenance services were solicited in June, 2017, and Harper Electric Inc. of Ann Arbor, MI, was selected as the on-call contractor;

Whereas, Costly repairs at the Ann Arbor Municipal Center and Materials Recovery Facility have depleted the original \$25,000.00 purchase order;

Whereas, An additional amount not to exceed \$15,000.00 is needed for electrical repair and maintenance services for the remainder of FY2018 to cover normal on-call electrical repair and maintenance work at various City facilities;

Whereas, Harper Electric Inc. complies with the City's Living Wage, Prevailing Wage and Non-Discrimination ordinances; and

Whereas, Funding for the work is available in the appropriate Operations and Maintenance Budgets;

RESOLVED, That City Council approve an amendment to the purchase order to Harper Electric Inc., in an amount not to exceed \$15,000.00, for a total purchase order amount not to exceed \$40,000.00, for on-call repair and maintenance electrical services for FY2018; and

RESOLVED, That the City Administrator be authorized to take all necessary actions to implement this resolution.