



## Legislation Text

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**File #:** 19-2095, **Version:** 1

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Resolution to Approve a Two-Year Professional Services Agreement (PSA) with A. F. Smith Electric, Inc. for Electrical Services for Parks & Recreation for a Not to Exceed Annual Amount of \$100,000.00 Attached for your review and action is a resolution to approve a Professional Services Agreement (PSA) with an electrical firm, A. F. Smith Electric, Inc. to provide licensed electrical contracting services for maintenance, and repair or improvement of existing facilities within the Parks & Recreation system.

Parks & Recreation often requires the services of licensed electricians to perform electrical work within the park system. The type of work may include, but is not limited to, inspection, maintenance, repair or installation of duct banks, conduits, conductors, motor control centers, breakers, disconnects, distribution systems, lighting systems and controls, electric motors, PLC and RTU systems and security systems. Pre-qualifying contractors with appropriate experience to perform the work expedites project completion. Pools and rinks, for example, often have electrical work that requires same-day response. Having an on-call contractor minimizes the risk of extended pool and rink closures due to mechanical problems.

Request for Proposal (RFP) #19-24 was released on August 23, 2019, and was advertised on the Michigan Inter-Governmental Trade Network as well as on the City of Ann Arbor Purchasing website. Two firms submitted proposals. After a review of qualifications, staff selected the following firm for the required services:

A. F. Smith Electric, Inc.

Staff is recommending approval of a professional services agreement (PSA) with this firm for electrical services on an as-needed basis for a period of two years. Total expenditures per fiscal year will not to exceed \$100,000.00. There is no obligation on the part of the City to spend the entire amount. Continuation and extension of the contracts in each fiscal year after June 30, 2020 will depend on the availability of funding in the budget for that fiscal year. The contract includes the option to approve an extension for up to an additional two-year period if deemed in the best interest of the City. If extended, the contract rates are subject to an escalation not to exceed 3%. Funding for FY2020 is available in the approved Park Maintenance and Capital Improvements Millage budget.

The Park Advisory Commission recommended approval of this PSA at their November 19<sup>th</sup>, 2019 meeting.

Prepared by: Scott Spooner, Deputy Manager, Parks Maintenance  
Reviewed by: Colin Smith, Parks and Recreation Services Manager  
Derek Delacourt, Community Services Area Administrator  
Approved by: Howard S.Lazarus, City Administrator

Whereas, The City issued a Request for Proposals, RFP #19-24, to identify contractors experienced in Electrical Services for parks and recreation projects;

Whereas, Two firms submitted proposals in response to RFP #19-24;

Whereas, Staff has selected the following contractor to perform the type of work identified in RFP #19-24;

A. F. Smith, Electric, Inc.

Whereas, Award of the PSA for services on an as-needed basis will allow for expedited maintenance and repairs across the Parks & Recreation system;

Whereas, Funding is available in the approved FY2020 Parks Maintenance and Capital Improvements budget to cover the cost of these services;

Whereas, Funding for services in future fiscal years will be contingent upon City Council approval of the Parks Maintenance and Capital Improvements budget;

Whereas, A. F. Smith, Electric, Inc. complies with the requirements of the Living Wage and Non-Discrimination Ordinances; and

Whereas, The Park Advisory Commission recommended approval of this PSA at their November 19, 2019 meeting;

RESOLVED, That City Council approve a two-year Professional Services Agreements for Electrical Services with A. F. Smith, Electric, Inc. for an amount not to exceed \$100,000.00 per fiscal year;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said Professional Services Agreement after approval as to substance by the City Administrator and approval as to form by the City Attorney;

RESOLVED, That the City Administrator be authorized to renew the PSA for up to two additional years provided both parties agree to an extension, subject to an escalation of the contract rates in the first year of the extension, not to exceed 3%, and subject to the availability of funding in each of those years; and

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