

HARPER ELECTRIC, INC.

**6920 Jackson Rd
Ann Arbor, MI 48103**

(734) 662-8367

Fax (734) 662-8394

www.harperelectric.net

5/11/23

The attached document is to serve as our:

Professional qualifications document for the On-call electrical services for the city of Ann Arbor facilities. RFP # 23-26.

Harper Electric, Inc.
6920 Jackson Rd.
Ann Arbor, MI 48103

Harper Electric is licensed in the State of Michigan. Our articles of Incorporation are listed here in this state as this is our only location. We have been in the Ann Arbor community since 1955 and we provide:

- *Residential Wiring
- *Commercial Wiring
- *Industrial Wiring

In these categories we provide new construction, Design build construction, remodeling, and service work.

We are approved vendors currently for:

- *City of Ann Arbor (We are one of your current providers)
- *Ann Arbor Public Schools
- *Washtenaw Intermediate school district
- *Eastern Michigan University
- *We have a client list of over 6500-individuals, businesses, General contractors, and institutions.

I currently employ 21 electricians, one full time estimator/project manager, and one full time office Manager.

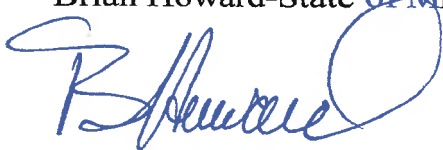
Our Sales for the 2022 calendar year were 5.7 million in gross sales.

I'm the Vice president, with my mother (Annabell Howard) as president since my father passed away in the summer of 2014. I hold the master's and State of Michigan contractor's license for our business. I have a BS in business administration from Tri State University and have been a 25-year member of local 252 brotherhood of electrical workers. Our company is a signatory member of Local 252 and has been since the late 1960's. All our employees are members of Local 252 and we are in excellent standing with the local union.

Any questions concerning this document can be directed to me at the number above.

Thank you,

Brian Howard-State of Michigan master electrician #6213306

A handwritten signature in blue ink, appearing to read "B. Howard", with a large, stylized loop at the end.

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Bidders' qualification and experience statement as of May 11, 2023

This document is to provide a list of previous and similar projects completed by Harper Electric. They are as follows:

1. Silver Maples Condominiums. (17) Town homes began in 2019 and completed in 2020. General Contractor-AZ Shmina general contractor. \$400,000.00. Jason Hammond Project Manager 810-227-5100.
2. Webster Township Fire station. Brand new fire station was built in 2020 and completed in 2021. General Contractor-Phoenix Contracting. \$275,000.00. Mark Hiser Project Manager 734-487-9640
3. Augusta Township Fire station. Brand new fire station was built in 2021 and completed in 2022. General Contractor-Phoenix Contracting. \$350,000.00. Joe Palmer Project Manager 734-487-9640
4. Washtenaw Community college. UPS Replacement project. Work began and was completed in 2022. \$40,000.00. Rob Gula Project manager for WCC 586-531-3148.
5. Washtenaw Community college. FEB building lighting replacement and lighting controls install. Work began and was completed in 2021. \$87,000.00. Rob Gula Project manager for WCC 586-531-3148
6. Eastern Michigan University. University House (President of the university's residence). \$250,000.00. Completed summer 2022. Josh Tabaka-EMU Project manager 734-845-0408.
7. Eastern Michigan University. Rowing Locker room renovation. Completed summer 2022. Josh Tabaka-EMU Project manager 734-845-0408. Kasco construction was project construction Manager.

8. Eastern Michigan University. Rec IM building switchgear replacement. \$600,000.00. Completed summer 2022. Josh Tabaka-EMU Project manager 734-845-0408.

9. Hidden Lakes campground. Wire new campsite pedestals, Club house, and well pump/maintenance building. \$272,000.00. Bill Lester of Lester Brothers construction-Owner. Personal cell # 517-206-6823

10. Grainger Construction-EMU basketball and volleyball court wiring. \$140,000.00. Project manager Chris Schurlach 810-533-5640.

11. Recycle Ann Arbor. Install new wiring for "Machine X" along with new lighting in the facility. \$128,000.00. Curt Curavo Project supervisor for Recycle Ann Arbor 734-496-2711.

*City of Ann Arbor-Completed jobs as of the date of this letter within the last year. Lynn Crum 734-323-4158 and Frank Burchett 734-845-0401 were our contact people.

*Install over (40) level two Charge point EV car charging stations at (6) different parking structures. This was done with the A2 DDA and the COA office of sustainability and innovation. Simi Barr was the project manager for these jobs. His contact number is 734-794-6430 X-43729

*Install new dedicated circuit for Electric lawn mower-located at the Wheeler service center.

*Install new commercial heavy duty washing machine circuits at fire stations #1 & #6.

*Numerous jobs at several building all around the city.

All jobs were done under previous PVC (preferred vendor contract), which we have had with the city for last three years.

Any questions concerning this document can be directed to me at the number above.

Thank you,

Brian Howard-VP

A handwritten signature in blue ink, appearing to be 'B. Howard', with a large circular flourish to the right.

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**City of Ann Arbor
Fleet & Facilities Unit/City Administration**

5/11/23

RE: RFP #23-26

To Whom It May Concern:

I will be the authorized negotiator for our company.

Any questions concerning this document can be directed to me at the number above.

Thank you,
Brian Howard-State of Michigan master electrician #6213306

A handwritten signature in blue ink, appearing to read "B. Howard", is written below the typed name.

FEE PROPOSAL FORM
RFP #23-26 - On-Call Electrical Services



Respondent's Name: Harper Electric, Inc.

Provide Hourly Billing Rates for the following periods:

Initial Contract Term	Regular Hourly Rate Monday-Friday (7a-5p)	Overtime Hourly Rate	Sunday/Holiday Overtime Hourly Rate	Travel/Show Up Charge
Start of contract - June 30, 2024	\$103.00	\$154.50	\$206.00	Minimum 1 hour
July 1, 2024 - June 30, 2025	\$107.00	\$160.50	\$214.00	Minimum 1 hour
Optional Contract Extension Term				
July 1, 2025 - June 30, 2026	\$111.00	\$166.50	\$222.00	Minimum 1 hour
July 1, 2026 - June 30, 2027	\$115.00	\$172.50	\$230.00	Minimum 1 hour

The regular hourly rate shall be applicable during normal business hours Monday through Friday (7am – 5 pm). The overtime rate shall apply outside of normal work hours Monday through Friday, and all day on Saturday. The Sunday and Holiday hourly rate shall be applicable all day on Sunday and City observed Holidays. Please identify any exceptions to proposed hourly rates and associated time periods below:

No Exceptions Taken to this time frame given above.

Please append any equipment hourly costs for equipment owned by the proposing firm.

If work is performed by a subcontractor to the proposing firm, an additional markup of five percent (5%) shall be added to the fees of the subcontractor.

If repair parts, materials, permits or rental equipment are required, an additional markup of fifteen percent (15%) shall be added to those costs.

Provide the maximum anticipated response times for both standard and emergency tasks:

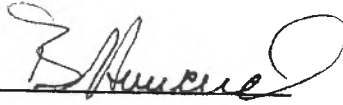
Standard Response Time (Hours): 8 hours

Emergency Response Time (Hours): 2 hours

The initial term of the contract starts upon the contract approval date and ending on June 30, 2025 with a City optional extension for an additional two (2) years. It is understood that the submitted hourly rate proposals are to be honored over the term of the contract.

The undersigned hereby declares that he/she has carefully examined the conditions of this request for proposal and will provide the services as specified for the prices set for in this proposal.

Representative's Name: Harper Electric, Inc.

Signature: Brian Howard -  Date: 5/11/23

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5/11/23

This is an attachment furnished by our company to provide additional pricing for items which could be used if were selected to continue with your service contract. These items would be:

*Boom Truck-\$75/hour of use. However, we'll cap this at \$375/day.

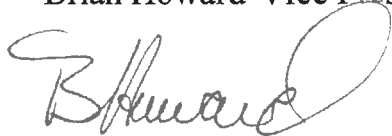
*Scissor lift-\$35/hour of use. However, we'll cap this at \$250/day or \$1,000/week.

*Excavation equipment-\$175/hour. This includes the cost of the operator and mobilization to the site.

Any questions concerning this document can be directed to me at the number above.

Thank you,

Brian Howard-Vice President

A handwritten signature in cursive script, appearing to read "B. Howard", is written below the typed name.

**ATTACHMENT A
CITY OF ANN ARBOR
PREVAILING WAGE DECLARATION OF COMPLIANCE**

The "wage and employment requirements" of Section 1:320 of Chapter 14 of Title I of the Ann Arbor City Code mandates that the city not enter any contract, understanding or other arrangement for a public improvement for or on behalf of the city unless the contract provides that all craftsmen, mechanics and laborers employed directly on the site in connection with said improvements, including said employees of subcontractors, shall receive the prevailing wage for the corresponding classes of craftsmen, mechanics and laborers, as determined by statistics for the Ann Arbor area compiled by the United States Department of Labor. Where the contract and the Ann Arbor City Code are silent as to definitions of terms required in determining contract compliance with regard to prevailing wages, the definitions provided in the Davis-Bacon Act as amended (40 U.S.C. 278-a to 276-a-7) for the terms shall be used. Further, to the extent that any employees of the contractor providing services under this contract are not part of the class of craftsmen, mechanics and laborers who receive a prevailing wage in conformance with section 1:320 of Chapter 14 of Title I of the Code of the City of Ann Arbor, employees shall be paid a prescribed minimum level of compensation (i.e. Living Wage) for the time those employees perform work on the contract in conformance with section 1:815 of Chapter 23 of Title I of the Code of the City of Ann Arbor.

At the request of the city, any contractor or subcontractor shall provide satisfactory proof of compliance with this provision.

The Contractor agrees:

- (a) To pay each of its employees whose wage level is required to comply with federal, state or local prevailing wage law, for work covered or funded by this contract with the City,
- (b) To require each subcontractor performing work covered or funded by this contract with the City to pay each of its employees the applicable prescribed wage level under the conditions stated in subsection (a) or (b) above.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the wage and employment provisions of the Chapter 14 of the Ann Arbor City Code. The undersigned certifies that he/she has read and is familiar with the terms of Section 1:320 of Chapter 14 of the Ann Arbor City Code and by executing this Declaration of Compliance obligates his/her employer and any subcontractor employed by it to perform work on the contract to the wage and employment requirements stated herein. The undersigned further acknowledges and agrees that if it is found to be in violation of the wage and employment requirements of Section 1:320 of the Chapter 14 of the Ann Arbor City Code it shall have been deemed a material breach of the terms of the contract and grounds for termination of same by the City.

Harper Electric, Inc.

Company Name
Brian Howard -  5/11/23
Signature of Authorized Representative Date

Brian Howard

Print Name and Title

Brian Howard-Vice President

Address, City, State, Zip

6920 Jackson Rd Ann Arbor, MI 48103

Phone/Email address

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500

9/25/15 Rev 0

PW

**ATTACHMENT B
LEGAL STATUS OF OFFEROR**

(The Respondent shall fill out the provision and strike out the remaining ones.)

The Respondent is:

- A corporation organized and doing business under the laws of the state of Michigan, for whom Brian Howard bearing the office title of Vice President, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.*

*If not incorporated in Michigan, please attach the corporation's Certificate of Authority

- A limited liability company doing business under the laws of the State of _____ whom _____ bearing the title of _____ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.
- A partnership organized under the laws of the State of _____ and filed with the County of _____, whose members are (attach list including street and mailing address for each.)
- An individual, whose signature with address, is affixed to this RFP.

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

Brian Howard - B Howard Date: 5/11/23
Signature _____

(Print) Name Brian Howard Title Vice President

Firm: Harper Electric, Inc.

Address: 6920 Jackson Rd Ann Arbor, MI 48103

Contact Phone 734-662-8367

Fax 734-662-8394

Email bhoward@harperelectric.net

**ATTACHMENT C
CITY OF ANN ARBOR DECLARATION OF COMPLIANCE**

Non-Discrimination Ordinance

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

Harper Electric, Inc.

Company Name

Brian Howard -  5/11/23

Signature of Authorized Representative

Date

Brian Howard-Vice President

Print Name and Title

Brian Howard

Address, City, State, Zip

734-662-8367 bhoward@harperelectric.net

Phone/Email address

Questions about the Notice or the City Administrative Policy, Please contact:

Procurement Office of the City of Ann Arbor

(734) 794-6500

Revised 3/31/15 Rev. 0

NDO-2

**ATTACHMENT D
CITY OF ANN ARBOR
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here No. of employees

The Contractor or Grantee agrees:

- (e) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$15.90/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$17.73/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

Check the applicable box below which applies to your workforce	
<input type="checkbox"/>	Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits
<input checked="" type="checkbox"/>	Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (f) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (g) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (h) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (i) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

Harper Electric, Inc.
Company Name

6920 Jackson Rd
Street Address

Brian Howard -  5/11/23
Signature of Authorized Representative Date

Ann Arbor, MI 48103
City, State, Zip

Brian Howard-Vice President
Print Name and Title

734-662-8367 bhoward@harperelectric.net
Phone/Email address



ATTACHMENT E

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee <hr/> <input type="checkbox"/> Interest in vendor's company <input type="checkbox"/> Other (please describe in box below)
No conflict of interest exists with our company and any city employee.	

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:		
Harper Electric, Inc.	734-662-8367	
Vendor Name	Vendor Phone Number	
<i>Brian Howard - [Signature]</i>	5/11/23	Brian Howard-Vice President
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500, procurement@a2gov.org