

ATTACHMENT A
BIDDER TRADES DECLARATION CHECKLIST

Bidder Business Name: Sharon's Heating & Cooling, Inc.

Bidder Representative Name: Laura Elias

Bidders must declare which trade/service you would like to bid on through this RFP.

Bidders may submit a bid to provide any one or more of the 6 services including:

- Weatherization Services
- ✓ Mechanical Contractor (HVAC) Services
- Electrical Contractor Services
- Solar and Battery Energy Storage Contractor Services
- Drainage, Water, and Sewer Contractor Services
- ✓ Appliance Replacement, Install, and Recycling Services

NOTE: Bidders may bid on more than one of the services listed below.

Check the boxes below to indicate which service(s) you are bidding on:

	Weatherization Services
✓	Mechanical Contractor (HVAC) Services
	Electrical Contractor Services
	Solar and Battery Energy Storage Contractor Services
	Drainage, Water, and Sewer Contractor Services
✓	Appliance Replacement, Install, and Recycling Services

ATTACHMENT H 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 Laura R. Elias bearing the office title of Treasurer, 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.

Laura R. Elias Date: 5.30.25
Signature

(Print) Name Laura R. Elias Title Treasurer

Firm: Sharon's Heating & Cooling, Inc.

Address: 11021 W. Grand River Rd, Fowlerville, MI 48836

Contact Phone 517-245-5610 Fax _____

Email laura@sharons HVAC.com

ATTACHMENT I

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.

Sharon's Heating & Cooling, Inc.

Company Name

Laura R. Elias 5-30-25

Signature of Authorized Representative

Date

Laura R. Elias, Treasurer

Print Name and Title

11021 W. Grand River Rd, Fowlerville, MI 48836

Address, City, State, Zip

517-245-5610 laura@sharonshvac.com

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 J
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:

- (a) 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 \$17.08/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 \$19.04/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

- ☐ Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits
- ☒ Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) 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.
- (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.
- (e) 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.

Sharon's Heating & Cooling, Inc.
Company Name

11021 W. Grand River Rd
Street Address

Laura R. Elias 5.30.25
Signature of Authorized Representative Date

Fowlerville MI 48836
City, State, Zip

Laura R. Elias, Treasurer
Print Name and Title

517-245-5610 laura@sharonshvac.com
Phone/Email address




ATTACHMENT K

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: *None* 

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
	<input type="checkbox"/> Interest in vendor's company
	<input type="checkbox"/> Other (please describe in box below)

*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:		
<i>Sharon's Heating & Cooling, Inc.</i>	<i>517-245-5610</i>	
Vendor Name	Vendor Phone Number	
<i>Laura R. Elias</i>	<i>5-30-25</i>	<i>Laura R. Elias, Treasurer</i>
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

ADDENDUM No. 1

RFP No. 25-21

Sustainability and Energy-Related Improvements in the Bryant Neighborhood

Due: May 30, 2025 by 3:00 P.M. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes five (5) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment A – Bidder Trades Declaration Checklist**
- **Attachment H – Legal Status of Offeror**
- **Attachment I – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment J - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment K - Vendor Conflict of Interest Disclosure Form of the RFP Document**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: "What is the electrical phase of RFP # 25-21.?"

- **Answer:** All single-phase, residential.

Question 2: "How many apartments are included in the scope?" (in request for mechanical bid form)

- **Answer:** The housing units this RFP covers are single family homes. The bid forms are built out in price-per-unit, and the exact number of units are unknown at this time as it depends on energy assessment findings from each home and an upgrade prioritization process. However, we anticipate working in a minimum of 50 homes, and the total project will fund \$3.1 million of upgrades across all service areas detailed in the RFP.

Question 3: "How many Solar + storage systems is the contractor expected to install, and over what time period? Per month? Anything that helps clarify the timeline/loading across the two-year program would be helpful."

Question (asked 4/29): "When might you need delivery and installation of the units? (Tariffs are affecting appliances and prices will go up in the near future if tariffs do not change)"

- **Answer:** Installations are anticipated to be spread out over the length of the grant project, between now and August 15th, 2026.

Question 11: "Are all selected contractors going into each of the 50 homes to bid?"

- **Answer:** Being selected through this RFP pre-qualifies you for work on this project at the prices indicated in your bid. Additional bidding for each household is not required.

Question 12: "Submitting a good and accurate bid is difficult if we don't know how many units we're doing, so can you give us any additional clarity regarding bulk?"

- **Answer:** The exact number of units are unknown at this time as it depends on energy assessment findings from each home and an upgrade prioritization process. However, we anticipate working in a minimum of 50 homes, and the total project will fund \$3.1 million of upgrades across all service areas detailed in the RFP.

Question 13: "For solar, we ordinarily start the process with an electrical bill, and then progresses through system sizing, etc. - how far in that process have you gone?"

- **Answer:** Solar contractors will be provided with DTE hourly usage data as part of the work order. The work order will not specify the exact system size and specs, as that will be done by the contractor.

Question 14: "Who is doing the energy assessments?"

- **Answer:** Elevate will be conducting home energy assessments as part of the pre-work phase with each participating household.

Question 15: "How many contractors per specialty are you shooting for?"

- **Answer:** Roughly 2 or 3 per service area.

Question 16: "So many of these things will have rebates from the City of Ann Arbor that the homeowner may not know about, will they be able to take advantage of that?"

- **Answer:** Since the City is paying for the upgrades through a grant (i.e., little to no expenditures from the homeowner or landlord), City energy rebates will not apply.

Question 17: "If you're shooting for IRA energy efficiency tax credits, but elevate is doing an energy assessment that doesn't include a blower door test, will the contractor just give the blower door number to Elevate?"

- **Answer:** Yes, blower door pre and post test numbers should be provided to Elevate by the contractor.

Question 18: "Is this RFP being evaluated or selected based on a lowest bid scenario?"

- **Answer:** No, proposals will not be selected solely by lowest bid. Other considerations (e.g. qualifications, prior work experience, etc.) will be considered in the selection process. Please see the details in the RFP regarding bidder evaluation criteria.

Question 28: "Are you concerned with solar storage being indoors?"

- **Answer:** Battery storage in most cases will be installed on an external wall of the house surrounded by an enclosure. Please refer to the solar bid form, available upon request by contacting Jordan Larson (jl Larson@a2gov.org).

Question 29: "For geo, are you considering doing hot water pre-heater so then the electric tankless is doing less work?"

- **Answer:** This RFP does not include work on the geothermal system so we aren't able to answer this question at this time.

Question 30: "It is easy to understand the need for solar, but not always the same for storage. Will storage be included in the work order? Or do we determine who should get storage? It might not always be needed."

- **Answer:** Elevate and the City of Ann Arbor will help determine what the ultimate scope of work is for each contractor – including who is eligible for solar and storage through this particular grant.

Question 31: "It seems you are not going to be offering any heating system upgrades thru this program. Presumably you're covering that work elsewhere?"

- **Answer:** Heating and cooling system changes are not included in this project or RFP. The City is pursuing a district geothermal heating and cooling solution for the neighborhood, but that project is not part of this RFP.

Question 32: "Do you have a sign in sheet or list of contractors that attended the pre-bid meeting for the project referenced above?"

- **Answer:** The City did not record or take a formal sign-in at the meeting since it was an optional meeting.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.

= SHARON'S =

HEATING & COOLING

11021 W. Grand River Rd

Fowlerville, MI 48836

517-245-5610

www.SharonsHVAC.com

Contacts

<u>Contact</u>	<u>Name</u>	<u>Phone Number</u>
Commercial Dept Manager	James Kelly	(734) 258-5536
Project Manager	Drake Elias	(517) 420-1884

Historical Profile

Sharon started the company in Westland, MI in 1981 and grew the commercial department to \$12 Million in annual revenue. In 2021, she opened the Fowlerville, MI location to serve Livingston County and the Greater Lansing areas. Sharon's employees provide all work other than crane and air balancing.

References

<u>General Contractor</u>	<u>Construction Manager</u>	<u>Phone Number</u>
CLEAResult	Melissa Peterson	(517) 488-5205
Washtenaw County OCED	Aaron Kraft	(734) 395-4763
Capital Area Housing	Cristi Setzer	(517) 237-2519

Experience

<u>Job Name</u>	<u>Amount</u>	<u>Scope of Work</u>
City of Saginaw	\$ 145,000	Tune Ups, Replacing furnace, A/C & water heaters (HP & PV)
Washtenaw County	\$ 140,000	Tune Ups, Replacing furnace, A/C, Heat Pumps & WH (PV)
Capital Area Housing	\$ 45,000	Tune Ups, Replacing furnace, A/C & water heaters (PV)
Oakland Livingston County	\$ 21,000	Tune Ups, Replacing furnace, A/C & water heaters (PV)
CLEAResult	\$1,444,000	Tune Ups, Replacing furnace, A/C & water heaters (HP & PV)

= SHARON'S =

HEATING & COOLING

11021 W Grand River • Fowlerville, MI 48836
(517) 245-5610
SharonsHVAC.com

PROPOSAL



**Check Us Out
Online!**

Date: 5/30/25	
Bill To: City of Ann Arbor	Work performed at:
	Bryant Neighborhood
Sales Rep: Laura Elias	This quote is valid for 90 days
Item Description	Cost
<p>A. Bidding Mechanical Contractor (HVAC) Services and Appliance Replacement, Install, and Recycling Services.</p> <p>B. Sharon's maintains five installation crews who are available to perform services. These crews have already undergone background checks for other county's weatherization programs. They are all EPA certified and work out of our Fowlerville location, which is a 45-minute drive. Our employees are accustomed to a 30-90 minute drive to job-sites.</p> <p>C. We have been in business for over 45 years, are licensed, and insured, and work with the Washtenaw County Weatherization Program, as well as Ingham and Oakland Counties weatherization programs.</p> <p>D. References for similarly completed work are available upon request</p> <p>E. We will work in compatibility with the City's standards, goals, and objectives</p> <p>F. We will provide the City with any additional information to determine our capability to perform the required work.</p>	

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. **Payment is due at time of completion unless outlined above.**

Signature _____

Date _____

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Licensing Division
P.O. Box 30254
Lansing, MI 48909

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Mechanical Contractor License

DRAKE ANDREW ELIAS
11075 W. GRAND RIVER
FOWLERVILLE, MI 48836

Classifications: 2 , 3 , 5 , 7

License No:
7118258

Expiration Date:
08/31/2025

DRAKE ANDREW ELIAS
11075 W. GRAND RIVER
FOWLERVILLE, MI 48836

GRETCHEN WHITMER
Governor

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Mechanical Contractor License

L331924

DRAKE ANDREW ELIAS
11075 W. GRAND RIVER
FOWLERVILLE, MI 48836

Classifications:

- 2 - HVAC Equipment
- 3 - Ductwork
- 5 - Limited Heating Service
- 7 - Limited Refrigeration and Air Conditioning Service

License No.
7118258

Expiration Date:
08/31/2025

This document is duly
issued under the laws of the
State of Michigan