



May 26, 2016

City of Ann Arbor
301 E. Huron St.
Ann Arbor, MI 48107

**RE: RFP 975, Electrical and Instrumentation Support Services for the City of Ann Arbor
Water Treatment Services Unit**

UIS Quote #160773

Acknowledge Receipt: Addendum 1

A. UIS – Professional Qualifications

1. Located in Washtenaw County, the UIS group of companies has been a trusted name for service in the municipal, industrial and commercial markets since 1976, encompassing the following three divisions:

- Utilities Instrumentation Service, Inc.
 - Licensed Electrical Contractor in the State of Michigan
 - NETA accredited
 - Member of IBEW Local 252
- UIS SCADA, Inc.
 - ISO 17025 accredited
 - Member of IBEW Local 252
 - Employs EPRI/ISA certified instrumentation technicians
- UIS Renewable Power, Inc.
 - Member of IBEW Local 252

Note: All companies are located at 2290 Bishop Circle East, Dexter, MI, 48130 and all are incorporated in the State of Michigan

2. Executive and professional personnel who will be involved in this project:

Gary Walls, President, Utilities Instrumentation Service, Inc.

Location: 2290 Bishop Circle East, Dexter, MI 48130
Licensed Master Electrician
NETA Level III Certified Technician
ISA Level III Certified Control Systems Technician
32 years of experience

Utilities Instrumentation Service, Inc. employs licensed electricians who are also NETA certified test technicians. Additionally, electricians have OSHA 30 certification and annual Confined Space/Lock Out-Tag Out training. Electrical technicians who will be utilized on this project:

Rick Eynon
Licensed Master Electrician
NETA Level III Certified Technician
Certified Cable Splicer
35 years of experience

Kevin Ladd
Licensed Electrical Journeyman
NETA Level III Certified Technician
31 years of experience

Rick Walls
Licensed Electrical Journeyman
NETA Level IV Certified Technician
Eastern Michigan University
BS Automated Manufacturing
28 years of experience

Andy Gohl
Licensed Electrical Journeyman
NETA Level III Certified Technician
Hope College – BA, Psychology
14 years of experience

Tim McBride
Licensed Master Electrician
NETA Level III Certified Technician
21 years of experience

COPY



Ken Wesley, COO, UIS SCADA, Inc. and UIS Renewable Power, Inc.

Location: 2290 Bishop Circle East, Dexter, MI 48130
Michigan Department of Environmental Quality Class "A" Wastewater License
Michigan Department of Environmental Quality A-1i Storm Water License
EPRI Instrumentation and Controls Certification
26 years of experience

UIS SCADA, Inc. and UIS Renewable Power, Inc. employ instrumentation technicians who are certified by EPRI in Instrumentation and Controls. Instrumentation and programming technicians who will be utilized on this project:

Kevin Mitchell (Instrumentation & Hydro)
Level III Certified Control Systems Technician
Licensed Master Electrician
EPRI Certified Instrumentation Technician
Sienna Heights University – BS Electrical Engineering Technology
34 years of experience

Bob Clark (Programming)
Prime Power Production Specialist Course (1984) US Army Corps of Engineers –
Electrical Specialty
Electrical Engineering Technology – College of the Air Force (1988)
Basic and advanced training for programming of Allen-Bradley PLC products (1995, 2004)
Advanced Wonderware HMI product training (2003)
31 years of experience

3. History of the Firm

Utilities Instrumentation Service was established by David Wheeler in 1976 and incorporated August 12, 1977. The company expanded to three divisions, defined by the type of work performed:

Utilities Instrumentation Service, Inc. – electrical
UIS Programmable Services, Inc. – instrumentation & SCADA
DJ Wheeler Hydro Electric Service, Inc. – hydroelectric

On January 1, 2011, John Patry and Gary Walls formed UIS Holdings and purchased 100% ownership of Utilities Instrumentation Service, Inc., UIS Programmable Services, Inc., and DJ Wheeler Hydro Electric Service, Inc. Subsequent to the purchase of the companies, the following names changes took place to more accurately reflect the company's mission:

UIS Programmable Service, Inc. became UIS SCADA, Inc.
DJ Wheeler Hydro Electric Service, Inc. became UIS Renewable Power
Utilities Instrumentation Service, Inc. remained unchanged

The only change in personnel related to the sale of the companies was John Patry coming on board as part owner and CEO. In October of 2014, Mike Huizenga retired from UIS and Ken Wesley, COO, assumed Mike Huizenga's duties as Chief Estimator.

Regarding the division of services provided by the three companies:

Utilities Instrumentation Service, Inc. has established itself as a leader in electrical testing and maintenance as a full member of the InterNational Electrical Testing Association (NETA). Our company is a corporate and financially independent organization which functions as an unbiased testing authority. We are also professionally independent of manufacturers, suppliers and installers of electrical equipment and systems being tested. UIS provides a complete array of electrical testing, troubleshooting and power analysis and we are also specialists with high voltage generators and their controls. Services that we can provide include:

- Testing and Preventive Maintenance of Circuit Breakers, Transformers, Switchgear and Other Electrical Apparatus
- High Potential Testing, Megger Testing, Power Factor Testing
- Generator Commissioning and Controls



- Power Recordings and System Analysis
- Short Circuit/Device Coordination Studies
- Arc Flash/Shock Hazard Studies
- Infrared Scanning and Transformer Oil Sampling
- Protective Relay Calibration
- Watt-Hour Meter Certification

UIS SCADA, Inc. provides expertise in the field of instrumentation and control systems designed specifically for the customer's needs. We are ISO 17025 accredited and employ technicians certified through the International Society of Automation (ISA) and the Electrical Power Research Institute (EPRI). *UIS SCADA, Inc.* provides start-up, calibration, maintenance, repair and troubleshooting of instrumentation systems. We have the equipment and experience required to work in environments such as water and wastewater treatment facilities, power plants and generating stations. Our experience and services offered include, but are not limited to:

- Boiler Safety Checks
- Calibrations: Flow Meters, Pressure Transmitters, Temperature Transmitters, Level Transmitters, Circle and Strip Chart Recorders, etc.
- Troubleshoot and Repair UPS Systems
- New SCADA Systems
- PLC or SCADA Upgrade Services
- Multi Option Telemetry Upgrade
- Fiber Optic, Cell Phone, Radio, Broadband Wireless and more
- SCADA Troubleshooting Services
- Generator Controls Upgrade
- Training

UIS Renewable Power, Inc. is a leader in the Hydro Electric Industry's powerhouses and controls. Working in conjunction with Voest-Alpine as their service representative for various systems, this division continues to expand in river level and flow monitoring, dam controls, and generator controls. Our systems can provide system logs as well as operation of unattended hydro stations.

B. Past Involvement with Similar Projects

RFP Services Desired: The services requested in this RFP would be provided by our divisions as follows:

Utilities Instrumentation Services, Inc.	UIS SCADA, Inc.	UIS Renewable Power, Inc.
1. Transformer Testing (including sampling and winding tests)	A. WTP – Instrumentation Replacement, Programming, Tuning	a. Hydro Electric Dam – Instrumentation Replacement, Programming, Tuning
2. Meggering Electrical Lines	B. Instrumentation Troubleshooting	
3. Infrared Testing	C. Instrumentation Calibration (Flow Meters, Pressure Transmitters, Level Transmitters)	
4. Cleaning and Testing MV Breakers on Substations and Generators	D. Radio Communication Equipment (MOSCAD) – Replacement and Programming	
5. Electrical and Metering Cabinets – Cleaning	E. PLC Programming	
6. Breakers – Setting Trips	F. SCADA/HMI Support	
7. Electrical Troubleshooting	G. SCADA Communications Troubleshooting	



Similar Projects Involving Services Listed Above

Company & Address	Contact & Phone No.	Project	Services Included in this Project From Table Above
City of Ann Arbor 919 Sunset Road Ann Arbor, MI 48107	Mr. Rob Coon 734-994-2840	Hydro Preventative Maintenance Plan	1., 2., 4., 5., 6., 7.
City of Ann Arbor 919 Sunset Road Ann Arbor, MI 48107	Mr. Dave Fish 734-883-0775	WTP Preventative Maintenance Plan	1., 2., 4., 5., 6., 7.
City of Ann Arbor 49 S. Dixboro Road Ann Arbor, MI 48105	Mr. Ed Sajewski 734-971-4834	WWTP Preventative Maintenance Plan	1., 2., 3., 4., 5., 6., 7.
Ypsilanti Community Utility Authority (YCUA) 2777 State Rd. Ypsilanti, MI 48198	Mr. Kevin Dupuis 734-484-4600	Preventative Maintenance and Ongoing Service Contract	1., 2., 3., 4., 5., 6., 7.
Eastern Michigan Univ. 875 Ann Street Ypsilanti, MI 48197	Mr. Mark Monarch 734-487-3222	Preventative Maintenance Plan and Ongoing Service Contract	1., 2., 3., 4., 5., 6., 7.
City of Ann Arbor 919 Sunset Road Ann Arbor, MI 48107	Mr. Rob Coon 734-994-2840	Instrumentation/Calibration	A., B., C.,
MHOG 4288 Norton Road Howell, MI 48843	Mr. Alex Chimpouras 517-545-5098	PLC Programming	E.
DTE Energy Chrysler Warren Truck 21500 Mound Road Warren, MI 48091	Mr. Jeff Franke 734-302-4873	Warren Truck Instrumentation Calibration	B., C., E.
Ypsilanti Community Utility Authority (YCUA) 2777 State Rd. Ypsilanti, MI 48198	Mr. Kevin Dupuis 734-484-4600	Motorola SCADA	D., F., G.
City of Adrian 135 East Maumee St. Adrian, MI 49221	Mr. Tim Ritchie 517-264-4828	Motorola SCADA	D., F., G.
City of Adrian 135 East Maumee St. Adrian, MI 49221	Mr. Tim Ritchie 517-264-4828	Instrumentation/Calibration	A., B., C.
City of Columbus 3500 Indianola Ave. Columbus, OH 43214	Mr. Denny Ferkan 614-645-6231	Hydro Governor Control	a.
City of Ann Arbor 919 Sunset Road Ann Arbor, MI 48107	Mr. Rob Coon 734-994-2840	Replacement of Voest Alpine Governor Control at Barton	a.

Ability to complete projects within the budgeted amounts:

- Please feel free to contact references above to verify that projects were completed within budget
- On any projects we have completed where a bond was required, we have never had a lien filed against a bond

C. Proposed Work Plan

1. Staffing and Personnel

Please see the attached organizational chart for the UIS Group of Companies, which encompasses:

- Utilities Instrumentation Service, Inc.
- UIS SCADA, Inc.
- UIS Renewable Power, Inc.



The organizational chart shows the certifications of all field personnel. Complete résumés for any personnel can be furnished upon request.

2. Communication and Coordination

For the purposes of services required under this contract, your main point of contact will be:

Gary Walls
President, Utilities Instrumentation Service, Inc.
gary.walls@uiscorp.com
Office: 734-424-1200 x317
Cell: 734-216-7229

The City of Ann Arbor may contact Gary Walls through any of the means listed above to request service. If the work is something that falls under the UIS SCADA or UIS Renewable Power scope of services provided, Mr. Walls will coordinate with that division to schedule electrical services.

If the City of Ann Arbor requires emergency services under this contract, Ann Arbor personnel should call our main phone number:

(734) 424-1200

Mr. Gary Walls or, in his absence, Mr. Ken Wesley will coordinate service and have appropriate technicians on site within 24 hours or less to perform the required task.

If emergency services are required after 5 p.m. and before 8 a.m., Ann Arbor personnel would still call our main phone number listed above and you will be prompted regarding the type of service required (electrical, instrumentation, or programming).

3. Compatibility With the City's Standards, Goals, and Objectives

Regarding the services covered by this RFP, should we be awarded the contract, Utilities Instrumentation Service, Inc. would perform Electrical Support Services, UIS SCADA, Inc. would perform Instrumentation Support Services, and UIS Renewable Power, Inc. would perform the Hydro Support Services. Please note that these three divisions will work hand in hand to coordinate all services required by the City of Ann Arbor and, in that respect, we feel that UIS is uniquely qualified to meet the objectives of this RFP. In addition, we believe that our history of work with the City of Ann Arbor demonstrates our ability to perform to the City's standards and meet the shared goal of keeping Water Treatment Services operating at peak efficiency. UIS has the experience and personnel to provide a "one stop shop" capable of meeting the electrical, instrumentation, SCADA, and hydro needs for the City of Ann Arbor.

4. Working Relationship Between Contractor and City Staff

Over the last twenty-eight years Utilities Instrumentation Service, Inc., UIS SCADA, Inc., and UIS Renewable Power, Inc. have all completed projects for the City of Ann Arbor and each has had a successful working relationship with City of Ann Arbor personnel in charge of various departments, including the Wastewater Treatment Plant and Water Treatment Plant (including hydro sites).

When the City of Ann Arbor requires services under this contract they would contact Mr. Gary Walls to request a quotation for a specific scope of work or request technicians on site to be billed at the Time and Material rates provided in the Fee Proposal portion of this submission.

The City of Ann Arbor may contact Gary Walls at any point during this service contract to make inquiries regarding current work taking place, pending services scheduled, reporting after work completed, invoicing, etc. Mr. Walls will either answer questions directly or route the questions to the appropriate personnel within UIS for answer.

D. Fee Proposal

See Separate Envelope



E. Authorized Negotiator

The person authorized to negotiate the Scope of Work with the City of Ann Arbor is:

Mr. Gary Walls
President
Office: (734) 424-1200 x317
Cell: (734) 216-7229
gary.walls@uiscorp.com

F. Attachments

Organizational Chart

Attachment A – Legal Status of Respondent

Attachment B – Non-Discrimination Ordinance Declaration of Compliance Form

Attachment C – Living Wage Declaration of Compliance Form

Attachment D – Vendor Conflict of Interest Disclosure Form

Envelope #2 – Fee Proposal



UIS Group of Companies – Staffing and Personnel

John Patry UIS Holdings CEO	Gary Walls UIS Holdings President	Chris Knight UIS Holdings CFO
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UIS SCADA & UIS Renewable Power	Ken Wesley UIS SCADA & UIS Renewable Power COO
Duane Carr – EPRI Instrument Tech & Electrical Journeyman	Bob Clark – Programmer
Chris McCraw – EPRI Instrument Tech & Electrical Journeyman	Kevin Mitchell – EPRI Instrument Tech, ISA III CCST & Master Electrician
Gilbert Moot – EPRI Instrument Tech	Gloria Murray – SCADA Admin
Tom Rocheleau – Programmer	Mark Withhoff – Instrument Tech & Electrical Journeyman

Utilities Instrumentation Service	
Charlie Clark Electrical Journeyman NETA II Tech	Stephen Ladd Electrical Journeyman NETA II Tech
Kevin Cujar Electrical Journeyman NETA II Tech	Tim McBride Master Electrician NETA III Tech
Rick Eynon Master Electrician NETA III Tech	Dan McCarthy Master Electrician NETA I Tech
Dave Fleming Electrical Journeyman NETA II Tech	Phil Priest Master Electrician NETA II Tech
Chris Halcomb Electrical Apprentice NETA I Tech	Rick Walls Electrical Journeyman NETA IV Tech
Kerry Hayslip Master Electrician NETA III Tech	Steve Weiss Electrical Journeyman NETA I Tech
Nick Herrst Electrical Journeyman NETA II Tech	Ed Woods Master Electrician NETA I Tech
Jeff Kirchner Electrical Journeyman NETA I Tech	
Kevin Ladd Electrical Journeyman NETA III Tech	

Inside Staff
Kelly Crawford – Reporting Mngr
Brian Davis – Shipping/Receiving
Ed Dreffs – Project Manager
Greg Eggleston – Estimator
Tina Ferraro – Quote Admin
Andy Gohl – Project Manager
Cathy Lynch – Accounting
Dave Murphy – Project Manager
JoAnn Neeb – Reporting Admin
Matt Stevens – Purchasing
Stephanie Trombley - Accounting

**ATTACHMENT A
LEGAL STATUS OF RESPONDENT**

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

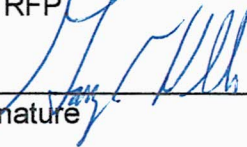
The Respondent is:

- A corporation organized and doing business under the laws of the state of Michigan, for whom Gary Walls bearing the office title of 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.


Signature

Date: May 26, 2016,

(Print) Name Gary Walls Title President

Firm: Utilities Instrumentation Service, Inc.

Address: 2290 Bishop Circle East, Dexter, MI 48130

Contact Phone 734-424-1200

Fax 734-424-0031

Email gary.walls@uiscorp.com

**ATTACHMENT B
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.

Utilities Instrumentation Service, Inc.
Company Name


Signature of Authorized Representative

May 25, 2016
Date

Gary Walls, President
Print Name and Title

2290 Bishop Circle East, Dexter, MI 48130
Address, City, State, Zip

734-424-1200 gary.walls@uiscorp.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

**ATTACHMENT C
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 \$12.93/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 \$14.43/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 (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.

Utilities Instrumentation Service, Inc.
Company Name


Signature of Authorized Representative Date May 25, 2016

Gary Walls, President

Print Name and Title
2290 Bishop Circle East, Dexter, MI 48130

Address, City, State, Zip
734-424-1200 gary.walls@uiscorp.com

Phone/Email address

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500
Revised 2/17/16 Rev 0