

HARPER ELECTRIC, INC.

**6920 Jackson Rd
Ann Arbor, MI 48103
(734) 662-8367
Fax (734) 662-8394
www.harperelectric.net**

4/1/26

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 # 26-22.

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
- *Ypsilanti public school district
- *Eastern Michigan University
- *We have a client list of over 6500-individuals, businesses, General contractors, and institutions.

I currently employ 28 electricians, two full time estimator/project manager, and one full time office Manager.

Our Sales for the 2025 calendar year were 6.5 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 28-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

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Bidders' qualification and experience statement as of April 1, 2026

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

1. The Grove at the Veridian apartment complex (9) buildings. Completed in 2025. General contractor Phoenix contracting. 1,042,000.00. Mark Hiser project manager 734-487-9640
2. U of M Weiser Hall renovation. Completed in summer 2025. General contractor Krull Construction. \$142,000.00. Jack Garland project Manager. 734-260-2127.
3. Jackson Community College-Lineman & Mechanical Technical school building. Completed January 2026. 840,000.00. McFate Group general contractor. Nick Winston project manager 734-660-6180
4. Washtenaw Community College. Shipping and receiving building EV installation. Completed fall 25'. \$244,000.00. John Rittinger Project manager for WCC 734-645-8907.
5. Pittsfield Police and fire station. Two phases-one new addition and renovation of existing building. Phase one completed, phase two is currently underway. \$829,000.00. Vanston/O'Brien general contractors. Dave Brewer project manager 734-260-9319.
6. Eastern Michigan University. WEMU radio station. Completed January 2026. \$540,000.00. Josh Tabaka-EMU Project manager 734-845-0408.
7. Eastern Michigan University. Metering of electric, domestic and chilled water systems. 95% completed to date. Completion set for June 2026. Josh

Tabaka-EMU Project manager 734-845-0408. Noresco construction was project construction Manager.

8. Ziggi's Coffee shop. Chain of coffee shops to be built. First one of chain in Dexter. \$115,000.00 completed in fall of 2025. Vanston/O'Brien general contractors. Dave Brewer project manager 734-260-9319.

9. Livingston County-EMS buildings in Pinckney and Howell. \$197,000.00. Completed in fall 25'/ early winter 26'. Schafer Construction general contractor. Eric Moore project manager. 734-972-5683.

10. Ann Arbor public schools-Scarlett & Clauge MS renovations. Completed in summer of 25', \$250,000.00. McArthy Smith general contractor. Matthew Zitterman project manager 248-914-7859.

11. Washtenaw Community College-Student center remodel (16) bathrooms. Completed spring of 26', \$159,000.00. Krull Construction general contractor. Jack Garland project manager 734-260-2127.

*City of Ann Arbor-Completed jobs as of the date of this letter within the last year. Doug Thompson 734-780-6296 and CJ Stegink 734-646-1846 were our contact people.

*Install (5) Level two EV charging bases and chargers at 2000 S. Industrial-housing commission lot.

*Install new dedicated circuit for Electric lawn mower-located at the Wheeler service center, along with (2) level three chargers in rear of building.

*Bore under parking lot and install level two EV charger at Wheeler service center. PM for this project was Robert West in public works.

*Install wiring for new HVAC system for server room in Wheeler service center and FS #1

*Install (2) Level two EV chargers in the basement of Fire station #1.

*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 several years.

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

Thank you,

Brian Howard-VP

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Proposed work plans for projects covered by the RFP #26-22, City of Ann Arbor-Fleet/Facilities electrical service contract.

This work plan has been developed by previous experience with myself and the city's fleet/facilities staff over the past few years along with years of customer experience. There are two basic styles of jobs for the fleet/facilities electrical services contract. One would be service work and the other would be quoted projects.

Service work is generally work which is very small in nature due to size and/or the dollar value anticipated. This can also be derived from situations which are unknown, such as no power to a device. These types of jobs are usually done as follows:

Either the staff of the city calls my cell phone directly and/or they email me the request. Most of the time I answer the phone immediately or the email within a very short time frame. We establish what the problem or the request is and set a time for my electrician to come and work on the issue. All my electricians can be contacted directly through a company work phone or email address and they report directly to the contact person established when setting up the request. Many times, these are completed in a few hours and then the work order is turned into our office for processing/invoicing. If return trips are necessary, we are in constant contact with our city contact and keep them aware of the state of our progress.

Quoted jobs start the same way as the service work jobs:

I am contacted either by phone or email, and we set a date to come and review the site and work requested. I estimate the job and provide a detailed estimate of the work to the entity requesting the work to be quoted through email and follow up call. Once the work is reviewed and the proposal is accepted then the requested person from the city contacts me and we set the

schedule for the work to begin. All through the construction process we are available in person, over the phone, and via email to be contacted to discuss any situations from material delivery, coordinating with other entities, or just simple communication with the POC for the city. Once the work is completed, we review with the contact person and/or inspector. Once approved we process the work for payment with a detailed invoice breakdown to the POC and the accounting department.

This would be our proposed and current process which in my opinion has worked very well to date. Once again, we are available anytime via-direct cell phone call, (or office) along with e-mail.

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

Thank you,

Brian Howard-Vice President

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

4/1/26

RE: RFP #26-22

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

**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
Signature of Authorized Representative

4/1/2026
Date

Brian Howard-Vice President

Print Name and Title

6920 Jackson Rd Ann Arbor, MI 48103

Address, City, State, Zip

734-662-8367 bhoward@harperelectric.net

Phone/Email address

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

9/25/15 Rev 0

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**ATTACHMENT B
LEGAL STATUS OF OFFEROR**

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

The Respondent is: Harper Electric, Inc.

- 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 Date: 4/1/2026
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

4/1/2026

Signature of Authorized Representative

Date

Brian Howard-Vice President

Print Name and Title

6920 Jackson Rd Ann Arbor, MI 48103

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 E



VENDOR CONFLICT OF INTEREST DISCLOSURE FORM
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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	

*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</i>	4/1/2026	Brian Howard
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative