



Legislation Text

File #: 19-1267, **Version:** 1

Resolution to Approve a Two Year Contract with Harper Electric Inc., for On-Call Electrical Services (Not to Exceed \$75,000.00 Annually) RFP #19-17

We recommend your approval of the attached resolution authorizing a 2-year contract in an amount not to exceed \$75,000.00 per year with Harper Electric Inc., to provide on-call electrical services at various City facilities. The contract will begin in August 2019 and run through June 30, 2021. A purchase order in an amount not to exceed \$75,000.00 per year would be issued for FY20 and FY21, subject to the availability of funding in FY21.

The resolution also authorizes an option to extend the contract with Harper Electric Inc. for one additional two-year period, upon approval by the City Administrator, for a total amount not to exceed \$300,000.00 over the life of the contract including all renewals, with the same terms and conditions subject to the annual appropriation of funds. Hourly rates for each year of the contract would be adjusted per the RFP fee proposal form.

Proposals were solicited for On-Call Electrical Services through RFP #19-17 issued by the City and opened on June 14, 2019. Of the two responses received, Harper Electric Inc., Ann Arbor, MI, was selected as the most responsive proposal to the RFP.

As an on-call service, there is no guarantee of work or minimum amount paid to the contractor. Work is completed on a time and material basis when the contractor is called by staff for repair, replacement or preventative maintenance work.

Budget and Fiscal Impact: Funding for these services are included in the FY20 Operations and Maintenance Budgets of the Unit's receiving services. Issuance of the FY21 purchase order and any approved extension for FY22 and FY23 would be subject to the availability of funds from those same sources in subsequent fiscal years.

Harper Electric Inc. complies with the City's Conflict of Interest, Living Wage, Prevailing Wage and Non-Discrimination ordinance requirements.

Prepared by: Matthew J. Kulhanek, Fleet & Facilities Unit Manager

Reviewed by: John Fournier, Assistant City Administrator

Approved by: Howard S. Lazarus, City Administrator

Whereas, There is a need to provide safe and reliable electrical systems throughout City facilities;

Whereas, Harper Electric Inc. of Ann Arbor, MI provided the most responsive proposal for on-call electrical services solicited through RFP #19-17 in June 2019;

Whereas, The Fleet & Facilities Unit recommends approval of a two-year contract with Harper Electric Inc., with the option to extend the contract for up to one additional two-year period under the same terms and conditions, with the hourly rates adjusted as provided in the RFP fee proposal form;

Whereas, Harper Electric Inc. complies with the City's Conflict of Interest, Living Wage, Prevailing Wage and Non-Discrimination ordinance requirements; and

Whereas, Funding for this work is available in the appropriate FY20 Operations and Maintenance Budgets of the Units receiving services;

RESOLVED, That City Council approve a two-year contract, per RFP #19-17, with Harper Electric Inc., in the amount of not to exceed \$75,000.00 for FY20 and in the amount of not to exceed \$75,000.00 for FY21;

RESOLVED, That the contract will include the option to extend the contract for up to one additional two-year period at the hourly rates provided in the RFP fee proposal form upon approval by the City Administrator, for a total not to exceed \$300,000.00 over the life of the contract including renewals;

RESOLVED, That these services during the first year be funded from the appropriate FY20 Operations and Maintenance Budgets of the Units receiving services and that the remaining years, including extensions, be funded from the appropriate FY21, FY22, and FY23 Operations and Maintenance Budgets of the Units receiving services if so approved by Council;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said contract after approval as to substance by the City Administrator and approval as to form by the City Attorney, and that the City Administrator be authorized to execute the extensions after approval as to form by the City Attorney; and

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