



CITY of NOVI CITY COUNCIL

**Agenda Item L
March 26, 2012**

SUBJECT: Approval to extend the 2010 Electrical Services contract (an annual contract with two one year renewal options) with Great Lakes Power & Lighting, Inc. for one year based on the same terms, conditions and pricing as the original contract at an estimated amount of \$50,000-\$70,000. This is the second and final renewal option for this contract.

SUBMITTING DEPARTMENT: Information Technology – Facility Operations Division

CITY MANAGER APPROVAL: 

EXPENDITURE REQUIRED	\$50,000 - \$70,000 estimated
AMOUNT BUDGETED	\$70,000 via various departments
APPROPRIATION REQUIRED	\$
LINE ITEM NUMBER	101.265.00-934.000 and various other department 934 accounts.

BACKGROUND INFORMATION:

The City of Novi contracts for electrical services (repairs, new wiring, connections and emergency repairs) for City facilities.

In November 2009 the City went out to bid for an Electrical Services vendor. We received 15 proposals that were reviewed by a team of staff members using the Qualification Based Selection (QBS) approach. The team evaluated the bids based on vendor experience, qualifications, capacity to perform the work, and references. The City awarded the Electrical Services contract to Great Lakes Power & Lighting, Inc. in January 2010 for one year with two additional one year renewal options.

Facility Operations Staff reached out to various departments within the City to gauge the performance of Great Lakes Power and Lighting. These inquiries were met with favorable feedback and direction to pursue a renewal.

RECOMMENDED ACTION: Approval to extend the 2010 Electrical Services contract (an annual contract with two one year renewal options) with Great Lakes Power & Lighting, Inc. for one year based on the same terms, conditions and pricing as the original contract at an estimated amount of \$50,000-\$70,000. This is the second and final renewal option for this contract.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Wrobel				

**AMENDMENT TO 2010 CONTRACT
FOR ELECTRICAL SERVICES
(GREAT LAKES POWER & LIGHTING, INC.)**

THIS AMENDMENT TO CONTRACT FOR ELECTRICAL SERVICES ("Contract"), dated January 25, 2010, is by and between the **City of Novi**, a Michigan municipal corporation, whose address is 45175 W. Ten Mile Road, Novi Michigan, 48375 (hereinafter referred to as "City"), and **GREAT LAKES POWER & LIGHTING, INC.** whose address is: 9646 Marine City Hwy, Casco, Michigan 48064 (hereinafter referred to as "Contractor").

RECITALS

The City and Contractor entered into a Contract for electrical services effective January 25, 2010 and has remained in effect since that date with no changes to the original fee schedule.

Under the Contract, the parties may extend the term of that Contract for an additional year.

The City has agreed to extend the term of the Contract for one year (March 26, 2012 – March 26, 2013). The Contractor has agreed to hold the fee structure as originally stated in the January 25, 2010 contract.

IN WITNESS WHEREOF, the parties hereunto have executed this amendment on the date below stated.

CITY OF NOVI

By: _____
Robert J. Gatt, Mayor

By: _____
Maryanne Cornelius, City Clerk

Great Lakes Power & Lighting, Inc.

By: *[Signature]*
Title PRESIDENT.

Dated: 3/19/12



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CITY OF NOVI ELECTRICAL SERVICES CONTRACT

PROPOSAL FORM

We, the undersigned as bidder, propose to furnish the City of Novi according to the specifications attached hereto and made a part thereof for the following prices:

Regular Service Hourly Rate:	Journeyman	Apprentice Electrician	Other Electrician (Specify)
Regular Working Hours: Mon-Fri, 8 AM – 5 PM	\$ <u>54⁰⁰</u>	\$ <u>45⁰⁰</u>	\$ _____
Overtime Working Hours: Mon-Fri, 5 PM – 8 AM	\$ <u>78⁰⁰</u>	\$ <u>65⁰⁰</u>	\$ _____
Saturday Hours 12 AM – 12 AM	\$ <u>78⁰⁰</u>	\$ <u>65⁰⁰</u>	\$ _____
Sunday Hours: 12 AM – 8 AM Mon	\$ <u>102⁰⁰</u>	\$ <u>90⁰⁰</u>	\$ _____
Holidays: 5PM prior night – 8 AM following day	\$ <u>102⁰⁰</u>	\$ <u>90⁰⁰</u>	\$ _____
Emergency Service Hourly Rate: 24 hours/ 7 days per week	SAME AS ABOVE		\$ _____

Material mark-up from wholesale rates 10 %

We acknowledge the following Addendums (list numbers) #1 11/6/09

Comments/Exceptions (all exceptions must be noted here): _____

Company Name Great Lakes Power & Lighting

Agent's Signature Ch Date 11/17/09



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CITY OF NOVI
ELECTRICAL SERVICES

QUALIFICATIONS QUESTIONNAIRE

The contractor shall complete a Qualification Questionnaire to contain at a minimum the following information. Failure to answer all questions may result in rejection of your proposal.

Name of Firm Great Lakes Power & Lighting

Address: 9646 26 Mile rd

City, State Zip Casco MI 48064

Telephone 586 716 4000 Fax 586 716 4770

Mobile 810 824 0075

Agent's Name (please print) Charles R Schwab

Agent's Title President

Email Address: rschwab@greatlakespwr.com

Website NONE

Has any officer or partner of this organization owned or operated a company that declared bankruptcy during the last 10 years? No Yes When: _____

1. Organizational structure: Corporation, Partnership, etc. Corporation

2. How many years has your organization been in business under its present name? 6

3. Under what other or former names has your organization operated? NONE

4. How many full time employees? 30 Part time? 0

5. 24-hour/7-day Emergency Telephone Number 810 824 0075

6. Provide your procedure for handling night and weekend calls. _____

CELL PHONE NUMBERS WILL BE GIVEN FOR
PRESIDENT, PROJECT MANAGER &
SUPERINTENDENT

7. Address of your local facility CASCO, MI

8. Distance of facility from the Novi Civic Center 40 MI

9. Are you able to provide insurance coverage as required by this RFP? Yes

10. List the scope of services (type of work) you are able to perform.

ALL INTERIOR & EXTERIOR ELECTRICAL
& CONTROLS

11. List any professional licenses/certifications you have obtained that would be applicable to this contract.

ELECTRICAL CONTRACTOR LICENSE
0110889

12. Provide a list of electricians, apprentices, journeymen, and all other professional staff to be assigned to this contract. Include name, title, license number, years of experience, full/part time, on-call availability, qualifications, and experience.

DEREK IRWIN, MASTER ELECTRICIAN, 20 YRS EXP
MIKE TROBAUGH, MASTER ELECTRICIAN, 18 YRS EXP
KURT RESKE, MASTER ELECTRICIAN, 25 YRS EXP

13. List equipment, tools and all other resources available to your firm to perform this contract:

ALL REQUIRED ELECTRICAL + EXCAVATION
EQUIPMENT

14. Provide a list of all open contracts your company currently holds. Include contact name, organization, type, size, required date of completion, percentage of completion, value of contract.

* WE CURRENTLY HOLD MAINTENANCE CONTRACTS
WITH THE FOLLOWING CITIES: BIRMINGHAM,
GROSSE POINTE, SOUTHFIELD, CANTON

* WE HAVE A DIVISION THAT SPECIALIZE
IN LIFT STATION WORK.

15. List two major projects you have completed (these will be two of your references. Detail the scope of project, which employees handled the project, time frame for completion and any other pertinent information.

SEE ATTACHED

16. References: Provide at least five (5) references comparable in scope to this RFP. These should be companies that you have performed work for with documented continuous service for at least 2 years.

SEE ATTACHED

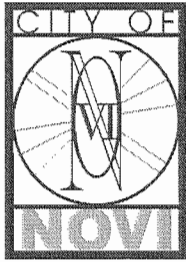
17. Provide any additional information you would like to include which may not be included within this Questionnaire.

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative: CS

Representative's Name (please print) Charles R Schwab

Date 11/17/09



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**CITY OF NOVI
REQUEST FOR PROPOSALS
ELECTRICAL SERVICES CONTRACT
SPECIFICATIONS**

GENERAL

The City is looking for a qualified Electrical Contractor who has sufficient permanent staff to provide maintenance, emergency repairs, and new construction as required. Experience with municipal or educational facilities is preferred. The Contractor will be responsible for furnishing all labor, tools, equipment and services to complete work subject to the conditions of the specifications as given to the Contractor.

SCOPE OF WORK

Overview

Licensed & certified contractor to provide various electrical service repairs, new wiring & electrical service connections and emergency repair services to and within all City facilities. Work may be performed in any of the City's buildings & parking lots, the City's lift stations, and booster stations.

Response Time

1. Non-Emergency Service – Contractor will arrive on site to provide a quote within 2 business days of initial service request. Once approved by City staff, the contractor will perform the service within the time frame requested.

2. Emergency Service – Contractor will arrive on site within 2 hours of initial notification of emergency. City staff will determine what constitutes an emergency.

The City reserves the right to call another electrical contractor if response time is longer than the time frame indicated above. Ability to respond will be a factor in awarding this proposal.

Emergency Response Number

The contractor must provide local area phone number(s) which will be answered 24 hours per day/7 days per week by someone in direct employment of the contractor.

Work Hours and Holidays

All planned service under this agreement will be performed during the City's normal work hours, 8:00 AM – 5:00 PM, Monday through Friday. Normal business hours for the Department of Public Services are Monday through Friday, 7:30 a.m. – 4 p.m.

No work will be permitted at night, on Sundays, or on holidays unless specifically requested by authorized City staff.

Presently, there are thirteen (13) recognized holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving

- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

BILLING REQUIREMENTS

1. Contractor must provide a written estimate/quote for all work requested. Quote will include estimated hours, hourly charges & parts estimates.
2. There will be no charge for Contractor to come to City site to evaluate the job and for estimate/quotes.
3. **In all instances**, if the contractor's requested service exceeds \$1,000.00, the contractor **must** obtain a signed purchase order from the City before the work can be performed.
4. Each job requires a completed service order/job ticket showing actual hours worked & materials used, and be signed by an authorized City employee. A copy of this work order shall be provided to the City employee.
5. Payment for hours worked will be made for actual hours on the job site. There will be no charge for travel to and from job site, mileage, trip charges, or fuel surcharges.
6. Work must be invoiced and accompanied by a completed Contractor's service order and copies of material invoices from Contractor's suppliers to provide verification of actual cost of parts.
7. Invoices are to be clearly stated with date & location of where work was performed, brief description of work performed, actual hours worked, number of electricians utilized for job, hourly charge, cost of any parts, and reference the work order/job ticket. Invoices over \$1,000 will state the PO number.

RESPONSIBILITIES OF CONTRACTOR

The Contractor shall not allow waste material or rubbish, caused by their employees to accumulate in or about the premises, but shall have it promptly removed.

All electrical services shall be conducted in a manner that will not create a hazard, nor hinder City operations. The safety of the contractor's employees and the public is of prime concern to the city and the contractor must take all necessary steps to assure proper safety during the performance of the contract.

Upon award, Contractor shall submit a statement indicating that background checks have been conducted on all employees who are to perform work under this contract.

PERMITS

Where required by code, electrical permits and all required inspections must be obtained by the Contractor. Fees for permits and inspections will be waived by the City for work on City buildings. Upon completion, all work will be subject to the State Laws and City Ordinance Codes.

SELECTION CRITERIA

Proposals will be evaluated using the Qualification Based Selection (QBS) process based on the following criteria:

1. Experience/Qualifications
2. Capacity to perform the work

3. References
4. Cost

Based on the results of preliminary evaluation, top-rated contractors may be invited to participate in interviews conducted by the City for the purposes of clarifying proposal contents and to respond to questions.

LOCATIONS (INCLUDING BUT NOT LIMITED TO):

Bidders should familiarize themselves with the sites of work and the local conditions affecting the cost of work.

1. Novi Civic Center
45175 W. Ten Mile Road
Novi, MI 48375
2. Novi Police Department
45125 W. Ten Mile Road
Novi, MI 48375
3. Department of Public Services
26300 Delwal
Novi, MI 48375
Includes: driveway entrance to facility and yard lights
4. Indoor Gun Range
26350 Delwal Dr.
Novi, MI 48375
5. Fire Station #1
42975 Grand River
Novi, MI 48375
6. Fire Station #2
1919 Paramount
Novi, MI 48377
7. Fire Station #3
42785 Nine Mile Road
Novi, MI 48375
8. Fire Station #4
49375 Ten Mile Rd.
Novi, MI 48374
9. Satellite Building
25804 Beck Rd. (south of 11 Mile)
Novi, MI 48374
10. ITC Community Sports Park
51000 Eight Mile Road
Northville, MI 48167

Three (3) restroom facilities, concession, external outlets
Five (5) well pumps

Irrigation Pump House
Grinder Pump

11. Lakeshore Park
601 South Lake Dr.
Novi, MI 48377

Camp Building – restroom, concession, mechanical room, external outlets
Secondary restroom - bathrooms, mechanical
Parking lot lighting
Grinder Pump
Pavilion external outlets

12. Ella Mae Power Park (behind the Civic Center)
45175 W. Ten Mile Road
Novi, MI 48375

Concession Facility – concession, restrooms, mechanical room, external outlets
Well pumps (2)
Grinder Pump

13. Rotary Park
22220 Roethel Drive
Novi, MI 48375
Restroom Facility – restrooms, mechanical room, external outlets

14. Wildlife Woods
26442 Wixom Road
Novi, MI 48374
Restroom Facility – restrooms, mechanical room, external outlets

15. Fuerst Park (including Historic Township Hall)
Taft & 10 Mile Rd.

16. Lift Station #1
25694 Wixom Rd. (north of Albatross, east side of Wixom)
electrical panel, lights, outlets

17. Lift Station #2
25849 Island Lake Dr. (east of Napier)
electrical panel, lights, outlets

18. Lift Station #3
24489 Wixom Rd. @ Drakes Bay
electrical panel, lights, outlets

19. Lift Station #4
22342 Roberts Dr. @ 9 Mile
electrical panel, lights, outlets

20. Lift Station #5
21687 Beck Rd. (south of Bellagio)
electrical panel, lights, outlets

21. Lift Station #6
20926 E. Glenhaven Circle (Court C)
electrical panel, lights, outlets
22. Lift Station #7
21303 Haggerty (north of 8 Mile Rd.)
electrical panel, lights, outlets
23. Lift Station #8
23660 Meeting Hall Ln. (Stonehenge Condos)
electrical panel, lights, outlets
24. Lift Station #9
25171 Regency Dr.
electrical panel, lights, outlets
25. Lift Station #10
26670 Meadowbrook (north of I-96)
electrical panel, lights, outlets
26. Lift Station #11
Taft Knolls Sub (power to be added Summer 2005)
electrical panel, lights, outlets
27. Lift Station #12
44798 12 Mile Rd.
electrical panel, lights, outlets
28. Lift Station #13
26915 Sheraton Dr.
electrical panel, lights, outlets
29. Lift Station #14
47420 Cider Mill @ Beck Rd.
electrical panel, lights, outlets
30. Lift Station #15
45175 W. Ten Mile @ Power Park
electrical panel, lights, outlets
31. Lift Station #16
Community Sports Park (Eight Mile @ Napier)
electrical panel, lights, outlets
32. Lift Station #17
601 South Lake (Lakeshore Park)
electrical panel, lights, outlets
33. Booster Station #1
West Park @ 12 Mile Rd. (to be completed August 2005)
electrical panel, lights, outlets
34. Booster Station #2
Wixom Rd. @ 11 Mile Rd.

- electrical panel, lights, outlets
35. Pressure Reducing Valve Station #1
Novi Rd. North @ 12-1/2 Mile
electrical panel, lights, outlets
 36. Pressure Reducing Valve Station #2
Novi Rd. South @ Mystic Forest
electrical panel, lights, outlets
 37. Pressure Reducing Valve Station #3
Ten Mile Rd. @ R/R Tracks (SW)
electrical panel, lights, outlets
 38. Pressure Reducing Valve Station #4
Grand River (E. of Market)
electrical panel, lights, outlets
 39. Pressure Reducing Valve Station #5
Nine Mile Rd. (North Hills Apt.)
electrical panel, lights, outlets
 40. Pressure Reducing Valve Station #6
West Park Dr.
electrical panel, lights, outlets
 41. Pressure Reducing Valve Station #7
Meadowbrook Rd. (north of 12 Mile)
electrical panel, lights, outlets
 42. 12 Mile Street Lights (Haggerty Rd. to Cabaret) – exterior light pole maintenance only
 43. Main Street Lights – exterior light pole maintenance only
 44. Town Center Parking Lot Lights – exterior light pole maintenance only
 45. Pedestrian Lights - Grand River / Novi Rd - exterior light pole maintenance only

Alternate # 1

Meadowbrook Commons
25075 Meadowbrook Rd.
Novi, MI 48375

Alternate #2

Novi Public Library
45245 W. Ten Mile Road
Novi MI 48375

Please note: The Novi Public Library will be moving into a new facility in June 2010.