



cityofnovi.org

# CITY of NOVI CITY COUNCIL

Agenda Item **D**  
January 25, 2010

**SUBJECT:** Approval to award the Electrical Services Contract to Great Lakes Power & Lighting, Inc., the lowest qualified bidder, based on hourly rates for an estimated annual cost of \$50,000 - \$70,000.

**SUBMITTING DEPARTMENT:** Facility Operations

**CITY MANAGER APPROVAL:**

### BACKGROUND INFORMATION:

This contract is for electrical services (repairs, new wiring, connections and emergency repairs) for City facilities. The contract period is for one year and may be renewed two times in 1-year increments, based on satisfactory performance, at the same prices, terms and conditions of the original contract.

We received 15 proposals in response to the City's Electrical Services RFP. The review team (Benny McCusker, Chris Quick, Sue Morianti, and Lynn Norman) utilized the Qualification Based Selection (QBS) process to evaluate the five lowest qualified bids based on contractor experience, qualifications, capacity to perform the work, references and prices. The team believes that Great Lakes Power & Lighting, Inc., will best serve the City's needs. Reference checks were very favorable.

**RECOMMENDED ACTION:** Approval to award the Electrical Services Contract to Great Lakes Power & Lighting, Inc., the lowest qualified bidder, based on hourly rates for an estimated annual cost of \$50,000 - \$70,000.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Crawford				
Council Member Fischer				

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

**City of Novi**  
**QBS Group Tally for Electrical Services 2009**

	Great Lakes	LaBelle	Edgewood	MAS Elec	Peterson	C&J Elec	Innovation	Deco Elec	Transformer Insp
Evaluator 1	860	900	840	600	680	540	560	600	600
Evaluator 2	1000	1000	1000	1000	880	1000	1000	880	900
Evaluator 3	1000	1000	980	1000	1000	900	1000	840	880
Evaluator 4	920	800	860	960	900	920	780	860	700
<b>TOTAL</b>	<b>3780</b>	<b>3700</b>	<b>3680</b>	<b>3560</b>	<b>3460</b>	<b>3360</b>	<b>3340</b>	<b>3180</b>	<b>3080</b>

	MTI	Allied	Adv. Tech	ICR Renew	Garr	A.E.G.
Evaluator 1	660	640	340	220	360	220
Evaluator 2	840	880	960	840	800	120
Evaluator 3	820	800	900	900	840	260
Evaluator 4	740	700	640	700	620	420
<b>TOTAL</b>	<b>3060</b>	<b>3020</b>	<b>2840</b>	<b>2660</b>	<b>2620</b>	<b>1020</b>

		Great Lakes Power	Peterson Electric	Edgewood Electric	MAS Electrical	LaBelle Electric
Regular Hours, M-F, 8am-5pm	Journeyman	54	59	68	72	80
	Apprentice	45	37	45	50	
	Other	99	96	N/A		
Overtime Hours, M-F, 5 pm-8 am	Journeyman	78	88.50	93	87	120
	Apprentice	65	55.50	70	62	
	Other			N/A		
Saturday Hours	Journeyman	78	88.50	93	87	120
	Apprentice	65	55.50	70	62	
	Other			N/A		
Sunday Hours	Journeyman	102	88.50	119	102	160
	Apprentice	90	55.50	95	74*	
	Other			N/A		
Holidays	Journeyman	102	85.50	119	102	160
	Apprentice	90	55.50	95	74	
	Other			N/A		
Emergency Service, 24/7	Journeyman	same as above	88.50	Straight time \$86	87	120
	Apprentice		55.50	Time & 1/2 \$118	50	
	Other			Double Time \$150		
Material markup from wholesale rates		10%	10%	7%	10%	10%
Comments		Use of bucket truck, lifts, etc. will be cost + 10%. Hourly rate for Master Electrician is same as Journeyman.	Bucket truck w/ operator \$95/hr. Other equipment cost is rental cost + 15%. If it becomes necessary to use the services of factory technicians, reps, electronic technicians, engineers, repair shops in the field, the charge will be cost + 15% markup. Hourly rate for Master Electrician is same as Journeyman.	additional cost for equipment use depends on the type of equipment & time being used	Emergency service requested on Sunday or holidays will be charged a documented rate for those days as listed above. If equipment is owned by MAS Electrical, services requiring use of backhoe, crane, bucket truck, etc. will result in additional charges. Price list attached	



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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@greatlakespower.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



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>54<sup>00</sup></u>	\$ <u>45<sup>00</sup></u>	\$ _____
Overtime Working Hours: Mon-Fri, 5 PM – 8 AM	\$ <u>78<sup>00</sup></u>	\$ <u>65<sup>00</sup></u>	\$ _____
Saturday Hours 12 AM – 12 AM	\$ <u>78<sup>00</sup></u>	\$ <u>65<sup>00</sup></u>	\$ _____
Sunday Hours: 12 AM – 8 AM Mon	\$ <u>102<sup>00</sup></u>	\$ <u>90<sup>00</sup></u>	\$ _____
Holidays: 5PM prior night – 8 AM following day	\$ <u>102<sup>00</sup></u>	\$ <u>90<sup>00</sup></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



**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.