

**REQUEST FOR PROPOSALS  
RFP No. 870**

**ELECTRICAL AND INSTRUMENTATION SUPPORT SERVICES  
FOR THE CITY OF ANN ARBOR WATER TREATMENT  
SERVICES UNIT**



Proposal Due Date: September 26, 2013 at 2:30 P.M.

Issued By:  
City of Ann Arbor, Michigan  
Procurement Unit on behalf of Public Services Area  
301 E. Huron Street  
Ann Arbor, MI 48104

## TABLE OF CONTENTS

SECTION 1: Instructions to Respondents	3
SECTION 2: Scope of Work	9
SECTION 3: Minimum Requirements; Evaluation Criteria Respondent	11
SECTION 4: Attachments	14
Attachment A – Legal Status of Respondent	
Attachment B – Fee Proposal	
Attachment C – Contract Compliance Instructions & Forms	
Attachment D – Living Wage	
APPENDIX	22
Appendix A – Standard Services Agreement	
Appendix B - Non-Disclosure Agreement	

## **SECTION 1: INSTRUCTIONS TO RESPONDENTS**

### **OBJECTIVE**

The City of Ann Arbor, Michigan is hereby soliciting sealed proposals for the purpose of selecting a qualified firm or firms to provide electrical and instrumentation support services for the City of Ann Arbor Water Treatment Services Unit on an as-needed basis.

### **PRE-PROPOSAL MEETING**

No pre-proposal meeting will be conducted. All questions regarding the proposal process or the technical content of the RFP must be directed to the individuals referenced below.

### **QUESTIONS OR CLARIFICATIONS OF RFP REQUIREMENTS**

All questions regarding this RFP shall be submitted via email. Emailed questions and inquiries will be accepted from any and all prospective Respondents in accordance with the terms and conditions of this RFP.

All questions shall be submitted on or before September 16, 2013 by 5:00 P.M. and should be addressed as follows:

Scope of Work/Proposal Content questions emailed to [bsteglitz@a2gov.org](mailto:bsteglitz@a2gov.org)  
RFP Process and HR Compliance questions emailed to [klancaster@a2gov.org](mailto:klancaster@a2gov.org)

Should any prospective Respondent be in doubt as to the true meaning of any portion of this Request for Proposal, or should a prospective Respondent find any ambiguity, inconsistency or omission therein. The Respondent shall make a written request for an official interpretation or correction. Such requests must be submitted via email to [klancaster@a2gov.org](mailto:klancaster@a2gov.org).

All requests for Clarification are due on or before September 16, 2013 by 5:00 P.M.

### **ADDENDUM**

All interpretation or correction, as well as any additional RFP provisions that the City may decide to include, will be made only as an official addendum that will be posted to Michigan Inter-governmental Trade Network (MITN) [www.mitn.info](http://www.mitn.info) and the City of Ann Arbor web site [www.a2gov.org](http://www.a2gov.org) for all parties to download.

It shall be the Respondent's responsibility to ensure they have received all addendums before submitting a proposal. Any addendum issued by the City shall become part of the RFP and will be incorporated in the proposal.

Each Respondent must in its RFP, to avoid any miscommunications, acknowledge all addenda which it has received, but the failure of a Respondent to receive, or acknowledge receipt of; any addenda shall not relieve a Respondent of the responsibility for complying with the terms thereof.

The City will not be bound by oral responses to inquiries or written responses other than written addenda.

### **PROPOSAL SUBMISSION**

All Proposals are due and must be delivered to the City Procurement Unit on or before **September 26, 2013 by 2:30 P.M. (local time)**. Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

Each Respondent must submit one (1) original Proposal, and two (2) additional Proposal copies. Three (3) copies of the Proposal Fee shall be submitted in a separate sealed envelope contained within the Respondents sealed proposal. Proposal submitted must be clearly marked: **RFP #870 Electrical and Instrumentation Support Services for the City of Ann Arbor Water Treatment Services Unit** and then list Respondents name and address.

#### **Proposals must be addressed and delivered to:**

City of Ann Arbor  
Procurement Unit, 5th Floor  
301 East Huron Street  
P.O. Box 8647  
Ann Arbor, MI 48107

All Proposals received on or before the Due Date will be publicly opened and recorded immediately. No immediate decisions are rendered.

Hand delivered Proposals will be date/time stamped/signed by the Procurement Unit at the address above in order to be considered. Normal business hours are 9:00 a.m. to 3:00 p.m. Monday through Friday, excluding Holidays. The City will not be liable to any Respondent for any unforeseen circumstances, delivery or postal delays. Postmarking on the Due Date will not substitute for receipt of the Proposal. Each Respondent is responsible for submission of their Proposal.

Additional time will not be granted to a single Respondent; however, additional time may be granted to all Respondents when the City determines that circumstances warrant it.

**A Proposal will be disqualified if the Fee Proposal is not contained within a separate sealed envelope.**

### **PROPOSAL TERMS AND REQUIREMENTS**

The City reserves the right to reject any and all proposals, to waive or not waive informalities or irregularities in the response procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the City to be in the best interest of the City. All agreements resulting from negotiations that differ from what is represented within the RFP or in the Respondent's response shall be documented and included as part of the final contract.

Proposals must be signed in ink by an official authorized to bind the Respondent to its provisions for at least a period of one hundred twenty (120) days from the due date of this RFP. Failure of the successful respondent to accept the obligation of the contract may result in the cancellation of any award.

In the event it becomes necessary to revise any part of the RFP, Addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions.

Proposals should be prepared simply and economically providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal. The proposal shall be no more than 10 **pages total** in length (5 sheets, not including Legal Status of Respondent, Contract Compliance and Living Wage forms). Proposals should not include any plastic covers, binders, or other non-recyclable materials. Fee proposals must be submitted in a separate sealed envelope at the same time. All envelopes for technical proposal and separate fee proposals must be clearly marked "**RFP #870 Electrical and Instrumentation Support Services for the City of Ann Arbor Water Treatment Services Unit**"

All proposals become the property of the City of Ann Arbor once reviewed, whether awarded or rejected.

To be considered, each Respondent must submit a response to this RFP using the format provided in Section 3. No other distribution of proposals is to be made by the respondent. Respondents must submit three (3) copies of the Proposal fees in a separate sealed envelope. Price Quotations stated in the Fee Proposal will not be subject to any price increase from the date on which the proposal is opened by the City to the mutually agreed date of contract expiration.

All information in a respondent's Proposal is subjected to disclosure under the provisions of Public Act No. 442 of 1976 know as the "Freedom of Information Act". This act also provides for the complete disclosure of contracts and attachments thereto except where specifically exempted under the Freedom of Information Act.

The selected Respondent will be required to provide the City of Ann Arbor an IRS form W-9 before a payment order can be issued.

The City is tax exempt from all taxes. The Respondent, if awarded a contract for this work, shall be responsible for all "sales taxes" and "use taxes" as applicable to this work.

### **SELECTION CRITERIA**

Responses to this RFP will be evaluated using a point system, described in Section 3. The evaluation will be completed by a Selection Committee composed of staff members from various units of the City.

At the initial evaluation, the fee proposals will not be reviewed. The initial evaluation is to determine which, if any, Respondents are to be interviewed. Respondent fee proposals will only be opened for Respondents selected for interview, if the City elects to conduct interviews.

During interviews, selected Respondent(s) will have the opportunity to discuss in more detail their qualifications, experience, proposed work plan, and fee proposal during the interview process. The City of Ann Arbor further reserves the right to interview the key personnel anticipated to be assigned if the firm is selected. To decide the most qualified, capable and

cost-effective Respondent, the Selection Committee will evaluate the proposal(s) and interview(s) using the point system described in Section 3 of this RFP.

### **INTERVIEW**

The City has the right to request interviews with selected Respondents when necessary. The selected Respondents will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal. The interview must include the project team members expected to complete a majority of work on the project, but no more than 4 members total. The interview shall consist of a presentation by the Respondent, including the person who will be the project manager on this Contract, followed by questions and answers. Audiovisual aids may be used during the oral interviews. The oral interviews may be recorded on tape by the Evaluation Team.

If the City chooses to interview any respondents, the interviews will be held the week of October 7 or 14, 2013. Respondents selected for interview will be expected to be available that week.

### **TYPE OF CONTRACT**

Contractors selected to do business with the City of Ann Arbor will be required to execute the standard Services Agreement with the City (a sample agreement is included with this RFP). Those who wish to submit a proposal to the City are required to carefully review the Services Agreement. Respondents should specifically note that the insurance requirements under a City contract are listed in Exhibit C of the sample contract. **The City will not entertain requests to revise, amend, or change the language of the standard Services Agreement** Respondents must base their proposal on the assumption that, if selected, they will execute the Services Agreement.

### **COST LIABILITY**

The City of Ann Arbor assumes no responsibility or liability for costs incurred by a respondent prior to the execution of a Services Agreement. The liability of the City is limited to the terms and conditions outlined in the Agreement. By submitting a proposal, Respondent agrees to bear all costs incurred or related to the preparation, submission and selection process for the proposal.

### **SCHEDULE**

The following is the solicitation schedule for this procurement.

<b>Activity/Event</b>	<b>Anticipated Date</b>
Pre-Proposal Meeting	NA
Proposal Due Date	September 26, 2013
Interviews	Week of October 7 or 14, 2013
Selection/Negotiate Scope of Services	October 2013

Agreement (SA)	
SA Execution, Award and Notice to Proceed	After November 1, 2013

Note: The above schedule is for informational purposes only, and is subject to change at the City's discretion.

Proposals submitted shall define an appropriate project schedule in accordance with the requirements of the proposed work plan. The final schedule will be negotiated based on the final scope of work and work plan agreed to by the City and the selected firm.

**AWARD PROTESTS**

All Proposal protests must be in writing and filed with the Purchasing Agent within five(5) business days of the award action email. The Respondent must clearly state the reasons for the protest. If a Respondent contacts a City Service Area/Unit and indicates a desire to protest an award, the Service Area/Unit shall refer the Respondent to the Purchasing Agent. The Purchasing Agent will provide the Respondent with the appropriate instructions for filing the protest. The protest shall be reviewed by the City Administrator or designee whose decision shall be final.

**DEBARMENT**

Submission of a Proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the City will be notified of any changes in this status.

**HUMAN RIGHTS INFORMATION**

Article VI of the City's standard Services Agreement, outlines the requirements for fair employment practices under City of Ann Arbor contracts. To establish compliance with this requirement, the Respondent should complete and return with its proposal completed copies of the Human Rights Division Contract Compliance Forms attached as Attachment C. In the event Human Rights forms are not submitted with the proposal, a respondent will have 24 hours to provide once requested by the City.

**LIVING WAGE INFORMATION**

All respondents proposing to do business with the City of Ann Arbor, except those specifically exempted by regulations promulgated by the Administrator and approved by City Council, agree to comply with the living wage provisions of Chapter 23 of the Ann Arbor City Code and, if a "covered employer" as defined therein to pay those employees providing services to the City under this agreement a "living wage" as defined in Chapter 23 of the Ann Arbor City code; and, if requested by the City, provide documentation to verify compliance. Respondent agrees to comply with the provisions of Section 1:1815 of Chapter 23 of the Ann Arbor City Code. The Declaration of Living Wage form (Attachment D) should be submitted with the proposal. In the event it is not, a Respondent will have 24 hours from the City's request to return the completed form.

## **NON-DISCLOSURE AGREEMENT**

The Contractor selected for this work may be requested to sign a Non-Disclosure Agreement. A sample agreement is included with this RFP

## **INDEPENDENT FEE DETERMINATION**

1. By submission of a proposal, the respondent certifies, and in the case of joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:
  - a) They have arrived at the fees in the proposal independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such fees with any other proposal respondent or with any competitor.
  - b) Unless otherwise required by law, the fees which have been quoted in the proposal have not been knowingly disclosed by the respondent and will not knowingly be disclosed by the respondent prior to award directly or indirectly to any other prospective respondent or to any competitor.
  - c) No attempt has been made or shall be made by the proposal respondent to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
  - d) Each person signing the proposal certifies that she or he is the person in the proposal respondent's organization responsible within that organization for the decision as to the fees being offered in the proposal and has not participated (and will not participate) in any action contrary to 1.a), b), or c) above.
2. A proposal will not be considered for award if the sense of the statement required in the Fee Analysis portion of the proposal has been altered so as to delete or modify 1.a), c), or 2 above. If 1.b) has been modified or deleted, the proposal will not be considered for award unless the respondent furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

## **RESERVATION OF RIGHTS**

1. The City of Ann Arbor reserves the right to accept any Proposal or alternative Proposal proposed in whole or in part, to reject any or all Proposals or alternatives Proposals in whole or in part and to waive irregularity and/or informalities in any Proposal and to make the award in any manner deemed in the best interest of the City.
2. The City reserves the right not to consider any Proposal which it determines to be unresponsive and deficient in any of the information requested within the RFP.
3. The City reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or that a revised scope be implemented.



## SECTION 2: SCOPE OF WORK

### INTRODUCTION

The City of Ann Arbor, Michigan, is requesting proposals from professional firms to provide electrical and instrumentation support services at the City's water treatment plant, hydroelectric dams, and recreational dams.

The services desired include, but are not limited to, testing transformers (including sampling and winding tests); meggering of electrical lines; infrared testing; cleaning and testing medium voltage breakers on City's substations and generators; replacement, programming and tuning of instrumentation for water treatment plant and hydroelectric dam controls; cleaning of electrical metering cabinets; setting trips on breakers; response to electrical and instrumentation troubleshooting requests; calibration of instruments (including flow meters, pressure transmitters, and level transmitters); replacement and programming of radio communication equipment (MOSCAD); PLC programming; SCADA/HMI support; and SCADA communications troubleshooting.

The City intends to award one service contract at an annual not-to-exceed value of \$60,000 for each for the period September 1, 2013 through June 30, 2014, with the option for two annual renewals through June 30, 2015 and June 30, 2016. This contract will be task-based based on the scope and fees identified in the proposal. There will be no minimum value of services committed by the City for each awarded service contract. At the completion of the initial contract period the City may elect to extend the time through a contract amendment for a period up to one additional year and add additional funds as required for anticipated services for that additional year.

### CONTRACT REQUIREMENTS

1. Ability to work effectively with the City's Water Treatment Services staff with respect to any of the dive inspection services required by the City.
2. The ability to function in a support role to the Water Treatment Services Unit in accordance with City Standards and procedures.
3. Under unique circumstances the City may request emergency services. In the event of such a request, the contractor shall mobilize within 24 hours or less to perform the required task.
4. Contractor shall be available to perform designated services within 14 days of notification from the City of the need for dive inspection or maintenance services.

### PROPOSAL REQUIREMENTS

In keeping with the objective, the description, the requirements, and the contractor's tasks as previously indicated in this Request for Proposal, contractors submitting proposals shall outline, in detail, the manner in which the Contractor shall work with the City to fulfill the City's needs.

The outline, at a minimum, shall address:

1. Staffing and personnel.
2. Communication and coordination.
3. Working relationship between contractor and City staff.
4. Statement indicating how the emergency services requirement of the RFP will be met by the Contractor.
5. Information which will assist the City to determine the contractor's capability of performing the work.
6. Contractor shall document in their proposal experience working with medium voltage electrical equipment; service, maintenance and calibration of instrumentation; transformer testing and sampling; MOSCAD programming; and dam and hydroelectric control experience.

#### FEE PROPOSAL REQUIREMENT

Contractor shall provide a detailed and full account of hourly fees for services. Contractor shall identify all costs inclusive of travel to and from site if applicable and document any conditions that could impact the rate for services. It is assumed that the Contractor will be compensated on an hourly basis for work performed. Proposal shall address any additional fees associated with an emergency services request or night or weekend work. Proposal shall also address any proposed fee escalation for services in the optional second and third year renewals.

### **SECTION 3: MINIMUM INFORMATION REQUIRED EVALUATION CRITERIA**

Respondents should organize Proposals into the following Sections:

- A. Professional Qualifications
- B. Past Involvement with Similar Projects
- C. Proposed Work Plan
- D. Fee Proposal (include in a separate sealed envelope)
- E. Authorized Negotiator
- F. Attachments

The following Section describes the elements that should be included in each of these proposal sections and the weighted point system that will be used for evaluation of the proposals.

A. Professional Qualifications – 25 points

1. State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include the state in which it is incorporated. If appropriate, indicate whether it is licensed to operate in the State of Michigan.
2. Include the number of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes or qualifications are required for proposed project personnel who will be assigned to the project. Qualifications and capabilities of any sub-contractors must also be included.
3. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details which make the firm qualified for this work.

B. Past involvement with Similar Projects - 20 points

The written proposal must include a list of specific experience in the project area and indicate proven ability in similar projects for the firm and the individuals to be involved in the project. The proposal must also indicate proven ability to have projects completed within the budgeted amounts. A complete list of client references must be provided for similar projects recently completed. The list shall include firm/agency's name, contact name, project title, owner name, address, and phone number.

C. Scope of Work Outline - 25 points

Prepare a scope of work outline per the proposal requirements identified in Section 2. The work plan shall define staff resources availability and the staff persons proposed for different types of tasks.

Identify all of those, if any, who will be subcontracted to assist you with this project, and the extent of work for which they will be responsible. Include similar reference data for subcontractors and employees as requested above for the main respondent.

Include any other information that you believe to be pertinent, but not specifically asked for elsewhere.

D. Fee Proposal - 30 points

**Fee proposals shall be submitted in a single separate sealed envelope with the proposal. Any proposal not complying with this requirement may be subject to disqualification.**

Fee proposals are to include the names, title, hourly rates, overhead factors, and any other details by which the overall and project element costs have been derived. Rates shall include travel time to and from the site as needed. Additional travel expenses will not be honored as part of this contract without written approval from the City, and only for extenuating circumstances under the sole discretion of the City's Contract Administrator.

The total fee proposal may be adjusted after negotiations with the City and prior to signing a formal contract, if justified. The template Services Agreement is included in Attachment A of this RFP.

The Certification Statement in Attachment B must be included as part of the Fee Proposal and the Fee Proposal must be signed by an authorized signatory for respondent.

E. Authorized Negotiator

Include the name and phone number of persons(s) in your organization authorized to negotiate the Scope of Work with the City.

F. Attachments

1. Attachment A Legal Status of Respondent, Living Wage Compliance Form and the Contract Compliance Form must be completed and returned with the proposal. These elements should be included as attachments to the proposal submission.

**Proposal Evaluation**

1. The Selection Committee will evaluate each proposal by the above described criteria and point system (A through C) to select a short list of firms for further consideration. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview. The Committee may contact references to verify material submitted by the Respondents. The City will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope.

2. If needed, the Committee then will schedule the interviews with the selected firms. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal. Audiovisual aids may be used during the oral interviews. The oral interviews may be recorded on tape by the Evaluation Team.
3. The firms interviewed will then be re-evaluated by the described criteria (A through D) and adjustments to scoring will be made as appropriate. After evaluation of the proposals.
4. After evaluation of the proposals, further negotiation with the selected firm may be pursued leading to the award of a contract by City Council, if suitable proposals are received.

The City reserves the right to not consider any proposal which is determined to be unresponsive and deficient in any of the information requested for evaluation. The City also reserves the right to waive the interview process and evaluate the Contractors based on their proposals and fee schedules alone.

The City will determine whether the final scope of the project to be negotiated will be entirely as described in this Request for Proposal, a portion of the scope, or a revised scope.

## **SECTION 4: ATTACHMENTS**

Attachment A - Legal Status of Respondent

Attachment B - Fee Proposal

Attachment C - Contract Compliance Instructions and Forms

Attachment D – Declaration of Living Wage Form and Living Wage Poster

**ATTACHMENT A**

**LEGAL STATUS OF RESPONDENT**

(The Respondent shall fill out the appropriate form and strike out the other two.)

By signing below the authorized representative of the Respondent hereby certifies that:

The Respondent is:

- A corporation organized and doing business under the laws of the state of \_\_\_\_\_, for whom \_\_\_\_\_ bearing the office title of \_\_\_\_\_, 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: \_\_\_\_\_

(Print) Name \_\_\_\_\_ Title \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**ATTACHMENT B  
FEE PROPOSAL**

**Certification**

As an awarded contract, the respondent agrees to provide the scope of work in this Request for Proposal, including all terms and conditions, instruction to respondents, special provisions, specifications, addenda, questions and corresponding answers, and the RFP as set forth in these Contract Documents. The parties intend for this to constitute the final and complete agreement between City of Ann Arbor and the Respondent.

\_\_\_\_\_  
Signature Date: \_\_\_\_\_,

(Print) Name \_\_\_\_\_ Title \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_



ATTACHMENT C  
City of Ann Arbor Procurement Office

**INSTRUCTIONS FOR CONTRACTORS  
FOR COMPLETING CONTRACT COMPLIANCE FORM**

City Policy

The “non discrimination in contracts” provision of the City Code, (Chapter 112, Section 9:161) requires contractors/vendors/grantees doing business with the City not to discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, condition of pregnancy, marital status, physical or mental limitations, source of income, family responsibilities, educational association, sexual orientation, gender identity or HIV status against any of their employees, any City employee working with them, or any applicant for employment. It also requires that the contractors/vendors/grantees include a similar provision in all subcontracts that they execute for City work or programs.

This Ordinance further requires that each prospective contractor/vendor submit employment data to the City showing current total employee breakdown by occupation, race and gender. This allows the Human Rights Office to determine whether or not the contractor/vendor has a workforce that is reflective of the availability of women and under-represented minorities within the contractor's labor recruitment area (the area where they can reasonably be expected to recruit employees). ***This data is provided to the City on the Human Rights Contract Compliance Forms (attached).***

**To complete the form:**

**1) If a company has more than one location, then that company must complete 2 versions of the form.**

- **Form #1** should contain the employment data for the **entire corporation.**
- **Form #2** should contain the employment data for those employees:
  - who will be working on-site;
  - in the office responsible for completing the contract; or,
  - in the case of non-profit grantees, those employees working on the project funded by the City grant(s).

2) If the company has only one location, fill out Form #1 only.

3) Complete all data in the upper section of the form including the name of the person who completes the form and the name of the company/organization's president.

4) Complete the Employment Data in the remainder of the form. Please be sure to complete all columns including the Total Columns on the far right side of the form, and the Total row and Previous Year Total row at the bottom of the form.

5) Return the completed form(s) to your contact in the City Department for whom you will be conducting the work.

**For assistance in completing the form, contact:**

Procurement Office of the City of Ann Arbor  
734/794-6500

If a contractor is determined to be out of compliance, the Procurement Office will work with them to assist them in coming into compliance.

**CITY OF ANN ARBOR PROCUREMENT OFFICE  
HUMAN RIGHTS CONTRACT COMPLIANCE FORM**  
*Entire Organization (Totals for All Locations where applicable)*

Name of Company/Organization \_\_\_\_\_ Date Form Completed \_\_\_\_\_  
 Name and Title of Person Completing this Form \_\_\_\_\_ Name of President \_\_\_\_\_  
 Address (Street address) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_ County \_\_\_\_\_ Phone # \_\_\_\_\_ (Area Code) \_\_\_\_\_  
 Fax# \_\_\_\_\_ (Area Code) \_\_\_\_\_ Email Address \_\_\_\_\_

**EMPLOYMENT DATA**

Job Categories	Number of Employees (Report employees in only one category)												TOTAL COLUMNS A-L		
	Male						Female								
	White A	Black or African American B	Asian C	Hispanic or Latino D	Native Hawaiian or Other Pacific Islander E	American Indian or Alaska Native F	White G	Black or African American H	Asian I	Hispanic or Latino J	Native Hawaiian or Other Pacific Islander K	American Indian or Alaskan Native L			
Exec/Sr. Level Officials															
Supervisors															
Professionals															
Technicians															
Sales															
Admin. Support															
Craftspeople															
Operatives															
Service Workers															
Laborers/Helper															
Apprentices															
Other															
<b>TOTAL</b>															
<b>PREVIOUS YEAR TOTAL</b>															

**CITY OF ANN ARBOR PROCUREMENT OFFICE  
HUMAN RIGHTS CONTRACT COMPLIANCE FORM**

Local Office (Only those employees that will do local or on-site work, if applicable)

Name of Company/Organization \_\_\_\_\_ Date Form Completed \_\_\_\_\_

Name and Title of Person Completing this Form \_\_\_\_\_ Name of President \_\_\_\_\_

Address (Street address) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_ County \_\_\_\_\_ Phone # \_\_\_\_\_ (Area Code) \_\_\_\_\_

Fax# \_\_\_\_\_ (Area Code) \_\_\_\_\_ Email Address \_\_\_\_\_

**EMPLOYMENT DATA**

Job Categories	Number of Employees (Report employees in only one category)												TOTAL COLUMNS A-L		
	Male						Female								
	White A	Black or African American B	Asian C	Hispanic or Latino D	Native Hawaiian or Other Pacific Islander E	American Indian or Alaska Native F	White G	Black or African American H	Asian I	Hispanic or Latino J	Native Hawaiian or Other Pacific Islander K	American Indian or Alaskan Native L			
Exec/Sr. Level Officials															
Supervisors															
Professionals															
Technicians															
Sales															
Admin. Support															
Craftspeople															
Operatives															
Service Workers															
Laborers/Helper															
Apprentices															
Other															
<b>TOTAL</b>															
<b>PREVIOUS YEAR TOTAL</b>															

Questions about this form? Call Procurement Office: (734) 794-6576

**ATTACHMENT D**  
**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 employers providing services to the City or recipients of grants for financial assistance (in amounts greater than \$10,000 in a twelve-month period of time) pay their employees who are working on the City project or grant, a minimum level of compensation known as the **Living Wage**. This wage must be paid to the employees for the length of the contract/project.

*Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from the Ordinance. If this exemption applies to your firm, please check below:*

- \_\_\_\_\_ This **company** is exempt due to the fact that we employ or contract with fewer than 5 individuals.  
\_\_\_\_\_ This **non-profit agency** is exempt due to the fact that we employ or contract with fewer than 10 employees.

The Ordinance requires that all contractors/vendors and/or grantees agree to the following terms:

- a) To pay each of its employees performing work on any covered contract or grant with the City, no less than the living wage, which is defined as \$12.52/hour when health care is provided, or no less than \$13.96/hour for those employers that do *not* provide health care. It is understood that the Living Wage will be adjusted each year on April 30, and covered employers will be required to pay the adjusted amount thereafter. The rates stated above include any adjustment for 2013.
- b) Please check the boxes below which apply to your workforce:
- Employees who are assigned to *any covered* City project or grant will be paid at or above the applicable living wage without health benefits Yes \_\_\_\_\_ No \_\_\_\_\_
- OR**
- Employees who are assigned to *any covered* City project or grant will be paid at or above the applicable living wage with health benefits Yes \_\_\_\_\_ No \_\_\_\_\_
- c) To post a notice approved by the City regarding the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- d) To provide the City payroll records or other documentation as requested; and,
- e) To permit access to work sites to City representatives for the purposes of monitoring compliance, investigating complaints or non-compliance.

The undersigned authorized representative hereby obligates the contractor/vendor or grantee to the above stated conditions under penalty of perjury and violation of the Ordinance.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address, City, State, Zip

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Phone (area code)

\_\_\_\_\_  
Type or Print Name and Title

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Date signed

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

