



**CITY OF ANN ARBOR – CITY HALL REQUEST FOR PROPOSAL NO. RFP-753
MAINTENANCE & SUPPORT OF MULTI-FUNCTION COPIERS CITY-WIDE**

The City of Ann Arbor is soliciting quotes for the following: **Maintenance and support of City of Ann Arbor multi-function copiers city-wide.**

The City of Ann Arbor seeks technical assistance and professional expertise to repair, maintain, replace, and/or rebuild 33 copiers located within various locations. Expertise in Canon multi-function copiers is required to ensure proper installations, updates, and disassemble of the machines. The contractor selected for the Maintenance Agreement shall provide the office with on-site training to site Administrators to ensure the usage of the machines function at full capacity.

The responsible bidder shall provide a technical proposal based on the criteria outlined in this RFP. Bidders must adequately meet all of the criteria specified in order to be considered technically acceptable for the award.

It is the City's intention to execute a purchase order for the above service with the most experienced lowest responsible bidder based on quotes received in response to this solicitation. Quotes must be valid for sixty days from the date submitted. In submitting this quote, it is understood that the right is reserved by the City to accept any quote, to reject any or all quotes, to waive irregularities and/or informalities in any quote, and to make the award in any manner the City believes to be in its best interest.

The City of Ann Arbor is soliciting quotes for the maintenance and support of all multi-function copiers through-out the city. It is preferred but optional to include eCopy software application maintenance where installed. The facility where the work is to be performed or the product is to be implemented is located at 100 N. Fifth Ave, Ann Arbor, Michigan and various locations throughout the city. Work to be done is described through the scope of service and must be completed fully in accordance with the specifications.

Period of Performance:

The period of performance shall be a 3-year base period with three 12-month option to renew periods.

Contact Person. If there are any questions concerning this request for quote, please contact Dan Rainey, Director of Information Technologies (ITSU) at (734) 794-6550 X45510 or [Marlene Robinson](#), ITSU Helpdesk Manager - ITSU at (734) 794-6550 X45511 between the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday.

BIDS DUES BY 10: AM, TUESDAY, [12/8/2009, 10AM.](#)

11/5/2009

Insurance Requirements: Contractor is to comply with all terms and conditions as stated in the City's "Service Purchase Order". Contractor is required to execute purchase order acknowledgment and provide evidence of insurance coverage prior to start of work. Required Insurance for this project is:

1. Worker's Compensation Insurance in accordance with all applicable state and federal statutes. Further, Employers Liability Coverage shall be obtained in the following minimum amounts:
 - Bodily Injury by Accident - \$1,000,000 each accident
 - Bodily Injury by Disease - \$1,000,000 each employee
 - Bodily Injury by Disease - \$1,000,000 each policy limit
2. Commercial General Liability Insurance, equivalent to, as a minimum, Insurance Services Office form CG 00 01 07 98. There shall be no added exclusions or limiting endorsements including, but not limited to: Products and Completed Operations, Explosion, Collapse and Underground coverage or Pollution. Further, the following minimum limits of liability are required:
 - \$500,000 Each occurrence as respect Bodily Injury Liability or Property Damage Liability, or both combined.
3. **City of Ann Arbor to be named as an additional insured party.**

Proposal Submission

The proposals are due with a description detailing how you plan to meet the requirements for quality, completeness and technical accuracy, information on team member professional certifications, and a project plan **on or before 10am, 8, December, 2009.** All required addendum must be submitted with the proposal. After review of the submissions, the City reserves all rights, at its sole discretion, to use without limitation any and all information, concepts and data contained therein. You may hand deliver your proposals or use mail/courier services. Respondents agree to honor their proposal for a period of 120 days from the proposal due date.

Printed submissions and CDROMs must be delivered to:

Ms. Dee Lumpkin
City of Ann Arbor
Procurement Unit, 5th Floor, City Hall
100 N. Fifth Ave.
Ann Arbor, MI 48104

SEALED envelopes must be clearly labeled "**Maintenance and Support of City of Ann Arbor Multi-function Copiers City-wide, RFP-753.**" Prospective respondents are responsible for the timely receipt of their proposal. All submission material will automatically become the property of the City of Ann Arbor once received, whether awarded or rejected, and will not be returned. **Late or incomplete proposals will not be considered.** No proposal will be considered received unless all copies of the proposals, including original, printed copies and electronic copies, have been received by the date and time specified above. **The COST PROPOSAL IS TO BE SUBMITTED IN A SEPARATE, SEALED ENVELOPE.**

BIDS DUES BY 10: AM, TUESDAY, 12/8/2009, 10AM.

11/5/2009

Selection Criteria

All submissions shall be evaluated with the emphasis placed on the Respondent's ability to meet the City's requirements, the responsiveness of the proposal, cost, and the criteria specified below. Responses to this solicitation will be evaluated by a Selection Committee composed of staff members from the Information Technology Services Unit (ITSU) within the City. Submissions will be evaluated through a weighted point system that will include, but will not be limited to, the areas outlined:

1. Quality, Completeness and Technical Accuracy of submission (15 pts)
2. Professional Qualifications of Company and Team Members to be assigned (20 pts)
3. Certification in Canon printers and eCopy software (eCopy cert preferred but not required) (20 pts)
4. Experience with similar projects of size and scope / ability to execute proposal requirements (25 pts)
5. Cost proposal alignment with budget limitations and fiscal necessity. (20 pts)

The Selection Committee will initially evaluate responses to the RFP to decide which Respondent(s), if any, they will interview. During the interview process, the selected Respondent(s) will have the opportunity to discuss in more detail their qualifications, their experience, the project plan, processes proposed, and their fee proposal(s).

Cost Proposal Evaluation

The City reserves the right to accept other than the low cost proposal if evaluation determines that to be in its best interest. Proposals whose costs do not accurately represent a reasonable cost for the services being purchased may be rejected.

Cost Proposals will be evaluated in relation to technical completeness. The City will seek to enter into a contract with the Respondent with the highest technical accuracy, most complete, accurate and detailed project plan, and most favorable price. If differences cannot be resolved, the City may open negotiations with the Respondent with the next highest technical completeness.

Compliance Requirements

If total costs of all services rendered by the Respondent to the City of Ann Arbor in the last 12 months exceed \$10,000 in combination with this proposal, Respondent will be required to comply with the City Living Wage Ordinance. Human Rights compliance is required for all services valued over \$10,000. If total costs of all services rendered in connection with this proposal to the City by the Respondent exceed \$25,000, City Council approval will be required.

Non-Discrimination By City Contractor(s)

All contractors 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, shall receive approval from the Human Resources Director prior to entering into a professional services agreement with the City. Said firms shall take affirmative action to insure that applicants are employed and that employees are treated during employment in a manner, which provides equal employment opportunity and tends to eliminate inequality based upon race, national origin or sex.

Living Wage

BIDS DUES BY 10: AM, TUESDAY, [12/8/2009, 10AM.](#)

11/5/2009

All contractors proposing to do business with the City of Ann Arbor, except those specifically exempted by City Code, 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. (See excerpt of Chapter 23 of Ann Arbor City Code attached to specimen contract.)

Mandatory Walkthrough: A mandatory walkthrough is scheduled for **November 17, 2009** at **10am, 5th Floor Conference Room, City Hall, 100 N. Fifth Ave., Ann Arbor, MI.** Please confirm your intent to participate by contacting Marlene Robinson at 734-794-6550 X45511. The walk through will provide the opportunity to clarify any questions that may arise. **Failure to attend the pre-proposal meeting will automatically disqualify a Respondent from submitting a proposal.** No proposal submitted by a party who did not attend the mandatory walkthrough will be opened or considered.

Scope of Work:

The maintenance service covers all City-owned copiers and various scanners (preferred but optional to include support of eCopy software application). Expectations of the selected service provider include but are not limited to responding the City’s request for on-site assistance, identifying technical problems, securing and installing replacement parts, performing maintenance measures and testing the equipment once the repairs have been made.

Past performance and firm fixed price quotation are specified herein for the comprehensive fleet maintenance agreement for 33 multi-function copier scanners.

On-site Maintenance and Repairs

- Four (4) hour maximum response time for service calls during business hours, 8:00am through 5:00pm, local prevailing time with some limited weekend support is required (10am – 4pm).
- Vendor must have working knowledge on Canon, Ricoh and Konica copiers; and eCopy software application currently installed on a number of city copier/scanners (PREFERRED BUT NOT REQUIRED)

Equipment and Warranty Requirements

- Service provider must seek approval for estimated costs for replacement parts before work is completed;
- Replacement parts must be installed within one business day of the approved estimate;
- Replacement parts need not be factory authorized parts of make/model of copier/scanner; and Service provider shall warranty all work (parts and labor) for a period of at least 90 days or that of the parts manufacturer, whichever is longer.
- Fully support the present life guarantee replacement cycle warranty.
- Responsible bidder will replace any hardware damaged, as a result of faulty parts or other mishap caused by technician during the repair process.
- Provide Canon imageWare Enterprise Management Console at no additional cost. This internet portal allows OS to actively monitor the status of all multifunction devices within the City of Ann Arbor network in real-time. This includes viewing service histories as well as monitoring the status of staples, toner, paper, network connection, and meter readings.
- Ensure that all integrated multifunctional, digital solutions incorporating eCopy (Canon partner) will continue to address the workflow requirements of the customers.
- Dedicated eCopy representative and eCopy trained systems engineers are preferred, but not required.

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- The bidder will provide their systems engineer support infrastructure for eCopy to include systems engineers and certifications and years of experience for supporting eCopy installations.
- Meter readings are submitted through an interactive interface or through a simple Microsoft Excel-based bulk upload interface reducing the OS workload for color copiers.
- Dedicated Account Executive exclusive to City of Ann Arbor to monitor any technical, administrative, and billable issues and provide an account analysis and review on a weekly basis and work with any related facilities management service.
- One (1) preventative maintenance check per year, per Canon specifications.
- Use of a no charge customer support center: a program available to solve integration network issues quickly via a phone site operating twelve hours a day.

Copier/ Scanner List

A current list of copier/scanners being utilized by the city is in the table below. The list is subject to change at any time.

City of Ann Arbor					
<u>Serial #</u>	<u>Model #</u>	<u>Install Date</u>	<u>Service Expiration</u>	<u>Dept</u>	<u>Address</u>
MEQ06888	Canon IRC5185	10/29/2008	10/29/2012	PD	100 N 5th Ave
MEQ06724	Canon IRC5185	10/29/2008	10/29/2012		2781 Packard Road
MEQ06666	Canon IR C5185	10/29/2008	10/29/2012	PD	100 N 5th Ave
CHE03973	Canon IR5050	10/29/2008	10/29/2012	Fleet Services	4251 Stone School Road
CHE08340	Canon IR5050	10/29/2008	10/29/2012	HR	220 E Huron
CHE08379	Canon IR5050	10/29/2008	10/29/2012	HR File Rm	220 E Huron
TNS00154	Canon IRC4580I	1/22/2007	1/22/2011	IT	100 N 5th Ave
J0122301178	Ricoh AF1022	3/11/2003	No MA	Fleet Services	4521 Stone School Rd, Ann Arbor 48108
A3716870307	Ricoh FT4527	8/15/1997	No MA	Police	100 N 5th Ave
MPH69608	Canon IR3300	6/29/2004	6/29/2010	Waste Water Treatment	49 S Dixboro Rd, Ann Arbor, MI 48105
KHT05175	Canon IR5570	9/28/2005	9/28/2009	Water Treatment	919 Sunset Road, Ann Arbor, MI 48103
JNC10855	Canon IRC3220	6/15/2005	6/15/2010		4251 Stone School Rd, Ann Arbor 48108
MWA00116	Canon IRC5058	12/21/2007	12/21/2011	Police Records	100 N 5th Ave

MWA00118	Canon IRC5058	12/21/2007	12/21/2011	Parks & Recreation	100 N 5th Ave 6th Floor
SKU02939	Canon IR4570	12/20/2005	12/20/2009	Fire Dept	3rd Floor, 111 N 5th Ave, Ann Arbor, MI 48104
C23002535	Canon IR5570	4/20/2007	4/20/2011	Public Services Admin 7th Floor	220 E Huron Street, Ann Arbor, MI 48107
SLP02945	Canon IR6570	3/31/2006	3/31/2010	Clerk's Office	100 N 5th Ave, Ann Arbor, MI 48107
SLQ21022	Canon IR5570	6/30/2006	6/30/2010	4th Floor	100 N 5th Ave, Ann Arbor, MI 48107
JCU05948	Canon R6020	1/28/2005	1/28/2010	Attorney's Office, 3rd Floor	100 N 5th Ave, Ann Arbor, MI 48107
SLP03014	Canon IR6570	3/31/2006	3/31/2010	Finance Dept, 5th Flr	100 N 5th Ave, Ann Arbor, MI 48107
JCT15634	Canon IR5020	1/28/2005	1/28/2010	2805 S Industrial Hwy, Suite 200, Ann Arbor 48104	2805 S INDUSTRIAL HWY STE 200, Ann Arbor 48104
C23005805	Canon IR5055	8/27/2007	8/27/2011	Planning Dept, 6th Floor	100 N 5th Ave, Ann Arbor, MI 48107
SKU05764	Canon IR4570	3/31/2006	3/31/2010	Assessor's Office, 5th Flr	100 N 5th Ave, Ann Arbor, MI 48107
MPL24331	Canon IR5000	6/10/2002	No MA	City Ctr, 1st Flr	220 E Huron Street, Ann Arbor, MI 48107
SKU23308	Canon IR4570	6/30/2006	6/30/2010	Basement	100 N 5th Ave, Ann Arbor, MI 48107
SLP11968	Canon IR6570	6/29/2006	6/29/2010	Housing Commission	727 Miller Ave
MUY02420	Canon IR3045	7/30/2007	7/30/2011	Housing Commission	727 Miller Ave
JCT15628	Canon IR5020	1/31/2005	1/31/2010	Community Services	100 N 5th Ave, Ann Arbor, MI 48107

MNS09674	Canon IR1330	9/17/2004	No MA	15th District Court	15th District Court, 101 E Huron St, Ann Arbor, MI 48107
TJR48383	Canon IR1023	10/29/2008	10/29/2012	Golf Course	3465 E Huron River Dr
K2845501237	Ricoh AF2035E	9/15/2004	No MA	15th District Court	15th District Court, 101 E Huron St, Ann Arbor, MI 48107
TBD	Konica	Unknown	Unknown	Finance	100 N 5 th Ave., Ann Arbor, MI 48107

NOTE: Not all of the copiers listed will be coming off their original contract-for-maintenance; rather six units this year, 4 in 2010, 4 more in 2011, etc.

The following information is provided for clarification purposes and should be considered when developing your final response document:

1. All work must be done during normal business hours (8am – 5pm; however there may be some limited weekend support required (10am – 4pm). ITSU will notify the end user that during this period that there is the possibility that they will experience some downtime.
2. There is a requirement that all maintenance and support staff be certified.

The Selected Respondent Is Expected To:

The Respondent shall provide all necessary hardware, software and/or special equipment required to perform the scope of work and not specifically mentioned herein without claim for additional payment. All hardware, software and/or special equipment brought on-site will be guaranteed in writing to be free from viruses, trojans, worms, back-doors and all other destructive and non-destructive malicious code before connection to the City of Ann Arbor system.

The Respondent must have the necessary valid state and local licenses and/or certificates to conduct business as regulated by the state, county or city government.

Canon multi-function copier service certification. eCopy certification is preferred but not required.

In addition to the completion of required bid forms, the bidder/respondent must provide a specification sheet indicating all equipment with options for service/maintenance included in the proposal.

Manage the repair and maintenance effort maintaining communication with ITSU staff.

Work Schedule: Work consists of scheduling manpower to perform the work defined in this contract. Work to start at 8am. Monday, December 07, 2009 and to be completed no later than 8am on Monday, December 07, 2011.

_____ We can meet schedule.

_____ We cannot, but offer the following alternative: _____

NOTE: This schedule is included for information purposes only, and is subject to change at the City's discretion.

BIDS DUES BY 10: AM, TUESDAY, 12/8/2009, 10AM.

11/5/2009

City Approvals: Proposals exceeding \$10,000 will require Human Rights approval and if exceeds \$25,000 will require City Council approval.

References: Please list at least three companies or public agencies for whom you have done similar installations. References should reflect a similar project. Failure to list references may result in your company being disqualified.

	<u>Organization</u>	<u>Address</u>	<u>Contact Person</u>	<u>Phone Number</u>
1.	_____			
2.	_____			
3.	_____			

The undersigned declares that this quote is made in good faith, without fraud or collusion with any person or persons. The undersigned acknowledges that it has not received or relied upon any representations or warrants of any nature whatsoever from the City of Ann Arbor, its agents or employees, and that this quote is based solely upon the undersigned own independent business judgment.

The undersigned further states that he/she has the requisite authority to act on behalf of his/her employer in these matters.

COMPANY NAME: _____

By _____
Authorized Signature

Its _____
Title/Office

ADDRESS: _____

PHONE: _____ CONTACT PERSON: _____

**Extension of Award to the MITN (Michigan Inter-Governmental Trade Network)
Purchasing Cooperative: *OPTIONAL***

The MITN (Michigan Inter-governmental Trade Network) Purchasing Cooperative is a group of approximately twenty-three Cities from Oakland, Macomb, Livingston, Washtenaw and Wayne Counties. If your company is awarded the contract referenced in this bid, the Cooperative governmental entities may wish to use this contract and will issue a purchase order for the items awarded in the bid document. It is requested that you indicate your desire to extend the contract to entities participating in the Cooperative by checking the appropriate statement below.

Each entity is to be considered individually for billing/remittance, auditing, and reporting requirements. Each entity will provide a purchase order, which becomes the authorizing contract document and will include delivery and invoice addresses.

() If an award is made to _____, it is agreed that the contract will be extended to the MITN Purchasing Cooperative and associate entities under the same prices, terms, and conditions.

() Our company is **NOT** interested in extending this contract.

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 Office 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
734/794-6576

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

Form #2

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 _____

Fax# _____ Email Address _____
(Area Code)

EMPLOYMENT DATA

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

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

Form #1

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 _____ County _____ Phone # _____
(Street address) (City) (State) (Zip) (Area Code)

Fax# _____ Email Address _____
(Area Code)

EMPLOYMENT DATA

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

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 \$11.71/hour when health care is provided, or no less than \$13.06/hour for those employers that do *not* provide health care. It is understood that the Living Wage will be adjusted upward each year on April 30, and covered employers will be required to pay the adjusted amount thereafter. The rates stated above include the adjustment for 2009.
- 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: 734/794-6576 Fax: 734/994-1795

→ **NEW RATE EFFECTIVE APRIL 30, 2009** ←

LIVING WAGE ORDINANCE – CITY OF ANN ARBOR

\$11.71 per hour **\$13.06** per hour
if the employer provides health care benefits* if the employer does **NOT** provide health care benefits*

Employers providing services to or for the City of Ann Arbor or recipients of grants or financial assistance from the City of Ann Arbor for a value of more than \$10,000 in a twelve-month period of time ***must pay those employees performing work on a City of Ann Arbor contract or grant, the above living wage.***

ENFORCEMENT

The City of Ann Arbor may recover back wages either administratively or through court action for the employees that have been underpaid in violation of the law. Persons denied payment of the living wage have the right to bring a civil action for damages in addition to any action taken by the City.

Violation of this Ordinance is punishable by fines of not more than \$500/violation plus costs, with each day being considered a separate violation. Additionally, the City of Ann Arbor has the right to modify, terminate, cancel or suspend a contract in the event of a violation of the Ordinance.

** Health Care benefits includes those paid for by the employer or making an employer contribution toward the purchase of health care. The employee contribution must not exceed \$.50 an hour for an average work week; and the employer cost or contribution must equal no less than \$1/hr for the average work week.*

The Law Requires Employers to Display This Poster Where Employees Can Readily See It.

***For Additional Information or to File a Complaint
Contact:***

**Dee Lumpkin, Procurement Assistant
734/794-6576 or dlumpkin@a2gov.org LW-1**