



## CITY of NOVI CITY COUNCIL

**Agenda Item N**  
**January 8, 2018**

**SUBJECT:** Approval to award the Civic Center Duct Cleaning to Amistee, the low bidder, in the amount of \$22,450.

**SUBMITTING DEPARTMENT:** Integrated Solutions- Facilities Management Division

**CITY MANAGER APPROVAL:** PA

<b>EXPENDITURE REQUIRED</b>	<b>\$22,450</b>
<b>AMOUNT BUDGETED</b>	<b>\$ 22,450</b>
<b>APPROPRIATION REQUIRED</b>	<b>\$ 0</b>
<b>LINE ITEM NUMBER</b>	<b>101-265.00-934.005</b>

### **BACKGROUND INFORMATION:**

Since 1987 when the building was constructed, we have no record of any previous duct cleaning. With the addition of new boilers and air handlers this request would ensure our equipment running at peak performance. The scope of this project includes all supply ductwork, return air ductwork, diffusers, dampers and coils.

An Invitation for Bids for the Civic Center Duct cleaning project was posted on the Michigan Intergovernmental Trade Network (MITN) website. A mandatory pre-bid walkthrough was conducted which was attended by four firms. We received three bids.

With the recent replacement of all the Air handling units and the renovation of the four quarters we have asked the low bidder Amistee to submit a deduction proposal that is attached. This project will be completed sometime in early spring with all work occurring after hours. After careful review it is the recommendation of this team to award the Civic Center duct cleaning to Amistee, the low bidder.

### **RECOMMENDED ACTION:**

Approval to award the Civic Center Duct Cleaning to Amistee, the low bidder, in the amount of \$22,450.

**CITY OF NOVI  
CIVIC CENTER DUCT CLEANING  
December 13, 2017 2:00 P.M.**

Company	Amistee	Indoor Air Technologies	Sani-Vac Service
<b>BASE BID</b>			
City Hall Duct Cleaning	\$ 14,500.00	\$ 19,400.00	\$ 22,200.00
Community Center & Atrium Duct Cleaning	\$ 14,975.00	\$ 12,470.00	\$ 18,500.00
<b>Total</b>	<b>\$ 29,475.00</b>	<b>\$ 31,870.00</b>	<b>\$ 40,700.00</b>
<b>ALTERNATE #1</b>			
Bactericide/Fungicide - City Hall	\$ 495.00	\$ 2,550.00	\$ 100.00
Bactericide/Fungicide - Community Center & Atrium	\$ 495.00	\$ 2,700.00	\$ 75.00
Product to be used	Benefect	Oxine, Shockwave	Sporicidin
Lead time required after award	1 week	10 days	Two (2) weeks
Time required to perform the work for City Hall wing	5 nights	2 weeks	Twelve (12) working days
Time required to perform the work for Community	5 nights	1 week	Ten (10) working days
Addenda Acknowledged	1	1, 2	1, 2
Accept Credit Credit cards with no fees added	Yes	Yes	Yes



cityofnovi.org

CITY OF NOVI  
CIVIC CENTER DUCT CLEANING

BID FORM (REVISED)

We, the undersigned as bidder, propose to furnish to the City of Novi, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

BASE BID	Cost
A. City Hall Duct Cleaning	\$ 14,500.00
B. Community Center Duct Cleaning (includes atrium)	\$ 14,975.00
<b>TOTAL COST</b>	\$ 29,475.00

**ALTERNATE #1 - Apply bactericide & fungicide product as specified in General Provisions #6 (page 11 of 18):**

City Hall

\$ 1495.00

Community Center & Atrium

\$ 1495.00

Product to be used:

Benefect

Lead time required after the award before work can start: 1 week

Time required to perform the work for City Hall wing: 5 Nights

Time required to perform the work for Community Center wing & atrium: 5 Nights

We acknowledge receipt of the following Addenda: \_\_\_\_\_  
(please indicate numbers)

Do you accept payment via credit card with no service charges added? Yes

**EXCEPTIONS TO SPECIFICATIONS (all exceptions must be noted here or on an attached sheet):**

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**COMMENTS:** \_\_\_\_\_

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**REFERENCES: Please provide at least three client (3) references for projects of similar scope done in the last 3 years.**

Company Wixom City Hall Building  
Address 49045 Pontiac Trail Wixom MI 48393  
Phone 248-521-7439 Contact name Dave

Company Redford Fire Station  
Address 15148 Beech Daly Rd. MI 48239  
Phone 313-662-6200 Contact name Chief

Company Oakland County Schools  
Address 2100 Pontiac Lake rd. Waterford MI 48328  
Phone 586-817-3580 Contact name Gar (Charles Pugh Co)

**NON-IRAN LINKED BUSINESS**

By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

**THIS BID SUBMITTED BY:**

Company (Legal Registration) Amistee Air Duct Cleaning + Insulation

Address 47087 Grand River Ave.

City Novi State MI Zip 48374

Telephone 248-349-8877 Fax 248-349-8894

Representative's Name David Rott

Representative's Title Account Manager

Authorized Signature 

E-mail david.rott@amistee.com

Date 12-13-17



**Office Location**  
47087 Grand River Ave  
Novi, MI 48374

Phone: 248.349.8877 • Fax: 248.349.8894  
Website: [www.amistee.com](http://www.amistee.com) • Email: [david.rott@amistee.com](mailto:david.rott@amistee.com)

Date: December 13, 2017

Project: Novi Civic Center  
45175 West 10 Mile Rd.  
Novi, MI 48375

- ❖ Proposal for cleaning City Hall and Community Centers, ductwork, coils, blowers and associated diffusers/vents.

### **SCOPE OF WORK – HVAC REMEDIATION**

- 1.) Removal of all visible surface contaminants of the entire airside of the HVAC unit.

In this proposal that shall mean:

- Supply ductwork
- Return air ductwork
- Diffusers and/or vents
- Dampers, turning vanes, and components inside ductwork
- Air Handling Units
- Coils, blowers, and air components of AHU's

- 2.) Collection equipment to be used will be a large vacuum truck with a minimum of 15,000 cfms.
- 3.) Various access ports will be opened in ductwork as needed for cleaning.
- 4.) High-pressure air and different agitation devices will be inserted into ductwork for cleaning.
- 5.) Reassemble with access doors where openings were cut.
- 6.) Follow up report provided to appropriate parties, including before and after pictures of the areas to be cleaned as well as any finds and/or suggestions.

### **I. GENERAL PROVISIONS**

- A. In as much as the work to be performed under this contract is to be accomplished in occupied areas, Amistee, Inc. and Management will coordinate the work, whereby

both management and Amistee, Inc. may continue their operations with the least possible interference and inconvenience. Amistee, Inc. shall notify Management approximately 24 hours before commencing work in order that Management may arrange a schedule of clearance in the buildings where the work is to be performed and set out the actual hours during which Amistee, Inc. may perform their duties. All tools, labor, and materials shall be at the site prior to the beginning of service in order to insure a minimum loss of time.

- B. Amistee, Inc. shall use drop cloths, shields, and other protective devices to prevent damage to mechanical equipment and/or to areas adjacent to units being decontaminated.
- C. All lint, dust, dirt, mold, and other combustible contaminants removed from any areas shall be gathered, contained, and removed from each site by Amistee, Inc. and disposed of as directed by Management under strict standards of safety.
- D. Amistee, Inc. will comply with all regulations, security and otherwise, imposed by Management governing the conduct of outside personnel and will be held strictly responsible for the conduct of their employees.
- E. Amistee, Inc. shall employ only skilled mechanics and technicians and experienced supervisors. The work specified by the Contract shall be performed in the best and most workmanlike manner in strict accordance with specifications.
- F. All duct cleaning shall consist of the removal of all possible dirt, dust, mold, and other contaminants by the use of manual or pneumatic means.
- G. Amistee, Inc. shall, after the final completion of the source removal of dirt, dust, mold, and other contaminants from duct interiors, be required to apply a certified solution of a bactericide and fungicide product which shall effectively deter accumulation of mold, mildew, and disease causing bacteria. Conventional high production spray equipment will be used to apply this solution. This solution will be **EPA registered**. Amistee, Inc. assumes no responsibility for anyone in the building with chemical allergies. Management must take responsibility for allowing Amistee, Inc. to use certified solution of bactericide and fungicide.
- H. Amistee, Inc. will provide insurance certificate upon request.
- I. Management will make available, at no cost to Amistee, Inc., all electricity necessary for Amistee, Inc. to operate their electrically powered equipment such as blowers, compressors, industrial vacuuming equipment, explosion-proof and conventional drop lights and all other electrical equipment necessary to the performance of the work.
- J. Management will designate areas in which Amistee, Inc. shall be permitted to park their trucks, utility trailers, trailer supply room, and other automotive equipment necessary while performing the work specified under the this contract.

- K. Management will inspect for acceptance and so certify all work completed by Amistee, Inc. within a 24-hour period after being advised by Amistee, Inc. that work has been completed.
- L. Amistee, Inc., at their own expense, will repair any damage to property or equipment of management, which can be attributed to Amistee, Inc..

**II. AFFILIATIONS AND SAFETY**

- A. Affiliations: Amistee, Inc. will perform their work in strict accordance with the National Air Duct Cleaners Association standard ACR-2013, and all other accredited standards and codes.
- B. NADCA: A NADCA certified ASCS (Air System Cleaning Specialist), CVI (Commercial Ventilation Inspector), or VSMR (Ventilation System Mold Remediator) will be onsite throughout the entire job as the Project Manager.
- C. Safety Procedures: At minimum, the Project Manager, has been trained for Confined Space Training (CST), Personal Protection Equipment (PPE), and Hazard Communications. The Contractor will provide all training and equipment necessary to meet or exceed these guidelines.

**III. SPECIAL CONDITIONS**

- A. Measure of Payment: Upon the submission of properly certified invoices and vouchers, the amounts stipulated below as compensation for services rendered shall become due and payable upon completion.

B. DESCRIPTION

- 1. Supply ductwork
- 2. Return air ductwork
- 3. Diffusers and/or vents
- 4. Dampers, turning vanes, and components inside ductwork
- 5. Air Handling Units
- 6. Coils, blowers, and air components of AHU's

City Hall Duct Cleaning                      \$14,500.00

Community Center Duct Cleaning    \$14,975.00

**TOTAL PRICE: \$29,475.00**

Respectfully submitted,

David Rott  
Amistee Air Duct Cleaning

Accepted:

\_\_\_\_\_ Date \_\_\_\_\_ P.O.# \_\_\_\_\_





# NATIONAL AIR DUCT CLEANERS ASSOCIATION

*Certifies*

*Kevin Van Tiem*

*With*

*Amistee Air Duct Cleaning*

*as an*

**Air Systems Cleaning Specialist (ASCS)**

This certificate holder is qualified to serve as a project manager for residential and commercial HVAC cleaning and restoration projects, including remediation of microbial contaminants within HVAC systems.

***This certificate holder also qualifies as a Ventilation System Mold Remediator (VSMR).***

This certificate is valid until the expiration date shown below and is renewable.

6/30/2018  
Expiration Date



The HVAC Inspection, Cleaning  
and Restoration Association

032390  
Certification Number

9/1/2011  
Certified Since



**NATIONAL AIR DUCT CLEANERS ASSOCIATION**

*Certifies*

***Kevin Van Tiem***

*as a*

**Certified Ventilation System Inspector (CVI)**

Who demonstrated a thorough understanding of the HVAC inspection process as outlined in the NADCA HVAC Inspection Manual by passing the NADCA CVI Certification Examination.

This certificate is valid until the expiration date shown below and is renewable.

6/30/2019  
Expiration Date

255510214  
Certification Number



The HVAC Inspection, Cleaning  
and Restoration Association

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**Office Location**  
47087 Grand River Ave  
Novi, MI 48374

Phone: 248.349.8877 • Fax: 248.349.8894  
Website: [www.amistee.com](http://www.amistee.com) • Email: [info@amistee.com](mailto:info@amistee.com)

Date: December 29, 2017

Project:  
City Of Novi  
45175 West 10 Mile Rd  
Novi MI 48375

Tom and Clay,

After walking the building Clay we have decided to eliminate the cleaning of the Air Handling Units and the cleaning of the ductwork in the 4 quarters room. Everything else will be the same. The new price is \$22,500. Please let me know if you have any questions.

450  
AM

Respectfully submitted,

Mike McCowan  
Amistee Air Duct Cleaning