



Legislation Text

File #: 21-0897, **Version:** 1

Resolution to Approve a Contract with DUCTZ of North America LLC d/b/a DUCTZ of SE Michigan for the Guy C. Larcom City Hall Duct Cleaning Project (ITB 4671 - \$69,550.00)

We recommend your approval of the attached resolution authorizing a contract in the amount of \$69,550.00 with DUCTZ of North America LLC d/b/a DUCTZ of SE Michigan for the cleaning of HVAC ducts, air handlers and other system appurtenances at the Guy C. Larcom City Hall building.

Periodic cleaning of the HVAC system provides multiple benefits including improved indoor air quality for staff, the public and other users of the building. Clean air ducts also improve the efficiency of the HVAC system to maintain a comfortable work environment at a lower operating cost. Industry standards recommend air duct cleaning every five years for office buildings and it has been decades since some of the City Hall air ducts have been cleaned. Even the new HVAC ducts, installed on certain floors during the City Hall renovation project, are now ten years old.

The work under this contract includes cleaning the overhead supply air, ducted return air, two air handlers and nearly 80 terminal units located on the seven floors and mechanical penthouse of City Hall. The work will follow the International Standards developed by the National Air Duct Cleaners Association (NADCA).

Work will be completed in the evenings to minimize impact to municipal operations. Each floor will take about two evenings to complete. The building's entire HVAC system will need to be shut down each evening when work is ongoing. HEPA filtered, high powered vacuums will be used on each floor to maintain a high level of indoor air quality while eliminating any exterior noise in the evenings for nearby residents. DUCTZ of SE Michigan is a member of the NADCA and has the required Category 3 Mechanical Contractors License from the State of Michigan.

The project was bid under ITB 4671 and qualified bids were received from three contractors on May 4, 2021. Staff evaluated the bids and determined that the prices were competitive and recommends that DUCTZ of Southeast Michigan, as the lowest responsible bidder, be awarded the contract. The bid tabulation is attached.

Floors 2-5 of City Hall also have an in-floor air duct system that supplements the overhead ducts. Cleaning the in-floor duct system is not part of this project. In the near future, the City intends to upgrade the HVAC control units for this in-floor system, which is original to the building, and the in-floor duct cleaning will be included as part of that work.

Budget/Fiscal Impact: Funding for the project is included in the approved FY22 Risk Fund, Safety Unit's operations and maintenance budget. The resolution includes a recommended 10% project contingency of \$7,000.00 to cover potential change orders for minor duct repairs or corrections to system deficiencies to be approved by the City Administrator if necessary.

DUCTZ of Southeast Michigan of Livonia, MI, complies with the requirements of the City's Living

Wage, Prevailing Wage, Vendor Conflict of Interest and Non-Discrimination ordinances.

Prepared by: Matthew J. Kulhanek, Fleet & Facilities Unit Manager

Reviewed by: John T. Fournier, Assistant City Administrator

Approved by: Tom Crawford, City Administrator

Whereas, There is a need to undertake periodic air duct cleaning of the HVAC system located at the Guy C. Larcom City Hall building;

Whereas, Three bids for the City Hall Duct Cleaning Project were opened May 4, 2021, and DUCTZ of SE Michigan of Livonia, MI, submitted the lowest responsible bid under ITB No. 4671;

Whereas, DUCTZ of Southeast Michigan complies with the City's Living Wage, Prevailing Wage, Vendor Conflict of Interest and Non-Discrimination ordinances; and

Whereas, Funding for the work is available in the FY22 Risk Fund, Safety Unit's Operations and Maintenance Budget;

RESOLVED, That City Council approve a contract with DUCTZ of North America LLC d/b/a DUCTZ of SE Michigan in the amount of \$69,550.00 for the City Hall Duct Cleaning Project (ITB 4671) and authorize a project contingency of \$7,000.00 to cover potential contract change orders;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said contract after approval as to substance by the City Administrator and approval as to form by the City Attorney; and

RESOLVED, That the City Administrator is authorized to take all necessary actions to implement this resolution including the approval and execution of change orders within the approved contingency amount.