NOTICE TO BIDDERS

Notice is hereby given that the City of Plymouth, Michigan will accept sealed bids up until 10:00 a.m., April 7, 2023. The bid opening will be at 10:00 a.m., April 7, 2023, for the following:

AIR DUCT CLEANING – CITY HALL

Specifications and bid documents are available at the city hall during normal business hours. You may also download a copy of the documentation from the City's web site at: *http://www.plymouthmi.gov*.

A bid bond, certified check or cashier's check, in an amount equal to 10% of the bid submitted, must accompany each proposal as security to assure the bidders acceptance of the contract within ten (10) days from the date of award.

The City of Plymouth reserves the right to accept or reject any or all bids, in whole or in part, and to waive any irregularities.

Maureen Brodie, CMC
City Clerk
City of Plymouth

INSTRUCTION TO BIDDERS

MODIFICATIONS: The proposal shall not contain any recapitulations of the work to be done. The City is under no obligation to consider alternate proposals or modifications to the specifications; however, alternate proposals may be submitted based on contractor expertise in addition to the requested proposal. Oral presentations will not be considered.

EXAMINATION/INTERPRETATION OF THE CONTRACT DOCUMENTS & ABILITY TO BID: Before submitting a proposal, bidders shall carefully read the specifications and other bid documents and shall fully inform themselves as to all existing conditions and limitations and shall include in the proposal a sum to cover the cost of all items included in the specifications. Any bidder in doubt as to the true meaning of any part of the specifications or contract documents may submit to the City of Plymouth a written request for an interpretation or correction thereof. The person submitting such request will be responsible for its prompt delivery. If the interpretation is of general significance to all bidders, the City will attempt to fax or mail a copy of the interpretation to all parties known to be considering the bid. If the interpretation is of sufficient importance to potentially affect other bids, then the City may extend the bid due date to give all potential bidders an opportunity to consider the interpretation. Neither the City, nor its agents and employees, shall be responsible for any other explanations or interpretations of the specifications and bid documents, other than those issued in writing by the City Clerk.

It is the intent of the City of Plymouth that all qualified contractors be able to bid under these specifications. If the bidder feels that the specifications are unreasonably restrictive and prevent an effective bid from being submitted, then the bidder is encouraged to notify the City and provide a written request for interpretation of the specification that is being considered restrictive.

ADDENDA: Any addenda issued prior to the bid opening shall be covered by the bidder in the proposal and shall be made part of the contract documents. Receipt of such addendum shall be acknowledged in the proposal.

DELIVERY OF PROPOSALS: Bids shall be delivered by the time and to the place specified in the Notice to Bidders. It is the sole responsibility of the bidder to see that his/her proposal is received in proper time. Any proposal received after the scheduled closing time for receipt of proposals shall be returned to the bidder unopened. To avoid late receipt and disqualification of bids, it is recommended that bidders personally deliver bids or utilize overnight or certified mail with return receipt requested.

BIDS SHOULD BE DELIVERED IN SEALED ENVELOPES BEARING THE INSCRIPTION: " AIR DUCT CLEANING – CITY HALL".

DELIVER BIDS TO:

Maureen Brodie, CMC
City Clerk
City of Plymouth
201 S Main
Plymouth, MI 48170-1688

WITHDRAWAL: Any bidder may withdraw his proposal, either personally or by telegraphic, faxed, or written request, at any time prior to the scheduled closing time for receipt of proposals.

OPENINGS: Proposals will be opened and publicly read aloud at the time designated.

BIDDER QUALIFICATIONS/REFERENCES: All bidders shall include a list of at least three references, preferably municipalities, which the City may contact regarding the bidder's performance. Upon request, the bidder shall also furnish a written statement of its qualifications for the proposed work and a list of work completed on similar projects.

DURATION OF PROPOSALS: Each proposal shall be considered binding and in effect for a period of ninety (90) days following the bid opening.

BID/PERFORMANCE BONDS: Each proposal must be accompanied by a 10% bid/performance bond. The bid/performance bond submitted by the bidders will ensure that the quote/bid provided will be honored if selected. Once the bid has been awarded, the bid/performance bond will be held by the City of Plymouth to ensure acceptance and successfully completion of the project. Bidders not selected for this project will have their bid/performance bond returned to them in a timely manner. Bid/performance bonds must be in the form of a bid bond, cashier's check or money order. Cash, Corporate or personal checks will not be acceptable.

PAYMENT TERMS: To be determined by The City of Plymouth based on the proposals presented.

EQUAL EMPLOYMENT OPPORTUNITY: In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, color, or national origin. The contractor shall further not discriminate against any employee or applicant for employment to be employed in the performance of this contract with respect to his/her hire, tenure, terms, conditions, privileges of employment or any matter directly or indirectly related to employment because of age, except in cases of bona-fide occupational qualifications. Non-compliance with the non-discrimination clause of this contract shall result in cancellation, termination or suspension of the contract and the contractor may be declared ineligible for further City of Plymouth contracts.

HOLD HARMLESS CLAUSE: The contractor agrees to defend and hold the City of Plymouth and its tenants harmless from any claims, actions, damages, losses and expenses of any sort arising out of or in connection with any act or omission of said company, its employees, stewards agents or sub-contractors.

FAILURE TO PERFORM: Failure to perform according to the specifications and bid will result in immediate cancellation of the contract, with the understanding that the City will contact the contractor and inform him/her of any deficiencies and allow corrections of said deficiencies to be made within 24 hours of such notification. Repeated failures of same deficiency will result in immediate termination of the contract after written notice has been given and noted as final notice of failure to comply.

NON-COLLUSION AFFIDAVIT: Bidders will complete the enclosed Affidavit of Non-collusion by Contractor form.

THE CITY OF PLYMOUTH RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS, IN WHOLE OR IN PART, AND TO WAIVE ANY IRREGULARITIES.

Bid may be awarded to more than one bidder.

AFFIDAVIT OF NONCOLLUSION

STATE OF _____

COUNTY OF _____

_____ being first duly sworn deposes and says that he is

Title (of) _____

Corporation _____

submits herewith to the City of Plymouth a proposal for Air Duct Cleaning – City Hall and certifies:

That all statements of fact in such proposal are true;

That such proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That such proposal is genuine and not collusive or sham;

That said bidder has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the City of Plymouth, or of any other bidder or anyone else interested in the proposed contract; and further

That prior to the public opening and reading of proposals, said bidder:

1. Did not, directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;

2. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his bid;

3. Did not in any manner, either directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else or to raise or fix any overhead, profit, cost element of his proposal price or of that of anyone else;

4. Did not, directly or indirectly, submit his proposal price or any breakdown thereof, or the content thereof, or divulge information relative thereof, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to any person or persons who have a partnership or other financial interest with said bidder in this business.

_____
Firm Name

_____
Signature of Bidder

_____
Date

SCOPE:
The scope of work for this project will include cleaning of all HVAC ductwork and accessories at the City of Plymouth, City Hall. Physical Address – 201 S Main, Plymouth, MI 48170. The extent of ductwork to be cleaned shall be determined by review of available construction documents and field verification.

The Contractor shall be responsible for the removal of visible surface contaminants and deposits from within the HVAC system in strict accordance with these specifications.

The HVAC system includes any interior surface of the facility's air distribution system for conditioned spaces and/or occupied zones. This includes all Heating, Ventilating and Air Conditioning systems from the points where the air enters the system to the points where the air is discharged from the system. The return air grilles, return air ducts to the air handling unit (AHU), interior surfaces of the AHU, mixing box, coil compartment, condensate drain pans, supply air ducts, fans, fan housing, fan blades, turning vanes, filters, filter housings, reheat coils, and supply diffusers are all considered part of the HVAC system. The HVAC system may also include other components such as dedicated exhaust and ventilation components and make-up air systems.

Building Size – 22,660 Square Feet
4 Air Handling Units
2 Floors & Full Basement

PLEASE NOTE:
The City of Plymouth has developed these specifications in anticipation of a complete cleaning of all HVAC ductwork and accessories. The last complete cleaning took place in the spring of 2008. Vendors can provide an alternative bid for the City's consideration that would provide for a modified cleaning proposal.

MANDATORY WALK-THROUGH:
All interested parties must set up a required walk-through of the facility on a date and time which is mutually suiting for both parties. The physical address is 201 S Main, Plymouth, MI, 48170. No bid will be accepted by a vendor that has not participated in a walk through. All currently available plans of the Heating and Air Condition system will be provided at that time.

QUALIFICATIONS OF THE HVAC SYSTEM CLEANING CONTRACTOR:
The HVAC system cleaning contractor shall be a certified member of the National Air Duct Cleaners Association (NADCA) or shall maintain membership in a nationally recognized nonprofit industry organization dedicated to the cleaning of HVAC systems.

The HVAC system cleaning contractor shall have a minimum of one (1) Air System Cleaning Specialist (ASCS) certified by NADCA on a full-time basis or shall have staff certified by a nationally recognized certification program and organization dedicated to the cleaning of HVAC systems.

A person certified as an ASCS by NADCA or maintaining an equivalent certification by a nationally recognized program and organization, shall be responsible for the total work herein specified.

The HVAC system cleaning contractor shall submit a list of projects where they have performed HVAC system cleaning services. Bids shall only be considered from firms which are regularly engaged in HVAC system maintenance with an emphasis on HVAC system cleaning and decontamination.

Equipment, Materials and Labor

The HVAC system cleaning contractor shall possess and furnish all necessary equipment, materials and labor to adequately perform the specified services.

1. The contractor shall assure that its employees have received safety equipment training, medical surveillance programs, individual health protection measures, and manufacturer's product and material safety data sheets (MSDS) as required for the work by the U.S. Occupational Safety and Health Administration, and as described by this specification.
2. The contractor shall always maintain a copy of all current MSDS documentation and safety certifications at the site, as well as comply with all other site documentation requirements of applicable OSHA programs and this specification.
3. The contractor shall submit to the owner all Material Safety Data Sheets (MSDS) for all chemical products proposed to be used in the cleaning process.

Licensing
The HVAC system cleaning contractor shall provide proof of maintaining the proper license(s), if any, as required to perform this type of work. Contractor shall comply with all Federal, state and local rules, regulations, and licensing requirements.

STANDARDS:
NADCA Standards
The HVAC system cleaning contractor shall perform the services specified here in accordance with the current published standards of the National Air Duct Cleaners Association (NADCA) or other recognized duct cleaning organization.

VAC SYSTEM INSPECTION AND SITE PREPARATIONS
HVAC System Component Inspections
Prior to the commencement of any cleaning work, the HVAC system cleaning contractor shall perform a visual inspection of the HVAC system to determine appropriate methods, tools, and equipment required to satisfactorily complete this project. The cleanliness inspection should include air handling units and representative areas of the HVAC system components and ductwork. In HVAC systems that include multiple air handling units, a representative sample of the units should be inspected.

The cleanliness inspection shall be conducted without negatively impacting the indoor environment through excessive disruption of settled dust, microbial amplification or other debris. In cases where contamination is suspected, and/or in sensitive environments where even small amounts of contaminant may be of concern, environmental engineering control measures should be implemented

Damaged system components found during the inspection shall be documented and brought to the attention of the owner.

Contractor shall conduct a site evaluation, and establish a specific, coordinated plan which details how each area of the building will be protected during the various phases of the project. Qualified personnel should perform the HVAC cleanliness inspection to determine the need for cleaning. At minimum, such personnel should understand HVAC system design, and experience in utilizing accepted indoor environmental sampling practices, current industry HVAC cleaning procedures, and applicable industry standards.

GENERAL SYSTEM CLEANING REQUIREMENTS
Hours of Operation/Work
The contractor selected will work with the City of Plymouth to develop a plan/schedule that will cause the least amount of disruption to the employees of the City of Plymouth, along with the visitors to the building. This may requiring working evenings and weekends.

Containment
Debris removed during cleaning shall be collected and precautions must be taken to ensure that Debris is not otherwise dispersed outside the HVAC system during the cleaning process.

Particulate Collection
Where the Particulate Collection Equipment is exhausting inside the building, HEPA filtration with 99.97% collection efficiency for 0.3-micron size (or greater) particles shall be used. When the Particulate Collection Equipment is exhausting outside the building, Mechanical Cleaning operations shall be undertaken only with Particulate Collection Equipment in place, including adequate filtration to contain Debris removed from the HVAC system. When the Particulate Collection Equipment is exhausting outside the building, precautions shall be taken to locate the equipment down wind and away from all air intakes and other points of entry into the building.

Controlling Odors Measures shall be employed to control odors and/or mist vapors during the cleaning process.

Component Cleaning
Cleaning methods shall be employed such that all HVAC system components must be Visibly Clean as defined in applicable industry standards. Upon completion, all components must be returned to those settings recorded just prior to cleaning operations.

Air-Volume Control Devices
Dampers and any air-directional mechanical devices inside the HVAC system must have their position marked prior to cleaning and, upon completion, must be restored to their marked position.

Service Openings
The contractor shall utilize service openings, as required for proper cleaning, at various points of the HVAC system for physical and mechanical entry, and inspection.

1. Contractor shall utilize the existing service openings already installed in the HVAC system where possible.
2. Other openings shall be created where needed and they must be created so they can be sealed in accordance with industry codes and standards.
3. Closures must not significantly hinder, restrict, or alter the airflow within the system.
4. Closures must be properly insulated to prevent heat loss/gain or condensation on surfaces within the system.
5. Openings must not compromise the structural integrity of the system.
6. Construction techniques used in the creation of openings should conform to requirements of applicable building and fire codes, and applicable NFPA, SMACNA and industry standards.
7. Cutting service openings into flexible duct is not permitted. Flexible duct shall be disconnected at the ends as needed for proper cleaning and inspection.
8. All service openings capable of being re-opened for future inspection or remediation shall be clearly marked and shall have their location reported to the owner in project report documents.

Ceiling Tile
The contractor may remove and reinstall ceiling sections to gain access to HVAC systems during the cleaning process.

Air Distribution Devices (registers, grilles & diffusers)
The contractor shall clean all air distribution devices.

Air Handling Units, Blowers and Exhaust Fans
The contractor shall insure that supply, return, and exhaust fans and blowers are thoroughly cleaned. Areas to be cleaned include blowers, fan housings, plenums (except ceiling supply and return plenums), scrolls, blades, or vanes, shafts, baffles, dampers and drive assemblies. All visible surface contamination deposits shall be removed in accordance with industry Standards. Contractor shall:

1. Clean all air handling units (AHU) internal surfaces, components and condensate collectors and drains.
2. Assure that a suitable operative drainage system is in place prior to beginning wash down procedures.
3. Clean all coils and related components, including evaporator fins.

Duct Systems
Contractor shall create service openings in the system as necessary in order to accommodate cleaning of otherwise inaccessible areas.

Contractor shall mechanically clean all duct systems to remove all visible contaminants, such that the systems are capable of passing Cleaning Verification Tests (see NADCA Standards).

HEALTH AND SAFETY
Safety Standards
Cleaning contractors shall comply with applicable federal, state, and local requirements for protecting the safety of the contractor's employees, building occupants, and the environment. In particular, all applicable standards of the Occupational Safety and Health Administration (OSHA) shall be followed when working in accordance with this specification.

Occupant Safety
No processes or materials shall be employed in such a manner that they will introduce additional hazards into occupied spaces.

Disposal of Debris
All Debris removed from the HVAC System shall be disposed of in accordance with applicable federal, state and local requirements.

MECHANICAL CLEANING METHODOLOGY
Source Removal Cleaning Methods
The HVAC system shall be cleaned using Source Removal mechanical cleaning methods designed to extract contaminants from within the HVAC system and safely remove contaminants from the facility. It is the contractor's responsibility to select Source Removal methods that will render the HVAC system Visibly Clean and capable of passing cleaning verification methods (See applicable Industry Standards) and other specified tests, in accordance with all general requirements. No cleaning method, or combination of methods, shall be used which could potentially damage components of the HVAC system or negatively alter the integrity of the system.

1. All methods used shall incorporate the use of vacuum collection devices that are operated continuously during cleaning. A vacuum device shall be connected to the downstream end of the section being cleaned through a predetermined opening. The vacuum collection device must be of sufficient power to render all areas being cleaned under negative pressure, such that containment of debris and the protection of the indoor environment are assured.
2. All vacuum devices exhausting air inside the building shall be equipped with HEPA filters (minimum efficiency), including hand-held vacuums and wet vacuums.
3. All vacuum devices exhausting air outside the facility shall be equipped

with Particulate Collection including adequate filtration to contain Debris removed from the HVAC system. Such devices shall exhaust in a manner that will not allow contaminants to re-enter the facility. Release of debris outdoors must not violate any outdoor environmental standards, codes or regulations.

4. All methods require mechanical agitation devices to dislodge debris adhered to interior HVAC system surfaces, such that debris may be safely conveyed to vacuum collection devices. Acceptable methods will include those, which will not potentially damage the integrity of the ductwork, nor damage porous surface materials such as liners inside the ductwork or system components.

Cleaning of Coils

Any cleaning method may be used which will render the Coil Visibly Clean and capable of passing Coil Cleaning Verification (see applicable Industry Standards). Coil drain pans shall be subject to Non-Porous Surfaces Cleaning Verification. The drain for the condensate drain pan shall be operational. Cleaning methods shall not cause any appreciable damage to, displacement of, inhibit heat transfer, or erosion of the coil surface or fins, and shall conform to coil manufacturer recommendations when available. Coils shall be thoroughly rinsed with clean water to remove any latent residues.

Antimicrobial Agents and Coatings

1. Antimicrobial agents shall only be applied if active fungal growth is reasonably suspected, or where unacceptable levels of fungal contamination have been verified through testing.
2. Application of any antimicrobial agents used to control the growth of fungal or bacteriological contaminants shall be performed after the removal of surface deposits and debris.
3. When used, antimicrobial treatments and coatings shall be applied in strict accordance with the manufacturer's written recommendations and EPA registration listing.
4. Antimicrobial coatings shall be applied according to the manufacturer's written instructions. Coatings shall be sprayed directly onto interior ductwork surfaces, rather than "fogged" downstream onto surfaces.

CLEANLINESS VERIFICATION

Verification of HVAC System cleanliness will be determined after mechanical cleaning and before the application of any treatment or introduction of any treatment-related substance to the HVAC system, including antimicrobial agents and coatings.

Visual Inspection

The HVAC system shall be inspected visually to ensure that no visible contaminants are present.

1. If no contaminants are evident through visual inspection, the HVAC system shall be considered clean; however, the owner reserves the right to further verify system cleanliness through Surface Comparison Testing or the NADCA vacuum test specified in the NADCA standards.
2. If visible contaminants are evident through visual inspection, those portions of the system where contaminants are visible shall be re-cleaned and subjected to re-inspection for cleanliness.
3. NADCA vacuum test analysis should be performed by a qualified third party experienced in testing of this nature.

Verification of Coil Cleaning

Cleaning must restore the coil pressure drop to within 10 percent of the pressure drop measured when the coil was first installed. If the original pressure drop is not known, the coil will be considered clean only if the coil is free of foreign matter and

chemical residue, based on a thorough visual inspection (see NADCA Standards).

PRE-EXISTING SYSTEM DAMAGE
Contractor is not responsible for problems resulting from prior inappropriate or careless cleaning techniques of others.

POST PROJECT REPORT
At the conclusion of the project, the Contractor shall provide a report to the owner indicating the following:

1. Success of the cleaning project, as verified through visual inspection and/or gravimetric analysis.
2. Areas of the system found to be damaged and/or in need of repair.

APPLICABLE STANDARDS AND PUBLICATIONS
The following current standards and publications of the issues currently in effect form a part of this specification to the extent indicated by any reference thereto:

- National Air Duct Cleaners Association (NADCA): "Assessment, Cleaning & Restoration of HVAC Systems (ACR 2005)," 2004.
- National Air Duct Cleaners Association (NADCA): "Understanding Microbial Contamination in HVAC Systems," 1996.
- National Air Duct Cleaners Association (NADCA): "Introduction to HVAC System Cleaning Services," 2004.
- National Air Duct Cleaners Association (NADCA): Standard 05 "Requirements for the Installation of Service Openings in HVAC Systems," 2004.
- Underwriters' Laboratories (UL): UL Standard 181.
- American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE): Standard 62-89, "Ventilation for Acceptable Indoor Air Quality."
- Environmental Protection Agency (EPA): "Building Air Quality," December 1991.
- Sheet Metal and Air Conditioning Contractors' National Association (SMACNA): "HVAC Duct Construction Standards -Metal and Flexible," 1985.

Contact:
Questions related to this Bid and/or to set up the mandatory walk-through should contact Dave Cirilli, (734) 453-7737 x133, dcirilli@plymouthmi.gov

VENDOR INFORMATION FORM

Vendor	
Address	
Phone Number	
Fax Number	
Email Address	
Vendor Contact	

Contact after bid submittal will be via email to the bidders, to keep them apprised of the status of the bid selection.

I affirm that I have the authority to submit this bid to the City of Plymouth for the equipment and installation of said equipment, specified on the attached sheet. We propose to supply and install the equipment to the City as outlined in this proposal in a timely manner.

_____
Signature of Authorized Agent

_____
Printed Name of Authorized Agent

_____
Date

Proposal Form
City of Plymouth
Air Duct Cleaning – City Hall

- ☐ Attended Mandatory Walk-Through of Facility
- ☐ Completed/Signed Vendor Information Form
- ☐ Completed/Signed Non-Collusion Affidavit
- ☐ Completed all portions of the bid
- ☐ Completed/Signed the Proposal Form
- ☐ Provided description of bidder's organization
- ☐ Provided References – Minimum of 3 (Preferably governmental entities)
- ☐ Attach a detailed written description of work to be completed
- ☐ Attach Copy of Proof of Insurance
- ☐ Attach Bid/Performance Bond (see section under general guidelines)
- ☐ Provided **3 copies** of complete proposal

The Undersigned, having reviewed the bid specifications, hereby proposes to provide the requested services to the City of Plymouth in a manner satisfactory to the City in accordance with all specifications, terms and conditions contained in this bid document.

(*Required*) Air Duct Cleaning – City Hall

Cleaning of Duct Work, et al.	$ _____
Sanitizing Duct Work	$ _____
Total Cost	$ _____

Duration of Project (Days) _____

(*Optional*) Alternate Proposal for Air Duct Cleaning with explanation

Cleaning of Duct Work, et al.	$ _____
Sanitizing Duct Work	$ _____
Total Cost	$ _____

Duration of Project (Days) _____

Signature and Title of Authorized Vendor Representative:

_____ _____
Signature of Authorized Agent Printed Name of Company

_____
Printed Name of Authorized Agent

_____
Date

*** END OF PROPOSAL FORM ***