

<b>CK09MERCER2009-02 DUCT CLEANING FOR A PERIOD OF TWO YEARS WITH 10% MARKUP</b>	
<b>BID RESULTS</b>	
<b>DATE: JANUARY 6, 2009</b>	
<b>CONTRACT PERIOD: MARCH 22, 2009 - MARCH 21, 2011</b>	
<b>RESOLUTION # 2009-162</b>	
NAME OF BIDDER	INDOOR AIR TECHNOLOGIES, INC.
ADDRESS	33 WEST MAIN STREET
CITY, STATE, ZIP	VICTOR, NY 14564
CONTACT	REBECCA S. MELTON
EXTEND TO COOP MEMBERS	YES
TELEPHONE	585-924-2010
FAX	585-924-2135
WEBSITE OR E-MAIL	<a href="mailto:REBECCA@INDOORAIRTECHNOLOGIES.COM">REBECCA@INDOORAIRTECHNOLOGIES.COM</a>
INSURANCE	NEED
AFFIRMATIVE ACTION CERTIFICATE	ATTACHED
EXHIBIT A	INCLUDED
STOCKHOLDER DISCLOSURE	OK
NEW JERSEY BUSINESS REGISTRATION	X
PUBLIC WORKS CONTRACTOR REGISTRATION	617885 EXPIRES 1/17/09
EQUIPMENT LIST	INCLUDED
MEMBER OF NATIONAL AIR DUCT CLEANERS ASSOCIATION (NADCA)	INCLUDED
EMPLOYEE CERTIFICATION WITH NADCA AS AIR SYSTEM CLEANING SPECIALIST	ROBERT A. MELTON, EDWARD HERNANDEZ, WALTER MELTON, ANTHONY MARTINEZ, MICHAEL SOUZA, ANGEL RODRIQUEZ ALL CERTIED ASCS THROUGH NADCA
MARK-UP DEFINED AT 10% MUST BE REFERENCED IN CONTRACT	
ROSTER OF STAFF TECHNICIANS	INCLUDED
REFERENCES	INCLUDED B&G TO CHECK
LAB AFFILIATION	EMSL ANALYTICAL, 107 HADDON AVENUE, WESTMONT, NJ 08108
HOURLY RATE YEAR ONE AND TWO NORMAL HOURS	46.75
PRIOR TO/AFTER HOURS	54.06
EXCEPTIONS	NONE
FATAL FLAW	NO

**SPECIFICATIONS FOR DUCT CLEANING FOR THE COUNTY OF MERCER AND THE  
MERCER COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM FOR TWO (2)  
YEARS (CK09MERCER2009-02)**

**CONTACT: EDWARD URBANIK  
General Supervisor  
Mercer County Buildings & Grounds  
300 Scotch Rd.  
W. Trenton N.J. 08690  
(609) 530-7502**

The intent of this Invitation For Bids is to establish a two-year contract for the cleaning of HVAC duct, air handlers, fans, including all ancillary items and associated equipment (i.e., grills, registers, screens, etc.) for the Department of Buildings and Grounds, Division of Central Services and other County agencies on as needed basis.

The contract shall be based upon time and materials and awarded based upon the regular time hourly rate. The mark-up shall not exceed 10% above suppliers cost. Contractors must comply with the New Jersey Prevailing Wage Act and the New Jersey Public Works Contractor Registration Act as applicable. [Prevailing Wage does not apply to duct cleaning, when performed independent of repair/renovation/construction work. When duct cleaning is performed as part of, or in conjunction with, such work, it is subject to the Prevailing Wage Act. \(Sheet Metal Worker rate would apply\).](#)

The County spent approximately \$100,000.00 on duct cleaning in 2007 and \$75,000.00 in 2008. This amount is given only as a guide to prospective bidders. The County will only pay for labor and materials that have been authorized.

This to include cleaning of, but not limited to:

- All HVAC ducts
- Vacuum activated valve boxes
- Exhaust fan blowers
- Air handlers
- Housings
- Plenums
- Mixing boxes
- Condensate drain pans
- Humidifiers and dehumidifiers
- Fans
- Fan housings
- Filters
- Turning vanes
- Air wash units
- Coils

## **TECHNICAL SPECIFICATIONS**

The Contractor shall be responsible to supply all chemicals, cleaning agents, tools, equipment, supervision, transportation, and all effort necessary to carry out the specifications herein. The project cost is to include all equipment rented and/or owned.

The Contractor shall make available to the County the flexibility to clean ducts not only during business hours, but also after hours, weekends and holidays as needed.

Contractor must have the capability to use photo documentation via a 35mm or digital camera and a fiberoptic boroscope when requested by the County. This will allow verification of duct conditions to be photographed both before and after cleaning. The boroscope shall be used for manual inspections via a hole drilled into the duct should a department require on-site verification of cleaning. Proof of ownership or availability of such equipment must accompany bid package.

## **PROJECT WORK AND TIME AND MATERIALS:**

Project Work:

Project work shall mean work performed on major projects or major duct cleaning. The contractor assigned to this contract shall be provided with a request for project quote with a detailed Scope of Work from Edward Urbanik, Superintendent of Buildings and Grounds. As such, the contractor MUST submit a response. All terms and conditions are those established under this agreement.

(A) The County's project quote sheet will contain the following information:

The contract name; Name and address of site; Detailed scope of work; Other information relative to the S.O.W., Project start/finish time line, Required Materials, cost of labor and materials.

After site review of the project, the contractor must submit the project quote sheet back to the requestor.

The submitted project pricequote to be all-inclusive.

Project pricing shall include everything the contractor anticipates is necessary to complete the job (i.e., permits, rental equipment, materials, chemicals, labor, supervision, transportation, subcontractor costs, mobilization costs, demobilization costs, clean up and material removal costs, etc.) Steam may be also used as a cleaning method for any equipment part as long as the treatment method does not damage any of the equipment, surfaces or material.

Contractors shall be compensated for additional work requested that is not detailed in the scope via the labor rates bid upon. Note: all extra work outside the S.O.W. must be in writing.

General labor charges shall be based on the following schedules:

Business hours, 8:00 AM – 4:30 PM

After Hours, Weekends and County Holidays

Intake screens, intake and exhaust air louvers, registers, supply and return grills, exhaust grills, and fan housing scrolls shall be vacuumed and/or washed using a non-caustic solution. Bristle or wire brushing may be used, but care must be taken not to scratch painted services. It shall be the Contractors responsibility to remove all grillwork for cleaning, and subsequent reinstallation of same.

Ducts shall be thoroughly vacuumed: top, bottom, and both sides. Ducts utilizing interior insulation shall be vacuumed and inspected for any physical damage. Damage must be reported to the County in writing.

Only HEPA vacuum type units are to be used.

**INACCESSIBLE DUCTS:**

Ducts to small or difficult to access shall be opened by the Contractor. Contractor shall create a service opening in the system to accommodate cleaning. This shall be done only if there are no other alternatives. If opened, the opening shall then be covered by a panel of the same sheet metal gauge installed via screws/tape to ensure no leakage of air. All sheet metal ductwork repairs must follow guidelines established by SMACNA. Flexible duct shall not be opened. Flexible duct shall be disconnected at both ends for proper cleaning.

Supply grilles must have a temporary filter (to be supplied by the Contractor) placed behind to trap contaminants that might be discharged during cleaning. The temporary filters shall remain in place a minimum of one (1) week after Contractor has completed the project. At that time, Contractor shall remove all temporary filters and discards not to be placed into County trash bins and to be disposed of properly.

Automatic and manual dampers shall be cleaned using same methods as outlined. Any mechanical defects found shall be reported to the County, in writing. All manual dampers shall be reset in the exact position as was prior to cleaning.

Vacuum activated valve boxes shall be brushed, vacuumed, and/or washed using a non-caustic solution.

**Filter frames:**

Contractor shall remove existing filters and clean all frames using brushing, vacuuming, and/or washing, with non-caustic solution. Any damage found to filter frames should be reported to the County. The County shall make a determination whether the Contractor shall reinstall the old filters or replace with new.

EPA approved sanitizer shall be applied after cleaning to all internal surfaces of HVAC ducts. All cleaning chemicals and disinfectants should be removed from the HVAC system prior to it being restarted.

MSDS sheets on all chemicals used must be supplied to the County prior to job start. Additionally, each contractor must submit with their bid package all MSDS sheets for chemicals they plan to use in carrying out the specifications herein.

HVAC coil replacements shall not be the responsibility of Contractor, however Coil cleaning may be requested as if the County determines it necessary as part of the scope of the project. All service work performed by Contractor shall be to a professional standard, and susceptible to County staff inspection. Documentation, through an audit and feedback systems of contract administration shall be used in this contract, by the County departments. All maintenance records shall be retained for review for at least three years.

The Contractor shall perform the work in a way to minimize disruption to the normal operation of building tenants through the usage of protection devices (i.e., temporary filters, adjusted

ventilation, isolating areas, use of non-caustic materials, etc.). Upon completion of work the Contractor is responsible for cleaning and removing from the job site all debris, materials, and equipment associated with the work performed.

The Contractor shall provide necessary duct cleaning in such a manner that does not damage County property. In the event damage occurs to Mercer County property, or any adjacent property by reason of any repairs or installations performed under this Contract, the Contractor shall replace or repair the same at no cost to the County. If damage caused by the Contractor has to be repaired or replaced by the County, the cost of such work shall be deducted from the monies due the Contractor.

In the event the work performance of the Contractor is unsatisfactory, the Contractor will be notified by the County and be given one day to correct the work. Labor for all re-work will be at no cost to the County.

A background check (and other departmental background checks) will be a requirement for all employees of Contractor's staff providing services to the County. This requirement is essential due to the need to access areas within the County such as detention facilities, court buildings, and many other restricted areas.

No one except authorized employees of the Contractor is allowed on the premises of Mercer County Buildings. Contractor's employees are NOT to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor.

#### **CONTRACTOR QUALIFICATIONS:**

Membership:

**CONTRACTOR MUST BE A CERTIFIED MEMBER OF THE NATIONAL AIR DUCT CLEANERS ASSOCIATION (NADCA). ADDITIONALLY, CONTRACTOR MUST HAVE AT LEAST ONE STAFF EMPLOYEE WHO IS NADCA CERTIFIED AS A NADCA ASCS (AIR SYSTEM CLEANING SPECIALIST).**

The Contractor's firm must have a thorough understanding of HVAC duct system cleaning in carrying out the specifications herein. Employees who will be carrying out duct cleaning services must have a minimum of three (3) continuous years experience.

The Contractors service truck fleet shall carry sufficient supply of tools, cleaning brushes, cleaning agents and vacuum equipment needed to perform routine duct cleaning service.

Contractor must meet all Federal EPA and OSHA guidelines (If any) in the proper handling and disposal of special waste or contaminated materials generated by services rendered.

Each bidder MUST submit with the bid package the following required submittals. Failure to provide ALL the required submittals shall render the bid non-responsive.

- **Copy of membership of the National Air Duct Cleaners Association (NADCA), and a copy of employee certification with NADCA, as ASCS**
- Provide a roster of staff technicians listing name, years of experience, and field of expertise.

- Contractor must have the staff, equipment, and resources to provide duct-cleaning service to facilities of large commercial square footage. Provide a list of projects of like magnitude and scope of the following types of buildings your firm has serviced.
- Provide number of trucks in the service fleet and how stocked.
- Provide documentation stating your firms' ownership OR availability of a 35mm or digital camera and a fiber-optic boroscope.
- Contractor must be able to produce certified lab analysis for the identification of mold, microorganisms, and particulate sampling. Certifications or affiliations shall be submitted with bid.

**DELIVERY:**

It shall be the Contractor's responsibility to meet the County's delivery requirements, as called for in the Technical Specifications. Mercer County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

**SPECIAL TERMS & CONDITIONS:**

**CONTRACT LENGTH:**

The Contract shall be awarded for a two (2) year period.