



CITY of NOVI CITY COUNCIL

**Agenda Item J
April 9, 2012**

SUBJECT: Approval to award a one-year renewal option of the sanitary sewer closed circuit televising and cleaning contract with Metro Environmental Services, Inc. based on the terms, conditions and pricing of the existing contract, for an estimated cost of \$40,000 and an effective date of April 10, 2012.

SUBMITTING DEPARTMENT: Department of Public Services, Water and Sewer Division

CITY MANAGER APPROVAL:

EXPENDITURE REQUIRED	\$ 40,000 (estimated for one year)
ADDITIONAL AMOUNT REQUIRED	N/A
LINE ITEM NUMBER	592-592.00-936.500

BACKGROUND INFORMATION:

Novi City Council approved a contract on April 4, 2011 to provide sanitary sewer cleaning and televising services for routine and emergency situations. The routine sanitary sewer cleaning and televising consists of areas F1 & F2 of the Water and Sewer Division's Capacity, Management, Operations, and Maintenance program (CMOM). Emergency services typically are required when additional resources are needed during sanitary sewage backups.

The one-year contract included three one-year renewals upon mutual consent of the City of Novi and Metro Environmental Services, Inc.

This recommended renewal is the first of the three options. Metro Environmental Services, Inc. has satisfactorily performed sanitary sewer cleaning and televising during routine and emergency situations while being responsive, efficient and professional. The attached letter from Metro Environmental Services, Inc. indicates consent to extend the existing contract for a one-year renewal at the same contract pricing, terms and conditions.

RECOMMENDED ACTION: Approval to award a one-year renewal option of the sanitary sewer closed circuit televising and cleaning contract with Metro Environmental Services, Inc. based on the terms, conditions and pricing of the existing contract, for an estimated cost of \$40,000 and an effective date of April 10, 2012.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Wrobel				

METRO SEWER CLEANERS
METRO ENVIRONMENTAL SERVICES, INC.

P.O. BOX 725 • WALLED LAKE, MICHIGAN 48390-0725

April 4, 2012

City of Novi
45175 W. 10 Mile Rd.
Novi, Mi. 48375

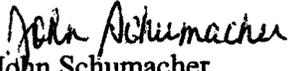
Re: Sanitary Sewer Closed Circuit Televising & Cleaning Bid (ITB-032311)
(3)year renewal option

Per the bid ITB-032311 awarded to Metro Environmental Services, Inc. or a (1) year term and (3) year renewal. We agree to honor the pricing, terms and conditions as provided in the bid.

Thank you for the opportunity to be of continued service to the City of Novi. Please forward any documentation for signature.

We look forward to working with the City of Novi again this year.

Sincerely,


John Schumacher
Operations Manager 

Company Name Metro Environmental Services, Inc.



CITY OF NOVI
**SANITARY SEWER CLOSED CIRCUIT TELEVISIONING
AND CLEANING**

BID FORM

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the City of Novi to perform the work, for the prices and times specified in this Invitation to Bid. Bidder accepts all terms and conditions of the Invitation to Bid.

In submitting this Bid, Bidder represents that Bidder:

- is familiar and satisfied with the potential site conditions that may affect cost, progress, and performance of work
- is familiar and satisfied with all applicable federal, state, and local Laws and Regulations
- has given written notice when beginning work in the City of Novi of all conflicts, errors, ambiguities, or discrepancies discovered in the Invitation to bid documents
- acknowledges that the quantities provided in the Bid Form are only estimates, and in some cases included in order to establish a unit price in the event the work is necessary, and that actual quantities may increase, decrease, or be zero based on actual work required
- will complete any required inspections by certified technicians using NASSCO's Pipeline Assessment and Certification Program (PACP) for identifying observations

Bidder will complete the work outlined in this Invitation To Bid for the following prices:

BASE BID: ANNUAL SANITARY SEWER VIDEO INSPECTION PROJECTS, 6-12 INCHES

Annual Video Inspection Projects	Estimated Quantity	Unit	Unit Price	Total Amount
Fiscal Year July 2010- June 2011	34,200	LFT	.47	16,074.00
Fiscal Year July 2011- June 2012	49,596	LFT	.48	23,706.08
Fiscal Year July 2012- June 2013	52,790	LFT	.49	25,867.10
Fiscal Year July 2013- June 2014	42,728	LFT	.49	20,936.72

F1, F2

*

ALTERNATE A: SANITARY SEWER CLEANING FOR ANNUAL PROJECTS

F1, F2

Sanitary Sewer Cleaning for Annual Projects	Estimated Quantity	Unit	Unit Price
Alternate A1 – Fiscal Year July 2010 - June 2011	Unknown	LFT	.88
Alternate A2 – Fiscal Year July 2011- June 2012	Unknown	LFT	.88
Alternate A3 – Fiscal Year July 2012- June 2013	Unknown	LFT	.95
Alternate A4 – Fiscal Year July 2013-June 2014	Unknown	LFT	.95

*

ALTERNATE B - OTHER SERVICES/EMERGENCY SERVICES (AS NEEDED)

ALTERNATE B is for a contract term of one (1) year with three (3) renewal options in one (1) year increments.

Item	Description	Unit	Unit price ** (quantity less than 2,000 LFT)	Unit price ** (quantity greater than 2,000 LFT)
1	Sanitary Sewer Video Inspection, 6-11 inches	LFT	.72	.47
2	Sanitary Sewer Video Inspection, 12-18 inches	LFT	.72	.50
3	Sanitary Sewer Video Inspection, 19-24 inches	LFT	.75	.70
4	Sanitary Sewer Video Inspection, 25-30 inches	LFT	.75	.70
5	Sanitary Sewer Video Inspection, 31-36 inches	LFT	.95	.75
6	Sanitary Sewer Video Inspection, 37-44 inches	LFT	.95	.90
7	Sanitary Sewer Video Inspection, 45-54 inches	LFT	1.10	1.00
8	Sanitary Sewer Cleaning, 6-11 inches	LFT	1.25	1.20
9	Sanitary Sewer Cleaning, 12-18 inches	LFT	1.70	1.40
10	Sanitary Sewer Cleaning, 19-24 inches	LFT	1.70	1.40
11	Sanitary Sewer Cleaning, 25-30 inches	LFT	1.75	1.55

Item	Description	Unit	Unit price ** (quantity less than 2,000 LFT)	Unit price ** (quantity greater than 2,000 LFT)
12	Sanitary Sewer Cleaning, 31-36 inches	LFT	2.50	2.25
13	Sanitary Sewer Cleaning, 37-44 inches	LFT	3.50	3.25
14	Sanitary Sewer Cleaning, 45-54 inches	LFT	4.50	4.25

ALTERNATE B (CONTINUED)

Item	Description	Unit	Unit Price **
15	Emergency Vector Hourly Rate with driver (During Business Hours)	HR	165.00
16	Emergency Vector Hourly Rate with driver (After Business Hours)	HR	185.00
17	Emergency Televising Hourly Rate with driver (During Business Hours)	HR	155.00
18	Emergency Televising Hourly Rate with driver (After Business Hours)	HR	185.00
19	Confined Space Entry	DAY	1,560.00
20	Easement Machine Use with operator Hourly Rate (Any Time)	HR	165.00
21	Bypass Pumping (0-300 gal/minute)	LFT	2.00
22	Bypass Pumping (300-800 gal/minute)	LFT	4.00
23	Debris removal and disposal - less than 25 cubic yards	CU YD	40.00
24	Debris removal and disposal - greater than 25 cubic yards	CU YD	25.00
25	Mobilization Charge	DAY	0.00

** Unit Pricing shall be valid for contract period and all renewals.

When would a Mobilization Charge be required? No Charge/Not Applicable

Comments/Exceptions Located within 2 miles of Novi City limits. PACP/MACP
Certified/Confined Entry Certified/OSHA Job Site Safety Certified,
Licensed Septage Hauler, Licensed Industrial Waste Hauler

We acknowledge receipt of the following addenda: Addendum #1

The City of Novi reserves the right to accept any Bid, to reject any or all Bids, and to waive defects or irregularities in any Bid for any reason or no reason at all. The City of Novi also reserves the right to award some, none, or the entire contract.

Bidder acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price bid items will be based on actual quantities of work performed.

Company (Legal Registration) Metro Environmental Services, Inc.

Address 1025 Metro Drive/P.O. Box 725

City Walled Lake State Mi. Zip 48390

Telephone (248)960-1111 Fax (248)669-0960

Representative's Name (please print) John Schumacher

Representative's Title Operations Manager

Representative's Signature *John Schumacher*

E-mail j.schumacher@metrosewer.net

Date 3-23-11



CITY OF NOVI
SANITARY SEWER CLOSED CIRCUIT TELEVISIONING
AND CLEANING
CONTRACTOR QUALIFICATIONS QUESTIONNAIRE

Failure to answer all questions could result in rejection of your bid.

Name of Firm Metro Environmental Services, Inc.
Address: P.O. Box 725/1025 Metro Drive
City, State Zip Walled Lake, Mi. 48390
Telephone (248)960-1111 Fax (248)669-0960
Mobile (248)255-1341
Agent's Name (please print) John Schumacher
Agent's Title Operations Manager
Email Address: j.schumacher@metrosewer.net
Website www.metrosewer.net

1. Organizational structure: Corporation, Partnership, 'etc. Corporation
2. Firm established: 1981
3. How many full time employees? 17 Part time? 4
4. Do you have 24-hour emergency service? yes
5. 24-hour/7-day Emergency Telephone Numbers
(248)960-1111 (248)255-1341
6. Provide your procedure for handling night and weekend calls. Once the call is received the 24 hr On-Call Service Tech is notified & dispatched directly to the site. If special equipment is needed they will be dispatched to the shop first.
7. Can you meet our emergency response requirement of one hour from receipt of call? Yes If not, what is the time frame for your response? _____
8. Address of your local facility 1025 Metro Drive, Walled Lake, Mi. 48390
9. Are you able to provide insurance coverage as required by this bid? Yes
10. List the scope of services (type of work) you are able to perform.

10. CCTV-mainline/laterals, high pressure jet, vactor, vac/jet, off road easement jetting, catch basin cleaning, confined space entry, spot line repair by pass pumping, industrial off road vactor, parking lot & street sweeping, excavation, electric cable service, electronic locate buried lines, hydro excavation, TCLP testing, lift station cleaning, septic tank pumping, portable toilets, catch basin/manhole rehab., grouting
11. List any professional licenses/certifications you/your employees have obtained that would be applicable to this contract.

OSHA-Confined Space Certified, PACP Pipeline/MH Training,
Forklift/Manlift, CDL A/B Tanker Driver Endorsements, Licensed
Industrial Waste Hauler, Liscensed Septic Hauler, OSHA-Workplace,
Construction & Employee Safety Certified

12. Provide a list of mobile service technicians, and all other professional staff to be assigned to this contract. Include name, title, license number, years of experience, full/part time, on-call availability, qualifications, and experience.

John Schumacher-Operations Mgr. 25 years, CDLA, Glen Ranstadler-P1bg Tech, 10 years
Andrew Mapes-Fleet Mgr, PACP, 10 years, CDLA, Scott Randstadler-CDLA, Tanker, 10 yrs
Cliff Turner-Sr. Tech, PACP, 25 years, Kyle Gotferdson-Jet Specialist, 6 years
Paul Ferriby-Sr. Tech, 23 Years, CDLA

Robert Hayes-Video Inspection Tech, 11 years, PACP, CDLA

13. List large equipment which is available to your firm to perform this contract:

- (2) Guzzlers for backyard cleaning
(5) Vactor 2100 for sewer & storm cleaning
(3) CCTV truck mounted systems w/software. (1) portable off road system
(2) backyard easement cleaning machines
(2) truck mounted sewer jets, (2) trailer mounted by-pass pump systems

14. **References:** Provide at least three (3) current references that are comparable in scope to this bid. References from municipalities would be desirable.

Company City of Wixom
Address 49045 Pontiac Trail, Wixom, Mi. 48393
Phone (248)624-0141 Contact name Mike Howell

Company City of Dearborn
Address 2951 Greenfield, Dearborn, Mi. 48126
Phone (313)943-3038 Contact name Sam Shilbayeh

Company City of New Baltimore
Address 36535 Green Street, New Baltimore, Mi. 48047
Phone (586)724-2151 Contact name Thomas Gunst

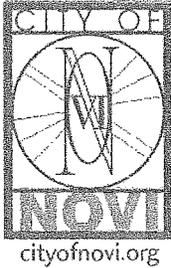
15. Provide any additional information you would like to include which may not be included within this Questionnaire. You may attach additional sheets.

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative: *John Schumacher*

Representative's Name (please print) John Schumacher

Date 3-23-11



**NOTICE - CITY OF NOVI
INVITATION TO BID**

**SANITARY SEWER CLOSED CIRCUIT TELEVISIONING
AND CLEANING**

The City of Novi will receive sealed bids for **Sanitary Sewer Cleaning and Closed Circuit Televising** according to the specifications of the City of Novi.

A mandatory pre-bid meeting will be held **Tuesday, March 8, 2011, promptly at 10:00 A.M.** at the Novi Civic Center, 45175 W. Ten Mile Rd., Novi, MI 48375-3024.

Sealed bids will be received until **3:00 P.M.** prevailing Eastern Time, **Wednesday, March 23, 2011** at which time bids will be opened and read. Bids shall be addressed as follows and delivered to:

**CITY OF NOVI
CITY CLERK'S OFFICE
45175 W. Ten Mile Rd.
Novi, MI 48375-3024**

All bids must be signed by a legally authorized agent of the bidding firm.
OUTSIDE OF MAILING/FED EX/UPS ENVELOPES MUST BE PLAINLY MARKED

"SANITARY SEWER CLOSED CIRCUIT TELEVISIONING AND CLEANING BID"

AND MUST BEAR THE NAME OF THE BIDDER.

The City reserves the right to accept any or all alternative bids and award a contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; to subdivide the award, and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

Sue Morianti
Purchasing Manager

Notice Dated: February 25, 2011

NOTICE TO BIDDERS:

The City of Novi officially distributes bid documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of bid documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain bid documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, www.mitn.info and obtain an official copy.



CITY OF NOVI
**SANITARY SEWER CLOSED CIRCUIT TELEVISIONING
AND CLEANING**
INSTRUCTIONS TO BIDDERS

This bid is issued by the Purchasing Office of the City of Novi.

IMPORTANT DATES

Bid Issue Date	February 25, 2011
Mandatory Pre-bid Meeting	Tuesday, March 8, 2011 promptly at 10:00 a.m. Novi Civic Center 45175 W. Ten Mile Rd. Novi, MI 48375
Last Date for Questions	Tuesday, March 15, 2011 by 12 Noon Please submit all questions via email to: Sue Morianti, Purchasing Manager smorianti@cityofnovi.org
Response Due Date	Wednesday, March 23, 2011 by 3:00 p.m.
Anticipated Award Date	April 4, 2011
Base Bid Project Completion	May 30, 2011

MANDATORY PRE-BID MEETING

The mandatory pre-bid meeting begins promptly at the time listed above and will be closed thereafter to latecomers. It is the vendor's responsibility to take traffic, weather, etc. into consideration in order to arrive at the pre-bid meeting on time.

BID SUBMITTALS

An **UNBOUND COMPLETED ORIGINAL and Two (2) copies** of your bid must be submitted. No other distribution of the bids will be made by the Contractor. Bids must be signed by an official authorized to bind the Contractor to its provisions.

FAILURE TO SUBMIT PRICING ON THE BID FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

CHANGES TO THE BID/ADDENDUM

Should any prospective Bidder be in doubt as to the true meaning of any portion of the ITB, or should the Bidder find any patent ambiguity, inconsistency, or omission therein, the Bidder shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the staff member indicated above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional Bid provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at www.mitn.info . Any addendum issued by the City shall become part of the ITB and subsequent contract and shall be taken into account by each bidder in preparing its bid. Only written addenda are binding. It is the Bidder's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on bid form.

TYPE OF CONTRACT

If a contract is executed as a result of the bid, it stipulates a fixed price for products/ services. The Base Bid and Alternate A are for annual projects. Alternate B, if awarded, is for a one (1) year contract with three (3) renewal options in one (1) year increments.

CONTRACT AWARD

The contract will be awarded to that responsible, responsive bidder whose bid, conforming to this solicitation will be most advantageous to the City of Novi. Qualifications, experience, references, comparable projects, price, previous experience with vendor/contractor, delivery, and other factors will be considered in the evaluation process and award of contract. The City reserves the right to accept any or all alternative bids and award the contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

After contract award, a summary of total price information for all submissions will be posted on the MITN website at www.mitn.info .

The City may, from time to time, find it necessary to continue this contract on a month-to-month basis only, not to exceed a six (6) month period. Such month-to-month extended periods shall be by mutual agreement of both parties, with all provisions of the original contract or any extension thereof remaining in full force and effect.

SUBMISSION OF BID

Bids must be submitted in a sealed envelope. Outside of mailing/Fed Ex/UPS envelope must be labeled with name of contractor and name of bid. *Failure to do so may result in a premature opening or failure to open such proposal.*

To be considered, sealed bids must arrive at the specified location, on or before the specified time and date. There will be no exceptions to this requirement. Bids received after the closing date and time will not be accepted or considered. Bids are considered received when they are in the possession of the City Clerk's Office. Contractors mailing bids should allow ample time to ensure the timely delivery of their bid. Faxed, emailed, or telephone bids are not acceptable. The City of Novi shall not be held responsible for lost or misdirected bids.

Bids must be clearly prepared and legible and must be signed by an Officer of the submitting Company on the enclosed form. Bids must show unit and total prices if requested. In case of mistakes in price extension, unit pricing shall govern. ANY

CHANGES MADE ON BID FORMS MUST BE INITIALED OR YOUR BID MAY BE CONSIDERED NON-RESPONSIVE.

A bid may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Failure to include in the bid all information requested may be cause for rejection of the bid.

Bidders are expected to examine all specifications and instructions. Failure to do so will be at the bidder's risk.

No bid will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City Novi upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

EXCEPTIONS

The City will not accept changes or exceptions to the bid documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the bid form. If Contractor neglects to make the notation on the bid form but writes it somewhere else within the bid documents and is awarded the contract, the change or exception will not be included as part of the contract. The original terms, conditions and specifications of the bid documents will be applicable during the term of the contract.

RESPONSIVE BIDS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. Unit prices shall be submitted if space is provided on bid form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the City reserves the right to declare as non-responsive, and reject an incomplete bid if material information requested is not furnished, or where indirect or incomplete answers or information is not provided. Any exceptions to the specifications must be noted on the bid form.

FREIGHT CHARGES

All bid pricing is to be quoted as F.O. B. destination.

TAX EXEMPTION

It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The City will furnish the successful bidder with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

The following exception shall apply to installation projects: When sales tax is charged to the successful bidder for materials to be installed during the project, that cost shall be

included in the "Complete for the sum of" bid price and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

CONTRACT TERMINATION

The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

TRANSFER OF CONTRACT/SUBCONTRACTING

The successful bidder will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the City of Novi. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Novi for such acts or omissions.

NON-DISCRIMINATION

In the hiring of employees for the performance of work described in this ITB and subsequent contract, neither the contractor, subcontractor, nor any person acting in their behalf shall by reason of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status discriminate against any person qualified to perform the work required in the execution of the contract.

ACCEPTANCE OF BID CONTENT

Should a contract ensue, the contents of the bid of the successful Bidder may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

DISCLOSURE

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this ITB is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Bids should be prepared simply and economically, providing a straightforward and concise description of the bidder's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid. The City of Novi is not liable for any costs incurred by bidders prior to issuance of a contract.

INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the offerer certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

(a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offerer or with any other Competitor; and

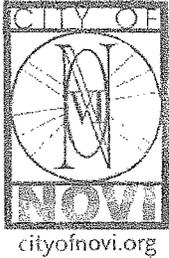
(b) No attempt has been made or will be made by the offerer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

(c) He is the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (a) and (b) above; or

(d) He is not the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.



CITY OF NOVI
**SANITARY SEWER CLOSED CIRCUIT TELEVISIONING
AND CLEANING**
SPECIFICATIONS

The City of Novi is requesting bids from Contractors for Sanitary Sewer Closed Circuit Televising and Cleaning within City limits. Work associated with this contract includes the televising and some cleaning (as needed) of 6-inch to 12-inch sanitary sewers.

This Invitation to Bid includes a bid for specific projects to be done each fiscal year (July – June) for the next 4 years and a one (1) year contract for Other Services & Emergency Services which could be renewed up to three (3) times in one (1) year increments.

SCOPE OF WORK

Contractor is to video inspect the sanitary sewer pipes in the designated sections for each project. The City will determine if any pipes included in project(s) need to be cleaned as a result of televising. Depending on the unit prices obtained, it may be necessary to video inspect only the highest priority pipe(s), which will be determined by the City of Novi.

Based on the unit prices, qualifications, and references, a Contractor will be selected and the specific areas of inspection determined.

Funding for future contract items beyond FY 2010-2011 will be based on approved budgets for the Water and Sewer Fund. Amounts to be televised & cleaned are estimated and subject to change by increasing, decreasing, or reduced to zero.

BASE BID – CLOSED CIRCUIT TELEVISIONING PROJECTS

Sections Targeted for Televising	Area Designation	Fiscal Year of Anticipated Work (July - June)	Estimated Length To Be Televised (Feet)
Sections 15, 16, 17, 18, 19, 20, 21, and 22	C2 and C3	2010-2011 *	34,200
Sections 26, 27, 28, 33, and 34	F1 and F2	2011-2012	49,596
Sections 29, 30, 31, 32, 13, 14, 23, and 24	F3 and D1	2012-2013	52,790
Sections 25, 26, 35, 34, and 36	D2 and E	2013-2014	42,728

*Fiscal Year 2010-2011 work to be completed by May 30, 2011.

ALTERNATE A – CLEANING FOR ANNUAL PROJECTS IN BASE BID

Cleaning as determined necessary by televising projects in Base Bid. Quantity of pipe that will need cleaning is unknown.

ALTERNATE B – ANNUAL CONTRACT FOR OTHER SERVICES AND EMERGENCY WORK – AS NEEDED

Contract term will be one (1) year. Upon mutual consent of the City of Novi and the successful contractor, the contract may be renewed three (3) additional times in one (1) year increments at the same terms & conditions.

SCHEDULE

Once the contract is awarded, the Contractor shall provide a schedule of work to the Water and Sewer Division for the sewer sections specified for this fiscal year. The sewer televising and cleaning work within the area specified shall be completed by May 30, 2011. Work shall be performed between the hours of 7 AM and 7 PM Monday through Friday. Sunday or Holiday work is not allowed without written approval by the City.

The Contractor will be required to contact the City prior to commencing work in each area to set up a meeting between the Contractor and the City of Novi to determine the exact location and extent of the work to be completed. At the time, a schedule for the work in the respective community will be required. Important contact information will be provided/exchanged at that time.

INSURANCE

A certificate of insurance naming the City of Novi as an additional insured and meeting the requirements in Attachment A must be provided by the successful bidder prior to commencement of work. *The City must have a current certificate on file for the duration of the contract.*

PAYMENT OF SERVICES AND SPECIFICATIONS FOR WORK

PRICES AND MEASUREMENT

Payment for work under this contract will be based on a unit price for work actually completed. Final measurements of the work will be taken by the City or the City's Consulting Engineer to determine the amount of work done and thereby determines the total cost. The method of applying the unit prices to measured quantities will be as herein specified. Payment will include the cost of all labor, tools, materials, and equipment necessary to do the work.

Items may have been included in the bid form but may not be necessary to complete the work. These items have been included in order to establish a unit price in the event that the item of work is necessary. The Contractor should be aware that these items may increase, decrease, or be zero based on budget, field conditions, or Owner discretion.

INCIDENTAL ITEMS

Any items of work indicated as incidental or included shall be considered as part of the project work and shall be completed at no additional expense to the Owner. Incidental or included items include, but are not limited to, labor, materials, dumping fees, tipping fees, fuel surcharges, and equipment that may not be specifically listed in the Bid Form or in the drawings or specifications, but which are necessary to complete the work. The City will pay only the items listed on the bid form. Any exceptions by the

contractor to this requirement must be specified on the bid form at the time of bid submittal.

PERMITS

All required permits to complete the specified work must be acquired from the appropriate agency by the Contractor. Fees for permits and inspections obtained from the City of Novi will be waived for work done under this contract. The City of Novi will not require a right-of-way permit for work in its rights-of-way under this contract. Any other permit fees, bonds, and/or permit agency inspection costs will be the responsibility of the Contractor and shall not result in additional cost to the Owner. Upon completion, all work will be subject to the State Laws and City Ordinance Codes.

SANITARY SEWER VIDEO INSPECTION

The contract price shall be payment in full for all labor, materials, and equipment necessary to prepare the sanitary sewer video recording.

Sanitary Sewer Video Inspection shall be measured in place by linear feet. The length shall be measured along the centerline of pipe from center of structure to center of structure. Payment will be made for the length of pipe actually televised. Contractor will be expected to do a reverse setup and televise from the other end. The City will assist with location of buried manholes if necessary.

All underground inspections and reports shall conform to the NASSCO Pipeline Assessment and Certification Program (PACP). Two (2) DVDs of the video recording for each community must be provided to the Water and Sewer Manager, and shall not require special software for viewing purposes. Three (3) printed reports must be provided to the Water and Sewer Manager and shall include all PACP observations.

The CONTRACTOR shall provide forty-eight (48) hours notice to both the OWNER and Water and Sewer Manager prior to video recording so that a representative may be present. A satisfactory review of the video recording by the Water and Sewer Manager shall be a condition for video acceptance by the OWNER and ENGINEER. Typical items to be reviewed on the video recording will include, but are not limited to: pipe effectiveness, lead connections, joints, root intrusion and pipe cleanliness.

SANITARY SEWER CLEANING

The contract price shall be payment in full for all labor, materials, and equipment necessary to jet and clean sewer pipes and structures and remove any intruding roots and debris from sanitary sewer pipes that are inhibiting the video inspection of the pipe.

Cleaning is to be done as-needed and when deemed necessary by televising results so that pipe can be adequately viewed to verify the integrity of the pipe. Cleaning **must** be authorized by the City prior to work being done. Payment for cleaning shall be measured in place by linear feet for length of pipe actually cleaned. The length shall be measured along the centerline of pipe from center of structure to center of structure. If contractor encounters a dip in the pipe where the camera goes under water, cleaning will be needed to allow the pipe to be at least 50% visible.

The water for cleaning is free from the City, however the contractor will have to pull a permit and use one of the City's water meters so we can track the amount of water being used. Permit fees will be waived. A hydrant will be designated for use .

Proper offsite disposal of all material and debris that is removed during the cleaning operations is required. The cost of debris disposal is a separate line item on the bid form. The City will not allow debris disposal onto City property. The Contractor shall be responsible for determining the appropriate landfill for proper disposal of materials.

The waste disposal methods shall agreeable to the City and documented and manifested to show the amount of material hauled off site. The contractor shall document the approximate volume of debris removed from the pipe, the approximate location of the pipe from which the debris that was removed, and the final location of disposal of the debris extracted. The aforementioned documentation shall be provided to the City when requested.

BYPASS PUMPING

The contract unit price shall be payment in full for all labor, materials, and equipment necessary to maintain services to customers upstream and downstream of the pipeline being televised or cleaned. The OWNER and ENGINEER shall be notified of the Contractor's intention to bypass pump, and confirm that the work is necessary. Public advisory services will be required to notify all parties whose service laterals will be out of commission and to advise against water usage until the mainline is back in service.

Bypass pumping shall be measured in place by linear foot for the length of the section that is being bypassed, not the entire footage being inspected. The length shall be measured along the centerline of pipe from center of structure to center of structure.

The level of pumping may be from 0-300 or 300 – 800 gallons per minute depending on flow.

TRAFFIC MAINTENANCE AND CONTROL

All traffic maintenance and control for the project shall be considered as incidental. Items in this category include all labor, materials, and equipment necessary to furnish, install, and maintain all signs, cones, barricades, flagging, etc. as required by Section 812 of the 2003 MDOT Standard Specifications for Construction and the current edition of the Michigan Manual of Uniform Traffic Control Devices, (MMUTCD). The Contractor shall also comply with work zone sign Contractor as described in Public Act 315 of 2003. Flagmen shall also be provided by the Contractor as necessary to protect the vehicular and pedestrian traffic and the work within the work zone areas. Contractor shall be responsible for notifying concerned parties such as Police, Fire, and school officials if a road closure and/or detour will be in effect. The Contractor shall notify the same parties when the road has been reopened.

During the course of construction, provisions must be made to maintain access for emergency vehicles at all times. Where possible and when directed by the Engineer, all streets must be left open to traffic at the end of each working day.

The Contractor shall conduct his operations and use of equipment in such a manner that traffic will be maintained throughout the entire length of the project. When conditions are such as to warrant variations from this requirement, the procedure to be followed shall be approved by the Engineer prior to such procedure being put into effect.

During the progress of the work, the Contractor shall accommodate both local vehicular and pedestrian traffic along the roads. Access to all residences and businesses shall be maintained except as noted on the plans or as directed by the Engineer. The Contractor's truck and equipment operations on public streets shall be governed by all local traffic ordinances and regulations of the Fire and Police Departments, the county and municipality where the work is occurring, and Michigan Department of Transportation.

Wherever possible, all existing signs on this project are to be preserved and maintained as incidental to the project. Where it is not possible to preserve existing traffic control signs and street name signs, they shall be removed, temporarily reset and maintained by the Contractor. Upon completion of the project, the Contractor will reset traffic control signs and street name signs in the proper position. Any signs damaged by the Contractor shall be replaced in kind by him at no additional cost to the City. Any lane closures or detours shall be approved by the Contractor and the appropriate governing agency, and shall meet their specifications and standards as well as those of the MMUTCD. Where there are conflicts, the more restrictive requirement shall apply. Warning signs and barricade configurations shall meet the requirements of the county and municipality where the work is occurring and the Michigan Department of Transportation. The Contractor shall not begin any operation on the project until all required signs and barricades have been set. All signs to be used during twilight or darkness shall be reflective, in good condition, with two continuous flashing lights.

The construction site shall at all times be maintained and left in a clean, neat, and safe condition, including any construction signing. After working hours, signs that are not appropriate shall be covered and/or removed so that motorists will not be confused. The Contractor shall also remove and replace or cover (where practical) existing traffic signs that may conflict with the proposed construction. Removal of any temporary signs or other traffic control equipment upon completion of the project shall be considered as incidental to the traffic maintenance and control work.

MISCELLANEOUS RESTORATION ITEMS

Restoration of miscellaneous items such as, but not limited to, street signs, traffic signs, shrubbery and other ornamental landscape items which are damaged, removed, or destroyed by the Contractor in the course of the work shall be repaired or replaced by the Contractor with new materials of equal quality as existed prior to the start of work. All such items for which specific bid items are not listed in the proposal shall be considered as incidental work and shall be replaced or repaired at the expense of the Contractor.

FINAL CLEAN UP

Final clean up of the job shall be considered as incidental. Items in this category include removal of debris and litter from the site, removal of surplus materials, sweeping,

repair of any damages, and clean out of drainage structures located within the work area.

EMERGENCIES (Part of Alternate B)

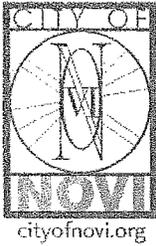
Contractor will provide two phone numbers that can be called in case of an emergency. Contractor must arrive on-site within one (1) hour after call is made. City staff will determine what work is considered an emergency.

REFERENCES

Contractor will provide (with their bid) three (3) municipal references for projects similar in scope to this bid and completed within the last three years. Please provide entity name, address, contact name, and phone number.

EQUIPMENT LIST

The contractor will provide (with their bid) a complete and up-to-date list of equipment that the contractor has available to be utilized for the work requires d under this contract.



**CITY OF NOVI
INSURANCE REQUIREMENTS**

ATTACHMENT A

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:
 - A. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
 - b. **Commercial General Liability Insurance** – The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
 - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.
2. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City.
3. The City of Novi shall be named as Additional Insured. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Attention: Purchasing Department, 45175 West Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies. Current insurance certificate shall be on file with the City for the duration of the contract.
4. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.
5. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Contractor's expense, under valid and enforceable policies,

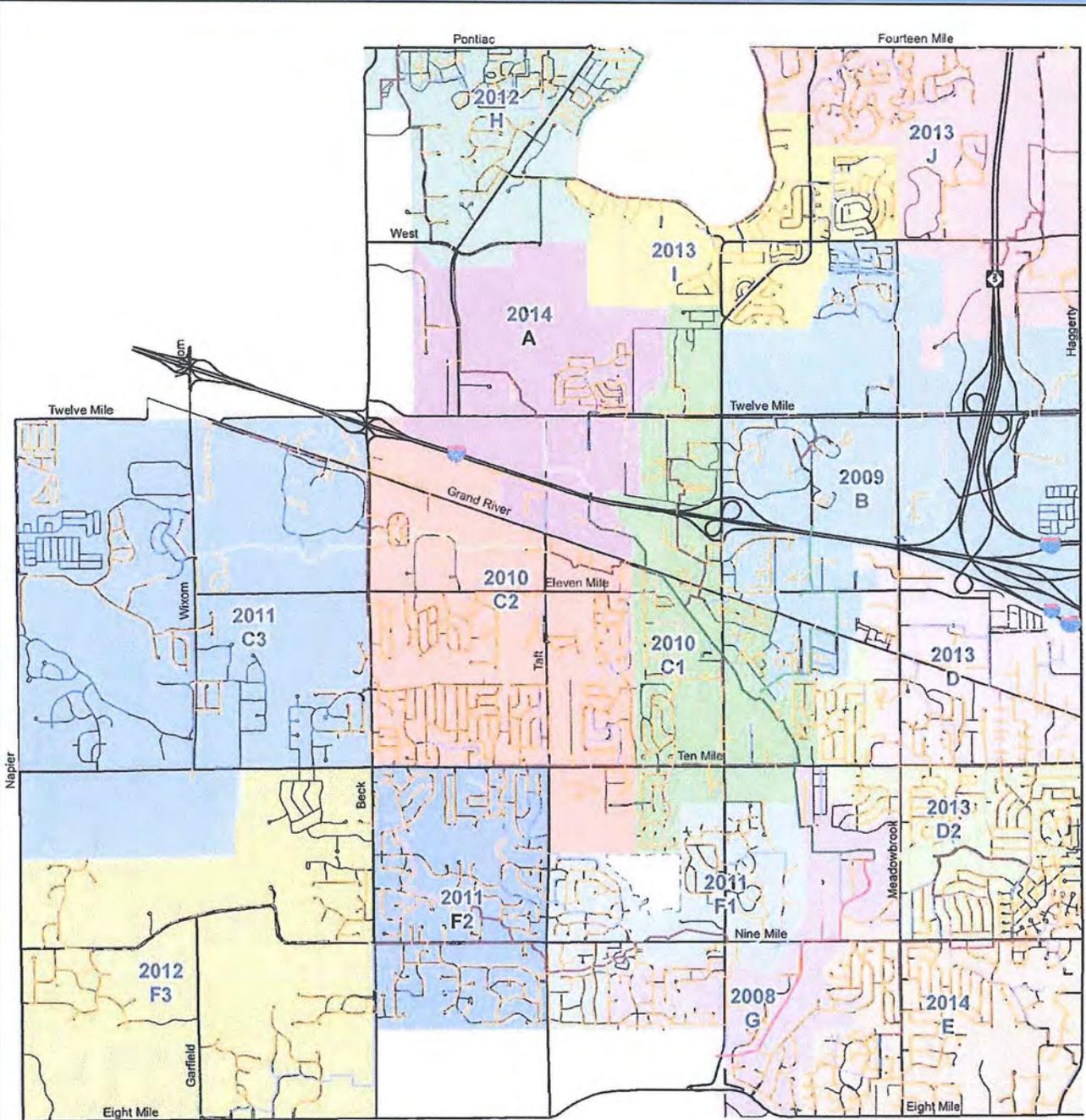
issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.

6. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.
7. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.
8. The City has the authority to vary from the specified limits as deemed necessary.

ADDITIONAL REQUIREMENTS
Indemnity/Hold Harmless

1. The Contractor agrees to save harmless and defend the City against and from any or all liability, loss or damages (including without limitations, fees and expenses of attorneys, expert witnesses and other consultants) which the City may suffer as a result of claims, demands, costs, or judgments against it arising from, out of or in consequence of the performance of this Agreement, excepting only such liability, loss or damage as shall have been occasioned by the sole negligence of the City of Novi, its officers, agents or employees.
2. The Contractor agrees that it is its responsibility and not the responsibility of the City of safeguard the property and materials used in performing this Contract. Further the Contractor agrees to hold the City harmless for any loss of such property and materials used in pursuant to the Contractor's performance under this Contract.
3. The Contractor shall not discriminate against any employee, or applicant for employment because of race, color, sex, age, or handicap, religion, ancestry, marital status, national origin, place of birth, or sexual preference. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.

Figure 1. City of Novi - CMOM Phase II
Televising and Cleaning Schedule




 Map Author: Stephanie Sambrook,
 City GIS Technician
 Map Print Date:
 February 17, 2011
MAP INTERPRETATION NOTICE
 Map information depicted is not intended to replace or substitute for
 any official or primary source. This map was intended to meet
 National Map Accuracy Standards and use the most recent,
 accurate sources available to the people of the City of Novi.
 Boundary measurements and area calculations are approximate
 and should not be construed as survey measurements performed by
 a licensed Michigan Surveyor as defined in Michigan Public Act 132
 of 1970 as amended. Please contact the City GIS Manager to
 confirm source and accuracy information related to this map.

Map Legend

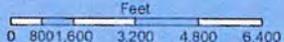
Sanitary Mains	— 8.0FM	— 21.0"	Road
— 1.5" FM	— 10.0"	— 27.0"	— Major
— 2.0FM	— 10.0" FM	— 30.0"	— Minor
— 3.0" FM	— 12.0"	— 36.0"	— Novi Township
— 4.0" FM	— 12.0FM	— 42.0"	
— 6.0"	— 15.0"	— ABND	
— 6.0FM	— 18.0"		
— 8.0"	— 18.0FM		



City of Novi

Geographic Information Services
 Dept. of Information Technology
 45175 W Ten Mile Rd
 Novi, MI 48375
cityofnovi.org

Feet



0 800 1,600 3,200 4,800 6,400

1 inch = 4,500 feet



CITY OF NOVI
SANITARY SEWER TELEVISIONING & CLEANING
ADDENDUM #1

INTENT: This addendum has been issued to modify and/or interpret the original specifications for the bid/RFP named above. Unless otherwise instructed, the information contained within this Addendum shall take precedence over anything contrary in the original specifications, and shall hereinafter be considered as part of the package.

RESPONSE: The Contractor shall verify receipt of this Addendum in the Bid Proposal Form.

CONTENTS: Included in this Addendum are three (3) pages of written addenda description, including the sign-in sheets from the mandatory pre-bid meeting.

CLARIFICATIONS:

Debris Removal – Contractor will use Veolia Environmental Services for debris removal for our sanitary sewer. The City has a waste characterization for our sanitary sewer waste and Veolia will invoice the City directly for the actual debris based on volume. **Alternate B Items 23 & 24 on the bid form should be quoted based on debris removal & transport costs only.** Debris will have to pass the paint filter test.

QUESTIONS:

Can you give us the contact information for the dumpsite the City uses for landfill disposal?
Veolia Environmental Services, 10690 W. Six Mile Rd., Northville, MI 48168
Phone: (248) 349-7230

Sue Morianti
Purchasing Manager

Notice dated: March 15, 2011



CERTIFICATE OF LIABILITY INSURANCE

OP ID: GL

DATE (MM/DD/YYYY)

02/03/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Exchange Agency, Inc 670 Griswold, P.O. Box 250 Northville, MI 48167 John T. Maloney		248-349-1122 248-349-2548	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: METR-25	FAX (A/C, No):
INSURED Metro Environmental Services Metro Sewer Cleaners 1025 Metro Drive PO Box 725 Walled Lake, MI 48390-0325		INSURER(S) AFFORDING COVERAGE		NAIC # 013986
		INSURER A: Frankenmuth Mutual		
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X	CPP 3025805	02/01/11	02/01/12	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		BA 3025805	02/01/11	02/01/12	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$		CPP 3025805	02/01/11	02/01/12	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A WC. 3025805	02/01/11	02/01/12	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured: City of Novi, its officers, agents and employees

CERTIFICATE HOLDER**CANCELLATION**

CITY- 1

City of Novi
 Attn: Purchasing Dept.
 45175 West Ten Mile
 Novi, MI 48375

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
 John T. Maloney