



**CITY OF NOVI CITY COUNCIL
NOVEMBER 28, 2022**

SUBJECT: Approval to award the heating, ventilation, and air conditioning (HVAC) services contract to Systemp Corporation, the low bidder, for one year with the option of two additional years at an estimated cost of \$64,000 annually.

SUBMITTING DEPARTMENT: Integrated Solutions – Facilities Division

EXPENDITURE REQUIRED	Estimated \$64,000
AMOUNT BUDGETED	\$64,000
APPROPRIATION REQUIRED	N/A
LINE ITEM NUMBER	814.000 Contractual Services \$27,000 934.000 Building Maintenance \$37,000 For Departments 265.00, 301.00, 337.00, & 442.00

BACKGROUND INFORMATION: The City of Novi contracts heating, ventilation, and air conditioning (HVAC) services for the Civic Center, Police Station, Gun Range, Department of Public Works, and Fire Stations 1-5. The scope of services under this contract includes scheduled preventative maintenance, general repairs, proposed upgrades, and seasonal start-up/shutdown. The request for proposal was posted on the Michigan Intergovernmental Trade Network (MITN). The process resulted in four vendor proposals for the service. A team of City staff reviewed the proposals and evaluated the firms' qualifications, hourly rates, staff, equipment, and references. After careful consideration, it is the recommendation of this team to award the HVAC Services contract to the low bidder Systemp Corporation.

RECOMMENDED ACTION: Approval to award the heating, ventilation, and air conditioning (HVAC) services contract to Systemp Corporation, the low bidder, for one year with the option of two additional years at an estimated cost of \$64,000 annually.

CITY OF NOVI
HVAC MAINTENANCE PROFESSIONAL SERVICES CONTRACT BID TAB

Proposals due: November 3, 2022
2:00 p.m.

			Systemp Corp		R.W. Mead		Engineered Comfort Systems		Lyon Mechanical	
Base Bid-Inspections	Frequency	Annual Qty	Unit Cost	Annual cost	Unit Cost	Annual cost	Unit Cost	Annual cost	Unit Cost	Annual cost
Civic Center	Quarterly	4	1,756.25	7,025.00	2,612.50	10,450.00	5,545.00	22,180.00	9,658.00	38,632.00
Police Dept.	Quarterly	4	1,381.25	5,525.00	2,200.00	8,800.00	4,252.25	17,009.00	4,572.00	18,288.00
DPW	three per year	3	2,000.00	6,000.00	4,262.50	12,787.50	5,836.00	17,508.00	5,689.00	17,067.00
Indoor Gun Range	three per year	3	200.00	600.00	687.50	2,062.50	1,000.00	3,000.00	2,966.00	8,898.00
Fire Station 1	three per year	3	340.00	1,020.00	550.00	1,650.00	1,234.00	3,702.00	1,285.00	3,855.00
Fire Station 2	three per year	3	384.00	1,152.00	412.50	1,237.50	1,334.00	4,002.00	1,199.00	3,597.00
Fire Station 3	three per year	3	130.00	390.00	275.00	825.00	934.00	2,802.00	614.00	1,842.00
Fire Station 4	three per year	3	600.00	1,800.00	962.50	2,887.50	2,517.00	7,551.00	1,260.00	3,780.00
Fire Station 5 EMS	twice per year	2	275.00	550.00	343.75	687.50	500.00	1,000.00	368.00	736.00
Villa Barr Art Park	twice per year	2	500.00	1,000.00	825.00	1,650.00	800.00	1,600.00	445.00	890.00
Township Hall	twice per year	2	275.00	550.00	412.50	825.00	200.00	400.00	224.00	448.00
ITC CSP Storage Bldg	once per year	1	150.00	150.00	412.50	412.50	550.00	550.00	166.00	166.00
Lakeshore Park	three per year	3	300.00	900.00	550.00	1,650.00	710.00	2,130.00	602.00	1,806.00
TOTAL				26,662.00		45,925.00		83,434.00		100,005.00
EVALUATION RANK										
Repairs/Service/Shutdown/Startup (Hourly Rates)										
Regular Hours	M-F 8-5pm, DPW 7:30-4 pm		105.00		125.00		100.00		124.00	
Overtime Hours	M-F after 8, first 8 on Sat		135.00		171.50		150.00		186.00	
Sunday Hours	12 am Sat - 8 am Mon		182.50		226.50		150.00		248.00	
Holidays	5 pm prior night - 8 am following day		182.50		226.50		200.00		248.00	
Materials - markup from contractor's cost			20%		20%		35%		10%	
Other Charges			Manlift: \$175.00; Truck Charge: \$175.00 (For addtl svc calls, includes: leak detector, reclaimer, torch set, vacuum pump, fuel)		Air Hoist: \$125.00; Electronic Leak Detector: \$45.00; Manlift: \$150.00; Reclaimer: \$75.00; Torch Set: \$25.00; Vacuum Pump: \$45.01		Equipment Rental: Cost plus 10% Vacuum-recovery: \$150.00		Lift: \$275/day Glycol 50/50: \$39/lb Refrigerant 410A: \$60/lb Refrigerant R-22: \$95/lb	
Exceptions to specification										

HVAC MAINTENANCE/PROFESSIONAL SERVICES CONTRACT

Base Bid-Inspections					
Civic Center					
Police Dept.					
DPW					
Indoor Gun Range					
Fire Station 1					
Fire Station 2					
Fire Station 3					
Fire Station 4					
Fire Station 5 EMS					
Villa Barr Art Park					
Township Hall					
ITC CSP Storage Bldg					
Lakeshore Park					
TOTAL					
Repairs/Service/Shutdown/ Startup (Hourly Rates)					
Regular Hours					
Overtime Hours					
Sunday Hours					
Holidays					
Materials - markup from contractor's cost					