



# CITY of NOVI CITY COUNCIL

**Agenda Item 3**  
**June 22, 2015**

**SUBJECT:** Approval to award a service contract for Sanitary Sewer Televising and Cleaning Services (for Sections 35 and 36) and as-needed additional services City-wide to Metro Environmental Services, Inc., the low bidder, in the estimated amount of \$195,100.56, subject to final review and approval of form of agreement by the City Manager's office and the City Attorney.

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

**CITY MANAGER APPROVAL:** 

TDK

<b>EXPENDITURE REQUIRED</b>	<b>\$195,100.56</b>
<b>AMOUNT BUDGETED</b>	<b>\$325,000.00</b>
<b>APPROPRIATION REQUIRED</b>	<b>\$0</b>
<b>LINE ITEM NUMBER</b>	<b>592-592.00-936.500</b>

**BACKGROUND INFORMATION:**

The Water and Sewer Division of the Department of Public Services is continuing work initiated under the Capacity Management Operations and Maintenance [CMOM) program, which is a process of evaluating the condition of the sanitary collection system. One of the key activities under the program, cleaning and televising of the collection system, provides a proactive way of identifying the pipe condition such that sanitary sewer backups resulting from pipe collapses and blockages can be minimized. Over the past two years, the Water and Sewer Division has completed systematic cleaning and televising of the collection system within Sections 24 and 25 (just west of Haggerty Road, south of I-96).

To further these efforts, the Water and Sewer Division received bids on May 28, 2015 for sewer cleaning and televising within the areas outlined in the following Table and depicted on the attached map.

<b>Proposed CCTV and Cleaning Locations</b>	<b>Fiscal Year of Anticipated Work (July - June)</b>	<b>Estimated Length To Be CCTV Inspected and Cleaned (LF)</b>
Phase 1 - Section 36 (north of 8 Mile, east of Haggerty)	FY15-16	66,221
Phase 2 - Section 35 (west of Section 36)	FY16-FY17	72,047
Phase 3 - Sections 14, 23, and 26	FY16-FY17 or FY17/18	70,985
Phase 4 - Sections 21, 22, and 27	FY16-FY17 or FY17/18	85,176

Phases 1 and 2 of the sewer cleaning and televising were identified as base work items to be completed over the next two years, while Phases 3 and 4 sewer cleaning and televising were identified as optional work, which would be awarded at a later date contingent on funding

availability and the pending award of anticipated State of Michigan Stormwater, Asset Management, and Wastewater (SAW) grant funding.

A total of four bids were received and opened on May 28, 2015, following a public bid solicitation period. Metro Environmental’s bid is recommended as being in the best interest of the City as they have complied with all requirements of the bidding instructions and have provided the lowest responsive bid. Furthermore, the Water and Sewer Division has a long-standing and successful working relationship with Metro Environmental, Inc. A summary of the four bids is provided in the attached bid form. Also attached is the proposed contract that will be finalized with Metro Environmental, Inc. upon approval of award by City Council.

**RECOMMENDED ACTION:** Approval to award a service contract for Sanitary Sewer Televising and Cleaning Services (for Sections 35 and 36) and as-needed additional services City-wide to Metro Environmental Services, Inc., the low bidder, in the estimated amount of \$195,100.56, subject to final review and approval of form of agreement by the City Manager’s office and the City Attorney.

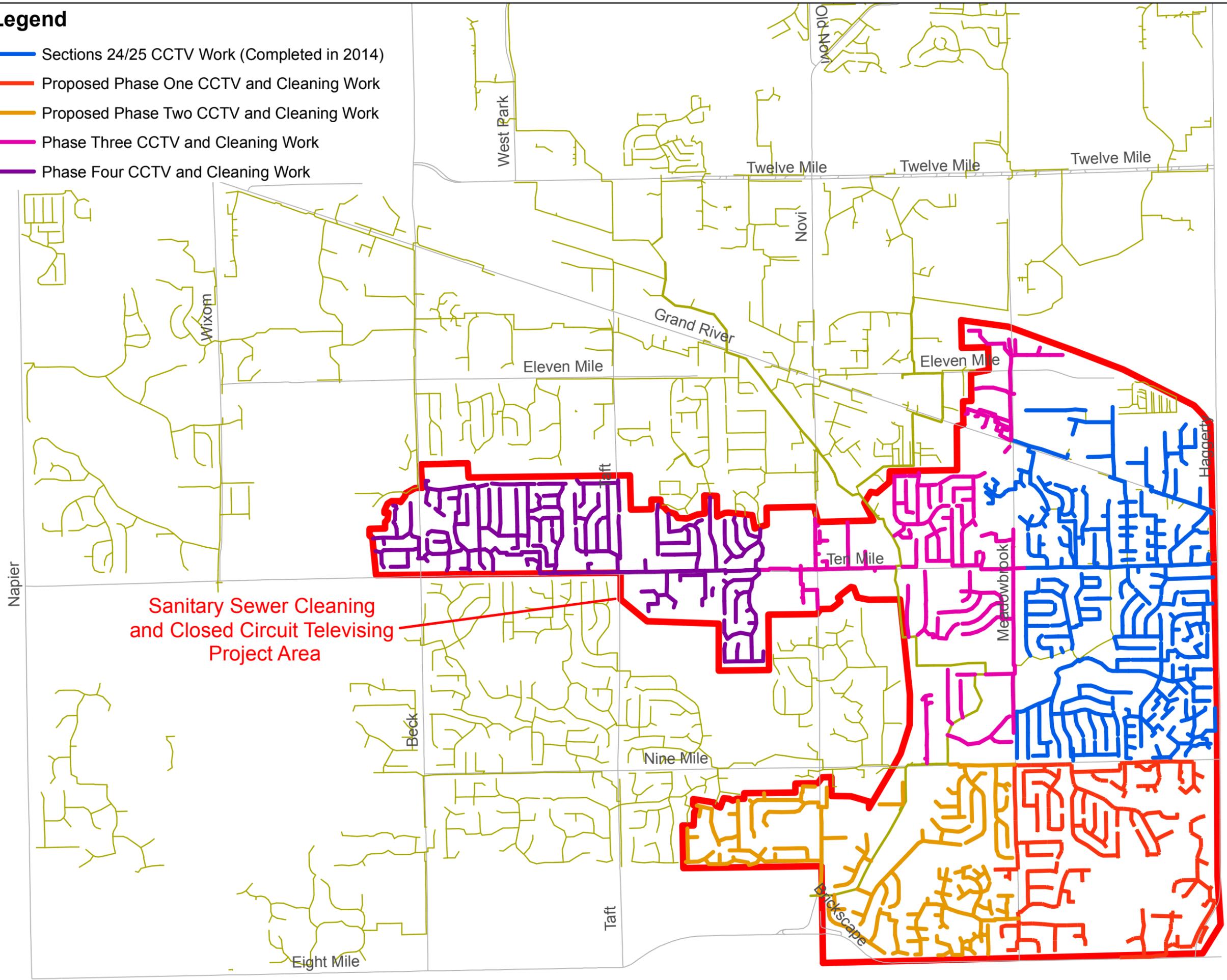
	1	2	Y	N
<b>Mayor Gatt</b>				
<b>Mayor Pro Tem Staudt</b>				
<b>Council Member Casey</b>				
<b>Council Member Markham</b>				

	1	2	Y	N
<b>Council Member Mutch</b>				
<b>Council Member Poupard</b>				
<b>Council Member Wrobel</b>				

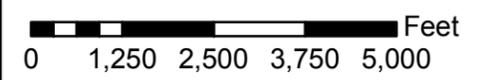
# Legend

- Sections 24/25 CCTV Work (Completed in 2014)
- Proposed Phase One CCTV and Cleaning Work
- Proposed Phase Two CCTV and Cleaning Work
- Phase Three CCTV and Cleaning Work
- Phase Four CCTV and Cleaning Work

# Proposed Scope of Work for Sanitary Sewer Cleaning and Televising



Sanitary Sewer Cleaning and Closed Circuit Televising Project Area



1 inch = 2,500 feet

Sanitary Sewer Closed Circuit Televising and Cleaning

**PROPOSED PHASE 1 CCTV & CLEANING WORK**

Item	Description	Est. Qty	Metro Environmental Unit price	Metro Environmental Total price	Perceptive Controls Unit price	Perceptive Controls Total price	D.V.M. Utilities Unit price	D.V.M. Utilities Total price	United Resource Unit price	United Resource Total price
1	Sanitary Sewer Cleaning, 6-inch	433	0.68	\$ 294.44	0.58	\$ 251.14	2.00	\$ 866.00	1.05	\$ 454.65
2	Sanitary Sewer CCTV Inspection, 6-inch	433	0.68	\$ 294.44	1.50	\$ 649.50	1.00	\$ 433.00	1.05	\$ 454.65
3	Sanitary Sewer Cleaning, 8-inch	49,869	0.68	\$ 33,910.92	0.77	\$ 38,399.13	2.15	\$ 107,218.35	1.05	\$ 52,362.45
4	Sanitary Sewer CCTV Inspection, 8-inch	49,869	0.68	\$ 33,910.92	1.00	\$ 49,869.00	1.00	\$ 49,869.00	1.05	\$ 52,362.45
5	Sanitary Sewer Cleaning, 10-inch	5,507	0.68	\$ 3,744.76	0.75	\$ 4,130.25	2.25	\$ 12,390.75	1.14	\$ 6,277.98
6	Sanitary Sewer CCTV Inspection, 10-inch	5,507	0.68	\$ 3,744.76	1.00	\$ 5,507.00	1.00	\$ 5,507.00	1.14	\$ 6,277.98
7	Sanitary Sewer Cleaning, 12-inch	2,083	0.68	\$ 1,416.44	0.63	\$ 1,312.29	2.50	\$ 5,207.50	1.19	\$ 2,478.77
8	Sanitary Sewer CCTV Inspection, 12-inch	2,083	0.68	\$ 1,416.44	1.00	\$ 2,083.00	1.00	\$ 2,083.00	1.19	\$ 2,478.77
9	Sanitary Sewer Cleaning, 15-inch	4,143	0.89	\$ 3,687.27	0.92	\$ 3,811.56	2.75	\$ 11,393.25	1.30	\$ 5,385.90
10	Sanitary Sewer CCTV Inspection, 15-inch	4,143	0.89	\$ 3,687.27	1.50	\$ 6,214.50	1.15	\$ 4,764.45	1.30	\$ 5,385.90
11	Sanitary Sewer Cleaning, 18-inch	4,186	1.00	\$ 4,186.00	1.16	\$ 4,855.76	3.00	\$ 12,558.00	1.41	\$ 5,902.26
12	Sanitary Sewer CCTV Inspection, 18-inch	4,186	1.00	\$ 4,186.00	1.50	\$ 6,279.00	1.25	\$ 5,232.50	1.41	\$ 5,902.26
13	Vactor Waste Debris Removal and Disposal	25	30.00	\$ 750.00	35.00	\$ 875.00	70.00	\$ 1,750.00	78.00	\$ 1,950.00
<b>BID TOTAL</b>				<b>\$ 95,229.66</b>		<b>\$ 124,237.13</b>		<b>\$ 219,272.80</b>		<b>\$ 147,674.02</b>

**PROPOSED PHASE 2 CCTV & CLEANING WORK**

Item	Description	Est. Qty	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Sanitary Sewer Cleaning, 8-inch	67,040	0.68	\$ 45,587.20	0.48	\$ 32,179.20	2.25	\$ 150,840.00	1.05	\$ 70,392.00
2	Sanitary Sewer CCTV Inspection, 8-inch	67,040	0.68	\$ 45,587.20	1.00	\$ 67,040.00	1.00	\$ 67,040.00	1.05	\$ 70,392.00
3	Sanitary Sewer Cleaning, 10-inch	3,216	0.68	\$ 2,186.88	0.65	\$ 2,090.40	2.35	\$ 7,557.60	1.14	\$ 3,666.24

Sanitary Sewer Closed Circuit Televising and Cleaning

4	Sanitary Sewer CCTV Inspection, 10-inch	3,216	0.68	\$ 2,186.88	1.00	\$ 3,216.00	1.00	\$ 3,216.00	1.14	\$ 3,666.24
5	Sanitary Sewer Cleaning, 15-inch	33	0.89	\$ 29.37	5.14	\$ 169.62	2.85	\$ 94.05	1.30	\$ 42.90
6	Sanitary Sewer CCTV Inspection, 15-inch	33	0.89	\$ 29.37	1.50	\$ 49.50	1.15	\$ 37.95	1.30	\$ 42.90
7	Sanitary Sewer Cleaning, 18-inch	1,757	1.00	\$ 1,757.00	0.96	\$ 1,686.72	3.15	\$ 5,534.55	1.41	\$ 2,477.37
8	Sanitary Sewer CCTV Inspection, 18-inch	1,757	1.00	\$ 1,757.00	1.50	\$ 2,635.50	1.25	\$ 2,196.25	1.41	\$ 2,477.37
9	Vactor Waste Debris Removal and Disposal	25	30.00	\$ 750.00	35.00	\$ 875.00	70.00	\$ 1,750.00	78.00	\$ 1,950.00
<b>BID TOTAL</b>				<b>\$ 99,870.90</b>		<b>\$ 109,941.94</b>		<b>\$ 238,266.40</b>		<b>\$ 155,107.02</b>

**PROPOSED PHASE 3 CCTV & CLEANING**

Item	Description	Est. Qty	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Sanitary Sewer Cleaning, 6-inch	499	0.68	\$ 339.32	0.48	\$ 239.52	2.25	\$ 1,122.75	1.08	\$ 538.92
2	Sanitary Sewer CCTV Inspection, 6-inch	499	0.68	\$ 339.32	1.50	\$ 748.50	1.15	\$ 573.85	1.08	\$ 538.92
3	Sanitary Sewer Cleaning, 8-inch	52,355	0.68	\$ 35,601.40	0.51	\$ 26,701.05	2.35	\$ 123,034.25	1.08	\$ 56,543.40
4	Sanitary Sewer CCTV Inspection, 8-inch	52,355	0.68	\$ 35,601.40	1.00	\$ 52,355.00	1.15	\$ 60,208.25	1.08	\$ 56,543.40
5	Sanitary Sewer Cleaning, 10-inch	7,206	0.68	\$ 4,900.08	0.64	\$ 4,611.84	2.50	\$ 18,015.00	1.17	\$ 8,431.02
6	Sanitary Sewer CCTV Inspection, 10-inch	7,206	0.68	\$ 4,900.08	1.00	\$ 7,206.00	1.15	\$ 8,286.90	1.17	\$ 8,431.02
7	Sanitary Sewer Cleaning, 12-inch	6,254	0.68	\$ 4,252.72	0.65	\$ 4,065.10	2.75	\$ 17,198.50	1.22	\$ 7,629.88
8	Sanitary Sewer CCTV Inspection, 12-inch	6,254	0.68	\$ 4,252.72	1.00	\$ 6,254.00	1.25	\$ 7,817.50	1.22	\$ 7,629.88
9	Sanitary Sewer Cleaning, 15-inch	3,033	0.89	\$ 2,699.37	0.87	\$ 2,638.71	3.00	\$ 9,099.00	1.33	\$ 4,033.89
10	Sanitary Sewer CCTV Inspection, 15-inch	3,033	0.89	\$ 2,699.37	1.50	\$ 4,549.50	1.25	\$ 3,791.25	1.33	\$ 4,033.89
11	Sanitary Sewer Cleaning, 16-inch	628	0.89	\$ 558.92	0.74	\$ 464.72	3.15	\$ 1,978.20	1.33	\$ 835.24
12	Sanitary Sewer CCTV Inspection, 16-inch	628	0.89	\$ 558.92	1.50	\$ 942.00	1.50	\$ 942.00	1.33	\$ 835.24

Sanitary Sewer Closed Circuit Televising and Cleaning

13	Sanitary Sewer Cleaning, 21-inch	1,011	2.00	\$ 2,022.00	1.19	\$ 1,203.09	3.50	\$ 3,538.50	1.44	\$ 1,455.84
14	Sanitary Sewer CCTV Inspection, 21-inch	1,011	1.00	\$ 1,011.00	1.50	\$ 1,516.50	1.50	\$ 1,516.50	1.44	\$ 1,455.84
15	Vactor Waste Debris Removal and Disposal	25	30.00	\$ 750.00	35.00	\$ 875.00	75.00	\$ 1,875.00	80.00	\$ 2,000.00
<b>BID TOTAL</b>				<b>\$ 100,486.62</b>		<b>\$ 114,370.53</b>		<b>\$ 258,997.45</b>		<b>\$ 160,936.38</b>

**PROPOSED PHASE 4 CCTV & CLEANING**

Item	Description	Est. Qty	Unit Price	Amount						
1	Sanitary Sewer Cleaning, 6-inch	165	0.68	\$ 112.20	1.01	\$ 166.65	2.35	\$ 387.75	1.08	\$ 178.20
2	Sanitary Sewer CCTV Inspection, 6-inch	165	0.68	\$ 112.20	1.50	\$ 247.50	1.15	\$ 189.75	1.08	\$ 178.20
3	Sanitary Sewer Cleaning, 8-inch	66,345	0.68	\$ 45,114.60	0.51	\$ 33,835.95	2.45	\$ 162,545.25	1.08	\$ 71,652.60
4	Sanitary Sewer CCTV Inspection, 8-inch	66,345	0.68	\$ 45,114.60	1.00	\$ 66,345.00	1.15	\$ 76,296.75	1.08	\$ 71,652.60
5	Sanitary Sewer Cleaning, 10-inch	9,018	0.68	\$ 6,132.24	0.77	\$ 6,943.86	2.60	\$ 23,446.80	1.17	\$ 10,551.06
6	Sanitary Sewer CCTV Inspection, 10-inch	9,018	0.68	\$ 6,132.24	1.00	\$ 9,018.00	1.15	\$ 10,370.70	1.17	\$ 10,551.06
7	Sanitary Sewer Cleaning, 12-inch	3,766	0.68	\$ 2,560.88	1.08	\$ 4,067.28	2.85	\$ 10,733.10	1.22	\$ 4,594.52
8	Sanitary Sewer CCTV Inspection, 12-inch	3,766	0.68	\$ 2,560.88	1.00	\$ 3,766.00	1.25	\$ 4,707.50	1.22	\$ 4,594.52
9	Sanitary Sewer Cleaning, 16-inch	5,881	0.89	\$ 5,234.09	1.13	\$ 6,645.53	3.15	\$ 18,525.15	1.33	\$ 7,821.73
10	Sanitary Sewer CCTV Inspection, 16-inch	5,881	0.89	\$ 5,234.09	1.50	\$ 8,821.50	1.25	\$ 7,351.25	1.33	\$ 7,821.73
11	Vactor Waste Debris Removal and Disposal	25	30.00	\$ 750.00	35.00	\$ 875.00	80.00	\$ 2,000.00	80.00	\$ 2,000.00
<b>BID TOTAL</b>				<b>\$ 119,058.02</b>		<b>\$ 140,732.27</b>		<b>\$ 316,554.00</b>		<b>\$ 191,596.22</b>

**ADDITIONAL WORK - AS NEEDED**

Item	Description	Unit	Unit Price	Unit Price	Unit Price	Unit Price
1	Emergency Vactor Hourly Rate with driver (During Business Hours)	HR	155.00	470.00	175.00	157.00

Sanitary Sewer Closed Circuit Televising and Cleaning

2	Emergency Vactor Hourly Rate with driver (After Business Hours)	HR	195.00	595.00	250.00	184.00
3	Emergency Televising Hourly Rate with driver (During Business Hours)	HR	155.00	691.25	200.00	157.00
4	Emergency Televising Hourly Rate with driver (After Business Hours)	HR	195.00	987.50	300.00	184.00
5	Confined Space Entry	DAY	1,320.00	1,925.00	500.00	250.00
6	Easement Machine Use with operator Hourly Rate (Any Time)	HR	165.00	350.00	165.00	70.00
7	Bypass Pumping (0-300 feet of hose required)	LFT	2.00	0.40	10.00	4.00
8	Bypass Pumping (300-800 feet of hose required)	LFT	3.00	0.65	20.00	4.00
9	Debris removal and disposal – less than 25 cubic yards	CU YD	30.00	35.00	75.00	80.00
10	Debris removal and disposal – greater than 25 cubic yards	CU YD	30.00	55.00	75.00	80.00
11	Mobilization Charge	DAY	0.00	4,000.00	500.00	300.00
	When would mobilization charge be required		Never	At start of each of the Phases. \$1000 for Vactor & \$3000 for Televising. A mobilization charge would also be required for any Emergency mobilization (\$1000 for vactor/\$3000 for televising)	If minimum amount of work performed is less than \$1,200.00/day or for downtime/delays not by the contractor.	For emergency vactor and/or televising
	Comments/Exceptions				None	None
	Addendum Acknowledged		Yes	Yes	Yes	Yes

Math error in bid

## **CONTRACT FOR SANITARY SEWER TELEVISION AND CLEANING**

This Agreement shall be considered as made and entered into as of the date of the last signature ("Effective Date"), and is between the City of Novi, 45175 Ten Mile, Novi, Michigan 48375 "City", and Metro Environmental Services, Inc., whose address is PO. Box 725, Walled Lake, MI 48390, "Contractor."

Work. For and in consideration of payment by the City as provided under the Payment Section of this Contract, Contractor shall perform the work described on and in the Work Specifications listed in "Exhibit A", which is a part of this Contract, in a competent, efficient, timely, good and workmanlike manner and in compliance with the following terms and conditions.

Permits. The work to be performed includes applying and paying for, and obtaining issuance of all required permits and satisfying all requirements or conditions for such permits.

Bonds and Insurance. This Contract is conditioned on Contractor securing and maintaining the liability insurance specified in the Bid Specifications, which are a part of this Contract, which shall be confirmed by Certificate(s) of Insurance, with said coverages to be maintained for the life of this Contract and the City entitled to thirty (30) days written notice of any cancellations or changes. Contractor shall also supply payment, performance, and maintenance bonds as required, in a form acceptable to the City.

Time of Work. All Insurance requirements shall be satisfied within 14 days, and work shall be completed within 30 days of the Effective Date of this Contract. These time limits are of the essence of this Contract and failure to meet them shall permit City to terminate this Contract whether or not work has been commenced.

Payment. The City agrees to pay the Contractor based on unit pricing as indicated in Exhibit A, payment to be made after satisfactory completion of the work and within thirty (30) days of receiving a final bill or invoice for the work from the Contractor, accompanied by a sworn statement and full unconditional waivers of lien, confirming that all subcontractors and any material suppliers have been paid in full.

Changes. Any changes in the provisions of this Contract must be in writing and signed by the City and Contractor.

Liability. Contractor shall be liable for any injury or damage occurring on account of the performance of its work under this Contract. Consistent with this liability, the Contractor agrees to defend, pay on behalf of, and hold harmless the City, its agents, and others working on its behalf against any and all claims, demands, suits, losses and settlements, including actual attorney fees incurred and all costs connected therewith, for any damages which may be asserted, claimed or recovered against the City by reason of personal injury and/or property damages which arises out of or is in any way connected or associated with this Contract.

Inspections, Notices and Remedies Regarding Work. During the performance of the work by Contractor, City shall have the right to inspect the work and its progress to assure that it complies with this Contract. If such inspections reveal a defect in the work performed or other default in this Contract, City shall provide Contractor with written notice to correct the defect or default within a specified number of days of the notice. Upon receiving such a notice, Contractor shall correct the specified defects or defaults within the time specified. Upon a failure to do so, the City may terminate this Contract by written notice and finish the work through whatever method it deems appropriate, with the cost in doing so a valid claim and charge against Contractor, or, preserve the claims of defects or defaults without termination by written notice to Contractor.

Demolition Disposal Requirements. The Contractor shall perform all work and dispose of all materials in compliance with all provisions of applicable federal, state, county and City environmental laws. This obligation includes lawful disposal of all material, with a condition of the City's payment obligation being Contractor delivering to City copies of written documents from the licensed landfill or disposal site, confirming the dates, quantities and types of demolition debris disposed of, the disposal costs and that those costs have been paid in full by Contractor.

Compliance with Laws. This Contract and all of Contractor's work and practices shall be subject to all applicable state, federal and local laws, rules or regulations, including without limitation, those which apply because City is a public governmental agency or body. Contractor represents that it is in compliance with all such laws and eligible and qualified to enter into this Contract.

Governing Law. This Contract shall be governed by the laws of the State of Michigan.

Assignment. Contractor shall not assign this Contract or any part thereof without the written consent of the City.

Successors and Assigns. This Contract shall be binding on the parties, their successors, assigns and legal representatives.

Notices. Written notices under this Contract shall be given to the parties at their addresses on page one by personal or registered mail delivery to the attention of the following persons:

City: Peter E. Auger, City Manager and Maryanne Cornelius, City Clerk  
Contractor: Gary Mapes, Owner

Contract Term. The Contract Term shall be as set forth in the attached Exhibit A.

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 (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 cancelation shall be clearly stated in the written notice. In the event of

termination Contractor shall be paid as compensation in full for services performed to that date an amount calculated for that particular project. Such amount shall be paid by the City upon Contractor delivering or otherwise making available to the City all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been prepared and/or accumulated by Contractor in performing the services up to the date of termination.

Waivers. No waiver of any term or condition of this Contract shall be binding and effective unless in writing and signed by all parties, with any such waiver being limited to that circumstance only and not applicable to subsequent actions or events.

WITNESS AND DATES  
OF SIGNATURES:

CITY OF NOVI

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
By: Robert J. Gatt  
Its: Mayor

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
By: Maryanne Cornelius  
Its: Clerk

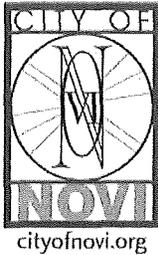
WITNESSES AND DATES  
OF SIGNATURES:

CONTRACTOR  
METRO ENVIRONMENTAL SERVICES, INC.

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
By: Gary Mapes  
Its: Owner

Company Name Metro Environmental Services, Inc.



**CITY OF NOVI**  
**SANITARY SEWER CLOSED CIRCUIT TELEVISION**  
**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 submitting bid to 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
- **acknowledges that Phase 3 and 4 work may be awarded as a potential contract extension contingent on bid prices and SAW Grant award.**

Bidder will complete the work outlined in this Invitation to Bid for the following prices contained on the following pages:

**PROPOSED PHASE 1 CCTV AND CLEANING WORK**

Item	Description	Estimated Quantity	Unit Price	Amount
1	Sanitary Sewer Cleaning, 6-inch	433	.68	\$ 294.44
2	Sanitary Sewer CCTV Inspection, 6-inch	433	.68	294.44
3	Sanitary Sewer Cleaning, 8-inch	49,869	.68	33,910.92
4	Sanitary Sewer CCTV Inspection, 8-inch	49,869	.68	33,910.92
5	Sanitary Sewer Cleaning, 10-inch	5,507	.68	3,744.76
6	Sanitary Sewer CCTV Inspection, 10-inch	5,507	.68	3,744.76
7	Sanitary Sewer Cleaning, 12-inch	2,083	.68	1,416.44
8	Sanitary Sewer CCTV Inspection, 12-inch	2,083	.68	1,416.44

9	Sanitary Sewer Cleaning, 15-inch	4,143	.89	\$ 3,687.27
10	Sanitary Sewer CCTV Inspection, 15-inch	4,143	.89	3,687.27
11	Sanitary Sewer Cleaning, 18-inch	4,186	1.00	4,186.00
12	Sanitary Sewer CCTV Inspection, 18-inch	4,186	1.00	4,186.00
13	Vactor Waste Debris Removal and Disposal	25	30.00	750.00
			<b>BID TOTAL:</b>	\$ 95,229.66

**PROPOSED PHASE 2 CCTV AND CLEANING WORK**

Item	Description	Estimated Quantity	Unit Price	Amount
1	Sanitary Sewer Cleaning, 8-inch	67,040	.68	\$ 45,587.20
2	Sanitary Sewer CCTV Inspection, 8-inch	67,040	.68	45,587.20
3	Sanitary Sewer Cleaning, 10-inch	3,216	.68	2,186.88
4	Sanitary Sewer CCTV Inspection, 10-inch	3,216	.68	2,186.88
5	Sanitary Sewer Cleaning, 15-inch	33	.89	29.37
6	Sanitary Sewer CCTV Inspection, 15-inch	33	.89	29.37
7	Sanitary Sewer Cleaning, 18-inch	1,757	1.00	1,757.00
8	Sanitary Sewer CCTV Inspection, 18-inch	1,757	1.00	1,757.00
9	Vactor Waste Debris Removal and Disposal	25	30.00	750.00
			<b>BID TOTAL:</b>	\$ 99,870.90

**PROPOSED PHASE 3 CCTV AND CLEANING WORK (PHASE 3 WORK MAY TAKE PLACE DURING POTENTIAL CONTRACT EXTENSION)**

Item	Description	Estimated Quantity	Unit Price	Amount
1	Sanitary Sewer Cleaning, 6-inch	499	.68	\$ 339.32
2	Sanitary Sewer CCTV Inspection, 6-inch	499	.68	339.32
3	Sanitary Sewer Cleaning, 8-inch	52,355	.68	35,601.40
4	Sanitary Sewer CCTV Inspection, 8-inch	52,355	.68	35,601.40

5	Sanitary Sewer Cleaning, 10-inch	7,206	.68	\$ 4,900.08
6	Sanitary Sewer CCTV Inspection, 10-inch	7,206	.68	4,900.08
7	Sanitary Sewer Cleaning, 12-inch	6,254	.68	4,252.72
8	Sanitary Sewer CCTV Inspection, 12-inch	6,254	.68	4,252.72
9	Sanitary Sewer Cleaning, 15-inch	3,033	.89	2,699.37
10	Sanitary Sewer CCTV Inspection, 15-inch	3,033	.89	2,699.37
11	Sanitary Sewer Cleaning, 16-inch	628	.89	558.92
12	Sanitary Sewer CCTV Inspection, 16-inch	628	.89	558.92
13	Sanitary Sewer Cleaning, 21-inch	1,011	2.00	2,022.00
14	Sanitary Sewer CCTV Inspection, 21-inch	1,011	1.00	1,011.00
15	Vactor Waste Debris Removal and Disposal	25	30.00	750.00
			<b>BID TOTAL:</b>	\$ 100,486.62

**PROPOSED PHASE 4 CCTV AND CLEANING WORK (PHASE 4 WORK MAY TAKE PLACE DURING POTENTIAL CONTRACT EXTENSION)**

Item	Description	Estimated Quantity	Unit Price	Amount
1	Sanitary Sewer Cleaning, 6-inch	165	.68	\$ 112.20
2	Sanitary Sewer CCTV Inspection, 6-inch	165	.68	112.20
3	Sanitary Sewer Cleaning, 8-inch	66,345	.68	45,114.60
4	Sanitary Sewer CCTV Inspection, 8-inch	66,345	.68	45,114.60
5	Sanitary Sewer Cleaning, 10-inch	9,018	.68	6,132.24
6	Sanitary Sewer CCTV Inspection, 10-inch	9,018	.68	6,132.24
7	Sanitary Sewer Cleaning, 12-inch	3,766	.68	2,560.88
8	Sanitary Sewer CCTV Inspection, 12-inch	3,766	.68	2,560.88
9	Sanitary Sewer Cleaning, 16-inch	5,881	.89	5,234.09
10	Sanitary Sewer CCTV Inspection, 16-inch	5,881	.89	5,234.09
11	Vactor Waste Debris Removal and Disposal	25	30.00	750.00
			<b>BID TOTAL:</b>	\$ 119,058.02

**ADDITIONAL WORK – AS NEEDED:**

Item	Description	Unit	Unit Price **
1	Emergency Vactor Hourly Rate with driver (During Business Hours)	HR	\$ 155.00
2	Emergency Vactor Hourly Rate with driver (After Business Hours)	HR	195.00
3	Emergency Televising Hourly Rate with driver (During Business Hours)	HR	155.00
4	Emergency Televising Hourly Rate with driver (After Business Hours)	HR	195.00
5	Confined Space Entry	DAY	1,320.00
6	Easement Machine Use with operator Hourly Rate (Any Time)	HR	165.00
7	Bypass Pumping (0-300 feet of hose required)	LFT	2.00
8	Bypass Pumping (300-800 feet of hose required)	LFT	3.00
9	Debris removal and disposal – less than 25 cubic yards	CU YD	30.00
10	Debris removal and disposal – greater than 25 cubic yards	CU YD	30.00
11	Mobilization Charge	DAY	0.00

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

**When would a Mobilization Charge be required?** Never

**COMMENTS/EXCEPTIONS** \_\_\_\_\_

**We acknowledge receipt of the following addenda:** Addendum #1  
(please indicated numbers)

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.

**NON-IRAN LINKED BUSINESS**

By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

**This bid submitted by:**

Company (Legal Registration) Metro Environmental Services, Inc.

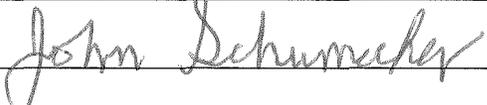
Address 1025 Metro Dr/P.O. Box 725

City Walled Lake State Mi Zip 48390

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

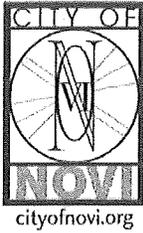
Representative's Name (please print) John Schumacher

Representative's Title Operations Manager

Representative's Signature 

E-mail j.schumacher@metrosewer.net

Date 5-28-15



CITY OF NOVI

SANITARY SEWER CLOSED CIRCUIT TELEVISION  
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 Dr, 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.

CCTV-mainline/laterals, high pressure jet, vector.vac/jet, off road  
easement jetting, catch basin cleaning, confined space entry, spot line  
repair, by pass pumping, industrial off road vector, 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, Licensed 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-Plbg Tech 12 years,  
Andrew Mages-Fleet Mgr, PACP, 12 years, CDLA, Scott Randstadlers-CDLA, Tanker, 12 yrs  
Cliff Turner-Sr Tech, PACP 25+ years, Paul Ferriby-Sr Tech, 25 years CDLA,  
Robert Hayes-Video Inspection Tech, 13 years, PACP, CDLA

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

(2)Guzzlers for backyard cleaning, (5) Vector 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 Mark Clancey  
Type of services provided Vector, High Pressure Jetting, Video Inspection,  
Street Sweeping

Company City of Dearborn  
Address 16901 Michigan Ave, Ste. 2, Dearborn, Mi. 48126  
Phone (313)943-2450 Contact name Soud El-Jamaly  
Type of services provided Vactor, High Pressure Jetting, CCTV

Company Hennessey Engineers, Inc.  
Address 13500 Reeck Rd, Southgate, Mi 48195  
Phone (734)759-1600 Contact name Ryan Kern  
Type of services provided Vactor/High Pressure Jet/CCTV

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 5-28-15



**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 **Thursday, May 14, 2015 promptly at 10:00 A.M.** at the Novi Civic Center, 45175 Ten Mile Rd., Novi, MI 48375-3024.

Sealed bids will be received until **2:00 P.M.** prevailing Eastern Time, **Thursday, May 28, 2015** 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 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: May 8, 2015

**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](http://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	May 8, 2015
<b>Mandatory Pre-bid Meeting</b>	<b>Thursday, May 14, 2015 promptly at 10:00 A.M.</b> Novi Civic Center 45175 Ten Mile Rd. Novi, MI 48375
Last Date for Questions	Wednesday, May 20, 2015 by 12:00 P.M. Please submit all questions via email to: Sue Morianti, Purchasing Manager smorianti@cityofnovi.org
<b>Response Due Date</b>	<b>Thursday, May 28, 2015 by 2:00 P.M.</b>

**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**

Provide **three (3)** copies of your bid, **one (1)** unbound signed and clearly marked as ORIGINAL, and **two (2)** copies of the original bid, clearly marked as COPY. Original bid may be clipped but should not be stapled or bound. Copies may be stapled and bound. The original and copies should be identical, excluding the obvious difference in labeling. 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](http://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.

### **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](http://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, both of which could cause disqualification of your bid.*

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 TELEVISION (CCTV)**  
**AND CLEANING**  
**SPECIFICATIONS**

The City of Novi is requesting bids from Contractors for Sanitary Sewer Closed Circuit Television and Cleaning within City limits. Work associated with this contract includes the CCTV and cleaning of sanitary sewers ranging from 6-inch to 21-inch in diameter.

**SCOPE OF WORK**

Contractor is to CCTV inspect and clean the sanitary sewer pipes in the designated sections for each project. Depending on the unit prices obtained, it may be necessary to CCTV inspect and clean only the highest priority pipes, 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 2015-16 will be based on approved budgets for the Water and Sewer Fund. Amounts of CCTV inspection & cleaning are estimated and subject to change by increasing, decreasing, or reduced to zero.***

The City proposes to complete the work contained in Phases 1 and 2 during the initial contract period, as shown on the table below. Contingent on bid prices and pending approval of recent Stormwater, Asset Management, and Wastewater (SAW) Grants with the State of Michigan, the City may proceed with Phases 3 and 4 of the projects listed in the table below. **Phases 3 and 4 will be awarded as potential contract extensions.** Bid tables for the work identified in this table are contained in the attached bid forms.

**CCTV Inspection & Cleaning Projects**

Proposed CCTV and Cleaning Locations	Fiscal Year of Anticipated Work (July - June)	Anticipated time work will be performed	Estimated Length To Be CCTV Inspected and Cleaned (LF)
Phase 1 - Section 36	FY15-16	Initial contract	66,221
Phase 2 - Section 35	FY16-FY17	Initial contract	72,047
Phase 3 - Sections 14, 23, and 26	FY16-FY17 or FY17/18	During potential renewal option	70,985
Phase 4 - Sections 21, 22, and 27	FY16-FY17 or FY17/18	During potential renewal option	85,176

Occasionally, additional as-needed CCTV & cleaning work may be required for areas not included in the sections listed above. Contractor will honor the unit pricing for this work based on the unit pricing for the contract period (or renewal) in which the work is done.

**ADDITIONAL WORK – AS NEEDED**

Additional as-needed work items are identified under this section for other services and emergency work that would be performed as part of the CCTV inspection and Cleaning Projects identified above or other areas on an as-needed basis.

**CONTRACT TERM**

Initial contract term will be two (2) years. Upon mutual consent of the City of Novi and the successful contractor, the contract may be renewed for two (2) additional years in one (1) year increments at the pricing, terms and conditions as quoted in the contractor's bid for the projects to be done during those contract renewals.

**SCHEDULE**

Once the contract is awarded, the Contractor shall provide a schedule of work to the Water and Sewer Division for the sewer sections as specified in the table above. The sewer televising and cleaning work proposed as part of this bid (Phases 1 and 2) shall be completed by June 30, 2017. Contingent phases of work proposed as part of this bid (Phase 3 and 4), if awarded by the City, shall be completed by June 30, 2018. 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 CCTV 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). The City has recently integrated the Novi Enterprise Asset Management System (NEAMS) such that PipeLogix Inspection results can be imported directly into the NEAMS system. As such, the CCTV inspections must be completed in the latest version of PipeLogix inspection software format. The following work flow will apply when completing the CCTV inspection:*

- 1. City will generate work orders in NEAMS system, which can be directly imported in the PipeLogix software.*
- 2. Contractor will perform normal inspection using PipeLogix software.*
- 3. Once inspections are complete for the given work order, Contractor shall provide CCTV inspection database for direct import into NEAMS.*
- 4. 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 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**

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; alternately, contractor may agree to provide notice of such cancellation or reduction.
3. The City of Novi shall be named as Additional Insured for General Liability and Auto Liability. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Purchasing Department, 45175 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. A current certificate of insurance must be on file with the City for the duration of the contract. Said coverage shall be PRIMARY COVERAGE rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those contract documents will be waived by the insurer with respect to claims against the City
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**

#### **HOLD HARMLESS/INDEMNITY**

1. The Contractor agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers and contractors from any claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:
  - A. Acts or omissions by the Contractor, its agents, employees, servants and contractors in furtherance of execution of this Agreement, unless resulting from the sole negligence and tort of the City, its officers, employees, agents and contractors.
  - B. Violations of state or federal law involving whether administrative or judicial, arising from the nature and extent of this Agreement.
  - C. The Contractor agrees to defend the City from and against any and all actions or causes of action, claims, demands or whatsoever kind or nature arising from the operations of the Contractor and due to the acts or omissions of the Contractor or its agents, including, but not limited to, acts of omissions alleged to be in the nature of gross negligence or willful misconduct. The Contractor agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims or demands arising from the operations of the Contractor under this Agreement due to the above-referenced acts or omissions.
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 religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. 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.



**CITY OF NOVI**

**SANITARY SEWER CLOSED CIRCUIT TELEVISIONING  
AND CLEANING**

**ADDENDUM #1**

**INTENT:** This addendum has been issued to modify and/or interpret the original specifications for the bid 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 on the Bid Form.

**CONTENTS:** Included in this Addendum is one (1) page of written addenda description, plus one (1) additional sheet consisting of the pre-bid sign-in sheet.

**CLARIFICATIONS:**

1. Unit pricing for Televising & Cleaning should be quoted as "linear foot", per the specifications on pages 9 and 10 of the bid document.
2. Unit pricing for Debris Removal should be quoted as "cubic yard".
3. Cleaning – It is the City's intent that the entire length of pipe being televised will also be cleaned. We are asking for one price (per pipe size) for cleaning any obstructions that are inhibiting full inspection of the pipe.

Sue Morianti  
Purchasing Manager

Notice dated: May 15, 2015