



# Board of County Commissioners Agenda Request

6D  
Agenda Item #

**Requested Meeting Date:** April 25, 2017

**Title of Item:** Approve Jail Duct Cleaning Quote

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

<b>Submitted by:</b> Jessica Seibert, Administrator	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, Administrator	<b>Estimated Time Needed:</b> 10 minutes
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**Summary of Issue:**

Two quotes have been received to clean the duct work in the jail building:

Dust Busters Furnace & Duct Cleaning, Inc. - \$24,994.00  
Air Duct Cleaners - \$38,955.00

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Approve air duct cleaning quote from Dust Busters Furnace & Duct Cleaning, Inc. in the amount of \$24,994.00.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ 24,994.00

Is this budgeted?  Yes  No *Please Explain:*

This was an unforeseen expense not included in the current budget.

Legally binding agreements must have County Attorney approval prior to submission.



*Craig & Peg McMillan*  
*1217 Van Dyke Rd. NW*  
*Alexandria, MN 56308*  
*Owner/operated*

March 22, 2017

**Aitkin County Jail**  
**209 - 2<sup>nd</sup> St. NW**  
**Aitkin, MN 56431**  
**ATTN: Tom Bingham**

## **Re: Furnace & Duct Cleaning Quote**

**Quote includes: First and second floors of jail, staff stations, visiting area, gym, kitchen & all dormitories, etc.**

### **Our cleaning process includes:**

- **First we will plastic off all office areas, cubicals, computers, copiers etc.**
- **Clean all ceiling tiles around diffusers.**
- **Clean all main trunk lines and lateral runs (Supply & return)**
- **Clean and hand wipe all diffusers**
- **Cleaning of air handler in penthouse (coils, fans, filter housing area).**

**This is a top to bottom cleaning and would be cleaned with the Heppa Vac System plus various duct cleaning tools. We estimate this job to take about 8 days to complete with a crew of 5 employees.**

### **Cost:**

**Grand total: \$24,994.00 + tax**

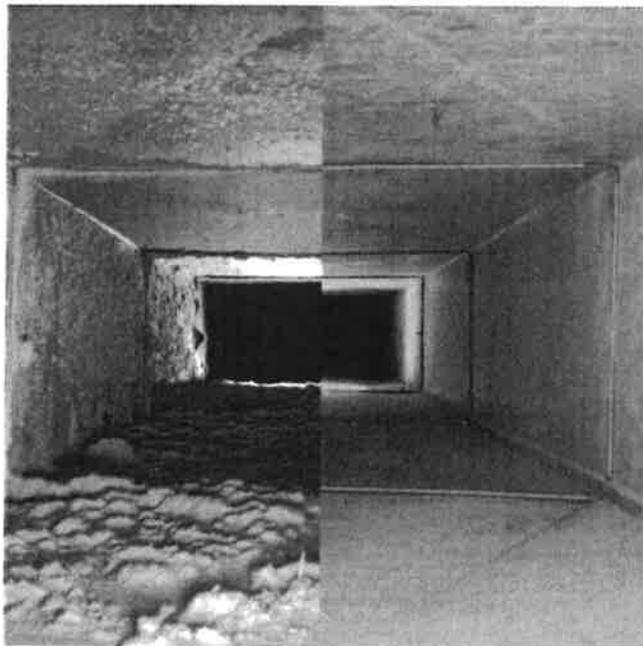
**Should you have any questions, concerns or need further information regarding this bid and our services, please contact us Toll free @ (866) 869-5088. You may contact Craig directly @ 320-766-0266. We appreciate this opportunity and we look forward to doing business with you.**

**Sincerely,**  
**Craig & Peg McMillan**

*Good Quality Service at a Fair Price*



## Aitkin County Corrections Proposal from Air Duct Cleaners



# Objective and Recommendations

These are the recommendations based on our interviews and conversations with the Aitkin County building and grounds facilities team.

**Objective:** Formulate a proposal and plan for the HVAC Duct Cleaning in the Aitkin County Jail in collaboration with the Aitkin County facility's team. Proposal and plan must address IAQ concerns, occupant complaints, and recognize the difficulty of the working conditions and logistics of HVAC Duct Cleaning in an occupied correctional facility.

**Recommendations:** Air Duct Cleaners and the Aitkin County building and grounds facility staff have compiled the necessary information to generate a proposal and plan for work and agree that an HVAC and duct cleaning project should commence as soon as possible to address occupant complaints and the general need for HVAC duct cleaning in this building. Once the project is complete and the total extent of the conditions are known, Air Duct Cleaners will meet with the Aitkin County building and grounds staff to discuss the project and give recommendations on any future cleaning and/or maintenance.

## Overview of Proposal

Air ducts shall be cleaned to meet NADCA standard. Remove and dispose of all visible dirt, debris, and other contaminants in the duct work, the supply and return plenums, diffusers, grills, and registers. Clean dampers, supply air fans, and other components of existing system. Proposal also includes all travel costs. This proposal does not include any encapsulation, reinsulating, water power washing of reheat units, hidden damage to ductwork, or ducting not illustrated on the provided blueprints.

**Total Proposal: \$ 38,955.00**