

**AGENDA - SPECIAL LIBRARY BOARD MEETING
GLENCOE PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, DECEMBER 2, 2019 - 9:30 AM
HAMMOND ROOM, 320 PARK AVE., GLENCOE, IL 60022**

- 1) CALL TO ORDER - 9:30 a.m.
- 2) ROLL CALL
- 3) ADDITIONS TO THE AGENDA
- 4) PUBLIC COMMENT
- 5) UNFINISHED BUSINESS (ACTION)
 - a. Approval of building ductwork cleaning proposal 2
- 6) CLOSED SESSION

5 ILCS 120, the Library Board of Trustees may vote to go into closed session to discuss matters pertaining to any/all of the Open Meetings Act exceptions.
- 7) ADJOURNMENT

Next Regular Board Meeting: Wednesday, January 15, 2020

The Glencoe Public Library is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend any meetings of the Library Board and who require certain accommodations in order to allow them to observe and/or participate in this meeting; or who have questions regarding the accessibility of these meetings or the facility are requested to contact Andrew Kim at (847) 835-5056 promptly to allow the Library to make reasonable accommodations for those persons.

Memorandum

To: Glencoe Public Library Board of Trustees
Cc:
From: Andy Kim, Executive Director
Date: November 4, 2019
Re: Approval of building ductwork cleaning proposal

I am respectfully presenting two proposals for cleaning building ductwork as submitted by Airways Systems of Bensenville, Illinois.

Proposal 1: Lower Level and First Floor	\$11,650.00
Proposal 2: Mezzanine and Second Floor	<u>\$6,450.00</u>
	\$18,100.00

The project would be expensed to the Library's reserve fund.

Cleaning the building's ductwork was not identified as a facility project for this fiscal year. But it has been prioritized due to its lack of attention. Airways Systems comes with a recommendation from the Village of Glencoe, and the Building & Grounds and Finance Committees.

Facility Supervisor Steve Martin and I will schedule work. Airways Systems is prepared to complete work overnight after closing, and prepare space for business hours.

Sincerely,
Andy Kim



October 30, 2019

Andrew Kim
Executive Director
Glencoe Public Library
320 Park Avenue
Glencoe, Illinois 60022

RE: **Duct Cleaning**
Basement and 1st Floor

SERVICE AGREEMENT

AIRWAYS SYSTEMS, INC. proposes to furnish labor, equipment and materials to clean the Ventilation Equipment listed under "Scope of Work," located at the specified address, according to the price and terms agreed upon herein.

The cleaning service conforms with, or exceeds, the standards most widely followed by Building and Insurance Authorities, as well as with the National Air Duct Cleaning Association Standard 92-01. All applicable codes and regulations will be adhered to. The frequency of service and those components of the ventilation equipment included for service are determined by the Customer. Cleaning service shall be performed at a mutually agreed upon date and time.

Cleaning of accessible components at the time of service will be performed using the best efforts of **AIRWAYS**.

SCOPE OF WORK: Phase I - 1st Floor Offices/Main Desk/Reference Desk/Johnson Room/1st Floor Fiction and Basement SE Mechanical Room Unit #1, Basement East areas, Basement North areas, Phone Panel Room/Stacks/Circulation/Basement Fiction

Clean the interior surfaces of the supply and exhaust ductwork, Basement and 1st floor.

Remove wash and replace all supply registers/diffusers and return/exhaust grilles.

Clean Unit #1 in Basement East Mechanical Room (intake, coils, fan, and ductwork)

Clean the heating coils serviced by FCU units #3, 4,5 located in the basement Northwest mechanical room, and connecting ductwork.

BEFORE AND AFTER PICTURES WILL BE SENT ALONG WITH A WORK ACKNOWLEDGEMENT REPORT UPON COMPLETION.

Price:

\$11,650.00

*** Pricing is based on the assumption that the Customer will direct AIRWAYS to pay its cleaning crew at Cook County Janitorial Prevailing Wage rates. If the Customer determines that a different wage rate is to be used, then a price adjustment will be necessary.**

GENERAL PROVISIONS:

- The Customer is responsible for providing access into ceilings, penthouses, roofs or other secured areas and the disarming of detectors in the ventilation equipment to be cleaned so that work may proceed in a timely fashion.
- **AIRWAYS** is not responsible for work delays caused by conditions beyond their control.
- Customer is responsible for providing parking for **AIRWAYS'** vehicle.
- Condenser coils are not part of this agreement unless specifically included.
- Conditions beyond the control of **AIRWAYS** may subject the quoted prices to change.
- The extra cost for any special or additional insurance requirements over and above normal will be billed to the Customer.
- Removal and treatment of microbial and biological contaminants are not included in this agreement unless specified in the "Scope of Work."
- **AIRWAYS** shall be paid a service charge upon customers' refusal to permit entry to perform a scheduled service.
- All waste and debris removed from the systems during the cleaning process will be placed in containers provided by the Customer and left on their premises at a mutually agreed upon location for their disposal.

SPECIAL CONDITIONS:

Any modifications/adjustments/additions or deletions to this agreement must be in writing and executed by an authorized representative of **AIRWAYS** to be binding.

STANDARD CLEANING PROCEDURES:

DUCTWORK:

Interior metal surfaces of specified ductwork will be brushed and/or vacuumed, including volume dampers, turning vanes and splitter dampers. Large ducts, 14" X 14" or larger, will be crawled. Smaller ducts will be cleaned by reaching through access openings. Necessary access openings together with gasketed airtight sheet metal covers will be provided by AIRWAYS. Plastic flexible ducts (flex hose) connecting sheet metal ducts to diffusers are not part of this cleaning service agreement. Ductwork that is inaccessible or insulated on the inside will be positive-pressure-cleaned. Induct re-heat coils are included is specified above.

The service described herein will be provided day or night hours, Monday through Friday, except holidays. Weekend work will be provided at a premium of 33%.

AIRWAYS SYSTEMS, INC. agrees to maintain Comprehensive General Liability Insurance with limits of \$2,000,000.00 while providing service to the Customer under terms of this agreement. Labor furnished will be full time employees of **AIRWAYS** covered by Worker's Compensation.

The Customer will pay to **AIRWAYS** the agreed-upon price herein which will be due net upon receipt of invoice. Additional services that are due will be performed following receipt of payment for previous service.

Proposals/Agreements are provided for the fair use by the client or his agent in completing the work as listed within this document. Proposals/Agreements remain the property of **AIRWAYS SYSTEMS, INC.** and cannot be used or reused without permission of **AIRWAYS SYSTEMS, INC.**

No claims, obligations or representations are made on behalf of or by **AIRWAYS** other than those included herein or as agreed to in writing by **AIRWAYS SYSTEMS, INC.**

Accepted by:

Company Name: _____

X John Urban

X _____

John Urban

Print Name: _____

Sales Manager

Title: _____

Proposal #: 191030AC-JU

Date: _____

Purchase Order #: _____

Please fill out the Vendor form or forward on to the proper department and fax or email back

Billing Information (Name of Company for billing):			
Accounts Payable Contact & Phone Number:	Accounts Payable Email:	Accounts Payable Fax:	
Billing Address:			
City:	State:	Country: USA	Postal (ZIP) Code:
Name of site where Airways will be doing work at:			
Address:	City:	State:	Postal (ZIP) Code:

Does your company require purchase orders ___ yes ___ no
Purchase Order Number
Is purchase order number good for one service ___ yes ___ no
When does purchase order expire? _____

Type of Business (Please check only one):	
<input type="checkbox"/> Corporation	<input type="checkbox"/> Non-Profit
<input type="checkbox"/> Partnership	<input type="checkbox"/> Health Care
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Private Foundation
<input type="checkbox"/> Individual	<input type="checkbox"/> Government

Fein #	Social Security # - Sole Proprietorship
Name of person approving work:	Payment Terms: Net upon rec. of invoice
Site Contact Name:	Site Phone Number:
Email:	Fax:

Customer Remarks or Special Instructions:
--

AIRWAYS SYSTEMS, INC.
John Urban: john@airwayssystem.com
1100 Tower Lane
BENSENVILLE, IL 60106
OFFICE (630) 595-4242 - FAX (630) 595-3828
FEIN#: 27-3318221



October 30, 2019

Andrew Kim
Executive Director
Glencoe Public Library
320 Park Avenue
Glencoe, Illinois 60022

RE: **Duct Cleaning
Mezzanine and 2nd Floor**

SERVICE AGREEMENT

AIRWAYS SYSTEMS, INC. proposes to furnish labor, equipment and materials to clean the Ventilation Equipment listed under "Scope of Work," located at the specified address, according to the price and terms agreed upon herein.

The cleaning service conforms with, or exceeds, the standards most widely followed by Building and Insurance Authorities, as well as with the National Air Duct Cleaning Association Standard 92-01. All applicable codes and regulations will be adhered to. The frequency of service and those components of the ventilation equipment included for service are determined by the Customer. Cleaning service shall be performed at a mutually agreed upon date and time.

Cleaning of accessible components at the time of service will be performed using the best efforts of **AIRWAYS**.

**SCOPE OF WORK: Phase 2-Mezzanine Restrooms and 2nd Floor
areas/Conference Room/Childrens Area/Offices**

Clean the interior surfaces of the supply and exhaust ductwork, Mezzanine and 2nd Floor. Remove wash and replace all supply registers/diffusers and return/exhaust grilles. Clean the restroom toilet exhaust system ductwork and exhaust fan.

BEFORE AND AFTER PICTURES WILL BE SENT ALONG WITH A WORK ACKNOWLEDGEMENT REPORT UPON COMPLETION.

Price:

\$6,450.00

*** Pricing is based on the assumption that the Customer will direct AIRWAYS to pay its cleaning crew at Cook County Janitorial Prevailing Wage rates. If the Customer determines that a different wage rate is to be used, then a price adjustment will be necessary.**

GENERAL PROVISIONS:

- The Customer is responsible for providing access into ceilings, penthouses, roofs or other secured areas and the disarming of detectors in the ventilation equipment to be cleaned so that work may proceed in a timely fashion.
- **AIRWAYS** is not responsible for work delays caused by conditions beyond their control.
- Customer is responsible for providing parking for **AIRWAYS'** vehicle.
- Condenser coils are not part of this agreement unless specifically included.
- Conditions beyond the control of **AIRWAYS** may subject the quoted prices to change.
- The extra cost for any special or additional insurance requirements over and above normal will be billed to the Customer.
- Removal and treatment of microbial and biological contaminants are not included in this agreement unless specified in the "Scope of Work."
- **AIRWAYS** shall be paid a service charge upon customers' refusal to permit entry to perform a scheduled service.
- All waste and debris removed from the systems during the cleaning process will be placed in containers provided by the Customer and left on their premises at a mutually agreed upon location for their disposal.

SPECIAL CONDITIONS:

Any modifications/adjustments/additions or deletions to this agreement must be in writing and executed by an authorized representative of **AIRWAYS** to be binding.

STANDARD CLEANING PROCEDURES:

DUCTWORK:

Interior metal surfaces of specified ductwork will be brushed and/or vacuumed, including volume dampers, turning vanes and splitter dampers. Large ducts, 14" X 14" or larger, will be crawled. Smaller ducts will be cleaned by reaching through access openings. Necessary access openings together with gasketed airtight sheet metal covers will be provided by AIRWAYS. Plastic flexible ducts (flex hose) connecting sheet metal ducts to diffusers are not part of this cleaning service agreement. Ductwork that is inaccessible or insulated on the inside will be positive-pressure-cleaned. Induct re-

heat coils are included is specified above.

The service described herein will be provided day or night hours, Monday through Friday, except holidays. Weekend work will be provided at a premium of 33%.

AIRWAYS SYSTEMS, INC. agrees to maintain Comprehensive General Liability Insurance with limits of \$2,000,000.00 while providing service to the Customer under terms of this agreement. Labor furnished will be full time employees of **AIRWAYS** covered by Worker's Compensation.

The Customer will pay to **AIRWAYS** the agreed-upon price herein which will be due net upon receipt of invoice. Additional services that are due will be performed following receipt of payment for previous service.

Proposals/Agreements are provided for the fair use by the client or his agent in completing the work as listed within this document. Proposals/Agreements remain the property of **AIRWAYS SYSTEMS, INC.** and cannot be used or reused without permission of **AIRWAYS SYSTEMS, INC.**

No claims, obligations or representations are made on behalf of or by **AIRWAYS** other than those included herein or as agreed to in writing by **AIRWAYS SYSTEMS, INC.**

Accepted by:

Company Name: _____

X John Urban

X _____

John Urban

Print Name: _____

Sales Manager

Title: _____

Proposal #: 191030AC-JU

Date: _____

Purchase Order #: _____

Please fill out the Vendor form or forward on to the proper department and fax or email back

Billing Information (Name of Company for billing): _____

Accounts Payable Contact & Phone Number:		Accounts Payable Email:	Accounts Payable Fax:
Billing Address:			
City:	State:	Country: USA	Postal (ZIP) Code:
Name of site where Airways will be doing work at:			
Address:	City:	State:	Postal (ZIP) Code:

Does your company require purchase orders ___ yes ___ no
Purchase Order Number
Is purchase order number good for one service ___ yes ___ no
When does purchase order expire? _____

Type of Business (Please check only one):	
<input type="checkbox"/> Corporation	<input type="checkbox"/> Non-Profit
<input type="checkbox"/> Partnership	<input type="checkbox"/> Health Care
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Private Foundation
<input type="checkbox"/> Individual	<input type="checkbox"/> Government

Fein #	Social Security # - Sole Proprietorship
Name of person approving work:	Payment Terms: Net upon rec. of invoice
Site Contact Name:	Site Phone Number:
Email:	Fax:

Customer Remarks or Special Instructions:
--

AIRWAYS SYSTEMS, INC.
John Urban: john@airwayssystems.com
1100 Tower Lane
BENSENVILLE, IL 60106
OFFICE (630) 595-4242 - FAX (630) 595-3828
FEIN#: 27-3318221