

## EXECUTIVE DOCUMENT SUMMARY

Department: <u>Administration</u> Contact Person: <u>Deborah Allen</u> Telephone Number: <u>231-256-8100</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Submittal Dates</th> </tr> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u></td> <td style="width: 50%;">Date of Meeting: <u>04/11/2023</u></td> </tr> </table>	Submittal Dates		<input checked="" type="checkbox"/> Select Meeting Type: <u>Executive Board</u>	Date of Meeting: <u>04/11/2023</u>
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Budgeted Amount: _____	\$ 0.00	Contracted Amount: _____	\$ 4,795.00
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### Document Description

<input checked="" type="checkbox"/> Request to Waive Board Policy on Bid Requirements	<input checked="" type="checkbox"/> Department Head/Elected Official Authorization
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This is the first of two requests for an upgrade to the Law Enforcement Center's HVAC system, specifically the Sergeant's Office space, which desperately needs an added cooling component, by way of a proposed mini-split system (see attached quote).

When the remodeled system was designed approximately six years ago, it had been brought to the engineering firm's attention that a separate cooling system was critical; the existing system is not adequate, and at times temperatures reach well above a comfort range for employees within the Sergeant's Room, as they are required to wear a lot of heavy equipment including protective gear.

The attached quote and correspondence from D&W Mechanical was subsequently requested, as they are the primary firm for HVAC repair and installation of the County's equipment (note: the quote for this request begins after the Computer Room quote.)

We are requesting the Board approve the project, as the weather begins to heat up.

**Suggested Recommendation:**

I move to recommend to the County Board of Commissioners approval of the purchase of a Mitsubishi Cooling Only System for installation affecting the Sheriff's Office Sergeant's Room, from D&W Mechanical of Traverse City, as presented; funds to come from Capital Projects Building Fund, #470.000.000.970.010 Capital Outlay.

Department Approval:  Date: 04/10/2023

**From:** [Michael Litwiller](#)  
**To:** [Laurel Evans](#)  
**Cc:** [Gary O'Connor \(goc@charter.net\)](mailto:goc@charter.net)  
**Subject:** RE: Request for updated proposal - Sheriff's Office Deputy's Room  
**Date:** Saturday, April 1, 2023 4:36:54 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[Leelanau Co Deputies & Computer Cooling Only.docx](#)

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Hi Laurel,

Please find updated proposal attached for adding cooling units to the Sergeants room and Computer room. I've listed them separately and note each proposal includes everything except the electrical which Gary is capable of doing, and the roof flashing which because the roof is relatively new, any modifications needs to be done by a roofer that's certified with the manufacture as to not void any warranties. Gary was going to get with maintenance to find out who to contact to get this work done and for this reason I have not included the cost in the proposal. Note too that the unit I quoted for the computer room will continue to work even when temperatures outside are below zero, and the unit for the Sargent's room only cools when outdoor temperatures are above zero degrees. I did this because the computer room could need cooling even when it's subzero outside but the Sargent's room should be fine when temperatures outside are below 10 degrees. If you have any questions, concerns, or changes please let me know I'm happy to discuss.

Thanks again,

**Mike Litwiller**



1266 Industry Dr. Suite A  
Traverse City, MI 49696  
Ph: 231-941-1215  
Fx: 231-941-5007

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**From:** Laurel Evans <levans@leelanau.gov>  
**Sent:** Friday, March 31, 2023 8:08 AM  
**To:** Michael Litwiller <mlitwiller@dwmechanical.com>  
**Cc:** Gary O'Connor (goc@charter.net) <goc@charter.net>  
**Subject:** RE: Request for updated proposal - Sheriff's Office Deputy's Room

Hi Mike,

I am including Gary on this email – we have tentatively added the mini-split from the early March



COMMERCIAL | RESIDENTIAL | PLUMBING | HVAC | SERVICE

April 1, 2023

Leelanau County Govt. Center  
8527 E. Govt. Center Dr. Ste. 109  
Suttons Bay, MI 49682  
Attn. Jerry Culman 231-432-0555

**Re: IT Room**

The following is our proposal for the above-mentioned project.

**Mitsubishi Commercial Series Ductless Split Cooling System for County Jail IT Rm, Cooling with Outdoor Temps to -40 Degrees:**

- (1) Mitsubishi PUYA18KA 18,000 Btu/h P-Series Inverter Drive low ambient condensing unit with 410A refrigerant (to sit on roof)
- (1) Mitsubishi PKAA18HA 18,000 Btu/h wall mount unit to be installed on west wall
- (1) Mitsubishi hand held multi-function remote controller
- Insulated refrigerant line set
- (1) Condenser pad
- (1) Condensate drain line to floor sink in adjacent room
- Startup check and test

**Total..... \$7,286**

**Clarification:**

- Electrical to condenser on roof is not included in proposal, D&W can coordinate if desired
- Roof flashing for refrigerant lines through roof is not included in proposal
- Add \$395 to total for wall mounted thermostat
- Add \$200 for Wifi Adapter #PAC-USWH002-WF-2

**Re: Sheriff Departments Deputy's Room**

The following is our proposal for the above-mentioned project.

**Mitsubishi Cooling Only System Cooling with Outdoor Temps to -1 Degrees:**

- (1) Mitsubishi MUY-GL12NA-U1 1-Ton Inverter Drive air conditioning system with 410A refrigerant (12-year Diamond Dealer parts warranty) to sit on roof
- MSY-GL12NA-U1 Indoor wall unit installed on north wall
- 18" Condenser stand

- Condensate line to a little giant condensate pump in adjacent storage room with discharge line to existing ¾" drain piping from existing units
- Insulated copper refrigerant line sets to feed above drop ceiling and up to roof through existing pitch pan flashing
- Control wire from outdoor unit to indoor unit
- Start up, check, and test system

**Total.....\$4,745**

**Clarifications:**

- Electrical to condenser on roof is not included in proposal, D&W can coordinate if desired
- Add \$395 to total for wall mounted thermostat
- Add \$200 for Wifi Adapter #PAC-USWH002-WF-2
- This unit cuts out when outdoor temperatures reach -1 degrees and cuts back in at 3 degrees

Thank you for this opportunity, please let me know if you have any questions.

Respectfully,

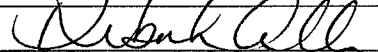
D&W Mechanical  
Mike Litwiller

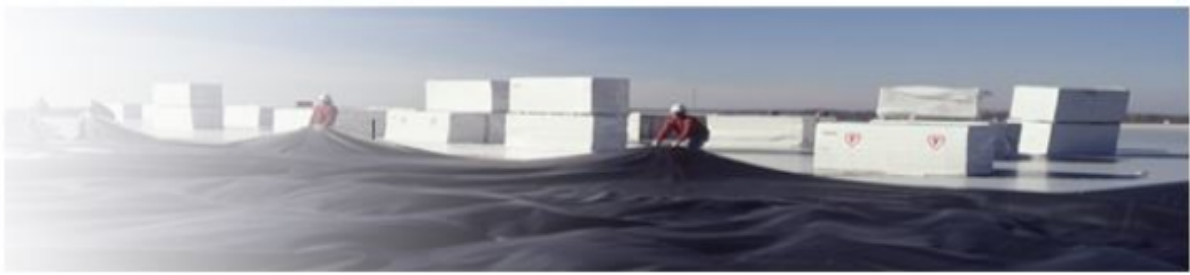
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Budgeted Amount: <u>\$ 0.00</u>	Contracted Amount: <u>\$ 8,881.00</u>
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<table style="width: 100%;"> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Request to Waive Board Policy on Bid Requirements</td> <td style="width: 50%;"><input type="checkbox"/> Department Head/Elected Official Authorization</td> </tr> </table> <p>This is the second of two requests for an upgrade to the Law Enforcement Center's HVAC system, specifically the upper level IT Computer Room, which desperately needs a cooling system added by way of a proposed mini-split system (see attached D&amp;W Mechanical quote).</p> <p>When the remodeled system was designed approximately six years ago, this, too, had been brought to the engineering firm's attention at that time that a separate cooling system was crucial, as the existing HVAC system is not adequate, and many times temperatures are a cause for concern because of heat damage to the expensive and sophisticated computer systems which could then prematurely break down, and then shut down critical security systems.</p> <p>We were planning to request the Board approve this emergency project, as the weather heats up and correcting the situation becomes more urgent, as there is approximately \$1 million in software and hardware systems that need to be protected from premature failure.</p> <p><b>UPDATE:</b> Attached are quotes from both D&amp;W Mechanical and Lutz Roofing. Lutz was contacted because they had installed the roof and we do not want to void the 40-year warranty. Below are two separate recommendations to address this project, as the combined estimate is \$8,881 (\$1,200 to Lutz, and \$7,681 to D&amp;W Mechanical). The D&amp;W quote clarification notes an additional \$395 for a wall-mounted thermostat, which is included within the contracted amount.</p> <p><b>First Recommendation:</b>                  I move to recommend that the Board of Commissioners waive its bid policy and approve the quote from Lutz Roofing of Shelby Township, Michigan, to provide and install one pitch plan, as presented, in an amount not to exceed \$1,200.00; funds to come from (to be determined).</p> <p><b>Second Recommendation:</b> I move to recommend that the Board of Commissioners waive its bid policy and approve the quote from D&amp;W Mechanical, Inc., of Traverse City, to install a mini split cooling system within the Law Enforcement Center Computer Room, in an amount not to exceed (\$7,681.00); funds to come from (to be determined).</p>	<input checked="" type="checkbox"/> Request to Waive Board Policy on Bid Requirements	<input type="checkbox"/> Department Head/Elected Official Authorization
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Department Approval:  Date: 04/10/2023



4721 22 Mile Road | Shelby Township MI 48317-1515  
| (P) 586-739-1148 | (F) 586-739-7678  
service@lutzroofing.com | www.lutzroofing.com

Date: 4/6/2023

**Service Proposal: Q-38180**

**Account:** County of Leelanau - 103968  
8527 East Government Center Drive  
Suttons Bay, MI 49862

**Facility:** Leelanau Law Enforcement Office (12038)  
8525 East Government Center Drive  
Suttons Bay MI 49682

**Contact Name:** Jerry Culman

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**Type of Work Penetrations** Total \$1,200.00

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**Description of Work**

Scheduled: Pending Approval

Billing Company Contact: Jerry Culman - 231-256-8160 ~ [jculman@leelanau.gov](mailto:jculman@leelanau.gov)

Billing Company Name: County of Leelanau

Project: Pitch Pan - Mini Split Line

On Site Contact: Unknown (please provide)

Roof Type: Tremco

Warranty Status: In Progress

Single or Double Roof: NA

Estimator: Yvonne Vance

Thank you for this business opportunity. This proposal is based on Lutz Roofing's flashing-in the following roof penetrations

**Lutz Roofing Scope Of Work:**

Provide and install one (1) pitch pan for mini-split line

1. **Lutz Roofing will not cut existing decking opening(s).**
2. Any structural support beneath the decking shall be in place prior to our work.
3. Curbs, rails, and cones provided and located by others.
4. Quote does not include placement, leveling, or temporary overnight capping.



For questions regarding this document please  
call (586) 739-1148.

5. Lutz Roofing will flash-in said penetrations in accordance with the manufacture's requirements.
6. Upon completion of the work, provide all relevant clean-up of roofing related debris.
7. Quote does not include related carpentry work.
8. Walkway pad to be installed at an additional cost of \$\_\_\_NA\_\_\_ per walkway pad.
9. Gas line supports will cost an additional \$\_\_\_NA\_\_\_ per support.
10. Quote does not include Submittals, Shop drawings, As-builts, Close-out documents, or permits.
11. Lutz shall not be responsible for water entry from "double roof "assemblies.
12. This work order must be signed, or applied as an addendum to our base contract before any field work commences.
13. General contractors and/or mechanical contractor who do not have an approved customer status with Lutz Roofing shall pay Lutz for said work at the beginning of the project.
14. We strongly recommend that your company seek to pin-down the exact quantity (and sizes) of the various penetrations before our field work commences. Getting things right at the beginning can negate unexpected (and additional) cost(s) from occurring after our actual field work begins.
15. We also recommend that the mechanical contractor is coordinated in a manner that prevents our field employees from having to wait through the "spotting" process.
16. Avoid "cutting in" the penetrations without having a Lutz field tech present. Poorly cut openings can increase the scope of our work. In addition, avoid "cutting" and opening up the roof overnight. Un-flashed roof penetrations in conjunction with an unexpected precipitation event, can "flood out" the interior space(s) below.
17. Our work is "weather" dependent. We can't flash in roof penetration when moisture is present. Please keep in mind that elements of weather when your company is coordinating said work.

**Please feel free to reach out with any questions or concerns.**

**Roofing material pricing and availability is extremely volatile at this time and can change daily. We have priced your project with current material pricing. Upon review of our pricing please call us to discuss further.**

Please sign and return this agreement to our office prior to the start of the project. Upon its receipt, Lutz Roofing will schedule the above work to be performed by our maintenance staff. The undersigned party, representing the owner's interest, agrees to the estimated cost and ensures payment will be made 15 days from completion.

Customer Signature and Date:

\_\_\_\_\_ / / \_\_\_\_\_

**Lutz Roofing Company**



COMMERCIAL | RESIDENTIAL | PLUMBING | HVAC | SERVICE

April 1, 2023

Leelanau County Govt. Center  
8527 E. Govt. Center Dr. Ste. 109  
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Respectfully,

D&W Mechanical  
Mike Litwiller